LEBANON COUNTYCOMMISSIONERS
MARCELLUS SHALE GRANT PROGRAM GUIDELINES

As a result of the passage of Pennsylvania Act 13 of 2012, the Oil and Gas Act, Lebanon County will receive an annual allocation of Marcellus Shale Legacy Funds. The Lebanon County Commissioners have authorized the creation of a grant program to distribute these funds to eligible projects. Local government entities, non-profit organizations and Lebanon County agencies will be eligible to apply for grant funds.

The following is a description of funding categories, eligible projects, procedures, and a timeframe for applying to Lebanon County for funding assistance.

A. ELIGIBLE PROJECTS

1. Projects for planning, acquisition, development, rehabilitation and repair of:

   - Greenways
   - Recreational trails
   - Open space
   - Natural areas

2. Grant funds may also be utilized for:

   - Community conservation and beautification projects
   - Community and heritage parks
   - Water resource management

3. Additionally, grant funds may be utilized to acquire lands that are prone to damage from storm flooding.

B. PROCEDURES

1. Applicant will submit an application to the Lebanon County Planning Department (LCPD). The application will consist of; joint application worksheet (where applicable), project finance worksheet, project narrative, and a resolution. The LCPD will determine if the proposed project is consistent with the eligibility requirements. If the project is found to be consistent with the eligibility guidelines, the application will be forwarded to the County Commissioners for review.

2. All applicants will receive a written funding decision from the County Commissioners. Applicants whose projects are approved for funding will receive directions on how to proceed to the next step of the process (award contract).

3. Grants will be limited to a maximum of $25,000 per project. The grant funding request may not exceed fifty (50%) percent of the total cost of the project. In-kind services may be utilized for the local match portion of the project.

4. Grant monies may not be used to reimburse expenses incurred for a project or program prior to the execution of the award contract.

5. For entities which are not part of a county government, funding will be on a reimbursement basis only. Grantees must provide documentation of expenditures (copies of invoices, cancelled checks, etc.) prior to release of grant funds.

6. Funding and project reimbursement for all approved projects will be handled through the County Controller's Office and follow generally accepted county accounting procedures.

7. Applicants demonstrating multiple sources of funding assistance and/or collaboration with other organizations or agencies shall receive priority consideration.

8. If applicants desire a pre-application meeting, requests should be directed to the LCPD.

C. ADDITIONAL REQUIREMENTS FOR ACQUISITION FUNDS

1. For acquisition projects, land must be properly zoned for the proposed end use prior to the execution of the grant award contract.

2. A certified appraisal, prepared within the previous six (6) month period, must be submitted with any application for acquisition of real property.

3. Grant monies may not be used to cover Administrative Costs, ongoing operating expenses, and/or customary maintenance expenses for existing facilities or infrastructure.

D. TIMETABLE FOR APPLICATIONS

1. Grant applications may be submitted annually between November 1st and December 31st.

2. Applicants will be informed of grant funding decisions prior to March 1st of the following calendar year.

3. During consideration of an application, the Commissioners may request additional information or a brief presentation summary by the applicant.

4. Grant funds will become available only after the signing of an award contract.

5. The granting of funds is solely at the discretion of the County Commissioners who reserve the right to withdraw grant funds, or negotiate with the grantee for use of grant funds for an alternate project, should the grantee or other entity discover environmental hazards, archeological ruins, Native American graves/relics, or other factors which would negatively impact the project.

6. Projects must be completed within 24 months of the date of the executed contract agreement with the County of Lebanon. If the grant recipient requires additional time to complete an approved project, it may request one (1) such time extension (of up to 12 months) in writing to the LCPD. Said extension request must be submitted at least sixty (60) days prior to the expiration of the existing award contract.

7. Written progress reports must be submitted to the LCPD on a semi-annual basis following execution of the grant contract. Copies of the progress reports will be distributed to the County Commissioners. Progress Report forms will be provided by the county.

8. Upon completion of the project, a final report (with written documentation and photos, where applicable) shall be submitted to the County Commissioners at a regularly scheduled meeting. Applicants shall schedule an appointment to appear on the Commissioners' meeting agenda.

