APPENDIX D

GRANT INFORMATION

SIMPLIFYING THE COMPLEXITIES OF GRANT WRITING

INSIGHTS AND OBSERVATIONS FROM A MUNICIPAL GRANT WRITER

MARY HIMMELBERGER
GRANTS PROGRAM MANAGER
MHIMMELBERGER@BARRYISETT.COM

BARRY ISETT & associates INC
MULTI-DISCIPLINE ENGINEERS AND CONSULTANTS

STEP I

IDENTIFY & DEVELOP PRIORITY PROJECTS

PURSUE PROJECTS, NOT FREE MONEY

- Don't chase "free money" just because it exists
- Maintain a "wish list" of priority projects
  - Start with your Capital Projects List

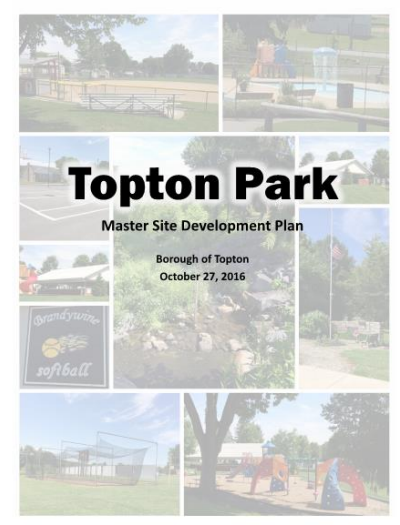
- Free $ is not Free: Understand your Investment
  - Time (application preparation/project development)
  - Money (professional fees / contribution to project)
  - Administration (if grant is awarded)
  - Maintenance / Repairs (once the project is complete)

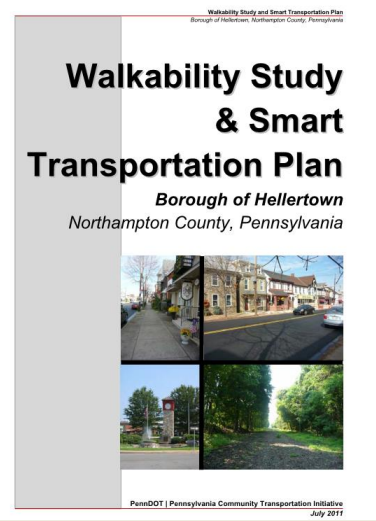
Key	O&M Activities	Brief Description	Frequency of Activities	Parties Responsible for O&M
Vegetation Management				
A	Mowing (lawn areas)	Mowed to 4-6" blade height Avoid using chemical fertilizers	As Needed Typically every 1-2 weeks	Borough
B	Mowing (meadow areas)	Hardiness best if height is kept 8"+ Avoid using chemical weed killers May use raised mowing deck, or weed wacker to control height	Trimmed low twice: 1 during growing season, 1 during the summer	Borough with assistance of the Conservancy
C	No Mow Zone	Areas that frequently have saturated soils Avoid machine use that would compact the soils	As Needed Typically once a month	Borough with assistance of the Conservancy)
Embankment Stabilization				
D	Rip Rap areas along banks	Adjust rip rap that has been displaced Remove volunteer tree saplings growing between the stone cracks	Inspect twice a year: 1 during annual outfall and BMP inspection by Engineer	Borough
E	Vegetation along banks	Re-vegetate bare areas Supplemental watering during extended drought periods	First 6 months: Twice a month Months 6-18: Once a month After 18 months: Annually	Borough with assistance of the Conservancy
F	Identify Erosion Areas	Outlet structures are prone to undercutting and erosion Inspect flow areas and channels Identify any new rivulets	First 6 months: Twice a month Months 6-18: Once a month After 18 months: Annually	Borough with assistance of the Conservancy
G	Rodent Holes	Animal burrows impact structural integrity of embankments Animals removed and holes filled	Inspect twice a year: 1 during annual outfall and BMP inspection by Engineer	Borough

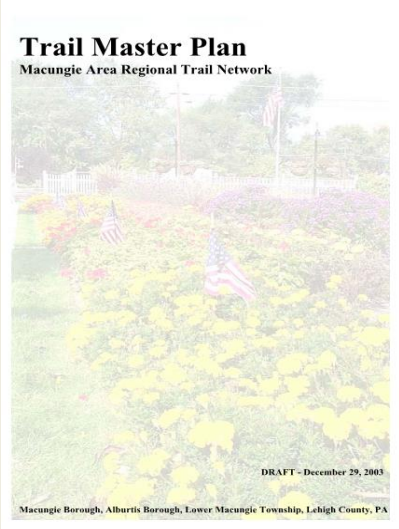
Example of an Operation and Maintenance Activity Chart for a Proposed Stormwater BMP Project – O&M will cost time and money

Examples:

- Master Site Park Plans
- Comprehensive Recreational Plans
- Feasibility Studies
- Walkability Plans
- Streetscape Plans
- Downtown Revitalization Plans





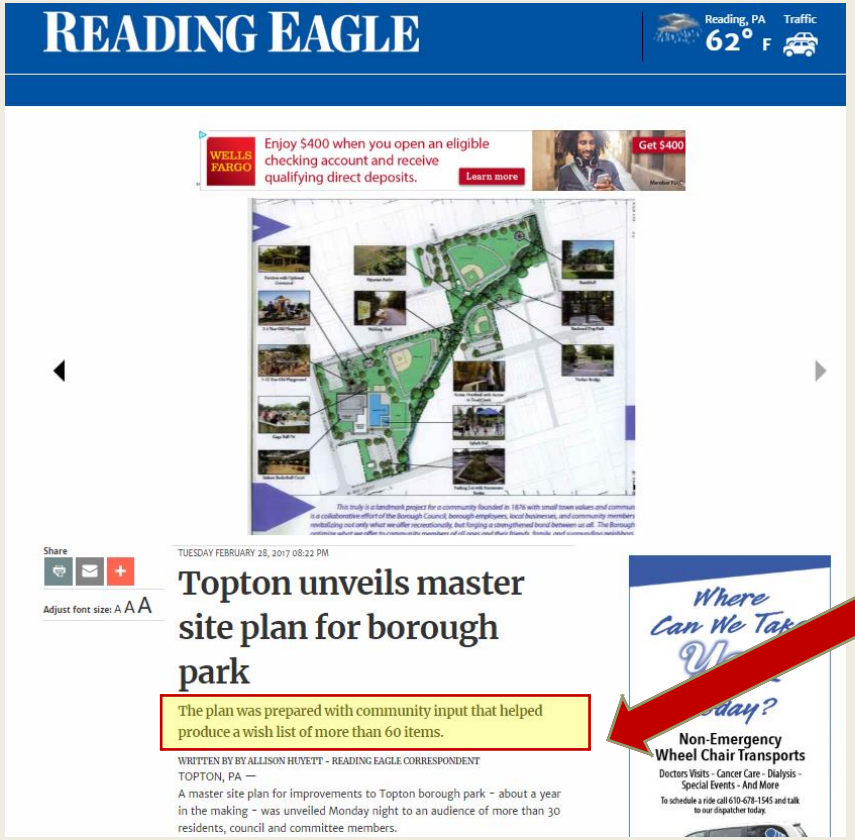


STRATEGIC PLANNING & STUDIES

Professional, Consultant-led Plans often include…

- Background and History
- Marketing Info / Demographics
- Existing Conditions Analysis
- Public Meetings / Community Input
- Professional Insight / Expert Input
- Summary of Recommendations
- Phased Plans – Scopes of Work – with Estimated Costs

PLANNING IS ESSENTIAL TO A QUALITY PROJECT


READING EAGLE

Reading, PA 62° F Traffic

WELLS FARGO Enjoy $400 when you open an eligible checking account and receive qualifying direct deposits. Learn more Get $400

TUESDAY FEBRUARY 28, 2017 08:22 PM

Topton unveils master site plan for borough park

The plan was prepared with community input that helped produce a wish list of more than 60 items.

WRITTEN BY BY ALLISON HUYETT - READING EAGLE CORRESPONDENT

TOPTON, PA —

A master site plan for improvements to Topton borough park – about a year in the making – was unveiled Monday night to an audience of more than 30 residents, council and committee members.

Where Can We Take You Today? Non-Emergency Wheel Chair Transports Doctors Visits - Cancer Care - Dialysis - Special Events - And More To schedule a ride call 610-678-1545 and talk to our dispatcher today.

Consistency with local and regional plans = higher scoring project

Planning Reports will give you the answers to all the questions:

- Who? What? When? Where? Why? How?
- Provides Content for your Project Narrative
- Establishes Credibility – Gives Weight to your Words

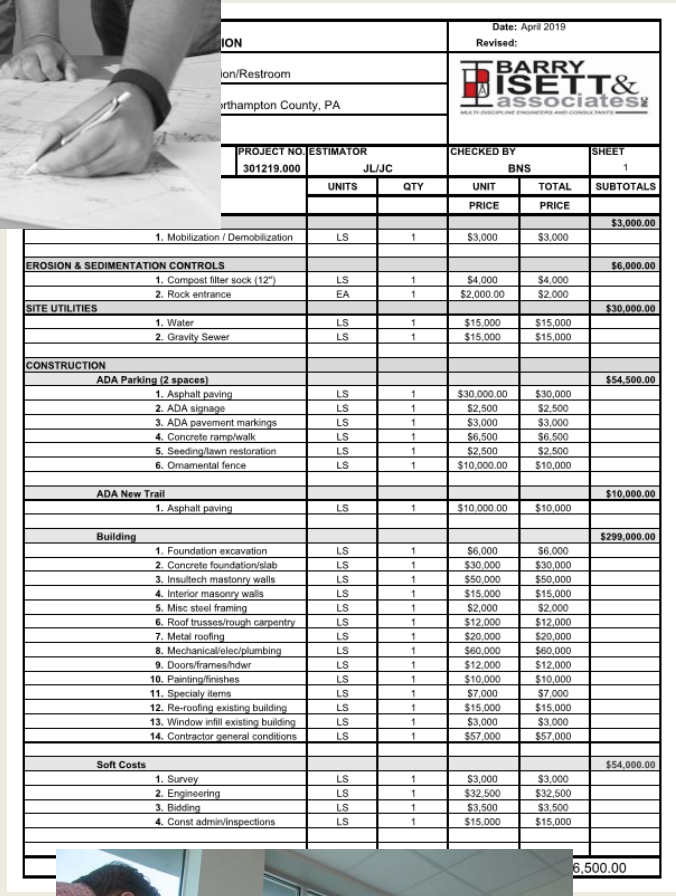
Accomplishes Public Engagement

  - Community Workshops
  - Public Meetings
  - Surveys
  - Stakeholder Interviews
- Creates Transparency and justifies your project

A goal without a plan is just a wish.

USE AN EXPERT

Use an Engineer, Architect, or Vendors to Define Your Scope of Work & Prepare Costs



Date: April 2019
Revised:

ION
ion/Restroom
rthampton County, PA

BARRY ISETT & associates

PROJECT NO.	ESTIMATOR	CHECKED BY	SHEET
301219.000	JL/JC	BNS	1

	UNITS	QTY	UNIT PRICE	TOTAL PRICE	SUBTOTALS
					$3,000.00
1. Mobilization / Demobilization	LS	1	$3,000	$3,000	
EROSION & SEDIMENTATION CONTROLS					$6,000.00
1. Compost filter sock (12")	LS	1	$4,000	$4,000	
2. Rock entrance	EA	1	$2,000.00	$2,000	
SITE UTILITIES					$30,000.00
1. Water	LS	1	$15,000	$15,000	
2. Gravity Sewer	LS	1	$15,000	$15,000	
CONSTRUCTION					
ADA Parking (2 spaces)					$54,500.00
1. Asphalt paving	LS	1	$30,000.00	$30,000	
2. ADA signage	LS	1	$2,500	$2,500	
3. ADA pavement markings	LS	1	$3,000	$3,000	
4. Concrete ramp/walk	LS	1	$6,500	$6,500	
5. Seeding/lawn restoration	LS	1	$2,500	$2,500	
6. Ornamental fence	LS	1	$10,000.00	$10,000	
ADA New Trail					$10,000.00
1. Asphalt paving	LS	1	$10,000.00	$10,000	
Building					$299,000.00
1. Foundation excavation	LS	1	$6,000	$6,000	
2. Concrete foundation/slab	LS	1	$30,000	$30,000	
3. Insultech mastonry walls	LS	1	$50,000	$50,000	
4. Interior masonry walls	LS	1	$15,000	$15,000	
5. Misc steel framing	LS	1	$2,000	$2,000	
6. Roof trusses/rough carpentry	LS	1	$12,000	$12,000	
7. Metal roofing	LS	1	$20,000	$20,000	
8. Mechanical/elec/plumbing	LS	1	$60,000	$60,000	
9. Doors/frames/hdwr	LS	1	$12,000	$12,000	
10. Painting/finishes	LS	1	$10,000	$10,000	
11. Specialy items	LS	1	$7,000	$7,000	
12. Re-roofing existing building	LS	1	$15,000	$15,000	
13. Window infill existing building	LS	1	$3,000	$3,000	
14. Contractor general conditions	LS	1	$57,000	$57,000	
Soft Costs					$54,000.00
1. Survey	LS	1	$3,000	$3,000	
2. Engineering	LS	1	$32,500	$32,500	
3. Bidding	LS	1	$3,500	$3,500	
4. Const admin/inspections	LS	1	$15,000	$15,000	
					6,500.00

Develops Project Scope

- Ensures that your project is feasible and durable
- Accounts for a comprehensive project – from site prep work, to pushing dirt, through to construction/implementation
- Includes accessibility, ADA components, environmental requirements, stormwater management, etc.

Develops Project Costs

- Get Accurate & Realistic Numbers
- Include labor and account for prevailing wage rates
- "Soft" Costs / Non-Construction Costs
  - Survey, Permitting, Design, Inspections, etc.
- Understand every line item and any "industry language"

Most grant programs will require you to submit a professional cost estimate along with the application.

