

# 2007 LEBANON COUNTY COMPREHENSIVE PLAN IMPLEMENTATION FUNDING GUIDELINES

On December 13, 2007, the Lebanon County Commissioners adopted the 2007 Lebanon County Comprehensive Plan (**the Plan**). Included in the Plan were over 300 action items designed to implement various goals and objectives and slated to be carried out by a whole host of planning partners. The concept that shared knowledge and resources leads to better decision making and more effective outcomes is pivotal for the implementation process in Lebanon County. In an effort to demonstrate its commitment and develop partnerships, the Board of Commissioners will provide financial incentives and data obtained from the Plan to energize municipalities and other agencies who wish to implement cost effective planning and acquisition/development projects.

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

## **A. FUNDING CATEGORIES**

Funds totaling \$950,000 were appropriated for calendar years 2008 through 2011 and will be used to fund 3 categories of activities:

1. Planning and Acquisition/Development Assistance to Municipalities –A formula for municipal funding was developed to insure fair and equal opportunity for participation by all municipalities. A combination base allocation per municipality (\$10,000), plus a population supplement for small, medium and large population municipalities was selected. The population supplement is as follows:

<u>Population</u>	<u>Allocation</u>
1 – 4,999	\$5,000
5,000 – 9,999	\$10,000
10,000 +	\$15,000

Using this formula and assuming no allocation to Cold Spring Twp., the total available funds for this category over the four year period will be \$430,000. At the end of 2009, any uncommitted funds will be made available to interested municipalities during 2010.

2. County, Public Agency, Non-Profit Agency and Multi – Municipal Initiatives – This category emphasizes planning, acquisition and/or development projects sponsored by the County, one or more non-profit agencies, or a multi-municipal partnership. Public use and access projects for recreation and open space will be a priority. A total of \$320,000 is earmarked for this category for 2008-2011. Grant allocations will be limited to \$50,000 per project and shall not exceed 50% of the cost of the total project.
3. County Initiatives – These funds will be utilized by county agencies to advance countywide planning and project initiatives. A portion of this money (\$5,000) will be reserved annually to finance administrative activities, training, etc. necessary to support plan implementation and project development. Availability of \$50,000 per year will provide a 4 year budget total of \$200,000; however, unexpended funds from this category will carry over from year to year for the 4-period.

## **B. ELIGIBLE PROJECTS**

1. Planning – When consistent with the Plan, the following:
  - Municipal or multi-municipal comprehensive plans
  - Municipal Greenway, Open Space and Recreation Plans
  - Recreation Park Master Plans
  - Town Revitalization Plans
  - Ordinance amendment or preparation assistance for specific plan goals
  - Capital Improvement Budget Planning
  - Feasibility Studies for Community Projects
  - Other planning activities which address an identified community need
  
2. Acquisition and/or Development – When consistent with the Plan, the following:
  - Acquisition of land or easements to facilitate public park, open space or greenway use, with emphasis on parcels that connect existing public destinations and create/enhance interconnected systems.
  - Development of facilities and amenities at public access parks, open space sites or greenways
  - Public water and sewer extension projects designed to address existing public health issues.
  - Transportation improvement projects which implement a studied or documented need.
  - Acquisition and development of interconnected trail systems
  - Acquisition of land for municipal recycling centers
  - Stimulus funds for town revitalization projects where documentation shows a direct public benefit, with funds limited to a maximum of 10% of a project cost
  - Tourism infrastructure and products such as signage, brochures, websites and advertising

**C. PROCEDURES** – Requests for County Implementation Funding is a 2-part process. The first step is submission of a very simple **Part 1** application. Approval of **Part 1** only verifies that the project is consistent with the 2007 Lebanon County Comprehensive Plan and appears to be a fundable concept; **it does not approve funding**. If the project is deemed consistent with the plan, the applicant is then asked to submit a detailed **Part 2** application. The County Commissioners will review all **Part 2** applications and make a final determination as to funding for the project.

