5:00 PM CALL TO ORDER

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

ROLL CALL

ADDITIONS TO/DELETIONS FROM AGENDA

ADOPTION OF AGENDA

AGENDA ITEMS
1. Review modifications to current Act 13 Grant Procedure to focus on grants for municipalities and neighborhood groups seeking funds for removal of gypsy moth and other wood boring insects
   NEW ACT 13 WBI Instructions and Guidelines ........................................pages 1-4
   NEW ACT 13 WBI Application ................................................................pages 5-7
   ORIGINAL ACT 13 Instructions and Guidelines ......................................pages 8-15
   ORIGINAL Act 13 Application .................................................................pages 16-23

ITEMS FROM THE PUBLIC
This is an opportunity for members of the public to address the Committee on matters not listed on the Agenda, but which must be within the subject matter jurisdiction of the Committee. Speakers are requested to submit a Speaker Card before the first speaker is called and to limit individual comments to three (3) minutes. Speakers may not yield or transfer their time to another speaker.

ADJOURNMENT
Luzerne County Act 13 Grant Application (WBI)

Instructions & Guidelines

Content Includes:

- Purpose ............................................. page 2
- Eligibility. ............................................ page 2
- Request Guidelines ............................ page 2
- Application Submission Process ............ page 3
- Reporting ............................................. page 3
- Timeline ............................................. page 4
PURPOSE
The Luzerne County Act 13 Grant provides annual financial support for projects in Luzerne County that help in the remediation related to wood boring insects that negatively impact recreational and residential life in the Community.

The grants are funded by the county’s annual PA Act 13 Marcellus Legacy Fund allocation. Act 13, signed into law on February 14, 2012, established a drilling “impact fee” on unconventional gas wells being drilled for the production of natural gas from shale formations (such as the Marcellus Shale). The Pennsylvania Public Utility Commission (PUC) is responsible for administering the collection and distribution of the impact fees.

The Marcellus Legacy Fund dollars, part of the revenue generated by the fee, are distributed annually to all counties based upon their population. These funds can only be used for the following:

- Planning, acquisition, development and repair of greenways, recreational trails, open space, natural areas, community conservation and beautification projects, community and heritage parks.
- Water resource management.

ELIGIBILITY
A. Who is eligible to request support?

- Municipalities in Luzerne County

REQUEST GUIDELINES

- Requests shall not exceed $2,500.00.
- Applicants are limited to one request per year.
- Applicants must provide a detailed report with estimates for the funding they are seeking.
- Projects must be located within Luzerne County and have the capacity to be completed within 12 months of application approval/award.
APPLICATION SUBMISSION PROCESS
Applications due by 4:30 pm on Friday, April 1, 2020

Format:
- The application and instructions are available on the Luzerne County Website https://www.luzernecounty.org
- Application and supporting documentation should be clear and concise.
- The application can be submitted electronically or by mail.
- All required supporting documents should be attached as either WORD or PDF documents and should be identified as your application’s documents.

NOTE: The best way to submit your request application is to put the application and your attachments in one document and submit it as a PDF.

Email Submissions:
- Electronic applications must be received by 4:30 pm on Friday, February 1, 2019
- Email applications to Clerk of County Council, Luzerne County Council: Email: sharon.lawrence@luzernecounty.org.
- All applicants will receive an email confirmation of receipt of application. If you do not receive this email – you will need to contact us by phone at 570-825-1634 to ensure that your application was received and will be considered.

Mail or Hand Delivered Submissions:
- Completed application and required documents may be hand delivered to the Clerk of County Council, 1st floor, Luzerne County Courthouse by 4:30 pm on Friday, February 1, 2019
- Completed application and required documents may be mailed or shipped however it must have a postmarked date of Friday, February 1, 2019
- Mailed, shipped or hand delivered applications received after this time/date will not be considered.

REPORTING

Final Reports:
  a. An explanation of expenditures as outlined in the funding request with proof of payment.

FOR QUESTIONS CALL: Sharon Lawrence, Clerk of County Council
  Phone: 570-825-1634
  Email: sharon.lawrence@luzernecounty.org
TIMELINE

- **December 1, 2019** Amount of funds identified by County Council

- **January 1, 2020** Application availability announced
  Applications available on Council page of the Luzerne County website or by contacting the Clerk of Council

- **April 1, 2020** Application Submission Deadline
  Clerk reviews for completeness of application. Application time/date stamped on page 1 upon receipt of all requested information. Clerk notifies applicant of receipt of application and/or missing information.

- **February 2020** Applications reviewed by Solicitor
  Clerk sends applications to Solicitor for review of disclosures and conformity with Act 13 guidelines. Solicitor returns applications to Clerk.

- **March 1, 2020** Applications reviewed by Grant Committee
  Clerk provides copies to Committee and to Council for review. Committee reviews applications and makes recommendations to Council.