OTHER PROFESSIONAL NEEDS

SUCH AS A…

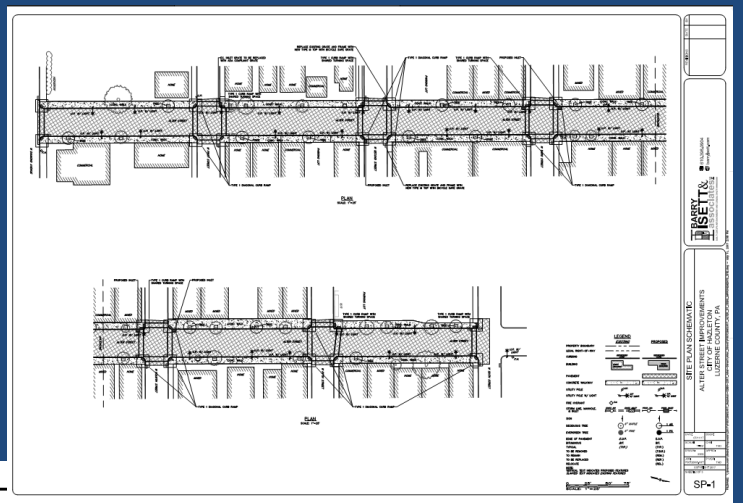
DETAILED COST ESTIMATE

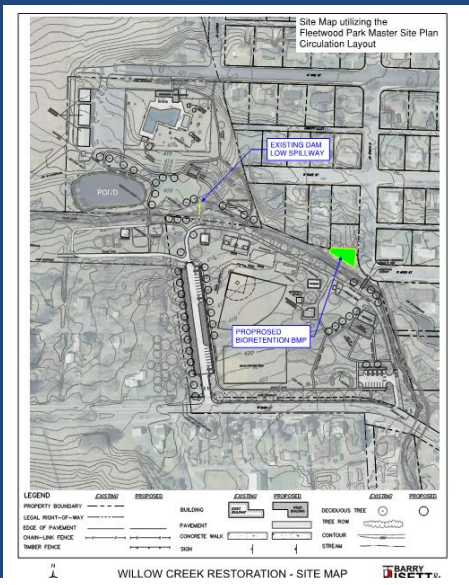
PROJECT TIMELINE / CONSTRUCTION DURATION

CONCEPTUAL DRAWING / AERIAL OVERLAY

LIST OF PERMITS / APPROVALS AND STATUS

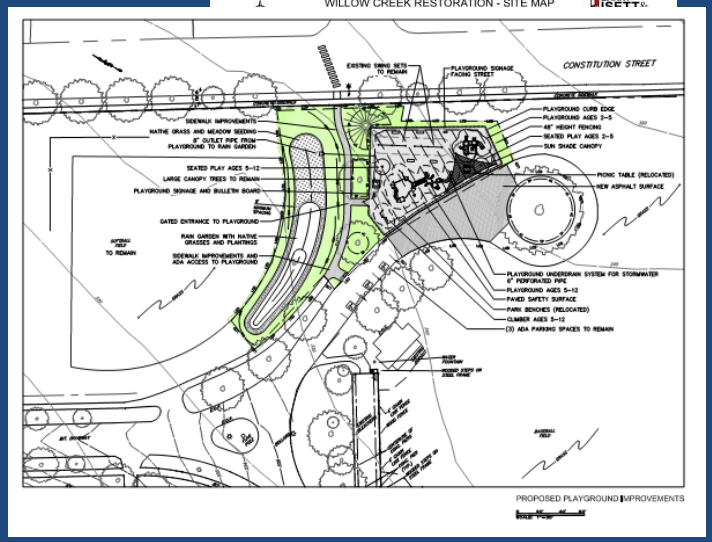
PROJECT / LOCATION MAPS



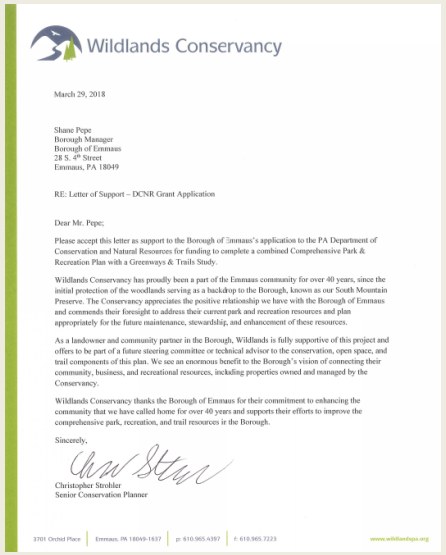


DRAWING TITLE	PROJECT NO.	ESTIMATOR	CHECKED BY	SHEET
Sketch Plan	-	CEM	BNS	

	UNITS	QUANTITY	UNIT PRICE	TOTAL PRICE	SUBTOTALS
MOBILIZATION					$5,000.00
Mobilization/Demobilization	LS	1	$5,000.00	$5,000.00	
EROSION & SEDIMENTATION CONTROLS					$7,185.00
Silt Soxx protection	LF	280	$6.00	$1,680.00	
Tree Protection Fencing	LF	445	$9.00	$4,005.00	
Rock Construction Entrance	LS	1	$1,500.00	$1,500.00	
DEMOLITION					$17,384.70
Tree removal (Under 10" dbh)	EACH	1	$622.95	$622.95	
Excavate for trail	CY	30	$26.49	$794.70	
Excavate for playgournd area	CY	530	$3.06	$1,624.13	
Excavate for rain gardens	CY	530	$3.06	$1,624.13	
Milling of existing paving	SY	480	$14.77	$7,091.90	
Demo timber curbing	LF	230	$15.36	$3,533.72	
Demo existing play areas	LS	1	$1,288.72	$1,288.72	
Relocate Benches	EA	5	$114.92	$574.60	
Relocate Trash Receptacle	EA	2	$114.92	$229.84	
CONSTRUCTION					$37,506.67
Grading	SY	2500	$3.26	$8,145.00	
Concrete Sidewalk (4" depth)	SY	135	$30.00	$4,050.00	
48" high fencing (ornamental)	LF	350	$40.00	$14,000.00	
Topsoil spread, seed, mulch	SY	1400	$6.83	$9,555.83	
installation storm pipe (8" HDPE, w. backfill)	LF	45	$12.09	$544.08	
storm pipe flared end	EA	1	$408.09	$408.09	
Park Sign	EA	2	$401.84	$803.68	



SOMETIMES IT IS ABOUT WHO YOU KNOW


Wildlands Conservancy

March 29, 2018

Shane Pepe
Borough Manager
Borough of Emmaus
28 S. 4th Street
Emmaus, PA 18049

RE: Letter of Support – DCNR Grant Application

Dear Mr. Pepe;

Please accept this letter as support to the Borough of Emmaus's application to the PA Department of Conservation and Natural Resources for funding to complete a combined Comprehensive Park & Recreation Plan with a Greenways & Trails Study.

Wildlands Conservancy has proudly been a part of the Emmaus community for over 40 years, since the initial protection of the woodlands serving as a backdrop to the Borough, known as our South Mountain Preserve. The Conservancy appreciates the positive relationship we have with the Borough of Emmaus and commends their foresight to address their current park and recreation resources and plan appropriately for the future maintenance, stewardship, and enhancement of these resources.

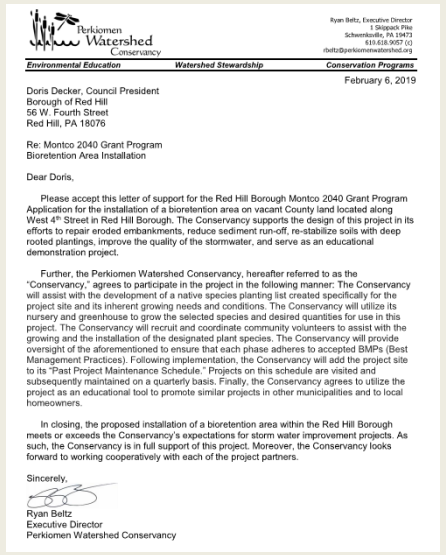
As a landowner and community partner in the Borough, Wildlands is fully supportive of this project and offers to be part of a future steering committee or technical advisor to the conservation, open space, and trail components of this plan. We see an enormous benefit to the Borough's vision of connecting their community, business, and recreational resources, including properties owned and managed by the Conservancy.

Wildlands Conservancy thanks the Borough of Emmaus for their commitment to enhancing the community that we have called home for over 40 years and supports their efforts to improve the comprehensive park, recreation, and trail resources in the Borough.

Sincerely,

Christopher Strobler
Senior Conservation Planner

3701 Orchid Place | Emmaus, PA 18049-1637 | p: 610.965.4397 | f: 610.965.7223 | www.wildlandspa.org


Perkiomen Watershed Conservancy

Ryan Beltz, Executive Director
1 Skippack Pike
Schwenksville, PA 19473
610.616.9057 (c)
rbeltz@perkiomenwatershed.org

Environmental Education *Watershed Stewardship* *Conservation Programs*

February 6, 2019

Doris Decker, Council President
Borough of Red Hill
56 W. Fourth Street
Red Hill, PA 18076

Re: Montco 2040 Grant Program
Bioretention Area Installation

Dear Doris,

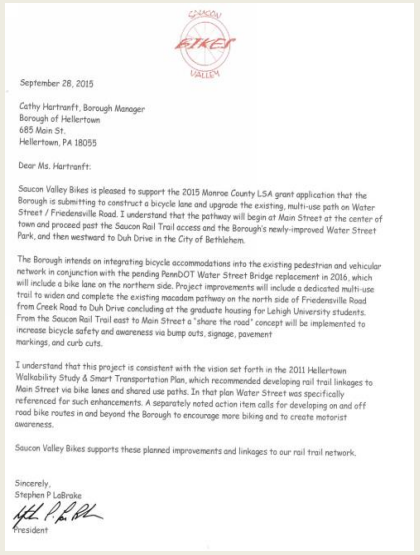
Please accept this letter of support for the Red Hill Borough Montco 2040 Grant Program Application for the installation of a bioretention area on vacant County land located along West 4th Street in Red Hill Borough. The Conservancy supports the design of this project in its efforts to repair eroded embankments, reduce sediment run-off, re-stabilize soils with deep rooted plantings, improve the quality of the stormwater, and serve as an educational demonstration project.

Further, the Perkiomen Watershed Conservancy, hereafter referred to as the "Conservancy," agrees to participate in the project in the following manner: The Conservancy will assist with the development of a native species planting list created specifically for the project site and its inherent growing needs and conditions. The Conservancy will utilize its nursery and greenhouse to grow the selected species and desired quantities for use in this project. The Conservancy will recruit and coordinate community volunteers to assist with the growing and the installation of the designated plant species. The Conservancy will provide oversight of the aforementioned to ensure that each phase adheres to accepted BMPs (Best Management Practices). Following implementation, the Conservancy will add the project site to its "Past Project Maintenance Schedule." Projects on this schedule are visited and subsequently maintained on a quarterly basis. Finally, the Conservancy agrees to utilize the project as an educational tool to promote similar projects in other municipalities and to local homeowners.

In closing, the proposed installation of a bioretention area within the Red Hill Borough meets or exceeds the Conservancy's expectations for storm water improvement projects. As such, the Conservancy is in full support of this project. Moreover, the Conservancy looks forward to working cooperatively with each of the project partners.

Sincerely,

Ryan Beltz
Executive Director
Perkiomen Watershed Conservancy


LEHIGH VALLEY STRIDES

September 28, 2015

Cathy Hartranft, Borough Manager
Borough of Hellertown
685 Main St.
Hellertown, PA 18055

Dear Ms. Hartranft:

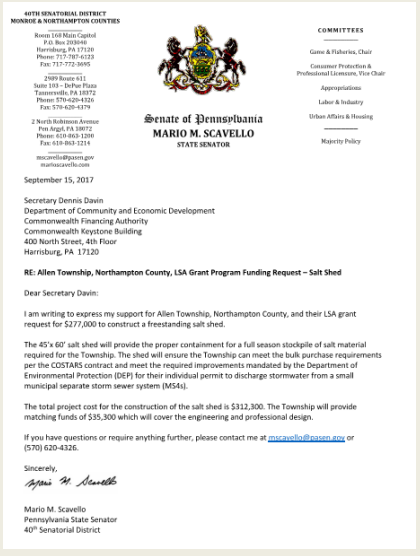
Saucon Valley Bikes is pleased to support the 2015 Monroe County LSA grant application that the Borough is submitting to construct a bicycle lane and upgrade the existing, multi-use path on Water Street / Friedensville Road. I understand that the pathway will begin at Main Street at the center of town and proceed past the Saucon Rail Trail access and the Borough's newly-improved Water Street Park, and then westward to Duh Drive in the City of Bethlehem.

The Borough intends on integrating bicycle accommodations into the existing pedestrian and vehicular network in conjunction with the pending PennDOT Water Street Bridge replacement in 2016, which will include a bike lane on the northern side. Project improvements will include a dedicated multi-use trail to widen and complete the existing macadam pathway on the north side of Friedensville Road from Creek Road to Duh Drive concluding at the graduate housing for Lehigh University students. From the Saucon Rail Trail east to Main Street a "share the road" concept will be implemented to increase bicycle safety and awareness via bump outs, signage, pavement markings, and curb cuts.

I understand that this project is consistent with the vision set forth in the 2011 Hellertown Walkability Study & Smart Transportation Plan, which recommended developing rail trail linkages to Main Street via bike lanes and shared use paths. In that plan Water Street was specifically referenced for such enhancements. A separately noted action item calls for developing on and off road bike routes in and beyond the Borough to encourage more biking and to create motorist awareness.

Saucon Valley Bikes supports these planned improvements and linkages to our rail trail network.

Sincerely,
Stephen P LaBreke
President


40TH SENATORIAL DISTRICT
MONROE & NORTHAMPTON COUNTIES

Senate of Pennsylvania
MARIO M. SCAVELLO
STATE SENATOR

COMMITTEES
Game & Fisheries, Chair
Consumer Protection & Professional Licensure, Vice Chair
Appropriations
Labor & Industry
Urban Affairs & Housing
Majority Policy

September 15, 2017

Secretary Dennis Davin
Department of Community and Economic Development
Commonwealth Financing Authority
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120

RE: Allen Township, Northampton County, LSA Grant Program Funding Request – Salt Shed

Dear Secretary Davin:

I am writing to express my support for Allen Township, Northampton County, and their LSA grant request for $277,000 to construct a freestanding salt shed.

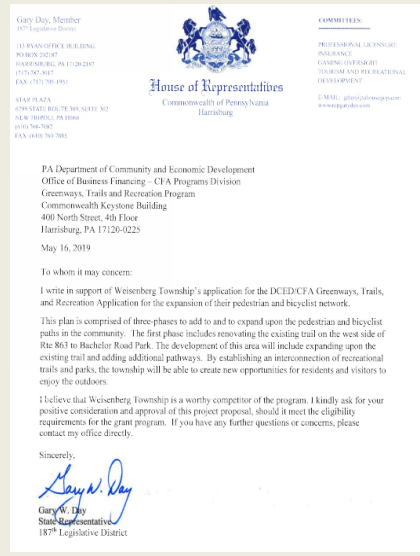
The 45'x 60' salt shed will provide the proper containment for a full season stockpile of salt material required for the Township. The shed will ensure the Township can meet the bulk purchase requirements per the COSTARS contract and meet the required improvements mandated by the Department of Environmental Protection (DEP) for their individual permit to discharge stormwater from a small municipal separate storm sewer system (MS4s).

The total project cost for the construction of the salt shed is $312,300. The Township will provide matching funds of $35,300 which will cover the engineering and professional design.

If you have questions or require anything further, please contact me at mscavello@pasen.gov or (570) 620-4326.

Sincerely,

Mario M. Scavello
Pennsylvania State Senator
40th Senatorial District


Gary Day, Member
187th Legislative District

House of Representatives
Commonwealth of Pennsylvania
Harrisburg

COMMITTEES:

PA Department of Community and Economic Development
Office of Business Financing – CFA Programs Division
Greenways, Trails and Recreation Program
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

May 16, 2019

To whom it may concern:

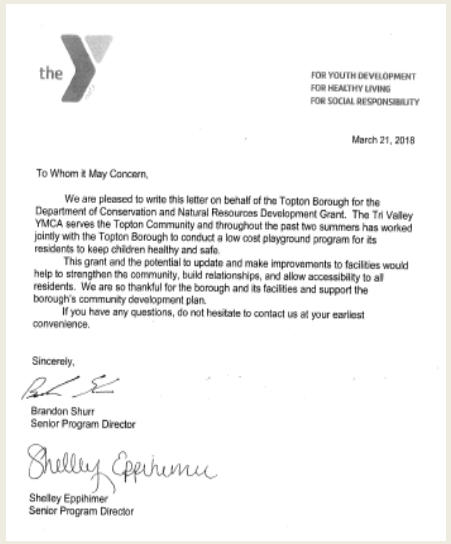
I write in support of Weisenberg Township's application for the DCED/CFA Greenways, Trails, and Recreation Application for the expansion of their pedestrian and bicyclist network.

