

MEMO

To: Huntingdon County Municipalities
From: Huntingdon County Commissioners
Date: February 1, 2018
RE: 2018 Huntingdon County Act 13 Legacy Fund Grant Application

The Huntingdon County Commissioners are pleased to extend this invitation for grant applications under Pennsylvania's Act 13 Marcellus Legacy Fund. It is the County Commissioner's intent to make funds available to all municipalities in Huntingdon County. These funds are available for projects that comply with the PA Act 13 of 2012, Section 2315(a.1)(5). Additional information on the County's Act 13 Marcellus Legacy Fund is available on the Fact Sheet.

Under Act 13 of 2012, the Huntingdon County Commissioners have received an amount of funds from the Commonwealth of Pennsylvania that will be made immediately available for application by municipalities for eligible projects allowable under Act 13. For 2018, \$30,000 will be made available for application, with a maximum award of \$10,000 given per project. A 6% administration fee will be withheld from the selected projects.

The Complete Application, Fact Sheet with instructions, and the Project Submission Form are available **online** at HuntingdonCounty.net or by contacting us directly. Please review this information prior to submitting your funding application. All applications are due no later than 4:00 p.m. on Friday, May 4, 2018 in the office of the County Planning Commission, 205 Penn Street, Suite 3, Huntingdon, PA 16652. Late submissions will not be accepted. Please address questions concerning the application process to Mark Colussy at (814) 643-5091.

Please feel free to attend either of our informational and assistance Workshops to talk about the process, the project requirements, and how to put a complete application together. The first workshop will be held on Monday, April 2, 2018 at 12:30 p.m. The second workshop will be held on Monday, April 2, 2018 at 5:30 p.m. Both workshops will be held in the Annex 1 Meeting Room, located at 205 Penn Street in Huntingdon.

Huntingdon County
Act 13 Marcellus Legacy Fund
2018 FACT SHEET
Final February 6, 2018

Under Act 13 of 2012, the Huntingdon County Commissioners have received Marcellus Legacy Fund monies from the Commonwealth of Pennsylvania. In order to obligate these funds, known as the Legacy Fund, the Huntingdon County Commissioners have adopted this Act 13 Legacy Fund Strategy and Plan. This Strategy is designed to clearly outline Huntingdon County's process for choosing projects for submission under the requirements stipulated in Act 13 of 2012.

Act 13, Section 2315(a.1)(5)

Fifteen percent for the planning, acquisition, development, rehabilitation and repair of greenways, recreational trails, open space, natural areas, community conservation and beautification projects, community and heritage parks and water resource management. Funds may be used to acquire lands for recreational or conservation purposes and land damaged or prone to drainage by storms or flooding. Funds shall be distributed to counties proportionately based on the population of the county as follows:

- (i) In each county, the distribution shall be according to the following formula:
 - (A) Divide:
 - (I) the total population of the county; by
 - (II) the total population of the Commonwealth.
 - (B) Express the quotient under clause (A) as a percentage.
 - (C) Multiply:
 - (I) the percentage under clause (B); by
 - (II) the amount of funds available under this paragraph.
- (ii) Each county shall receive a minimum of \$25,000 to the extent funds are available.

Guiding Resources

The following resources are available to help in determining projects that are in Compliance with the Mission of the Huntingdon County Planning Commission

1. Consistent under Act 13 of 2012;
2. Consistent with the Huntingdon County Comprehensive Plan;
3. Leverage other private or public dollars;
4. Implement other plans such as:
 - a. Juniata River Conservation Plan;
 - b. Mainline Canal Greenway Plan;
 - c. Southern Alleghenies Regional Greenway Plan;
 - d. Agricultural Land Preservation Plan;

Eligibility

Only projects deemed eligible under Act 13 of 2012 guidelines, listed above, are eligible for funding and will be ranked by Huntingdon County. If you have an idea for a project, you may contact the County to apply for funding. All requests must be applied for directly through the location's home municipality. The Municipality may apply on behalf of organizations within their municipality. All funding awards must demonstrate the benefit to the public and not restrict the use to the public.

Project Selection

It is the intent of the Huntingdon County Commissioners to allow the Huntingdon County Planning Commission to accept applications for the Funds and to rank each project based upon a

point system. Once the projects have been scored and ranked, they will then be submitted to the County Commissioners for final selection and award of funds.