- **First Voting Session in April 2020** Awards of grants by Council
  Nominations for grants are opened. Applications must receive a nomination and a second for consideration. Nominations are closed. Nominated applications are put to Council vote in the order nominated. Process continues until available money is awarded.

- **April 2020** Awards Announced & Applicants Notified
  Successful applicants receive contract drafted by Solicitor’s Office for signature and return contracts to Clerk.

- **May 2020** Disbursement of 50% of funds
  Upon receipt of signed agreement

- **May 2020 – October 2021**
  Projects completed, final reports submitted and final payments sent
Luzerne County Act 13 Grant Application (WBI)

PART 1: APPLICANT INFORMATION

Municipality:
Address:
Phone: Fax:
Contact Name:
Title:
Direct Phone:
Email:

Type of Application:
  ☐ Spraying
  ☐ Remediation
  ☐ Other

Has your municipality received a prior Act 13 Grant Award?
☐ Yes    ☐ No
If Yes, what year?

Applicant Request Amount:
Total Project Cost:
PART 2: SUMMARY AND TIMELINE

A. SUMMARY: Provide a short concise description of your request:


B. TIMELINE:

Expected **Start** date:          Expected **End** date:
PART 3: COST

Proposed Expenses: Please provide a list of expenses and show how much of each line item will be covered by or originate from this Luzerne County Act 13 Grant.

A. EXPENSES: List all expenses related to this project. Indicate which will be supported, in part or whole, by this grant request.

<table>
<thead>
<tr>
<th>Explanation of expense.</th>
<th>Act 13 Grant</th>
<th>Other Funding Source(s)</th>
<th>TOTAL</th>
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Additional comments:

Luzerne County – Administration Only

_________ Date Application Received  __________ Date Reviewed

_________ Date Notified Awarded/Declined  __________ Signed Paperwork Received
Content Includes:

- Purpose ........................................ page 2
- Eligibility. ................................. page 3
- Request Guidelines ...................... page 4
- Application Submission Process .... page 5
- Application Review Process .......... page 6
- Reporting ................................. page 7
- Timeline ..................................... page 8
PURPOSE
The Luzerne County Act 13 Grant provides annual financial support for ready-to-go projects in Luzerne County that advance priorities identified in approved local, regional and/or state recreation, conservation and land use plans and/or provide programming for and promotion of the county’s outdoor recreation resources, parks, trails and outdoor events that are free and offered for the public benefit.

The grants are funded by the county’s annual PA Act 13 Marcellus Legacy Fund allocation. Act 13, signed into law on February 14, 2012, established a drilling “impact fee” on unconventional gas wells being drilled for the production of natural gas from shale formations (such as the Marcellus Shale). The Pennsylvania Public Utility Commission (PUC) is responsible for administering the collection and distribution of the impact fees.

The Marcellus Legacy Fund dollars, part of the revenue generated by the fee, are distributed annually to all counties based upon their population. These funds can only be used for the following:

- Planning, acquisition, development and repair of greenways, recreational trails, open space, natural areas, community conservation and beautification projects, community and heritage parks.
- Water resource management.
ELIGIBILITY

A. Who is eligible to request support?

- Municipalities in Luzerne County
- Established tax exempt, non-profit organizations status that serve Luzerne County.*

*Organizations claiming non-profit status must provide proof of Non-Profit 501c status – please submit your current letter of registration with the PA Department of State Bureau of Charitable Organizations as an attachment.

B. What kind of projects are eligible?

1. Implementation: Ready-to-go projects that will advance or complete priorities identified in one or more approved local, regional and/or state recreation, conservation and/or land use plans such as open space, greenway, trail, recreation, watershed or rivers conservation plans. Applicants will be asked to list and reference the identified plan(s). Eligible projects can address park and trail improvement, significant maintenance items, playground and other equipment purchase, green infrastructure improvements, materials, storm water management techniques, site amenities, riparian buffer stabilization, in-stream habitat improvements, invasive plant removal and native plant restoration.

2. Education, Outreach, Promotion: Projects that provide environmental and conservation education, outreach and/or programming that is free; that have the ability to reach and serve large numbers of county residents; and that market and promote the county’s recreation assets locally. Eligible projects can address signage and way-finding; program provision and materials; efforts to promote the physical; mental and health benefits of recreation/conservation; promote the use of local recreation resources; and training, workshop and meeting expenses.
REQUEST GUIDELINES

- Applicants are required to provide a dollar for dollar local match (amount of local match is equal to the grant amount requested) in order to receive a grant award.

- Requests shall not exceed $5,000.00.

- Applicants are limited to one request per year.

- In order achieve equity, preference will be given to entities who have not received a prior award.