This plan is comprised of three-phases to add to and to expand upon the pedestrian and bicyclist paths in the community. The first phase includes renovating the existing trail on the west side of Rte 863 to Bachelor Road Park. The development of this area will include expanding upon the existing trail and adding additional pathways. By establishing an interconnection of recreational trails and parks, the township will be able to create new opportunities for residents and visitors to enjoy the outdoors.

I believe that Weisenberg Township is a worthy competitor of the program. I kindly ask for your positive consideration and approval of this project proposal, should it meet the eligibility requirements for the grant program. If you have any further questions or concerns, please contact my office directly.

Sincerely,

Gary W. Day
State Representative
187th Legislative District


the Y

FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

March 21, 2018

To Whom it May Concern,

We are pleased to write this letter on behalf of the Topton Borough for the Department of Conservation and Natural Resources Development Grant. The Tri Valley YMCA serves the Topton Community and throughout the past two summers has worked jointly with the Topton Borough to conduct a low cost playground program for its residents to keep children healthy and safe.

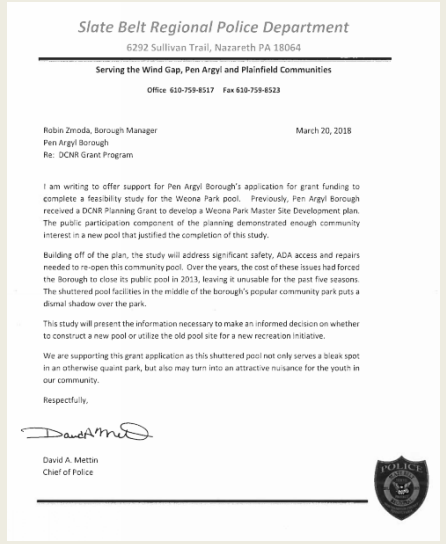
This grant and the potential to update and make improvements to facilities would help to strengthen the community, build relationships, and allow accessibility to all residents. We are so thankful for the borough and its facilities and support the borough's community development plan.

If you have any questions, do not hesitate to contact us at your earliest convenience.

Sincerely,

Brandon Shurr
Senior Program Director

Shelley Eppihimer
Senior Program Director


Slate Belt Regional Police Department
6292 Sullivan Trail, Nazareth PA 18064
Serving the Wind Gap, Pen Argyl and Plainfield Communities
Office 610-759-8517 Fax 610-759-8523

Robin Zmoda, Borough Manager
Pen Argyl Borough
Re: DCNR Grant Program

March 20, 2018

I am writing to offer support for Pen Argyl Borough's application for grant funding to complete a feasibility study for the Weona Park pool. Previously, Pen Argyl Borough received a DCNR Planning Grant to develop a Weona Park Master Site Development plan. The public participation component of the planning demonstrated enough community interest in a new pool that justified the completion of this study.

Building off of the plan, the study will address significant safety, ADA access and repairs needed to re-open this community pool. Over the years, the cost of these issues had forced the borough to close its public pool in 2013, leaving it unusable for the past five seasons. The shuttered pool facilities in the middle of the borough's popular community park puts a dismal shadow over the park.

This study will present the information necessary to make an informed decision on whether to construct a new pool or utilize the old pool site for a new recreation initiative.

We are supporting this grant application as this shuttered pool not only serves a bleak spot in an otherwise quaint park, but also may turn into an attractive nuisance for the youth in our community.

Respectfully,

David A. Mettin
Chief of Police

- Political Support
- Community Non-Profit Partners
- Strategic / Regional Partners
- Project Users or Indirect Beneficiaries
- Local Businesses

Money speaks louder than words.

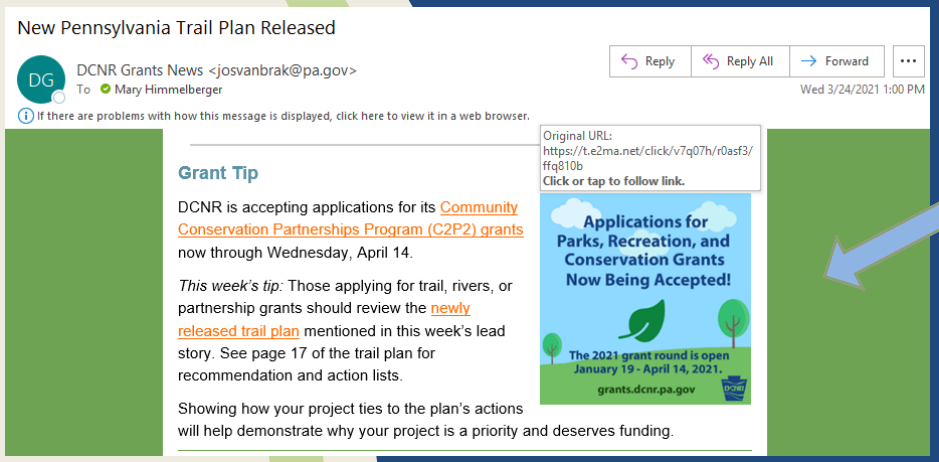
STEP 2

FIND FUNDING OPPORTUNITIES COMPATIBLE WITH YOUR PROJECT

HOW DO YOU FIND OUT ABOUT GRANT PROGRAMS?

1. **PREDICTABILITY** – Many grant programs open the same time every year

2. **STAY CURRENT ON UPDATES** – Allocate 15 to 30 minutes a week to browse through emails and social media


New Pennsylvania Trail Plan Released

DCNR Grants News <josvanbrak@pa.gov>
To Mary Himmelberger

Reply | Reply All | Forward | ...
Wed 3/24/2021 1:00 PM

If there are problems with how this message is displayed, click here to view it in a web browser.

Original URL: https://t.e2ma.net/click/v7q07h/r0asf3/ffq810b
Click or tap to follow link.

Grant Tip

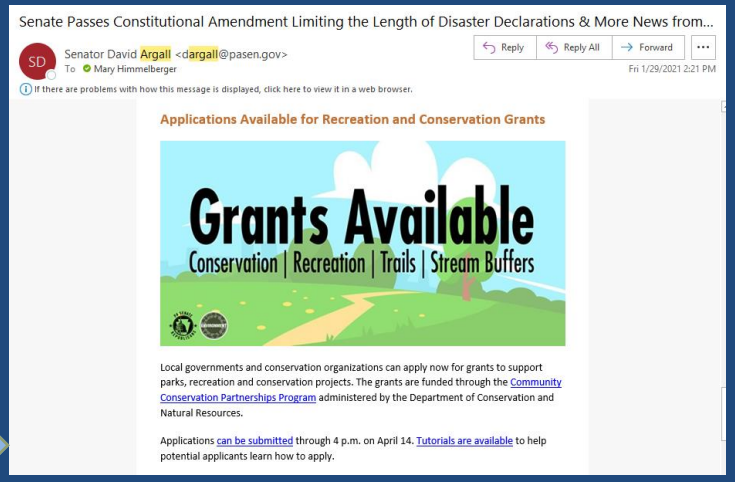
DCNR is accepting applications for its Community Conservation Partnerships Program (C2P2) grants now through Wednesday, April 14.

This week's tip: Those applying for trail, rivers, or partnership grants should review the newly released trail plan mentioned in this week's lead story. See page 17 of the trail plan for recommendation and action lists.

Showing how your project ties to the plan's actions will help demonstrate why your project is a priority and deserves funding.

- Subscribe to PA Agency Newsletters via their home pages on their websites, i.e., DCED, PennDOT, DCNR, and DEP
- Be Informed: PA Senator and Representative E-Newsletters

- Join email lists and social media pages for all your regional associations like your County, Regional Planning Organization, Conservation District, Chamber of Commerce, Trail Groups, Conservancies, Heritage areas, etc.


Senate Passes Constitutional Amendment Limiting the Length of Disaster Declarations & More News from...

Senator David Argall <dargall@pasen.gov>
To Mary Himmelberger

Reply | Reply All | Forward | ...
Fri 1/29/2021 2:21 PM

If there are problems with how this message is displayed, click here to view it in a web browser.

Applications Available for Recreation and Conservation Grants

Local governments and conservation organizations can apply now for grants to support parks, recreation and conservation projects. The grants are funded through the Community Conservation Partnerships Program administered by the Department of Conservation and Natural Resources.

Applications can be submitted through 4 p.m. on April 14. Tutorials are available to help potential applicants learn how to apply.

Is your Project a Good Fit for the Program?

Government | Business Eleanor Lamb | Staff Reporter February 9, 2018 2:45 PM, EST

Gov. Tom Wolf Announces 45 Multimodal Projects for Pennsylvania

Wolf has announced funding for 45 multimodal transportation projects. (Matt Rourke/Associated Press)

Pennsylvania Gov. Tom Wolf has announced funding for 45 multimodal transportation projects that will affect 22 communities.

The projects, which include highways, bridges, bike and pedestrian paths, ports and waterways, are made possible through the Pennsylvania Department of Transportation's Multimodal Transportation Fund.

A total of $41.5 million was allotted for the 45 projects, which PennDOT selected from a pool of 222 applicants requesting more than $241 million. The agency based its selections on safety benefits, regional economic conditions, technical and financial feasibility, job creation, energy efficiency and operational sustainability.

"Our multimodal investments support important projects that help residents and local economies," Wolf said in a press release Feb. 8. "We are making possible improvements that will bring significant benefits to these communities."

Only 45 out of 222 applications were funded!

You need to stand out.

- Check Eligibility – of you (who is eligible) and your project (what is eligible)
- Is your project competitive enough to get a grant?
- Do you appeal to their program goals and priorities?
- Were other projects like yours funded in the past? Look at lists of past grant awards.

IS THE GRANT APPLICATION WORTH YOUR TIME?

Just because your project is eligible for a grants program, does not mean that it is competitive.

If you get a grant, YOU are responsible for delivering everything that you said you would in your grant application.

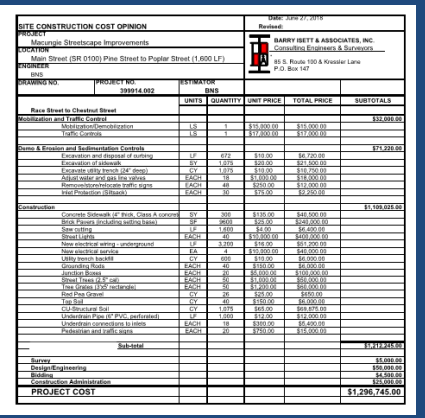
CAN YOU LIVE UP TO YOUR PROMISES?

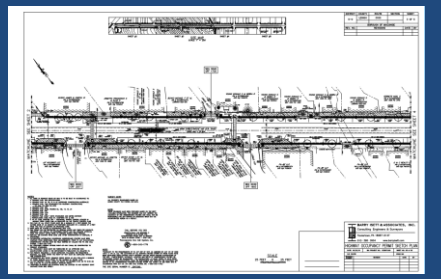
- Project – is it realistic and are your supporting documents and narrative accurate and honest?
  - Be an Honest Salesman – it makes everyone's job easier
- Match Money – is it a line item in your annual budget, or are you relying on getting another grant to cover it?
- Majority Support – are your elected officials all on board with the project and the funding plan?

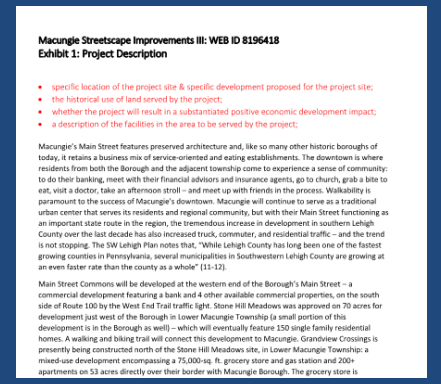
YOU DON'T WANT TO GIVE BACK A GRANT TO A FUNDING AGENCY!

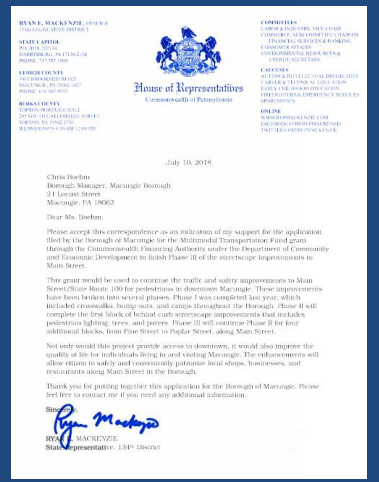
Your reputation is important in the grants' world.