#____-____

LEBANON COUNTY COMMISIONERS MARCELLUS SHALE GRANT FUND

****IMPORTANT – THIS FORM MUST BE SUBMITTED TO THE LEBANON COUNTY PLANNING DEPARTMENT****

(Lead/Host) Applicant Information ☐ Municipality ☐ Municipal Authority/Government entity ☐ County Agency ☐ Non-Profit Organization

Lead Municipality/Organization: _____

Executive Officer: _____ **Title:** _____

Address: _____

Phone: _____ **FAX:** _____

Email Address: _____ **Joint Application** ☐

Signature of Authorized Official: _____

Print Name/Title: _____

Project Title: _____

Project Location: _____

Municipality: _____

Total Project Cost: _____ **Funding Requested:** _____ **(Not to exceed 50% of total project cost, up to $25,000.00)**

Brief Project Description:

LCPD Review and Commissioner Approval

Reviewed for consistency with the grant program guidelines.	Reviewed for funding consideration, project suitability, and availability of funds.
☐ Consistent ☐ Not Consistent	☐ Approved ☐ Not Approved
_____ Date _____ Exec. Dir., LCPD	_____ Date _____ Leb. Co. Commissioners

PROJECT NARRATIVE

On a separate sheet(s) of paper, provide a typed narrative that presents a detailed description of the project. Please be specific.

FORMAT/LAYOUT –

- Use 1 inch margins and a type/font size of at least 10 pt.
- All project application paperwork should be single sided with pages numbered.
- The Project Name and Lead applicant should be included in either the header or footer of each page.
- Project narrative should not exceed ten (10) pages.

CONTENT – The narrative must address the following items in numerical order:

1. Project Description, including:
   - Specific location and relevant site description. Include a site map.
   - The purpose of the project and what specific problems, issues or concerns will be addressed by completion or implementation of the project.
   - List of project goals and how they will be accomplished.
   - Note any environmentally unique characteristics or historical significance of project.
   - Itemize measurable outcomes expected from the project (for example: # of jobs created, residents served, tourists attracted, etc.)
   - Where applicable, photos or drawings should be included.
2. Explain how the project supports or furthers the economic, neighborhood or community development plans or strategies of the community, municipality or region.
3. Identify the personnel (local municipal/organization staff, hired consultants or other outside contractors) who will be responsible for implementing and completing the proposed project and their relative project experience.
4. Explain how the project implements any local plans or work programs.
5. Indicate any partnerships formed to advance the project and/or regional cooperative (or intergovernmental) efforts that support this project.
6. A preliminary Scope of Work with itemized cost estimates that identify all costs associated with the project. Also provide documentation that verifies each of the cost items identified (e.g. consultant proposal/fees, appraisals, bids, quotations, contractor estimates, etc.) The preliminary Scope of Work should be the basis for the description of Work Items/Costs itemized on the Project Finance Worksheet. If in-kind services are being utilized as a portion of the local match, detailed documentation of the in-kind services must be provided on the Project Finance Worksheet.
7. A detailed project schedule and timeline of activities including the beginning date, key milestones and estimated completion date shall also be included.
8. For any projects that involve an effort by two or more governmental entities (e.g. municipalities, school districts, municipal authorities, etc.) provide documentation in the form of cooperative/written agreements or public resolutions that includes language in support of the proposed project as well as specific amounts of financial support, if any, and how it was calculated.

9. Non-profit applicants are required to provide the following: (a) copy of the organization's 501(c)3 Determination Letter of tax exempt status from the U.S. Internal Revenue Service; (b) Statement of Purpose from the organization's Articles of Incorporation; (c) copy of the previous year's audited financial statement or statement of financial condition; (d) Annual operating budget for the current fiscal year, including an income statement and balance sheet; and (e) a listing of Board of Directors and key staff members and a brief discussion of their credentials, roles and responsibilities.

10. **For Acquisition/Development Projects Only:**

- A Phase I Environmental Site Assessment (ESA) performed in accordance with ASTM E 1527-05 or 40 CFR Part 312 (for projects involving acquisition of real property/lands that were previously used for commercial and/or industrial purposes. A Phase I ESA will be required for all projects involving acquisition of real property/lands.
- Professionally* prepared conceptual design or preliminary sketch plan of proposed project, if applicable. Said plan shall show any flood prone areas of the property and include base flood elevations, if available. (*Architect, Engineer, Certified Landscape Architect, or other Design Professional)
- A certified Real Estate Appraisal for all Acquisition Projects (land or buildings).

