# *Delco Green Ways*

## Delaware County’s Open Space and Recreation Municipal Grant Program

# GUIDELINES

## Background

Delaware County Council convened the Open Space Task Force in October 2016 to study and make recommendations to Council about open space preservation opportunities; recommended investment strategies and funding; as well as recommended parameters for the County’s participation in open space preservation and recreation projects.

The Task Force researched opportunities and obstacles to implementing the County’s Open Space, Recreation, and Greenway Plan, a component of the County’s Comprehensive Plan, Delaware County 2035. It also reviewed similar programs from other counties in the region and discussed the benefits of different approaches. With an understanding of the impacts of these programs, the Task Force was able to identify an implementation strategy for Delaware County. To effectively address the opportunities identified, the Task Force recommends a three-pronged approach to implementation of the Open Space Plan: 1) providing grants to local municipalities; 2) an infusion of capital investment in County parks; and 3) funding for professional services support for open space and recreation projects.

Delaware County accepted the recommendations of the Task Force, via Council Resolution in September 2018 and subsequently, authorized an initial borrowing of $10 million to initiate the program.

## Program Purpose

There are several existing grant programs offered at the state and federal level that provide funds for local communities to complete open space and recreation projects. All programs require local match in the amount of anywhere from 15% to 50% of total project costs. While appropriate and necessary to ensure that funding is directed toward suitable projects, this can also act as an unintentional barrier. Compiling the money to meet match requirements, along with time spent applying and administering the money, often makes grant funding too “expensive” to obtain for some communities. Instead, they often choose to complete smaller or less expensive projects using only local funding. The purpose of this program is to assist local municipalities in achieving their local open space and recreation goals, while furthering the objectives of Delaware County 2035.

## Eligible Applicants

Applications under this program are limited to local governments. Multi-municipal applications are encouraged.

## Eligible Activities and Match Requirements

### Conserve

The County may contribute up to $500,000, but not more than 25% of the total project costs, for the protection of undeveloped land in perpetuity. Municipalities must contribute a minimum of 10% of the total project costs. Local match can be provided through cash or in-kind services.

Eligible projects may include: fee simple acquisition; conservation or trail easements on private land; and other similar conservation methods.

### Enhance

The County may contribute up to $100,000, but not more than 25% of the total project costs, for capital improvements to park and/or recreational facilities. Local municipalities must contribute a minimum of 10% of the total project costs. Local match can be provided through cash or in-kind services.

Eligible projects include: capital improvements to existing park facilities; and regreening efforts (e.g., street tree plantings, green stormwater infrastructure, etc.).

### Connect

The County may contribute up to $500,000, but not more than 25% of the total project costs, for the development of trails included on the countywide Primary Trail Network. Additionally, the County may contribute up to $100,000, but not more than 10% of total project costs, for the development of local trails. Municipalities must contribute a minimum of 10% of the total project costs. Local match can be provided through cash or in-kind services.

Eligible projects include: construction of multi-use segments of the countywide Primary Trail Network and construction of local multi-use trails.

### Professional Services Support

The County may contribute up to $100,000, but not more than 25% of the total project costs, for the planning, study, and design of park and/or recreational facilities.

Eligible projects include: comprehensive open space and greenway plans; park master plans; feasibility studies; title searches; appraisals; and design/engineering and permitting.

## General Requirements

1. Funds must be expended within three (3) years of date awarded;
2. Conservation projects must include a deed restriction to guarantee the property remains undeveloped in perpetuity;
3. Projects must be open to the public, except when conservation easements are acquired on private lands;
4. Capital projects include new facilities or a major improvement to (or rehabilitation of) an existing facility and must have a useful life expectancy of at least seven (7) years;
5. Multi-use trail projects must be ADA-accessible;
6. Projects must be identified in a comprehensive, open space, or other plan; and
7. Planning projects must be formally adopted by the local municipality.

## 2019 Timetable

Application Available July 10, 2019

Applications Due September 9, 2019

Awards Announced by October 23, 2019

Evaluation Criteria
(See Appendix A)

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# Program Administration

## General Process

1. County staff will review all applications for completeness, eligibility, project readiness and for their strength in supporting County and municipal planning goals.
2. Incomplete applications will not be considered.
3. The number of grants awarded may depend on the amount and strength of applications and funds available in the current grant round.
4. All funding awards will be made official via County Council Resolution.
5. Post award, the County will enter into a Grant Agreement with the awardee only after all supporting documentation is submitted.
6. The amount of the award will be based on the actual cost of the project, not estimates.
7. Grant award payments commence with municipal requests based on property or easement sale settlement (Conserve projects) or project work invoices (all other projects).