- Do all your application pieces tell the same story?
  - Did multiple people contribute content for your application – is it all consistent?.
  - Narrative, Map, Cost Estimate, Conceptual Drawing, Photos/Captions

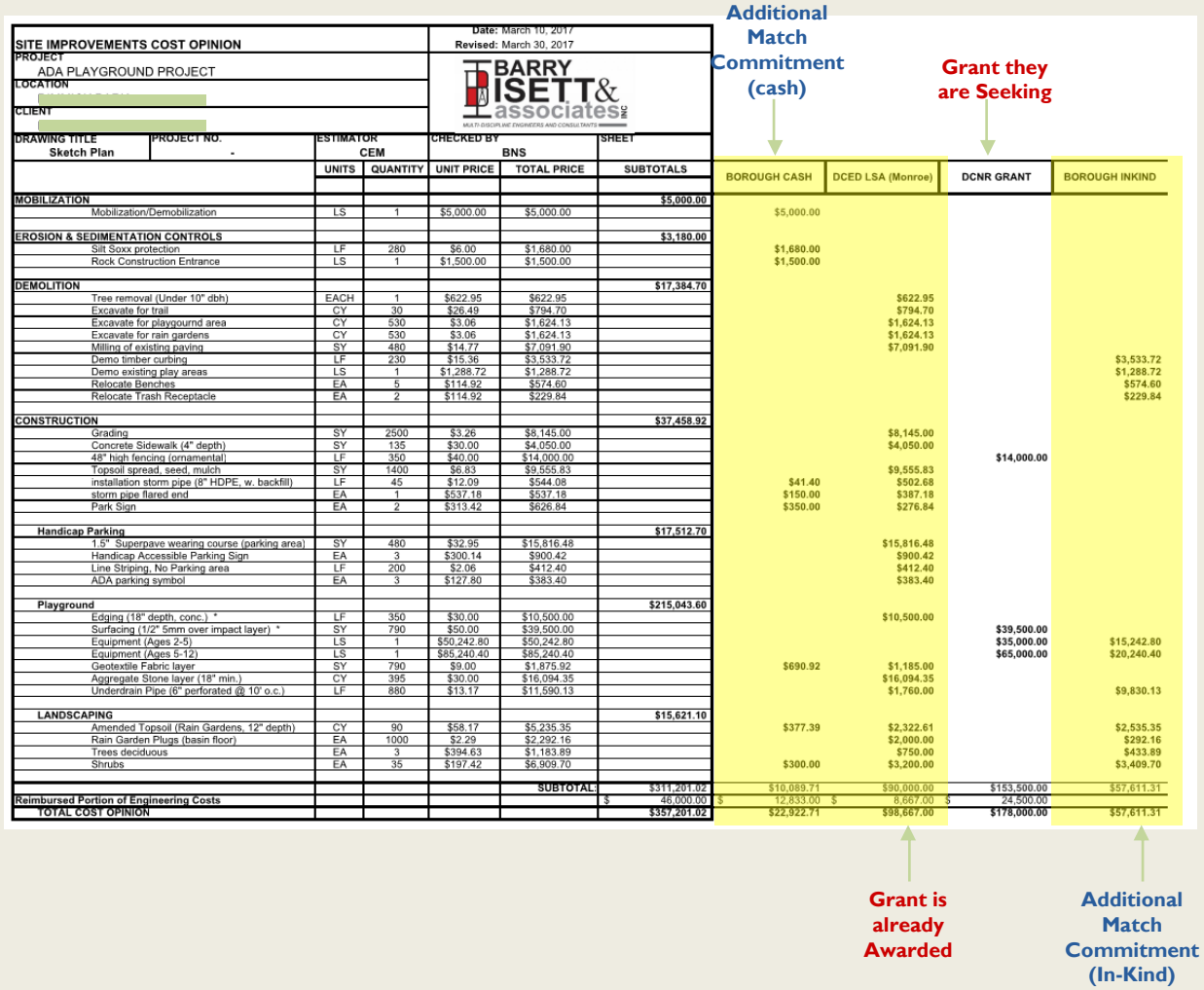








APPLICANT FINANCIAL COMMITMENT



SITE IMPROVEMENTS COST OPINION

Date: March 10, 2017
Revised: March 30, 2017

PROJECT: ADA PLAYGROUND PROJECT
LOCATION:
CLIENT:

BARRY ISETT & associates inc

DRAWING TITLE	PROJECT NO.	ESTIMATOR	CHECKED BY	SHEET
Sketch Plan	-	CEM	BNS	

	UNITS	QUANTITY	UNIT PRICE	TOTAL PRICE	SUBTOTALS	BOROUGH CASH	DCED LSA (Monroe)	DCNR GRANT	BOROUGH INKIND
MOBILIZATION					**$5,000.00**				
Mobilization/Demobilization	LS	1	$5,000.00	$5,000.00		$5,000.00			
EROSION & SEDIMENTATION CONTROLS					**$3,180.00**				
Silt Soxx protection	LF	280	$6.00	$1,680.00		$1,680.00			
Rock Construction Entrance	LS	1	$1,500.00	$1,500.00		$1,500.00			
DEMOLITION					**$17,384.70**				
Tree removal (Under 10" dbh)	EACH	1	$622.95	$622.95			$622.95		
Excavate for trail	CY	30	$26.49	$794.70			$794.70		
Excavate for playgournd area	CY	530	$3.06	$1,624.13			$1,624.13		
Excavate for rain gardens	CY	530	$3.06	$1,624.13			$1,624.13		
Milling of existing paving	SY	480	$14.77	$7,091.90			$7,091.90		
Demo timber curbing	LF	230	$15.36	$3,533.72					$3,533.72
Demo existing play areas	LS	1	$1,288.72	$1,288.72					$1,288.72
Relocate Benches	EA	5	$114.92	$574.60					$574.60
Relocate Trash Receptacle	EA	2	$114.92	$229.84					$229.84
CONSTRUCTION					**$37,458.92**				
Grading	SY	2500	$3.26	$8,145.00			$8,145.00		
Concrete Sidewalk (4" depth)	SY	135	$30.00	$4,050.00			$4,050.00		
48" high fencing (ornamental)	LF	350	$40.00	$14,000.00				$14,000.00	
Topsoil spread, seed, mulch	SY	1400	$6.83	$9,555.83			$9,555.83		
installation storm pipe (8" HDPE, w. backfill)	LF	45	$12.09	$544.08		$41.40	$502.68		
storm pipe flared end	EA	1	$537.18	$537.18		$150.00	$387.18		
Park Sign	EA	2	$313.42	$626.84		$350.00	$276.84		
Handicap Parking					**$17,512.70**				
1.5" Superpave wearing course (parking area)	SY	480	$32.95	$15,816.48			$15,816.48		
Handicap Accessible Parking Sign	EA	3	$300.14	$900.42			$900.42		
Line Striping, No Parking area	LF	200	$2.06	$412.40			$412.40		
ADA parking symbol	EA	3	$127.80	$383.40			$383.40		
Playground					**$215,043.60**				
Edging (18" depth, conc.) *	LF	350	$30.00	$10,500.00			$10,500.00		
Surfacing (1/2" 5mm over impact layer) *	SY	790	$50.00	$39,500.00				$39,500.00	
Equipment (Ages 2-5)	LS	1	$50,242.80	$50,242.80				$35,000.00	$15,242.80
Equipment (Ages 5-12)	LS	1	$85,240.40	$85,240.40				$65,000.00	$20,240.40
Geotextile Fabric layer	SY	790	$9.00	$1,875.92		$690.92	$1,185.00		
Aggregate Stone layer (18" min.)	CY	395	$30.00	$16,094.35			$16,094.35		
Underdrain Pipe (6" perforated @ 10' o.c.)	LF	880	$13.17	$11,590.13			$1,760.00		$9,830.13
LANDSCAPING					**$15,621.10**				
Amended Topsoil (Rain Gardens, 12" depth)	CY	90	$58.17	$5,235.35		$377.39	$2,322.61		$2,535.35
Rain Garden Plugs (basin floor)	EA	1000	$2.29	$2,292.16			$2,000.00		$292.16
Trees deciduous	EA	3	$394.63	$1,183.89			$750.00		$433.89
Shrubs	EA	35	$197.42	$6,909.70		$300.00	$3,200.00		$3,409.70
				SUBTOTAL:	$311,201.02	$10,089.71	$90,000.00	$153,500.00	$57,611.31
Reimbursed Portion of Engineering Costs					$ 46,000.00	$ 12,833.00	$ 8,667.00	$ 24,500.00	
TOTAL COST OPINION					**$357,201.02**	$22,922.71	$98,667.00	**$178,000.00**	$57,611.31

Additional Match Commitment (cash)

Grant they are Seeking

Grant is already Awarded

Additional Match Commitment (In-Kind)

MATCH = COST SHARING

- **Cash Match**
  - Applicant Funds - budget for it over years of contract duration/anticipated project timeline
  - Private or Business contributions
- **Matching Grants with Grants**
  - Some grants can't match other grants – read fine print
  - Only commit secured match
  - Never trust that you'll get other grant money to cover your match requirements

The grants world is one of uncertainty and chance.

- **In-Kind Services**
  - Staff/volunteer labor, township equipment, donated supplies, etc.
  - Always contribute more Cash than In-Kind

From DCED Local Share Account Guidelines:

Section VII – Restrictions and Limitations

1. An Applicant may not make or authorize any substantial change in an approved project without first obtaining consent of the CFA in writing.
2. If the full amount of the grant is not required for the project, the unused portion shall be returned to the CFA.
3. The project may not commence prior to the approval of LSA assistance. Project costs incurred prior to LSA approval are ineligible for payment from LSA funds. Counties may request funding to support annual operations costs related to regional law enforcement initiatives provided the initiatives are exclusive to Lehigh and Northampton Counties. Requests must include a breakdown of cost by county and anticipated start date of costs to be incurred.
4. Except as provided in paragraph 3, funds must be used for new projects and may not be used for fees for securing other financing, interest on borrowed funds, refinancing of existing debt, lobbying, fines, or application preparation fees.
5. Administration costs shall not exceed 3% of the total grant award.
6. Engineering costs shall not exceed 10% of the total grant award.
7. Contingency costs are limited to 5% of documented construction and/or infrastructure costs.

From Northampton County:

Livable Landscapes Grant Program Guidelines - 2019

…raisals, surveys, legal fees, or other administrative costs … no more than 5% of the County grant award.

… grant request shall not be more than 50 percent of the property's value or $300,000, whichever is less. Applications may be reviewed to exceed the 50% of the property's appraised value or $300,000, on a case by case basis. The fair market value of a fee simple acquisition or conservation easement is determined by the appraisal report submitted with the application. The appraisal must be done by a state certified appraiser.

4. For construction projects, no more than 15% of the County grant award may be used for engineering and construction professional services, permitting, and inspection monitoring costs that directly relate to the project construction, rehabilitation, and/or development.

From DCED Multimodal Transportation Program Guidelines:

B. Application Evaluation

All applications for financial assistance will be reviewed by the DCED and PennDOT under the direction of the CFA to determine eligibility and competitiveness of the proposed project. Projects will be evaluated using the appropriate criteria from the following list of evaluation criteria for the various types of eligible projects:

1. The economic conditions of the region where the project is located.
2. Consistency with local, regional and statewide planning.
3. Benefits to a transportation system by mitigating a public safety issue.
4. The technical and financial feasibility of the project. Applicants must show that all financial commitments are in place to achieve the project goals and ensure the project will be fully completed with the use of these funds.
5. The level of non-CFA matching investment in the project. Increased consideration will be given to those projects that exceed the matching funds requirement.
6. Increased consideration will be given for the number and quality of the permanent jobs to be created or preserved in Pennsylvania by an identified business as part of the project.

WATCH FOR ENGINEERING & PROFESSIONAL SERVICE FEE CAPS

- Many times, only 10 to 15% of a grant award can be used towards pre-construction costs
- If you know you'll have to pay the difference between what the grant will fund and what it will cost – commit it as part of your match requirement

Committing match higher than what's required will often score your application higher.

- No match required? Commit it anyways!

SOMETIMES ITS CHEAPER TO DO THE PROJECT WITHOUT GRANT FUNDING

- Professional Services and Engineering costs are usually required
- Formal bidding / Consultant Selection
- Prevailing Wage Requirements for labor
- More Rules / More Checkboxes
- Grant administration time – paperwork, record keeping, reporting, grant close out

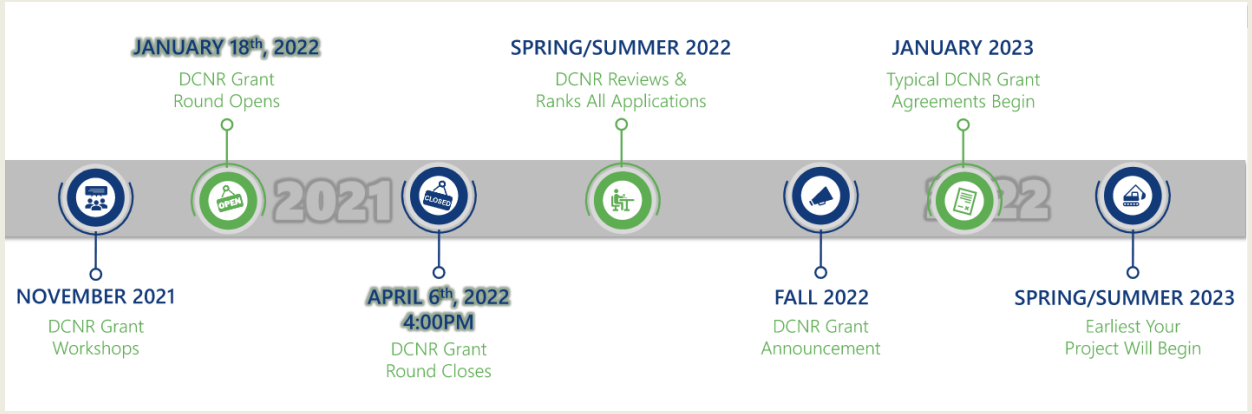
CAN WE DO THE PROJECT WITHOUT GRANTS ASSISTANCE?

- ✓ Do you have a dedicated public works / roads department?
- ✓ Does the township own the equipment needed to do the project? Can you rent it for a day?
- ✓ Do you have committed community / business volunteers to support your project?
- ✓ Can you purchase the supplies and products locally – and get some of them donated? Or at a reduced cost?

GRANTS WILL HOLD UP YOUR PROJECT

Going the route of "grants" is not a quick or a painless process

- Grant announcements typically take months, or even up to a year
- Projects typically can not begin until all grant contracts are signed
- Using a grant to try to match an existing grant will delay your project more
  - Once you commit a grant as match to another project – you can not start the project until the 2nd grant program is awarded
  - No guarantee that you'll get a grant



DCNR Community Conservation Partnership Program

Section IV – Grants

1. Grants shall not exceed a total of $250,000 for any project.
2. Commencement of work prior to receiving authority approval will result in the project being ineligible for consideration.
3. To be eligible for reimbursement, project costs must be incurred within the time frame established by the grant agreement.

DCED /CFA Greenways, Trails, & Recreation Program

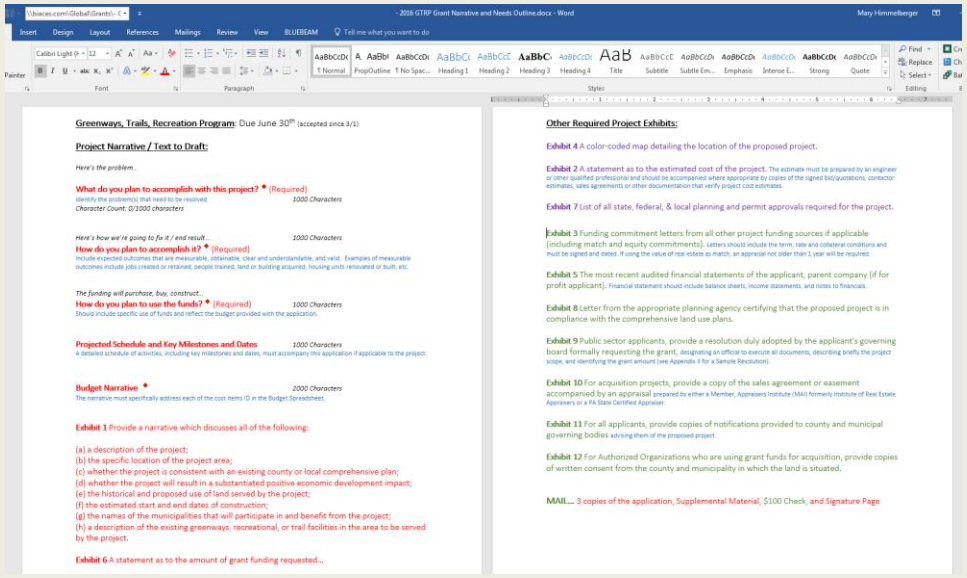
Grant Awards are often funded at a reduced level than from what you asked for in your application

- Scaled Back project scopes – only get a piece of the project done
- Reapplying the following year to get more money, in order to complete the whole project

ORGANIZE THE CHAOS & ASK QUESTIONS

Outline all your Needs in a Word Document:

- Make a "Cheat Sheet"
  - Makes the information manageable and organized: Decreases stress
  - Questions on Application, Required Attachments, Tips from Workshops, etc.
  - Color Code Tips / Responsibilities
- Work directly in your document
  - Input it later to avoid Technical Issues



Greenways, Trails, Recreation Program: Due June 30th (accepted since 3/1)

Project Narrative / Text to Draft:

Here's the problem...