Point System

County Act 13 projects are rated by Planning and Development Department staff on a 100 point scale based on the following criteria. The maximum number of points to be assigned for each category is listed below along with a description of the manner in which the number of points to be awarded is determined.

- 30 **Appropriateness of Solution**
Points are assigned to rate how effectively the proposed project addresses the stated problem. Staff must ask if the problem is completely or only partially solved by the project.

- 30 **Proven Need for the Project**
The seriousness of the project is rated in comparison to other proposed projects considering concerns such as safety, loss of economic and natural resources, number of people impacted, etc.

- 15 **Level of Activity Planning**
The amount of preparation made for the project is rated in comparison to other proposed activities. Planning efforts include having detailed cost estimates and/or specifications prepared by a contractor or other knowledgeable professional, letters of support, previous applications for same project, evidence of discussions regarding project. This factor also addresses the readiness of the project to proceed once funding is received.
 - 15 detailed drawings and specifications
 - 10 feasibility study completed
 - 5 activity is recommended by other planning documents
 - 5 quote from contractor
 - 0 no planning activities

- 10 **County Comprehensive Plan Implementation**
If an activity is compliant with the goals established by the Comprehensive Plan the activity receives 10 points. If the activity is non-compliant with the Plan no points are awarded. No fraction of points will be awarded in this category.

- 10 **Previous Grant**
Projects which have received County Act 13 funds in the previous 3 years receive 0 points. Those which have not receive 5 points.

- 5 **Leverage**
Points are assigned by first calculating the percent of the total project cost that comes from another funding source. This percentage is multiplied by 5 to determine the number of points awarded.

For example: total project cost is \$100,000, \$20,000 is provided from another source ($20,000 / 100,000 = .20$ or 20%), 20% of the 50 points are awarded ($50 \times .20 = 10$ points).

Application Form

Applications shall be made on forms provided by the County. The Form must be completed and submitted for the project to be ranked by the Planning Commission and recommended for funding to the County Commissioners.

Grant Award

A total of \$30,000 will be made available through the fund for application. A maximum award of \$10,000 will be provided to those applicants that rank the highest. A six percent (6%) administration fee will be deducted from the total grant award.

Awarded Project Requirements

Once a Municipality has been awarded funds, the Municipality will be responsible for submitting a detailed expense report upon the completion of the project that will detail how the funds will be expended to comply with Act 13 (as listed in this fact sheet) for project close-out. All funds must be expended within one year after the funds have been awarded. Any misused funds or unused funds will be required to be re-paid to the County by the Municipality and deposited back into the Legacy Fund. A grant contract must be signed between the Municipality and the County, including the project requirements.

Timing

Projects shall be submitted according to the schedule contained here. Failure to follow the schedule will result in project ineligibility.

| | | |
|------------------|----------|---|
| February 6, 2018 | 10:00 AM | Approval and Opening of Legacy Fund |
| April 2, 2018 | 12:30 PM | Technical Assistance Workshop 1, Annex 1 Meeting Room |
| April 2, 2018 | 5:00 PM | Technical Assistance Workshop 2, Annex 1 Meeting Room |
| May 4, 2018 | 4:00 PM | Applications Due, County Planning Department |
| May 17, 2018 | 6:00 PM | Presentations to County Planning Commission, Annex 1 |

Time Limit

Any projects awarded funding will have two (2) years to initiate the project and one (1) year to complete the project. Projects that exceed that timeframe could result in the recapture of the funds. A time extension *may* be considered for extenuating circumstances.

Contract

Any funding award approved by the County Commissioners will be required to enter into an Agreement between the Municipality and the County. All invoices shall be submitted directly to the County Planning Commission, the administrators of the fund, for payment. All invoices will be verified against the approved budget submitted with the project.

Technical Assistance

Assistance in completing a project submission is available from the Huntingdon County Planning Commission staff. Applicants are strongly encouraged to attend the Technical Assistance Workshops prior to submitting a project. Specific questions concerning state program guidelines should be addressed to the contact listed on the Fact Sheet. Project applications should be submitted to the following address, and additional applications can be requested:

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| Huntingdon County Planning Commission 205 Penn Street, Suite 3 Huntingdon, PA 16652 814-643-5091 planning@huntingdoncounty.net |
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HUNTINGDON COUNTY
ACT 13 MARCELLUS LEGACY FUND
2018 PROJECT SUBMISSION FORM