- Applicants must provide a detailed budget for the project for which they are seeking support.

- Projects must be located within Luzerne County and have the capacity to be completed within 12 to 18 months of application approval/award.

- Applicant must describe how project is consistent with, or advances, any state, regional, county, local or municipal recreation plans, trail plans, or other approved organization plans; specifically the:

  Open Space, Greenways and Outdoor Recreation Master Plan for Lackawanna and Luzerne Counties:

  OR

  DCNR’s PA Statewide Comprehensive Outdoor Recreation Plan 2014-19:
  http://www.apps.dcnr.state.pa.us/parecplan/parecplan.pdf

Please identify the plan(s) and explain how your project supports and/or implements the recommendations in this/these plan(s). Please provide the plan name, section and page #(s) of recommendation.
APPLICATION SUBMISSION PROCESS

Applications due by 4:30 pm on Friday, February 1, 2019

Format:

- The application and instructions are available on the Luzerne County Website https://www.luzernecounty.org
- Application narratives should be clear and concise.
- The application can be submitted electronically or by mail.
- All required supporting documents should be attached as either WORD or PDF documents and should be identified as your application’s documents.

NOTE: The best way to submit your request application is to put the application and your attachments in one document and submit it as a PDF.

Email Submissions:

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  Email: sharon.lawrence@luzernecounty.org.
- All applicants will receive an email confirmation of receipt of application. If you do not receive this email – you will need to contact us by phone at 570-825-1634 to ensure that your application was received and will be considered.

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- Completed application and required documents may be mailed or shipped however it must have a postmarked date of Friday, February 1, 2019
- Mailed, shipped or hand delivered applications received after this time/date will not be considered.
APPLICATION REVIEW PROCESS

Applications will be ranked on criteria set by a review committee. Applicants will be ranked based on how well the project:

- Supports and advances the purpose of the Luzerne County Act 13 Grant
- Promotes partner collaboration
- Develops a realistic budget
- Demonstrates that project will have measurable outcomes and be successful

<table>
<thead>
<tr>
<th>SCORING</th>
<th>POINTS</th>
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<tbody>
<tr>
<td><strong>1. Applicant Information (not scored)</strong></td>
<td>0</td>
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<tr>
<td><strong>2. PROJECT SUMMARY &amp; CHALLENGE: PROJECT DESCRIPTION, TIMELINE &amp; PARTNERS</strong></td>
<td>15</td>
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<tr>
<td>How well does the project support the purpose of the Luzerne County Act 13 Grant? Does the project address an identified challenge or need? Does it have the capacity to succeed? To what extent does the public benefit? How well does this project enhance and improve recreation and/or conservation in Luzerne County?</td>
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<tr>
<td>Does project involve collaboration with other partners?</td>
<td>10</td>
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<tr>
<td>Does the project have the capacity to complete all described activities within the grant timeline?</td>
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<tr>
<td><strong>3: INTEGRATION</strong></td>
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<tr>
<td>Is this project consistent with state, regional, local and/or organizational planning priorities?</td>
<td>5</td>
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<td><strong>4: PROJECT GOALS, ACTIVITIES AND OUTCOMES</strong></td>
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<tr>
<td>Do the project goals, outcomes and activities support and advance the purpose of the Luzerne County Act 13 Grant?</td>
<td>5</td>
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<tr>
<td><strong>5: BUDGET</strong></td>
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<tr>
<td>Does the budget adequately support the stated goals, activities and outcomes of the project?</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Possible Score</strong></td>
<td>50</td>
</tr>
</tbody>
</table>

The review committee reserves the right to request additional proposal information if they feel such information is crucial to the ranking process.
REPORTING

1. Mid-Year report:
   a. A one page narrative reporting on timeline progress to date due 6-8 months after request award.

2. Final Reports:
   a. An explanation of project expenditures as outlined in the approved budget with proof of payment.
   b. Project Success Story (a sample will be provided)

FOR QUESTIONS CALL: Sharon Lawrence, Clerk of County Council
Phone: 570-825-1634
Email: sharon.lawrence@luzernecounty.org
TIMELINE

- December 1, 2018 Amount of funds identified by County Council

- January 1, 2019 Application availability announced
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- April 2019 Awards Announced & Applicants Notified
  Successful applicants receive contract drafted by Solicitor’s Office for signature and return contracts to Clerk.

- May 2019 Disbursement of 50% of funds
  Upon receipt of signed agreement

- May 2019 – October 2020
  Projects completed, final reports submitted and final payments sent
Luzerne County Act 13 Grant Application 2018-2019
All entered text should be Arial, 12 point, single spaced.