What do you plan to accomplish with this project? * (Required) 1000 Characters

Character Count: 0/1000 characters

Here's how we're going to fix it / end result... 1000 Characters

How do you plan to accomplish it? * (Required)

The funding will purchase, buy, construct... 1000 Characters

How do you plan to use the funds? * (Required)

Projected Schedule and Key Milestones and Dates 1000 Characters

Budget Narrative * 2000 Characters

Exhibit 1 Provide a narrative which discusses all of the following:

(a) a description of the project;
(b) the specific location of the project area;
(c) whether the project is consistent with an existing county or local comprehensive plan;
(d) whether the project will result in a substantiated positive economic development impact;
(e) the historical and proposed use of land served by the project;
(f) the estimated start and end dates of construction;
(g) the names of the municipalities that will participate in and benefit from the project;
(h) a description of the existing greenways, recreational, or trail facilities in the area to be served by the project.

Exhibit 6 A statement as to the amount of grant funding requested...

Other Required Project Exhibits:

Exhibit 4 A color-coded map detailing the location of the proposed project.

Exhibit 2 A statement as to the estimated cost of the project. The estimate must be prepared by an engineer or other qualified professional and should be accompanied where appropriate by copies of the signed bid/quotations, contractor estimates, sales agreements or other documentation that verify project cost estimates.

Exhibit 7 List of all state, federal, & local planning and permit approvals required for the project.

Exhibit 3 Funding commitment letters from all other project funding sources if applicable (including match and equity commitments). Letters should include the term, rate and collateral conditions and must be signed and dated. If using the value of real estate as match, an appraisal not older than 1 year will be required.

Exhibit 5 The most recent audited financial statements of the applicant, parent company (if for profit applicant). Financial statement should include balance sheets, income statements, and notes to financials.

Exhibit 8 Letter from the appropriate planning agency certifying that the proposed project is in compliance with the comprehensive land use plans.

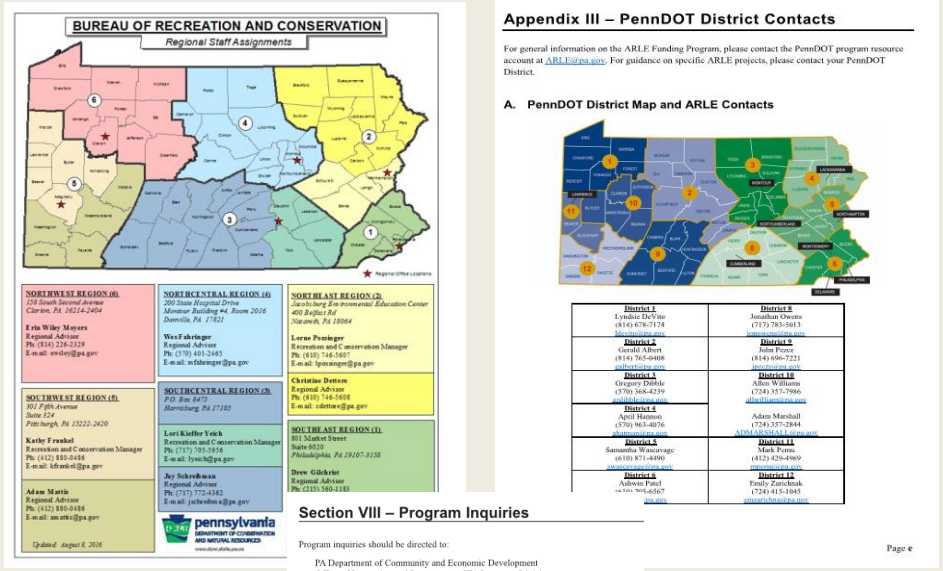
Exhibit 9 Public sector applicants, provide a resolution duly adopted by the applicant's governing board formally requesting the grant, designating an official to execute all documents; describing briefly the project scope, and identifying the grant amount (see Appendix II for a Sample Resolution).

Exhibit 10 For acquisition projects, provide a copy of the sales agreement or easement accompanied by an appraisal prepared by either a Member, Appraisers Institute (MAI) formerly Institute of Real Estate Appraisers or a PA State Certified Appraiser.

Exhibit 11 For all applicants, provide copies of notifications provided to county and municipal governing bodies advising them of the proposed project.

Exhibit 12 For Authorized Organizations who are using grant funds for acquisition, provide copies of written consent from the county and municipality in which the land is situated.

MAIL... 3 copies of the application, Supplemental Material, $100 Check, and Signature Page



BUREAU OF RECREATION AND CONSERVATION

Regional Staff Assignments

NORTHWEST REGION (6)
Erin Wiley Meyers
Regional Advisor
Ph: (814) 226-2329
E-mail: ewiley@pa.gov

NORTHCENTRAL REGION (4)
Wes Fahringer
Regional Advisor
Ph: (570) 401-2465
E-mail: wfahringer@pa.gov

NORTHEAST REGION (2)
Lorne Pensinger
Recreation and Conservation Manager
Ph: (610) 746-3087
E-mail: lpensinger@pa.gov

Christine Dettore
Regional Advisor
Ph: (610) 746-3088
E-mail: cdettore@pa.gov

SOUTHWEST REGION (5)
Kathy Frankel
Recreation and Conservation Manager
Ph: (412) 880-0446
E-mail: kfrankel@pa.gov

Adam Mattis
Regional Advisor
Ph: (412) 880-0486
E-mail: amattis@pa.gov

SOUTHCENTRAL REGION (3)
Lori Kieffer Yeich
Recreation and Conservation Manager
Ph: (717) 705-5956
E-mail: lyeich@pa.gov

Jay Schreiber
Regional Advisor
Ph: (717) 772-4362
E-mail: jschreiber@pa.gov

SOUTHEAST REGION (1)
801 Market Street
Suite 6020
Philadelphia, PA 19107-3158
Drew Gilchrist
Regional Advisor
Ph: (215) 560-1183

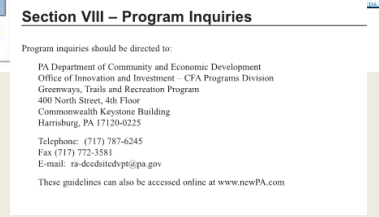
pennsylvania

Appendix III – PennDOT District Contacts

For general information on the ARLE Funding Program, please contact the PennDOT program resource account at ARLE@pa.gov. For guidance on specific ARLE projects, please contact your PennDOT District.

A. PennDOT District Map and ARLE Contacts

District 1 Lyndsie DeVito (814) 678-7174	District 8 Jonathan Owens (717) 783-5013
District 2 Gerald Albert (814) 765-0400	District 9 John Pierce (814) 696-7221
District 3 Gregory Dibble (570) 368-4239	District 10 Allen Williams (724) 357-7986
District 4 April Hannon (570) 963-4076	Adam Marshall (724) 557-2844
District 5 Samantha Wascavage (610) 871-4490	District 11 Mark Puma (412) 429-4969
District 6 Ashwin Patel (610) 205-6567	District 12 Emily Zurchniak (724) 415-1045



Section VIII – Program Inquiries

Program inquiries should be directed to:

PA Department of Community and Economic Development
Office of Innovation and Investment – CFA Programs Division
Greenways, Trails and Recreation Program
400 North Street, 4th Floor
Commonwealth Keystone Building
Harrisburg, PA 17120-0225

Telephone: (717) 787-6245
Fax (717) 772-3581
E-mail: ra-dcedsitedvpt@pa.gov

These guidelines can also be accessed online at www.newPA.com

Page e

Funding agencies want to fund good projects, which means they need good applications:

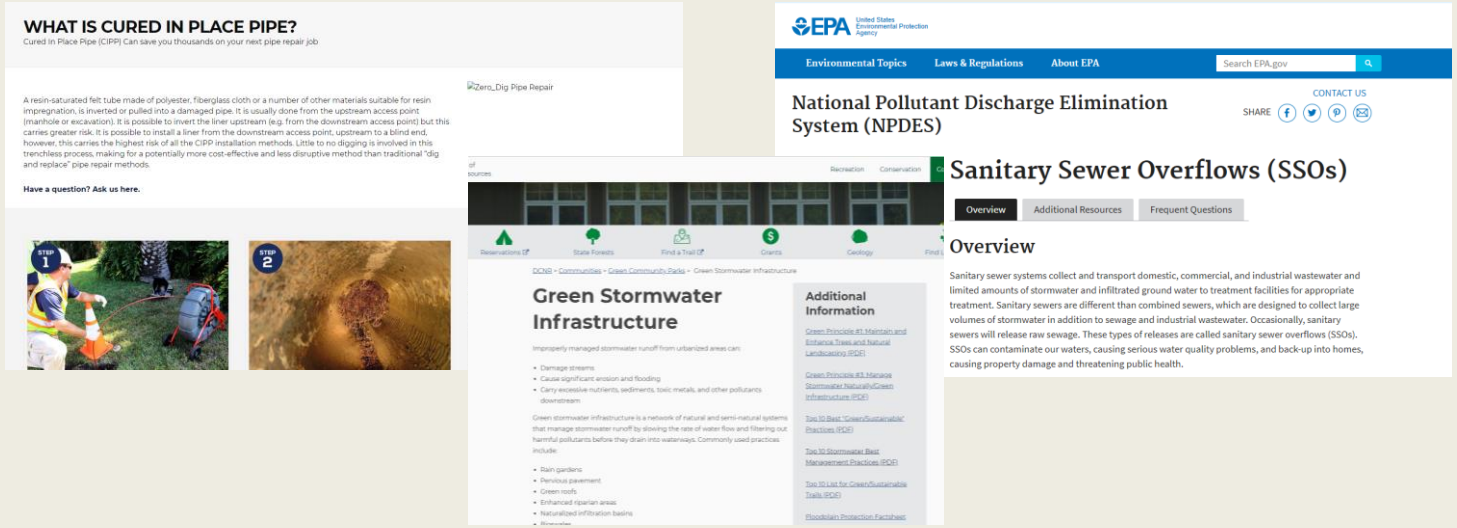
They are usually there to help!

Find the program contact in the guidelines and reach out with questions.

STEP 3

APPLY

TELLING YOUR STORY



Your story is only as good as the information you are using to tell it!

PLANS & STUDIES

- Local
- Regional

DESK RESEARCH & GOOGLE SEARCHES

- Google / Media
- Partners' Websites
- Partners' Social Media
- Educational Sites
- Meeting Minutes
- Old Grant Submissions
- Historical Accounts

TELLING YOUR STORY

Park Site Visits with Applicant, Engineers/Landscape Architects, Regional Advisors, Grant Writer, Volunteers, etc.

Your story is only as good as the information you are using to tell it!

EXPLORE AND EXPERIENCE THE PROJECT SITE FIRSTHAND

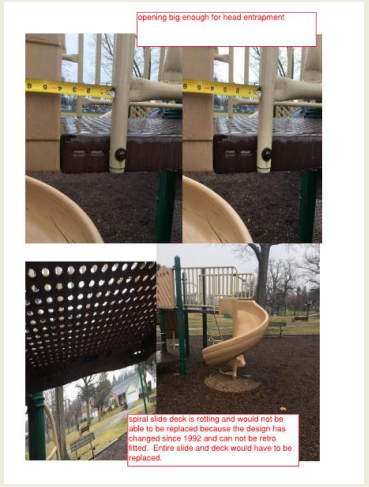
TAKE PHOTOGRAPHS FOR FUTURE REFERENCE AND/OR TO INCLUDE AS VISUALS IN YOUR APPLICATION

GET MULTIPLE PERSPECTIVES:
TAKE ALONG A TOUR GUIDE, A PROJECT ENTHUSIAST, AND/OR A PROFESSIONAL EXPERT

TELLING YOUR STORY

Use Your COMMUNITY!

Meeting with Landscape Architect & Planning Member

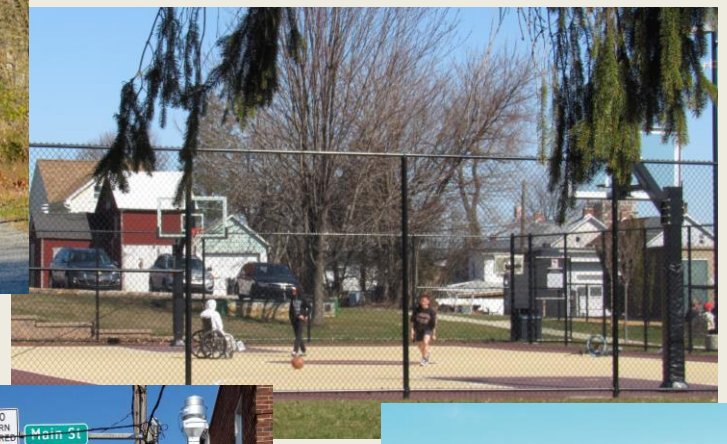


Photos w/ Notes from Public Works Director

Your story is only as good as the information you are using to tell it!

USE YOUR PEOPLE!

- Public Works / Roads Dept.
- Municipal / Non-Profit Staff or Board Members
- County/Regional Partners
- Professionals / Experts
- Project Beneficiaries:
  - Local Groups
  - Businesses
  - Special Causes
  - Event Planners



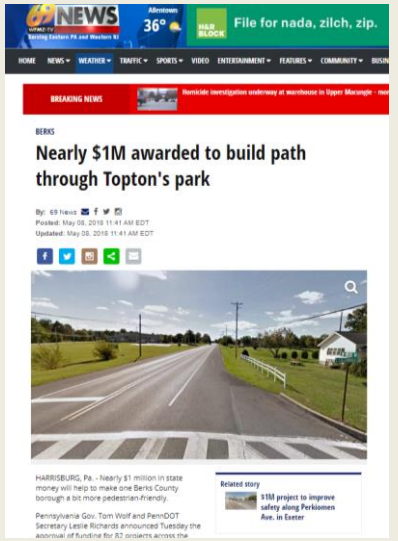
WHAT IS YOUR SALES PITCH?

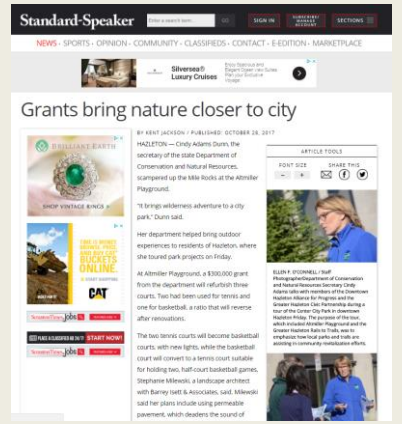
- A grant writer's job is to tell a good story
- Your project of application is just a small part of your bigger story: show the connections
- Find your <u>unique</u> Sales Pitch and make sure to tell them WHO your project will benefit; every story revolves around the PEOPLE you serve

MAKING IT SOUND GOOD

- Feel bad for the person who must review your application
  - Ask yourself: "So What – Why do they Care"?
- Use numbers or stats when possible – but don't overdo it
  - Too many numbers always ruin a good story
- Use a second set of eyes for review – are you answering more questions than you are creating?
- Always find the regional impact: why is your project important to MORE than just <u>your</u> people?
  - Will other municipalities or groups use or benefit from your project?
  - Can your project provide an educational opportunity for County or State agencies?
  - Can you set an example for your neighboring municipalities – create a "copycat" effect for positive change?