# Application

## Submission Checklist

\_\_\_\_\_ Letter of Transmittal

\_\_\_\_\_ Section 1: Application Form

\_\_\_\_\_ Section 2: Project Description

\_\_\_\_\_ Section 3: Project Map

\_\_\_\_\_ Section 4: Scope of Work

\_\_\_\_\_ Section 5: Project Schedule

\_\_\_\_\_ Section 6: Cost Estimate

\_\_\_\_\_ Section 7: Municipal Resolution(s)

\_\_\_\_\_ Section 8: Letters of Funding Commitment

\_\_\_\_\_ Section 9: Attachments
(As necessary and applicable. For more guidance on requirements, see the "Attach the Following Materials" section and Appendices.)

\_\_\_\_\_ Property Appraisal (for Conserve projects)

\_\_\_\_\_ Site Development Drawing (for Enhance and Connect projects)

\_\_\_\_\_ Certification of Title Form (for Enhance and Connect projects)

\_\_\_\_\_ Declaration of Public Trust, Covenants, Conditions, and Restrictions

\_\_\_\_\_ 1099-S Verification Form (For easement projects)

\_\_\_\_\_ Conservation Easement with Baseline Documentation Report (For easement projects)

\_\_\_\_\_ Any supporting documents including:

\_\_\_\_\_ Letters of support

\_\_\_\_\_ Photographs

\_\_\_\_\_ Pages from planning documents

## Section 1: Application Form

[ ]  Single Municipality [ ]  Multi-Municipal

Lead Municipality:

Participating Municipalities:

**Municipal Contact\***

|  |  |
| --- | --- |
| Name: | Email: |
| Title: | Phone: |
| Address: | Fax: |

\*For lead municipality

**Project Information**

|  |  |
| --- | --- |
| Project Title: |  |
| Project Type: | *(Conserve, Enhance, Connect, or Professional Services)* |
| Project Location: |  |
| Project Summary (150 words maximum):  |
|  |
| **Previous Planning Efforts**Please identify any previous planning efforts that identify and support this project. (Can include pages as an attachment.) |
|  |

**Project Funding**

|  |  |  |  |
| --- | --- | --- | --- |
| Source | Dollar Amount | Percent of Total Cost | Status |
| Local Funding | $ |  | Committed |
| *(Additional Source 1)* |  |  | *(Committed/Pending)* |
| *(Additional Source 2)* |  |  | *(Committed/Pending)* |
| *(Additional Source 3)* |  |  | *(Committed/Pending)* |
| County |  |  | Requesting |
| **TOTAL** |  | **N/A** | **N/A** |

## Section 2: Project Description

Please provide a summary of the project and a brief description of how the project will support the County *Open Space, Recreation, and Greenway Plan* and other local planning efforts. (400 words max.)

# Attach the following materials:

## Section 3: Project Map

* Show street location of the project and study area / site boundaries.

## Section 4: Scope of Work

* Narrative detailing all work to be done and end products. Explain who will administer the project and who will do the work – staff, volunteers, or contracted firm.

## Section 5: Project Schedule

* Approximate timeline of project milestones, including meetings, public outreach, construction start dates, permitting, bidding, etc.

## Section 6: Cost Estimate

* Itemized budget. Include labor and direct costs, etc. Use Budget Worksheet found in Appendix B.
* For Conserve projects, submit appraisal(s) with the application. (Refer to PA DCNR “BRC Acquisition Policy: Requirements for Property Appraisals”)

## Section 7: Municipal Resolution

* Resolution from municipal governing body stating that they are in support of the project and commit to administering the project and providing matching funds if grant is awarded. Use template found in Appendix C.

## Section 8: Letters of Funding Commitment

* Letter from funding partners who have committed funds to the project at this time, in confirmation of said funds.

## Section 9: Attachments (As Necessary and Applicable)

* Property appraisal (for Conserve projects - Refer to current PA DCNR “[BRC Acquisition Policy: Requirements for Property Appraisals](http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/d_001269.pdf)”).
* Site Development Drawing (for Enhance and Connect projects)
	+ Conceptual drawing – minimum, if final design is part of the project. (Refer to applicable current PA DCNR Site Drawing Checklist, either for [Parks](http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_20028713.doc) or for [Trails](http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_20032629.docx).)
	+ Engineered final design drawings – if a project has been designed and is ready to bid for construction.
* Certification of Title Form (for Enhance and Connect projects – see Appendix D)
* Declaration of Public Trust, Covenants, Conditions, and Restrictions (for all projects except conservation easements – see Appendix E)
* 1099-S Verification Form (For easement projects – see Appendix F)
* Conservation Easement with Baseline Documentation Report (For conservation easement projects – see Appendix G)
* Any supporting documents including:
	+ Photographs
	+ Letters of support
	+ Pages from planning documents

# APPENDICES:

## Appendix A: Evaluation Criteria

## Appendix B: Budget Worksheet

## Appendix C: Municipal Resolution Template

## Appendix D: Certificate of Title Form (for Enhance and Connect projects)

## Appendix E: Declaration of Public Trust, Covenants, Conditions, and Restrictions (for all projects except conservation easements)

## Appendix F: 1099-S Verification Form (for conservation easement projects)

## Appendix G: Baseline Documentation Report Checklist for Conservation Easements

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