Applicant: _____

Contact Person: _____

Address: _____

Telephone: (____) _____ Cell Phone: (____) _____ Fax: (____) _____

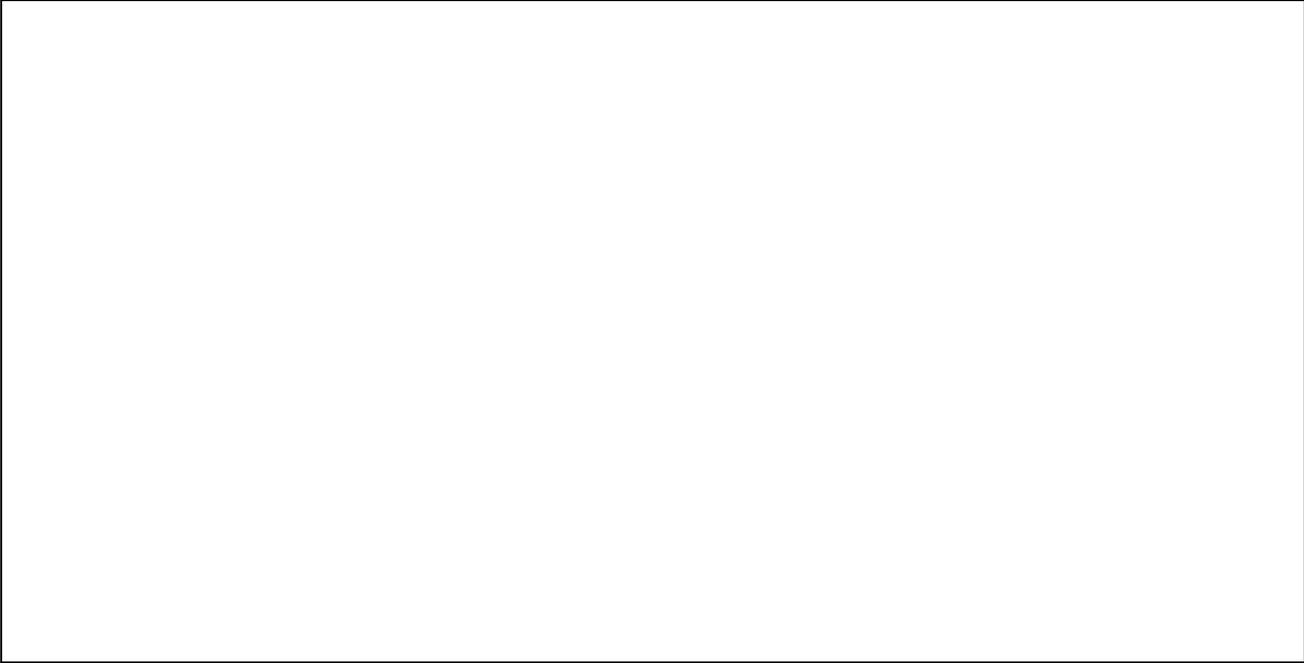
E-mail Address: _____ Date Submitted: _____

Note: If more than one project is proposed, a separate form should be used for each project.
Use additional pages as necessary.

Project Title: _____

1. Describe the problem you are experiencing, which the proposed activity is designed to resolve. Use facts and quantities to explain the severity of the problem. If applicable, include data from annual reports, and photographs or video to illustrate the problem.

2. Describe the proposed activity in as much detail as possible, using additional pages if necessary. Describe who will benefit from the project and attach a map of the project site and service area.



3. Describe how the proposed project impacts or resolves the problem described above.



4. Provide a thorough summary of all planning activities that have already taken place concerning the project, including the securing of an engineer or architect, income survey, data collection, application for additional funding, engineering or feasibility studies, planning meetings, etc.

5. Project Budget: Attach a written cost estimate, prepared by a contractor or other professional, for each element of the proposed activity.

| | |
|-------------------------------------|----------|
| Municipal/Agency/Local contribution | \$ _____ |
| Other Source (specify _____) | \$ _____ |
| Act 13 funds requested | \$ _____ |
| ESTIMATED TOTAL PROJECT COST | \$ _____ |

6. Attachments: Attach any related documents including, but not limited to a project location map, associated engineering or survey documents, etc.

Submit application to: Huntingdon County Planning and Development Department
205 Penn Street, Suite 3
Huntingdon, PA 16652
by e-mail: *planning@huntingdoncounty.net*
by fax: (814) 643-6370
by 4:00 p.m. on Friday, May 4 2018

If you have questions regarding the application or Act 13 funding, please call (814) 643-5091.