1. Category 1 and 2 Funds – Monies appropriated for 1) Planning and Acquisition/Development Assistance to Municipalities and 2) County, Public Agency, Non-Profit Agency and Multi Municipal Initiatives will be administered using an application and approval system through the County Commissioners, much like the Growing Greener II county allocation. **Part 1** and **Part 2** applications will be required for these projects. A bi-annual application cycle will be established with the first cycle ending September 30, 2008.

2. Category 3 Funds – County initiative funds will involve two types of funding: project funds and administrative funds.
  - a.) Project funds will be used for specific projects developed by county agencies to advance plan implementation. **Part 1** and **Part 2** applications will be required for these projects.
  - b.) Administrative funds can be used for training, meeting/workshop expenses, meeting room rentals, or other administrative costs incurred by county agencies for activities associated with plan implementation. Administrative funding requests only require submission of the **Part 1** application; however, applicants must clearly document a connection to implementation of the Comprehensive Plan and/or support of the goals and objectives.
3. All applicants will be required to obtain pre-approval of the project concept by submitting a **Part 1 - LCPD Review/County Notice to Proceed Form** to the Lebanon County Planning Department. In order to reserve funds from Category 1, municipalities need to submit a **Part 1** application by December 31, 2009. After that date, funds not obligated to projects will be made available to interested municipalities (See A-1 above). The requests (**Part 1**) will be reviewed and presented to the County Commissioners for consideration. If the Commissioners agree that the project has merit and falls within the scope of the Implementation Fund guidelines, applicants will receive a Notice to Proceed with preparation of **Part 2** of the application. The signed, approved **Part 1 – LCPD Review/County Notice to Proceed Form** must be submitted with the **Part 2 – Project Application**.
4. County agencies applying for Category 3 project funds need to submit a **Part 2** application; however, Exhibits 1 and 2 are not necessary. Exhibits 5 and 6 are only necessary if the county agency is partnering with an outside agency or municipality and Exhibit 7 is only required for acquisition or development projects.
5. A preliminary Scope of Work shall be included as an Exhibit in the **Part 2 – Project Application** and shall be the basis for information provided on the Project Finance Worksheet. If approved, the project's final Scope of Work will be negotiated prior to contract signing.
6. For agencies which are not part of 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.
7. Funding and project reimbursement for all approved projects will be handled through the County Controller's Office and follow generally accepted county accounting procedures.
8. All applicants for Category 1 and 2 funding assistance will be encouraged to obtain other grant assistance and/or provide a local cost share, as Category 1 and 2 funds will be limited to a maximum of 50% of project costs, unless otherwise indicated herein.

9. Applicants demonstrating multiple sources of funding assistance shall receive priority consideration.
10. If applicants desire a pre-application meeting/workshop, requests should be directed to the Lebanon County Planning Department which will conduct either individual or joint meetings/workshops.
11. Grant monies may not be used to reimburse expenses incurred for a project or program prior to the execution of the award contract.

**D. ADDITIONAL REQUIREMENTS FOR ACQUISITION/DEVELOPMENT FUNDS**

1. Land/buildings must be properly zoned for the proposed end use prior to the execution of the grant award agreement for acquisition or rehabilitation projects.
2. A certified appraisal, prepared within the previous six (6) month period, must be submitted with any application for acquisition of real property. (Note: A second certified appraisal will be required for acquisition projects as part of the final Scope of Work and agreement with the County.)
3. Grant monies may not be used to cover Administrative Costs, ongoing Operating Expenses, and/or customary maintenance expenses for existing facilities or infrastructure, except for a limited portion of Category 3 funds for county agencies.

**E. TIMETABLE FOR APPLICATIONS**

1. Part 1 applications can be submitted at any time.
2. Part 2 applications will be accepted twice annually. The deadline for each application period will be by 4:00 p.m. on the last day of business of March and September.
3. Applicants will be notified within thirty (30) days after the close of applications as to whether funding will be made available. During consideration of a **Part 2 – Project Application**, the Commissioners may request a brief presentation summary by the applicant.
4. Grant funds will become available only after successful completion of an approved scope of work and contract signing.
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 county. Said extension request

must be submitted at least sixty (60) days prior to the expiration of the existing contract agreement.

7. Written progress reports must be submitted to the Lebanon County Planning Department on a semi-annual basis following execution of the grant agreement. 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.