PART 1: APPLICANT INFORMATION

Project Title:
Applicant Organization:
Address:
Phone: Fax:
Website:

Are you a:

☐ Municipality
☐ Non-profit organization

Federal ID#:

Are you registered with the PA Department of State Bureau of Charitable Organizations? ☐ Yes ☐ No

Contact Name:
Title:
Direct Phone:
Email:
Type of Application:
☐ Implementation
☐ Education, Outreach, Promotion

Have you (your organization or municipality) received a prior Act 13 Grant Award?
☐ Yes  ☐ No
If Yes, what year?

Applicant Request Amount:

Total Project Cost:

PART 2: PROJECT SUMMARY, CHALLENGE, TIMELINE & PARTNERS

A. Project SUMMARY: Provide a short concise description of your project.
(Please limit to 600 characters)
B. Project CHALLENGE: What is the specific challenge or need that this project will address. Please provide a detailed description of the project. Describe how this project will enhance and improve recreation and/or conservation in Luzerne County. Who are your partners in this work and how are/will they be involved?

(Please limit to 5000 characters)
C. **Project TIMELINE**: Please provide a month by month timeline for your project

Expected **start** date:  
Expected **end** date:

Please provide a **SHORT** description of activities by month

May 2019  
Jun 2019  
Jul 2019  
Aug 2019  
Sep 2019  
Oct 2019  
Nov 2019  
Dec 2019  
Jan 2020  
Feb 2020  
Mar 2020  
Apr 2020  
May 2020  
Jun 2020  
Jul 2020  
Aug 2020  
Sep 2020  
Oct 2020
D. **Project PARTNERS:** Please list at least 1 but no more than 5 partners who/that will be actively involved with your project. For example, partners may provide project planning, assistance, funding and/or in-kind services. List each partner’s name, contact, phone, email and a short description of their role in your project.

1. Partner Name  
   Phone & Email:  
   Description of role in your project:

2. Partner Name  
   Phone & Email:  
   Description of role in your project:

3. Partner Name  
   Phone & Email:  
   Description of role in your project:

4. Partner Name  
   Phone & Email:  
   Description of role in your project:

5. Partner Name  
   Phone & Email:  
   Description of role in your project:

**PART 3: INTEGRATION:**

Describe how your project is consistent with, or advances, any state, regional, county, local or municipal recreation plans, trail plans or other approved organization plans; specifically the Open Space, Greenways and Outdoor Recreation Master Plan for Lackawanna and Luzerne Counties:  
OR  
DCNR’s Pennsylvania Statewide Comprehensive Outdoor Recreation Plan 2014-19:  
http://www.apps.dcnr.state.pa.us/parecplan/parecplan.pdf

Please identify the plan(s) and explain how your project supports and/or implements the recommendations in this/these plan(s). Please provide the plan name, section and page #(#s) of recommendation.
PART 4: PROJECT GOALS, ACTIVITIES AND OUTCOMES

Applicant projects should reflect the intent of the Act 13 Marcellus Legacy Fund; distributed annually to all Pennsylvania Counties to be used for recreation and conservation planning, acquisition, development and repair of greenways, recreational trails, open space, natural areas, community conservation and beautification projects, community and heritage parks.

NOTE: Project Goals, Activities and Outcomes should reflect the type of project applied for: Implementation or Education, Outreach, Promotion. Projects may report from 1 to 3 goals. Goals are specific things that the project will achieve. Activities are the collection of actions that advance the goal(s). Outcomes should be quantifiable/measurable.

Goal 1:
Activities:
Outcome(s):

Goal 2:
Activities:
Outcome(s):

Goal 3:
Activities:
Outcome(s):
PART 5: BUDGET

Proposed Budget: Please provide a total project budget; both expenses and expected income. Show how much of each line item will be covered by or originate from this Luzerne County Act 13 Grant.

A. EXPENSES: List all expenses related to this project. Indicate which will be supported, in part or whole, by this grant request.

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>Explanation of expense.</th>
<th>Act 13 Grant</th>
<th>Other Funding Source(s)</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>Staff Expenses: Include benefits as a % of salary if appropriate.</td>
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<td>Operational Expenses:</td>
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B. INCOME: List all expected income from both cash and in-kind sources. Include the Act 13 Grant amount where indicated.

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<thead>
<tr>
<th>INCOME</th>
<th>Source</th>
<th>Amount</th>
<th>Cash or In-Kind</th>
<th>Secure or Pending</th>
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<tbody>
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<td>Act 13 Grant</td>
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C. Total Act 13 Grant amount:
PART 6: ATTACHMENTS

Please attach:

- Letters of support and/or commitment of project assistance from all partners listed in Part 2. D. (funding and/or in-kind services).

- Letter of current registration with the PA Bureau of Charitable Organizations and/or IRS letter. (if applicable)

Additional comments:

________ Date Application Received    _________ Date Reviewed

________ Date Notified Awarded/Declined    _________ Signed Paperwork Received