Grant Writing is Persuasive Writing





LIFE – AND GRANTS – AREN'T ALWAYS FAIR!

JUST FOLLOW THE RULES.

The only thing YOU can control is what you decide to include in your grant submission:

So focus your efforts on submitting a correct, complete, consistent, and competitive application.

GRANTS COME IN ALL SHAPES & SIZES

Non-Profit Funding Agency Grants

THESE KINDS OF FUNDING OPPORTUNITIES ARE OFTEN GOOD FOR MATCHING EXISTING GRANTS OR TO SUPPLEMENT / EXPAND THE SCOPE OF ALREADY-FUNDED OR COMPLETED PROJECTS:

- Regional / Non-Profit Funding Agencies
  - Often (not always) get their funding from a State agency
  - The organization that hosts the program awards the grants and makes sure the funds are being used properly
- Foundations as Funding Agencies
  - Private
    - Money donated for very specific uses, places, or people
    - Not usually very fitting for municipal-led projects
  - Corporate / Business
    - Utility companies, banks, large employers, retail chains, franchises, etc.
    - 501©3 Status often required to apply

DCNR MINI GRANT PROGRAMS

➢ Example of a Regional / Non-Profit Funding Agency Grant Program

- DCNR awards funds to DCNR "partners" – regional recreational organizations throughout the State – to host / administer their own Mini Grant Programs
- Grants are awarded by the DCNR Partner to Local Partners for Planning, Development, Programming, and Special Events - to advance planning priorities in smaller sub-regions
- Projects are compatible with heritage area and conservation plans and advance priorities from the PA Conservation and Recreation Plan

50/50 Match Required

- Match Can NOT be from another DCNR funding source

Grants are typically valued at a few thousand dollars

- Good for filling funding gaps of larger projects
- Good for purchases to supplement an existing facility or recreational asset
- Good for innovative programming / educational initiatives

Bicycle Station funded by the Lehigh Valley Greenways Mini Grant

Examples of Mini Grant Funding Agencies*:

- Delaware & Lehigh National Heritage Corridor
- Brandywine Conservancy
- Kittatinny Coalition
- Schuylkill Highlands Conservation Landscape
- Susquehanna Greenway Partnership
- PA Environmental Council
- Rivers of Steel National Heritage Area
- PA Organization for Watersheds and Rivers
- Southern Alleghenies Planning & Development Commission

*Not a Comprehensive List

TREEVITALIZE PROGRAM

- Example of a Regional / Non-Profit Funding Agency Grant Program

A public-private partnership established by DCNR to help build capacity within communities to plan for, plant, and care for trees, and to offer educational trainings to help citizens understand the diverse benefits of trees and the importance of properly planting and maintaining them – ultimately to support sustainable urban and community forestry programs across the state.

50/50 Match Required: must include cash and volunteer labor

Maximum grants range from $10,000 to $30,000 (based on population)

Municipalities and Non-Profits can apply.

- Program requires coordinating volunteers to plant / care for trees, having a solid maintenance plan, and community involvement.
- An urban forester must sign off on your planting plan to apply.
- The PA Horticulture Society's Tree Tenders® course teaches citizens to plant and care for new shade trees. One or more staff/volunteers must get certified if you're awarded.

KEEP PA BEAUTIFUL

➢ Example of a Regional / Non-Profit Funding Agency Grant Program

- State affiliate of "Keep America Beautiful"
- Keep PA Beautiful provides competitive grants through various programs for local, "on the ground" projects with funding provided by corporate sponsors, and support from government, and non-profit, partners
- Grants promote volunteerism, beautification, community greening, litter prevention, illegal dumping mitigation, recycling, and waste reduction
- Places GREAT importance on engaging volunteers and the community

Recent Example of a Keep PA Beautiful Program:
HEALING THE PLANET GRANT PROGRAM, 2021

THURSDAY, AUGUST 19, 2021

The GIANT Company, Keep PA Beautiful Announce Award Of 42 Healing The Planet Grants In PA, MD, VA, WV

On August 19, The GIANT Company and Keep Pennsylvania Beautiful announced the award of grants to 42 recipients of its Healing the Planet Grants.

More than $500,000 in funding was awarded in support of projects that aim to build environmental stewardship by connecting people and families to community green spaces, support environmental restoration efforts and build community gardens.

"Small steps really add up when it comes to healing our planet and that includes the support from our customers in rounding up their purchase at checkout to benefit these environmentally friendly initiatives," said Jessica Groves, community impact manager, The GIANT Company.

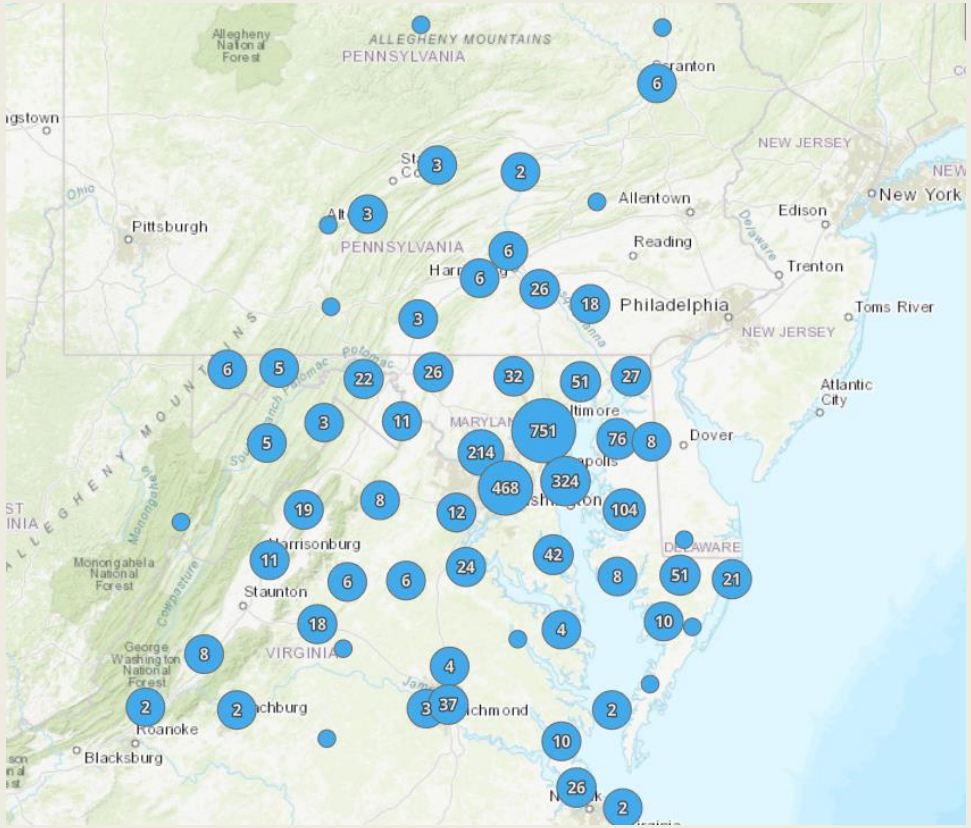
Visit **https://kab.org/grants/** to learn about other KAB programs.

CHESAPEAKE BAY TRUST

➢ Example of a Large Regional Non-Profit Funding Agency Grant Program

The Chesapeake Bay Watershed encompasses 64,000-square-miles, which includes parts of 6 states and is home to more than 18 million people.

- A non-profit grant making organization that awards over $10 million a year to community and non-profit organizations for cleaner, greener, and healthier watersheds of the Chesapeake Bay, Maryland Coastal Bays, and the Youghiogheny River.
- 3 core objectives: environmental education, demo-based restoration, community engagement
- The Trust's resources are from a variety of sources: the sale of Chesapeake vehicle license plates, donations from individuals and corporations, and partnerships with private foundations and federal, state, and local agencies.
- They offer over 20 grant programs per year
  - Explore the website and project map to know which programs are compatible with your region and needs



Snapshot of the Grant Project Map (can zoom in for more localized information)

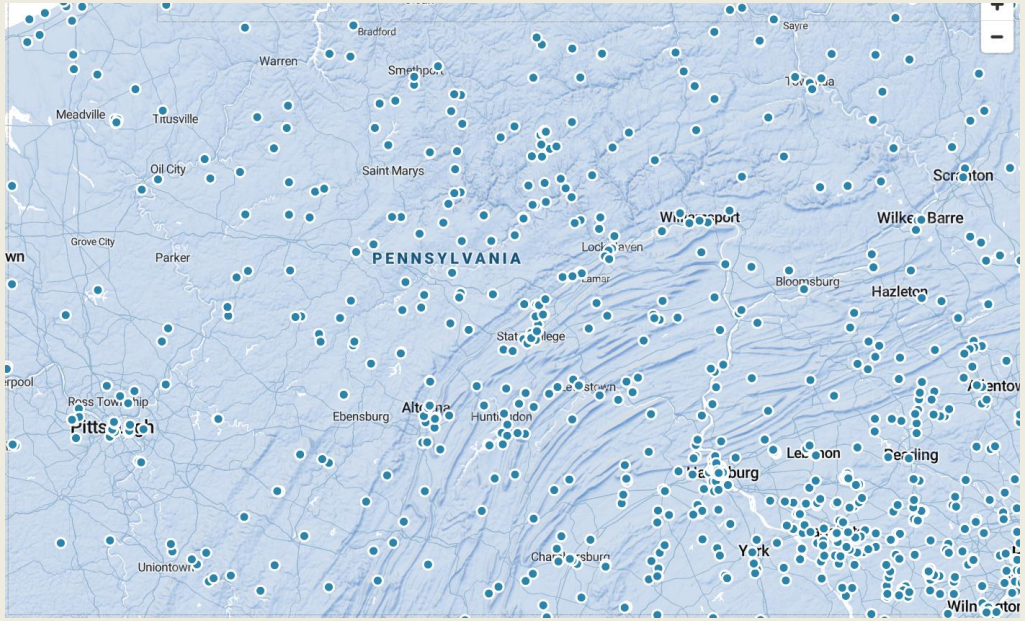
Visit https://cbtrust.org/grants/ to learn about the Trust's grant programs.

NATIONAL FISH AND WILDLIFE FEDERATION

➢ Example of a Large National Non-Profit Funding Organization Grant Program

- NFWF provides funding on a competitive basis to projects that sustain, restore and enhance our nation's fish, wildlife and plants, and their habitats
- The Foundation works with public and private partners in all 50 states to solve challenging conservation problems
- In our State, NFWF serves three "landscapes": the Delaware River Watershed, the Chesapeake Bay Watershed, and Central Appalachia
  - Each conservation area has its own NFWF business plan; the associated grant programs fund projects compatible with each plan

HINT: The easiest way to determine which of their dozens of programs are relevant to your project is to explore their project map: each dot represents a project and pulls up a summary of the project, the applicant, the program name, and amount awarded.



Snapshot of the Grant Project Map (each dot represents a project)

Visit https://www.nfwf.org/programs to learn about NFWF'S grant programs.

GRANTS COME IN ALL SHAPES & SIZES

Non-Profit Funding Agency Grants

THESE KINDS OF FUNDING OPPORTUNITIES ARE OFTEN GOOD FOR MATCHING EXISTING GRANTS OR TO SUPPLEMENT / EXPAND THE SCOPE OF ALREADY-FUNDED OR COMPLETED PROJECTS:

- Regional / Non-Profit Funding Agencies
  - Often (not always) get their funding from a State agency
  - The organization that hosts the program awards the grants and makes sure the funds are being used properly
- Foundations as Funding Agencies
  - Private
    - Money donated for very specific uses, places, or people
    - Not usually very fitting for municipal-led projects
  - Corporate / Business
    - Utility companies, banks, large employers, retail chains, franchises, etc.
    - Often wants one or more of their employees to be volunteers in your community or a project cheerleader
    - 501©3 Status often required to apply

Business Foundations

- Make a list of the larger and/or regionally & nationally known businesses that are in or serve your community
  - Insurance Companies
  - Banks
  - Franchises
  - National Chains or Names w/ local presence
  - Utility Companies
- GOOGLE the business name + the word "foundation"
- Most of them have a charitable arm

Tee Ball Field created with volunteer labor, local funds, and a grant from ESSA Foundation

Other foundations exist that are hosted by or operated in the name of big names or wealthy businesses (exs. - Bill & Melinda Gates Foundation, Michael J. Fox Foundation, Rockefeller Foundation, Ford Foundation, etc.): these will have strict eligibility rules & application requirements (most won't apply to our types of community park/rec projects): GOOGLE "most popular charitable foundations" or something similar to explore more

SOME EXAMPLES:

- Wells Fargo Foundation
- CVS Health Foundation
- State Farm Companies Foundation
- PPL Foundation
- American Water Charitable Foundation
- Lowes Charitable and Educational Foundation
- T-Mobile Foundation
- All State Foundation
- Rite Aid Foundation

GRANTS COME IN ALL SHAPES & SIZES

Government Money:

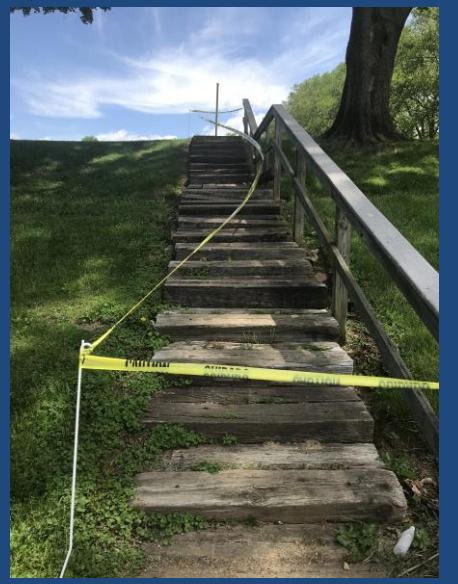
- **State**
- **Federal ***
- **County ***

FEDERAL

- Pre-application, Application, and Implementation (once awarded) often time-intensive
- More checkboxes, more paperwork
- A lot of money is reserved to fund research or people and programs – more so than construction and design
- Competition can be tough

COUNTY

- Often funds similar activities to the State programs
  - Money can come from some of the same sources as the State, like Marcellus gas fees or casinos – but they're smaller pots of money
  - Money can come from County funds or taxes allocated to fulfill specific goals
- Grants typically best for filling funding gaps or completing smaller projects
- Federal CDBG Funds – often overseen by Counties



BEFORE

AFTER

Deteriorated wooden staircase that connected two levels of a community park was replaced with a new, concrete set of stairs with the help of two County grant programs: one intended to improve local parks and the other intended for community improvement efforts. This project was a small part of millions of dollars of work invested into revitalizing this WPA-era park.

