

Part 2 – Project Application

LEBANON COUNTY COMPREHENSIVE PLAN IMPLEMENTATION FUND

IMPORTANT – APPLICATIONS ARE ACCEPTED BY THE LEBANON COUNTY COMMISSIONERS ON A SEMI-ANNUAL BASIS. THE DEADLINE FOR APPLICATIONS IS THE CLOSE OF BUSINESS ON THE LAST BUSINESS DAY OF MARCH AND SEPTEMBER.

(Lead/Host) Applicant Information

Municipality
 County Agency

Municipal Authority/Government entity
 Non-Profit Organization

Organization: _____

Executive Officer: _____ **Title:** _____

Address: _____

Phone: _____ **FAX:** _____

Email Address: _____

Project Manager: _____ **Title:** _____

Phone: _____ **FAX:** _____

Email Address: _____

Signature of Authorized Official: _____

Print Name/Title: _____

Project Title: _____

Project Location: _____

Municipality: _____

Brief Project Description:

Funding Category: 1 2 3 **Joint Application**

Total Project Cost: _____ **Funding Requested:** _____
(Not to exceed 50% of total project cost)

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		
	\$	<input type="checkbox"/> Applied for/ Pending	<input type="checkbox"/> Committed/ Awarded
	\$	<input type="checkbox"/> Applied for/ Pending	<input type="checkbox"/> Committed/ Awarded
	\$	<input type="checkbox"/> Applied for/ Pending	<input type="checkbox"/> Committed/ Awarded
b) MUNICIPAL/AGENCY FUNDS	Budgeted, cash on-hand, donations, etc. Please designate type and amount.		
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>

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

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.
4. 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.
5. Explain how the project implements the goals of the 2007 Lebanon County Comprehensive Plan. List Action Items addressed (by number) and how the project specifically supports the intended outcome of each Action Item.
6. Explain how the project implements any local plans or work programs.
7. Indicate any partnerships formed to advance the project and/or regional cooperative (or intergovernmental) efforts that support this project.

CERTIFICATION

The governing body of the applicant shall provide the following certification for Category 1 and 2 funding requests. County agencies requesting Category 3 funds do not need a resolution.

RESOLUTION #
(sample)

The applicant, _____, hereby certifies that:

1. Of the total project cost of \$_____, \$____ (grant amount) _____ is requested from the Lebanon County Comprehensive Plan Implementation 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

ATTACHMENTS FOR PART 2 APPLICATION

Applicants are required to provide the following documentation and items as attachments to their project application:

- **Exhibit 1** – Resolution (see sample) duly adopted by the Host (Lead) municipality/organization and each partnering municipality or organization requesting Lebanon County Comprehensive Plan Implementation Funds, designating an official to execute all documents, describing briefly the project scope and identifying the grant amount requested.
- **Exhibit 2** – Letter from the local planning commission (of the applicant’s Host municipality) certifying that the proposed project is in compliance with the local/regional comprehensive and land use plans and zoning and subdivision codes.
- **Exhibit 3** – 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.
- **Exhibit 4** – A detailed project schedule and timeline of activities including the beginning date, key milestones and estimated completion date shall also be included.
- **Exhibit 5** – 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.
- **Exhibit 6** – 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.
- **Exhibit 7 – For Acquisition/Development Projects Only:**
 - **Exhibit 7a:** 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.
 - **Exhibit 7b:** 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)
 - **Exhibit 7c:** The itemized cost estimate required as Exhibit 3, should provide a clear connection to the conceptual design/preliminary sketch plan submitted as Exhibit 6b.
 - **Exhibit 7d:** A certified Real Estate Appraisal for all Acquisition Projects (land or buildings). Applicants understand that a second certified appraisal will be required following the grant award.

SUBMITTAL – Submit five (5) copies of the following to the Lebanon County Commissioners, Room 207, Municipal Bldg., 400 South 8th Street, Lebanon, PA 17042-6794. **No facsimile or electronic applications will be accepted.**

- Brief Cover Letter
- Approved Part 1 Notice to Proceed form
- Part 2 Project Application
- Adopted, signed Resolution
- Required Exhibit Attachments