SUBMITTAL – Submit five (5) copies of the following to the Lebanon County Planning Department, Room 206 Municipal Building, 400 S. 8th Street, Lebanon, PA 17042. No facsimile or electronic applications will be accepted.

- ☐ Project Application
- ☐ Project Narrative
- ☐ Project Finance Worksheet
- ☐ Joint Application Worksheet (where applicable)
- ☐ Signed Resolution

#____-____

For Joint Municipal Applications or Applications submitted by more than one (1) Municipal Authorities/Governmental Entities, Non-Profit Organizations or County Office, list all Project Partners.

Organization: _____

Executive Officer: _____ **Title:** _____

Address: _____

Phone: _____ **FAX:** _____

Email Address: _____

Contact Person: _____ **Title:** _____

Phone: _____ **FAX:** _____

Email Address: _____

Organization: _____

Executive Officer: _____ **Title:** _____

Address: _____

Phone: _____ **FAX:** _____

Email Address: _____

Contact Person: _____ **Title:** _____

Phone: _____ **FAX:** _____

Email Address: _____

Organization: _____

Executive Officer: _____ **Title:** _____

Address: _____

Phone: _____ **FAX:** _____

Email Address: _____

Contact Person: _____ **Title:** _____

Phone: _____ **FAX:** _____

Email Address: _____

(Use additional page to list other project partners.)

#____-____

PROJECT FINANCE WORKSHEET
Sources and Status

List all sources and the status of revenue for the proposed project.

SOURCE (DESCRIPTION)	AMOUNT	FUNDING STATUS	
a) GRANTS (Federal & State)	**Please designate agency, amount and status**		
	$	☐ Applied for/ Pending	☐ Committed/ Awarded
	$	☐ Applied for/ Pending	☐ Committed/ Awarded
	$	☐ Applied for/ Pending	☐ Committed/ Awarded
b) MUNICIPAL/AGENCY FUNDS	**Budgeted, cash on-hand, donations, In-Kind Services,etc. Please designate type and amount.**		
	$	☐	☐
	$	☐	☐
	$	☐	☐

Detailed description of work items based upon Scope of Work provided	Total Amount	% of Project
Total Project Cost		

RESOLUTION

(sample)

The applicant, _____ hereby certifies that:

1. Of the total project cost of $_____, $___(grant amount)____is requested from the Lebanon County Commissioners Marcellus Shale Grant Fund for_____ _____(project title/description)_____ _____ _____.
2. _____ is the designated Project Manager for the above mentioned project.
3. All information contained in this document and the grant application attached hereto is true and correct to the best of our knowledge.
4. The proposed project is in compliance with the host municipality's local/regional comprehensive and land use plans, as well as all applicable zoning ordinances, building codes subdivision and land development regulations and/or organizational policies.
5. If awarded, matching funds for this project are immediately available, or available according to the schedule submitted with this application.
6. The applicant agrees that if funds are provided for acquisition and/or development projects, said properties acquired and any improvements made thereto will be maintained by the applicant after completion and closeout of the project.
7. To the applicant's knowledge, the site or sites to be acquired or developed have not been used for the storage or disposal of toxic chemicals or waste, nor are affected by the same.
8. The applicant agrees to all conditions of this grant application and related documents.
9. The applicant will comply with all applicable provisions of the Flood Plain Management Act (Act 166 of 1978) and local flood plain management regulations, and with all state and federal laws and requirements regarding the usage and management of wetlands.
10. The applicant will not discriminate on the basis of handicap as required under the Architectural Barriers Act of 1069, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, as amended.
11. The applicant agrees to provide equal treatment to all involved in or affect by this project regardless of race, sex, color, religious creed, ancestry, age, national origin or income level.

_____ _____

Signature of Chief Elected Official/Chief Executive Officer Date

_____

Typed name and Title of Elected Official/chief Executive Officer