COMMUNITY DEVELOPMENT BLOCK GRANTS

- Federal money distributed through HUD to…
  - Entitlement communities
  - Counties (who distribute it where it's needed, usually through a project application process)
  - PA DCED (for municipalities whose counties don't host CDBG grant programs)

CDBG-funded ADA Access Ramp constructed at an old community park to provide access from the parking lot, over a swale, to the interior park paths

CDBG-funded ADA Access connecting the sidewalk network from a borough neighborhood to a regional rail trail

- Projects must benefit low-moderate income people
- Low-Mod Census block group areas qualify for "area benefit" projects to improve streets, water/sewer, parks, etc.
- Using CDBG funds outside of low-mod census group areas: eligible projects are those that benefit a group of people believed to be low-mod income
  - In park/rec projects – this includes ADA upgrades

STATE GRANT OPPORTUNITIES

Government Money:

- **State ***
- **Federal**
- **County**

THE MOST POPULAR TYPE OF FUNDING WITH MUNICIPALITIES

- Best benefit/cost ratio – most value for your time
- Funding round & deadlines are often predictable from year to year
- Contractual time frame usually spans several years: you have more than a year to get the project done
- Competition is limited to PA – not the nation or other States
- Programs are often geared towards municipal applicants – as opposed to 501©3s

THE CONCERN WITH STATE FUNDS? Funding sources aren't always secure or consistent.

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DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES

COMMUNITY CONSERVATION PARTNERSHIPS PROGRAM

Planning, acquisition, and development of public parks, recreation areas, trails, river conservation and access, & conservation of open space

- Applications are due annually in April
  - Check out their website to learn more about other specialized programs – for ATV trails, riparian forest buffers, or peer/circuit riders
- Municipalities are typically the applicants
- Grant Workshops every year in Fall
  - Sign up to receive their e-newsletter online – so you hear about the dates when they're announced
- Match Requirement: 50% of the project cost
  - In-kind match is acceptable to use for some of your match commitment

DCNR-Funded Playground and Basketball Courts

WHERE TO FIND DCNR GRANT INFO?

https://www.dcnr.pa.gov/Pages/default.aspx

- Use the "Grants" Tab to access program information/links ...
- Check out "Grant Announcements" Lists to view past grant awards …
- Scan through the Links to Educational Resources: these contain valuable content to develop competitive projects & narratives

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DEPARTMENT OF CONSERVATION
AND NATURAL RESOURCES

COMMUNITY CONSERVATION PARTNERSHIPS PROGRAM

Step 1: Always Contact your Regional DCNR Rep

DEVELOPMENT GRANTS:

- Improvements or new construction for playgrounds, fields, water features, pavilions, etc.
- Grants usually between $100,000 and $250,000
- For development / improvement projects – with the exception of smaller parks and/or rehab projects – DCNR often requires that the project be part of an existing master site plan

DCNR and DCED LSA-funded Nature Park

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DEPARTMENT OF CONSERVATION
AND NATURAL RESOURCES

COMMUNITY CONSERVATION PARTNERSHIPS PROGRAM

Step 1: Always Contact your Regional DCNR Rep

PLANNING GRANTS:

- Plans are reassurance to DCNR that they're investing wisely into a project that people want
- DCNR will provide grants for half the cost
  - Master Site Planning – identifies a community's vision and goals; provides a phased concept plan and recommendations
  - Comprehensive Park & Rec Plans or Greenway Plans
  - Pools and indoor recreation facilities require a "feasibility study" be completed first – before you apply for money to repair/rebuild your public pools & community buildings

Pre-Application Site Visits with DCNR Regional Representatives

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AND NATURAL RESOURCES

COMMUNITY CONSERVATION PARTNERSHIPS PROGRAM

Step 1: Always Contact your Regional DCNR Rep

ACQUISITION GRANTS:

- Purchase land or easements for active or passive parks, open space, natural areas, greenways

TRAIL GRANTS:

- At least 70% of the project costs must be for trails or trail facilities (does not include interior park trails)

RIVERS' GRANTS:

- Water-based outdoor recreation and water resource conservation – water trails, habitat improvement, public water access, buffers

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AND NATURAL RESOURCES

COMMUNITY CONSERVATION PARTNERSHIPS PROGRAM

Step 1: Always Contact your Regional DCNR Rep

Most DCNR grants require a 50% match that can include cash and non-cash (in-house labor & equipment, donations of products & services, volunteer time).

SMALL COMMUNITY DEVELOPMENT GRANTS

- Funds smaller projects with focused, simple scopes of work – like playground upgrades, pavilions, or ADA improvements
- Municipalities must have less than 5,000 people
- Park are usually less than 5 acres in size
- DCNR gives you the first $30,000 (doesn't require a match); you apply for an additional $20,000 to $40,000 – that portion requires a $1 for $1 match

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DEPARTMENT OF CONSERVATION
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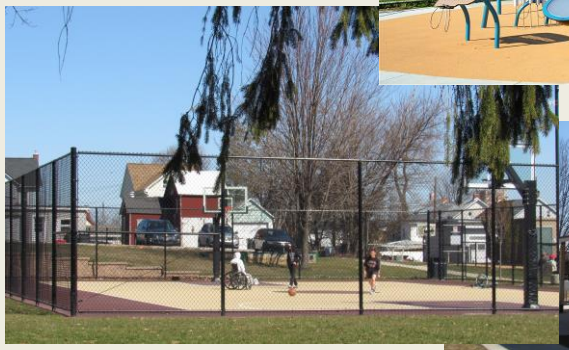
COMMUNITY CONSERVATION PARTNERSHIPS PROGRAM



DCNR and DCED GTRP funded Playground, Pavilion, and Basketball Courts – first few phases of a Community Park Master Site Plan Implementation that is still underway

SOME BASIC RULES/GUIDANCE FOR DCNR:

- ADA Accessibility is required
- Project properties must be owned by the applicant or under their control for 25 years
- Sites must be open to the public (some conservation projects are exceptions)
- Green & Sustainable project components are necessary to have a competitive project/application
- Work for with a professional consultant for application costs and site development drawing
- Consistency! Your drawing, estimate, and narrative must all sell the same project
- Partners! Looks for active project partners – who will provide money or time, or promise maintenance help
- Don't wait until last minute to start your application
- Use your regional advisors

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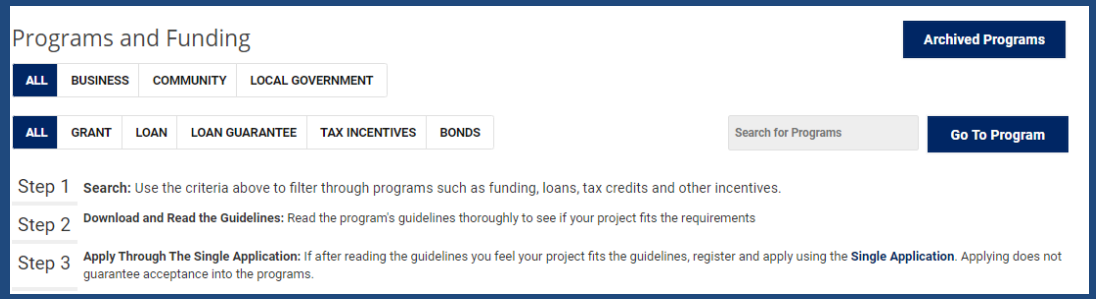
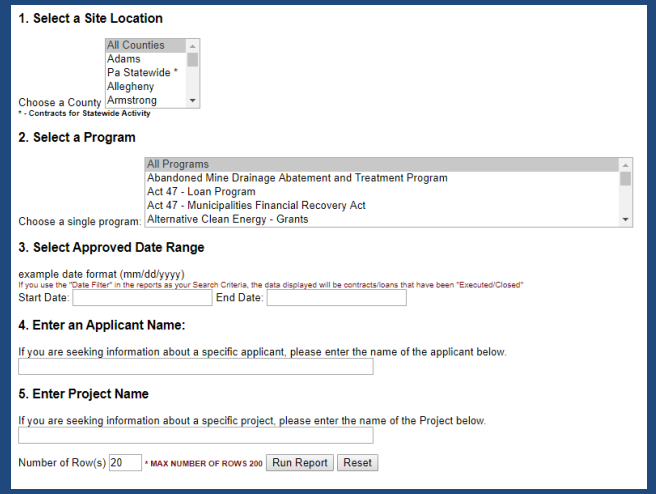
DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

- Most popular grant funding department with municipalities
- Search for grant programs by applicant or project type
  - https://dced.pa.gov/program/



- Search for previously-awarded grants
  - Comprehensive Awards List of Select DCED Programs (including the ones we will talk about today)
    - https://dced.pa.gov/library/?wpdmc=approved_projects
  - Search all Programs in a Variety of Ways:
    - http://www.dced.state.pa.us/investmenttracker/



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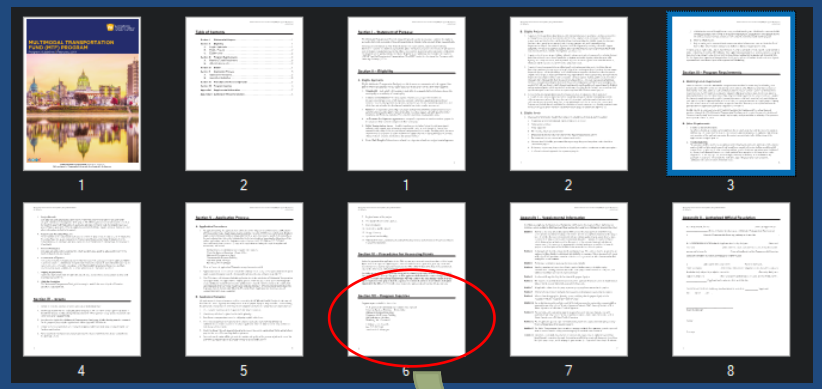
- Simple Guidelines = Lots of Questions… Ask to get Answers



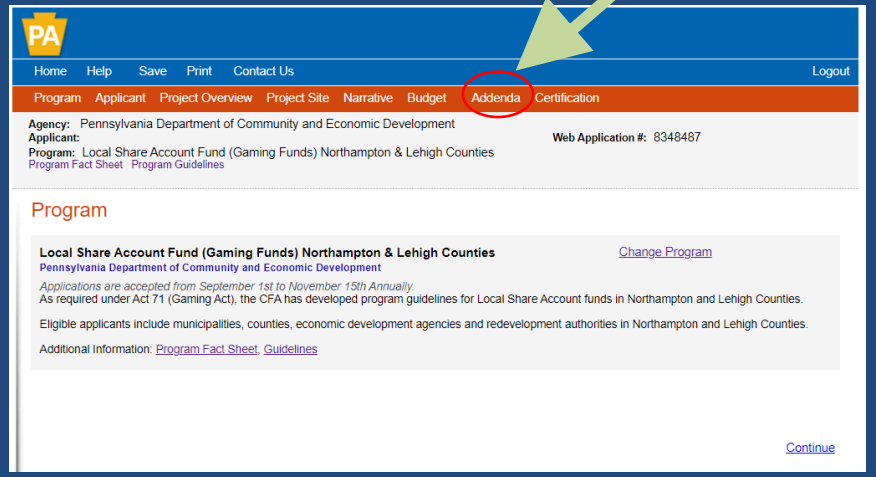
Section VII – Program Inquiries

Program inquiries should be directed to:

PA Department of Community and Economic Development
Center for Business Financing – Grants Office
Multimodal Transportation Fund
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

Telephone (717) 787-6245
Fax (717) 787-9154
e-mail: ra-dcedcbf@pa.gov

- DCED's Single Application – often the same application form for everything
  - Same Application Components regardless of the DCED Program
  - Difference is in the items required in the "ADDENDA" Section
  - Set up one user account
  - Saves all applications – submitted and incomplete



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& ECONOMIC DEVELOPMENT

Each Grant Program has different Exhibits / Supplemental Items that are required to be uploaded to the application.

- This is the time-consuming part of every application
- Not just "a simple application" you can submit last minute

Project Description

Professional Cost Estimate

Preliminary Construction Drawings

Funding Commitment Letters

Project Location Map

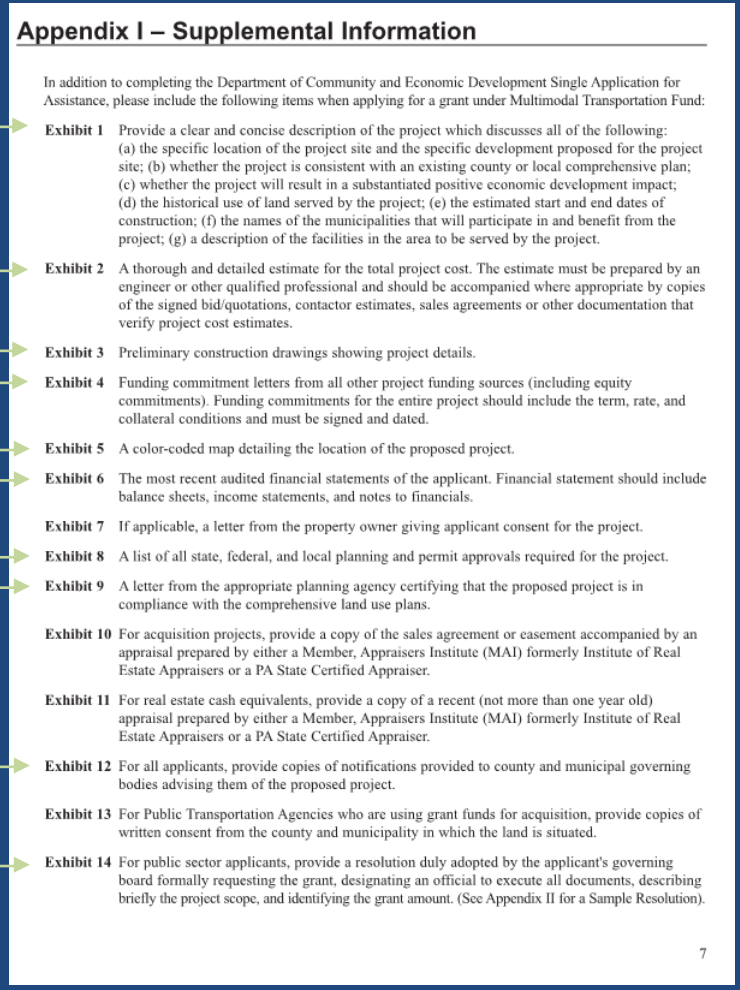
Audited Financials

Planning / Permits Approvals List

Planning Agency Letter of Compliance

Notification to Government Letter

Municipal Resolution (passed)



Appendix I – Supplemental Information

In addition to completing the Department of Community and Economic Development Single Application for Assistance, please include the following items when applying for a grant under Multimodal Transportation Fund:

Exhibit 1 Provide a clear and concise description of the project which discusses all of the following: (a) the specific location of the project site and the specific development proposed for the project site; (b) whether the project is consistent with an existing county or local comprehensive plan; (c) whether the project will result in a substantiated positive economic development impact; (d) the historical use of land served by the project; (e) the estimated start and end dates of construction; (f) the names of the municipalities that will participate in and benefit from the project; (g) a description of the facilities in the area to be served by the project.

Exhibit 2 A thorough and detailed estimate for the total project cost. The estimate must be prepared by an engineer or other qualified professional and should be accompanied where appropriate by copies of the signed bid/quotations, contactor estimates, sales agreements or other documentation that verify project cost estimates.

Exhibit 3 Preliminary construction drawings showing project details.

Exhibit 4 Funding commitment letters from all other project funding sources (including equity commitments). Funding commitments for the entire project should include the term, rate, and collateral conditions and must be signed and dated.

Exhibit 5 A color-coded map detailing the location of the proposed project.

