

## **Policy for the Management of Funds Generated from the New York State Department of Environmental Conservation Endorsed 4-Hour Sediment and Control Online Training**

### **Background:**

The 4-Hour Erosion & Sediment Control Training is a required course for certain contractors, subcontractors, consultants, and other qualified individuals that will be involved with the implementation of the Stormwater Pollution Prevention Plan on a construction site that has coverage under a NYS Department of Environmental Conservation (NYSDEC) State Pollution Discharge Elimination System (SPDES) permit for Stormwater Discharges from construction activity. The certification received by this course is viable for 3 years from the date that the training was completed. This course is required for new employees involved in such activity as well as individuals who have not taken the course within the past 3 years. Under the SPDES General Permit for Stormwater Discharges from Construction Activity, certain contractors (Trained Contractor) and certain Qualified Inspectors are required to complete 4 hours of Department endorsed training in the principles and practices of erosion and sediment control (E&SC) every 3 years. Soil & Water Conservation Districts (SWCDs) in New York State have promoted the NYS Department of Environmental Conservation's Stormwater Management Program through various opportunities including the NYSDEC's 4 Hour Erosion and Sediment Control Course, benefiting not only the statewide program itself, but also the participating SWCDs since the course began in 2008. This course benefits the SWCDs not only in ensuring that developers, builders, contractors and inspectors are knowledgeable in managing soil disturbance activities on active construction sites, but also allows for enhanced training opportunities for SWCD staff as well. This course has been successful in generating earned income for SWCDs that participate in offering the course that in turn creates a source of income to implement local conservation projects to protect water quality, as well as funding to retain qualified staff.

In 2016, the proposal to create an online version of this course was presented to the New York State Conservation District Employees' Association, Inc. (NYSCDEA) where the participating SWCDs could continue to offer in-person training while the NYSCDEA could provide an online version for professional, accessible course delivery. In turn, the funds collected through an online training for this course would be used for SWCD training and programs that are in-line with water quality initiatives. NYS CDEA garnered support from NYSDEC in March of 2016 to develop this online training program, and with the support of the Monroe County SWCD Board of Directors, the Monroe County SWCD took the lead in developing this online course over a three year period with the launch of the course in 2019. The MCSWCD partnered with SUNY Brockport to assist with the audio of the course, NYS DEC to support the development of the course and offer review, Chemung and Ontario County SWCDs for assistance in audio and review, and Seneca County SWCD (NYSCDEA Division II) for assistance with putting the course on the CDEA website and setting up online payment.

The New York State Conservation District Employees' Association wishes to thank all individuals and organizations that have diligently worked to make this program and its resulting

funding possible, including but certainly not limited to Monroe County Soil and Water Conservation District, Kelly Emerick, Josh LaFountain Jessica Verrigni, P.J. Emerick, Jim Liebrum, Kristin White, Dave Gasper, Don Lake, and SUNY Brockport.

**Mission:** Per the New York State Conservation District Employees' Association By-Laws, the purposes for which the Association formed were for the mutual advancement of the interests of members to consider and deal with common problems, and to strengthen local Soil and Water Conservation Districts by providing assistance and information to local boards and employees. To that end, the NYSCDEA has focused resources on creating and fostering opportunities for employee networking, professional development, and SWCD outreach and promotion.

Funds generated from the New York State Conservation District Employees' Association's New York State Department of Environmental Conservation Endorsed 4-Hour Sediment and Control Online Training shall only be utilized for SWCD's within New York State and for the above purposes including the following:

1. NYSCDEA member attendance of technical or educational workshops or programs that benefit the SWCDs of the state of New York and are supported and approved by the NYSCDEA Executive Board. This is not intended to replicate the Frank Bratt Scholarship, rather technical or educational workshops/trainings, or programs that are Division wide or statewide. For example, funds may be used to offset the cost of sending SWCD staff to statewide trainings like the Water Quality Symposium or Conservation Skills Workshop by providing a credit to each SWCD- Please see below.
2. Provide support of NYSCDEA's existing or newly developed educational and technical trainings or events currently benefitting the entire state of New York to educate and train Soil and Water Conservation Districts. Examples include the Leadership Conference, Water Quality Symposium, Conservation Skills Workshop, Statewide Managers Meetings, Administrative Management Conference, and the New York State Erosion and Sediment Control Certificate Program. This support can include but is not limited to providing funding for outside instructors to present at statewide trainings.
3. The maintenance and improvement of NYSCDEA Board approved current courses and the development of additional courses that act as earned income financial support of the NYSCDEA's educational and technical trainings and programs. For example, paying bills associated with moving the course to a new server or paying a contractor to develop/maintain course materials.
4. Assist in providing NYSCDEA contracting/staffing to support the delivery of the above activities that uphold the NYSCDEA mission.  
For example, providing funding for a contract employee or contract with a Conservation District to manage the day to day NYSCDEA business.
5. Provide funding to Conservation Districts to create, update and/or deliver technical education workshops or programs that will benefit the entire state of New York and that are supported and approved by the NYSCDEA Executive Board. For example, providing funding to a Conservation District to take several trainings on the same topic and combine them into a comprehensive statewide training module that is freely available to any other District in the state, or to hold a specialized training event like a leadership

conference, post-flood emergency stream intervention training or other training of statewide importance.

6. Funds cannot be utilized for statewide competitions.
7. Funds are to be used for the benefit of NYSWCD staff only.
8. If a program/training is created using these NYSCDEA 4HR funds, it is expected that District employees will be able to utilize these programs at little or no cost.
9. A complete financial report will be compiled in the Annual Packet outlining the usage of funds.

The funds generated by this program will be housed in a separate interest-bearing account and will only be transferred out of this account once the NYSCDEA Board deems that any use of these funds meets one of the above stated goals.

**To request funding:**

1. For a local New York State Soil and Water Conservation District to apply for Item #4 would involve the NYSCDEA Board putting out a Request For Proposals (RFP) and would not be open to unsolicited applications.
2. Under Item #5 for an SWCD to apply for funding a program/training: an application must be completed. If applicable the application may include title, location, date, timing – length, audience, credits, materials, training flyer or advertisement, a description of the event or training to be created and how it will benefit of the entire SWCD's in the State of New York, and a detailed budget (application will be created by the NYSCDEA). The budget must include a breakdown of costs associated with the event and any match to the funding being requested (amount and source). The request must also include goals and expectations of the event. A request form will be developed to outline these requirements along with the timeline for review and approval of funding requests.

Current trainings WQS, Conservation Skills, Leadership Trainings, Managers Trainings, Administrative Conference, and NYSCDEA Division trainings initiated by Division Reps will be supported by this funding and the amount determined by the Executive Board of CDEA.

All applications/requests are due to current NYSCDEA President at least 14 days prior to a NYSCDEA meeting. The Executive Board will vote on applications at every bimonthly meeting.

The Executive Committee reserves the right to reject applications or to utilize the funding for other purposes when it is deemed to be in the best interest of the NYSCDEA and Soil and Water Conservation District Employees Association, Inc.