Exhibit 6 The most recent audited financial statements of the applicant. Financial statement should include balance sheets, income statements, and notes to financials.

Exhibit 7 If applicable, a letter from the property owner giving applicant consent for the project.

Exhibit 8 A list of all state, federal, and local planning and permit approvals required for the project.

Exhibit 9 A letter from the appropriate planning agency certifying that the proposed project is in compliance with the comprehensive land use plans.

Exhibit 10 For acquisition projects, provide a copy of the sales agreement or easement accompanied by an appraisal prepared by either a Member, Appraisers Institute (MAI) formerly Institute of Real Estate Appraisers or a PA State Certified Appraiser.

Exhibit 11 For real estate cash equivalents, provide a copy of a recent (not more than one year old) appraisal prepared by either a Member, Appraisers Institute (MAI) formerly Institute of Real Estate Appraisers or a PA State Certified Appraiser.

Exhibit 12 For all applicants, provide copies of notifications provided to county and municipal governing bodies advising them of the proposed project.

Exhibit 13 For Public Transportation Agencies who are using grant funds for acquisition, provide copies of written consent from the county and municipality in which the land is situated.

Exhibit 14 For public sector applicants, provide a resolution duly adopted by the applicant's governing board formally requesting the grant, designating an official to execute all documents, describing briefly the project scope, and identifying the grant amount. (See Appendix II for a Sample Resolution).

7

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DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

GREENWAYS, TRAILS, AND RECREATION PROGRAM

This program funds projects related to Parks, Recreational Trails, Open Space, and Greenways: Rehabilitation / Repair, Planning, Development, Acquisition

A borough's downtown, town center urban park received both a DCED Multimodal and DCED GTRP grant that together provided funds for new sidewalks, a decorative paver interior walkway, new ornamental LED lighting and a re-novated amphitheater seating area with an ADA access and viewing platform.

DCED-Funded Historic Pavilion Rehabilitation

- Applications are accepted every year from 2/1 to 5/31
- Maximum Grant Award: $250,000 (awards are often for less)
- 15% Match Requirement
- Does not require a site development plan or drawing
- DCED GTRP Grants often MATCH a DCNR Grant
  - Lessens the stress of the local municipal match
  - Will delay your project's timeline

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DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

LOCAL SHARE ACCOUNT PROGRAMS

"Casino Money" – legislatively-required % of revenue that the casinos must pay every year for use by the host communities

- Community & Economic Development Projects
- Quality of Life / Public Interest Projects
- Emergency Management Projects (fire, police, etc.)

FUNDED LSA PROJECTS	GRANT ASK	GRANT AWARD
Stormwater Improvements	$ 746,384	$ 300,000
Loader / Backhoe	$ 133,279	$ 50,000
Park Plan Phase II: Indoor/Outdoor Pavilion	$ 638,962	$ 200,000
Road Repaving and Stormwater Infrastructure Install	$ 163,457	$ 80,000
Public Works Garage	$ 256,916	$ 46,091
Pedestrian Bridge	$ 50,305	$ 32,197
Trail Network	$ 201,925	$ 32,197
Phase II - Municipal Storage	$ 161,814	$ 100,000
Road Improvements	$ 243,390	$ 200,000
Police Live Scan Machine	$ 54,050	$ 50,550
City Hall Renovations	$ 723,808	$ 250,000
Speedminders and Message Board	$ 30,000	$ 24,243
Road Equipment	$ 596,911	$ 50,000
Main Street Pedestrian Crossing Improvements	$ 302,323	$ 160,000
Baseball Field Rehabilitation and Parking Area (resubmit)	$ 283,590	$ 200,000
Municipal Garage	$ 301,628	$ 60,000

Note that all these funded LSA Projects received significantly LESS grant award money than what they needed to complete their projects.

This natural area is located on undeveloped municipal-owned property. Thanks in part to a DCNR grant and a DCED LSA grant that was secured to match the DCNR grant – parking, an ADA access path, and a viewing area will be constructed in the near future to provide access for public enjoyment.

- No Match – increases popularity
- Program Guidelines, Priorities, and Application Process vary by Region
  - Not all regions have access to LSA Money for their Counties
  - NEW this year – there is now a STATEWIDE LSA Program that any PA municipality can apply for
- Awards are heavily-influenced by your legislators: talk to them
  - "Spread the Wealth" = partial grant awards
  - Budget for the shortfall

MULTIMODAL TRANSPORTATION FUND

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With DCED's Program…

- Applications are accepted every year from 3/1 through 7/31
- 30% Match – the past few years, the match can be "waived" by request, for municipal applicants; just must provide a letter requesting it

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DEPARTMENT OF TRANSPORTATION

With PennDOT's Program…

- There is no consistent annual deadline – often due around late fall / early winter
- 30% Match – municipalities can request a waiver with proper justification, but it's at the discretion of the Secretary of Transportation, who reviews waiver requests and may/may not grant them to awarded projects

- Provides grants to encourage economic development and ensure that a safe and reliable system of transportation is available to the residents of this commonwealth
- Improve transportation assets that enhance communities, pedestrian safety, and transit revitalization
- Grant Requests between $100,000 and $3 million

DCED-Funded Town Center Streetscape and Bicycle/Pedestrian Safety Improvements

MULTIMODAL TRANSPORTATION FUND

- Project scope should be more than just PAVING (paving is a maintenance project)
- Good projects will focus on improving the way that cars, trucks, people, bikers, and/or buses/trains share the roads and associated transportation facilities
- Streetscape & pedestrian/bicyclist safety projects often complement park, recreation, and trail projects
  - Multimodal projects can safely and/or conveniently connect pedestrians and bicyclists from downtowns and neighborhoods to parks and trail access / crossings
  - Trails that serve a transportation purpose

This community is constructing an off-road path to connect a heavily-employed industrial area (orange) to the nearby park (green), as well as an interior park path: this will provide a safer alternative for employees and residents walking on the roads. So far, they've gotten 2 DCED LSA grants, a DCED GTRP grant, and a DCED MTF grant to complete the first two phases.

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DEPARTMENT OF TRANSPORTATION

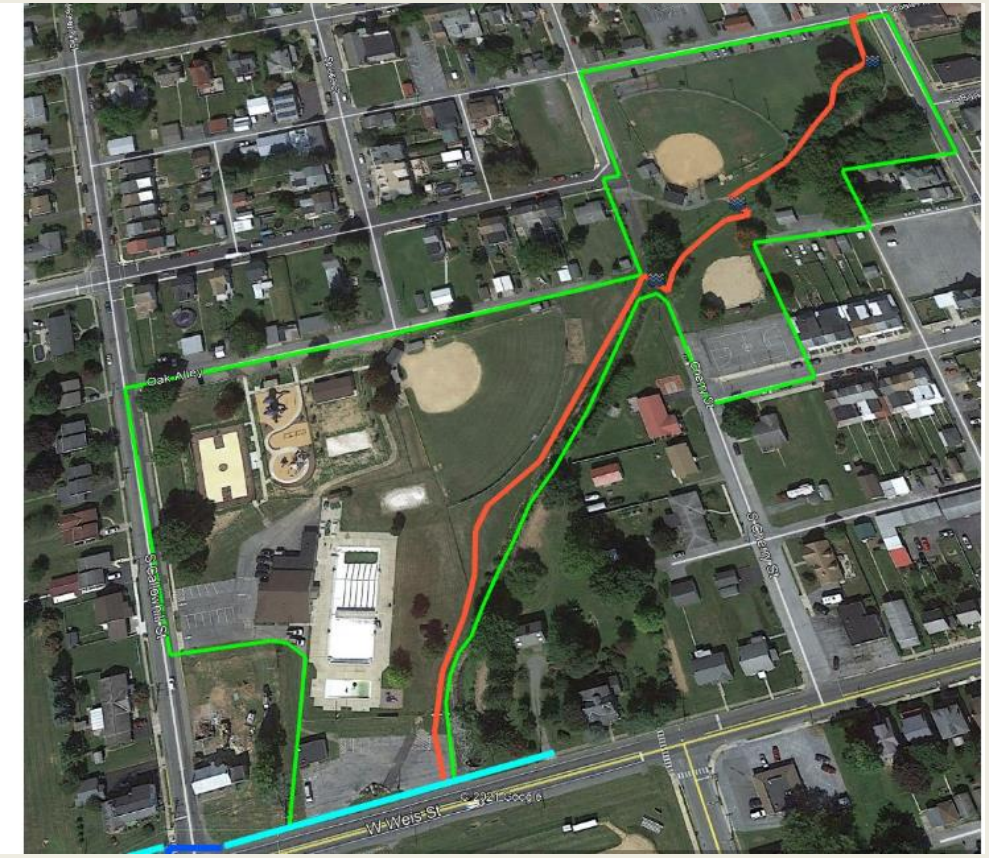
TRANSPORTATION ALTERNATIVES SET-ASIDE PROGRAM

- … provides funds to build pedestrian and bicycle facilities, improve access to public transportation, create safe routes to school, preserve historic transportation structures, provide environmental mitigation, and create trails projects that serve a transportation purpose, while promoting safety and mobility
  - This program combined a bunch of old PennDOT Programs under one name
  - Project Readiness is key

WHERE TO FIND PENNDOT GRANT PROGRAM INFO

There is no centralized location for all grant program information:

It's easiest to GOOGLE each specific program to find their section on PennDOT's website.



This borough park is located in the center of the community on a parcel that also contains the municipal building. The business district, elementary school, and intermediate & high schools are all located nearby. The borough received TASAP funding to construct an interior park path and 3 bridges over the creek (in red), and to fill in some perimeter sidewalk gaps, to connect pedestrians, students, park users, and business customers to & through the park.

pennsylvania
DEPARTMENT OF TRANSPORTATION

TRANSPORTATION ALTERNATIVES SET-ASIDE PROGRAM

- This program does not come out every year
- Minimum grant $50,000; Maximum grant of $1 million
- Projects are funded at 100% of the construction cost
  - Not a grant program – no money is paid up front
- Municipal "Match" = all the pre-construction costs
- 11 Different Projects & Activities Funded
- Required meetings with MPO and PennDOT pre-application
- Some municipal applications have 2 chances to get funded
  - Some MPOs get their own money to award

PROJECT CATEGORIES ELIGIBLE FOR TASAP FUNDING:

1. Bicycle and Pedestrian Facilities
2. Bicycle and Pedestrian Education (grades K-8 only)
3. Conversion of Abandoned Railway Corridors to Trails
4. Construction of Turnouts, Overlooks, and Viewing Areas
5. Outdoor Advertising Management
6. Historic Preservation and Rehab of Historic Transportation Facilities
7. Vegetation Management
8. Archaeological Activities
9. Stormwater Management
10. Wildlife Mortality Mitigation
11. Safe Routes to School – Infrastructure Projects

pennsylvania
DEPARTMENT OF ENVIRONMENTAL PROTECTION

GROWING GREENER PROGRAM

Goal: Restore impaired waters and protect waterways from nonpoint source pollution by addressing causes and sources of the impairments and implementing priority watershed projects.

GG Grants will NOT fund outdoor recreational projects. It WILL fund green infrastructure that is often a complementary part of your DCNR projects.

- Match Requirement: 15%
- Average grant award is around $150,000
- Step 1: Contact your regional DEP Specialist to discuss project
- Find a reliable consultant to help you with your application and its technical needs
- You can apply for Design, Planning, or Development Dollars

WHERE TO FIND DEP GRANT INFO?

https://www.dep.pa.gov/Citizens/GrantsLoansRebates/Growing-Greener/Pages/default.aspx

- Sign up to receive information for when programs open
- Find links to application forms and guidance documents
- Check out Lists of grants awarded in past years

This community was just awarded DEP GG funds to restore the eroded streambanks of the creek that runs through their community park, and to restore the floodplain to mitigate damage from future flooding events –while improving water quality. This park was also just awarded a DCNR grant for park development that includes a new pedestrian bridge over this creek, to replace an old one that washed away with a recent storm event.

PENNVEST

- Provide low-interest loans and loan/grant combos for new or improved public or private drinking water, sewer, or stormwater facilities (and brownfield sites)
  - This could be used to address non-point source pollution prevention best management practices in association with your park, trail, and recreation projects

AMERICAN RESCUE PLAN FUNDS

- COVID Stimulus funds distributed to every PA municipality (amounts differ for each community) – to meet pandemic response needs and rebuild a stronger and more equitable economy as the county recovers

WHAT DOES THAT REALLY MEAN?

AMERICAN RESCUE PLAN FUNDS

- All funds must be "obligated" by 12/31/2024: and spent by 12/31/2026 there's plenty of time for communities to discuss the best use for this money
- The U.S. Dept of Treasury initially provided a list of uses for this money that was extremely vague and created more questions than provided answers
    - **Support public health expenditures**
    - **Address negative economic impacts caused by the public health emergency**
    - **Replace lost public sector revenue**
    - **Provide premium pay for essential workers**
    - **Invest in water, sewer, and broadband infrastructure**

Now we understand that recipients "have flexibility to determine how best to use… [the] funds to meet the needs of their communities and populations" (WeConservePA Attorney Letter, 8/16/2021)

AMERICAN RESCUE PLAN FUNDS

Can it be used for parks, recreation, and trails?

WeConservePA sought legal guidance from Hawke, McKeon, and Sniscak that, in conjunction with Treasury FAQs released in July/August of 2021, determined that improving outdoor spaces and green infrastructure was an allowable use of the funds.

Directly from that legal opinion letter, the following are eligible uses:

a. investments in parks, public plazas, and other public outdoor recreation spaces responsive to the needs of disproportionately impacted communities (by, e.g., promoting healthier living environments and outdoor recreation and socialization to mitigate the spread of COVID-19.)

b. financial assistance to small businesses that includes support for the development of outdoor spaces to mitigate the spread of COVID-19 (e.g., outdoor patios) and/or to improve the environment of the neighborhood.

c. funding to respond to damage or increased maintenance needs resulting from the increased use of parks during the pandemic.

Green Infrastructure Projects were also deemed eligible: "namely, the same types of uses eligible to receive financial assistance through the Environmental Protection Agency's (EPA) Clean Water State Revolving Fund (CWSRF) or Drinking Water State Revolving Fund (DWSRF)".

Read the associated WeConservePA blog and access a link to the letter and other resources:

https://weconservepa.org/blog/conservation-qualifies-for-american-rescue-plan-funds/

AMERICAN RESCUE PLAN FUNDS

2022 Treasury Update:

Anyone that received less than 10 million dollars in ARP money (which is most folks except cities and counties) can classify 100% of ARP funds as "lost revenue."

Recipients of ARP funds can use the money on "government services" up to the amount of lost revenue – whether that be the original formula-based lost revenue allowance from the original Treasury guidelines OR (the much easier approach) the standard allowance (the $10 million).

- Government Services includes any service traditionally provided by a government
  - Construction of roads and other infrastructure, public safety, and health & educational services
- This is the most flexible use category under the program and will provide the easiest reporting and easiest proof of compliance.
- You can put it in any fund you like – general fund, police fund, liquid fuels fund, water/wastewater fund: "use it" to pay for typical expenses and then transfer the money to whatever use you want later
  - Always talk to your accountant and/or solicitor first

Ribbon Cutting for this Community's New, Long-awaited Playground