

**RESOLUTION R-2018-122  
LUZERNE COUNTY COUNCIL**

*A Resolution by the Luzerne County Council Revising the Process in which  
Luzerne County Recreation and Conservation Fund Grant Monies are Awarded*

WHEREAS, the purpose of the Luzerne County Recreation and Conservation Fund is to provide annual financial support to 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; and

WHEREAS, the Luzerne County Recreation Fund is funded with the annual Act 13 Marcellus Legacy Fund monies received by Luzerne County; and

WHEREAS, on June 23, 2015, Luzerne County Council adopted a process and application form for the selection and award of annual receipts of Act 13 Marcellus Shale Legacy Fund monies; and

WHEREAS, through Resolution 2017-77, Luzerne County Council revised the award process; and

WHEREAS, County Council has final approval authority for the award of Act 13 Marcellus Shale Legacy Fund monies to applicants; and

WHEREAS, County Council wishes to again revise the process and application form for the award of Act 13 Marcellus Legacy Fund monies received by Luzerne County.

BE IT RESOLVED, the County Council hereby repeals the process adopted via Resolution 2017-77 for the selection and award of Act 13 Marcellus Shale Legacy Fund monies and replaces it with the process and application forms attached hereto as Exhibit 'A' and incorporated herein by reference.

This Resolution shall become effective upon adoption.

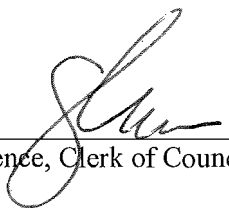
ADOPTED at a meeting of the Luzerne County Council held on August 28, 2018.

ROLL CALL VOTE (11-0)

YES: Brominski, Haas, Houck, Kelleher, McGinley, Perry, Saidman, Schnee, SA Urban, Vough, and Waitkus

Attest: \_\_\_\_\_

Sharon Lawrence, Clerk of Council

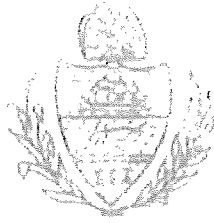


LUZERNE COUNTY COUNCIL

By: Tim McGinley  
Tim McGinley, Chair

LUZERNE COUNTY MANAGER

By: C. David Pedri  
C. David Pedri, Esq., County Manager



**COUNTY *of* LUZERNE**  
P E N N S Y L V A N I A  
E S T A B L I S H E D 1786

Luzerne County Act 13 Grant Application

**Instructions & Guidelines**

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## **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: [http://www.lackawannacounty.org/uploads/final\\_plan.pdf](http://www.lackawannacounty.org/uploads/final_plan.pdf)

OR

DCNR's PA Statewide Comprehensive Outdoor Recreation Plan 2014-19:  
[http://www.paoutdoorrecplan.com/cs/groups/public/documents/document/dcnr\\_2003\\_0867.pdf](http://www.paoutdoorrecplan.com/cs/groups/public/documents/document/dcnr_2003_0867.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 Monday, October 1, 2018**

#### **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:**

- Electronic applications must be received by 4:30 pm on Monday, October 1, 2018
- Email applications to Clerk of County Council, Luzerne County Council:  
Email: [sharon.lawrence@luzernecounty.org](mailto: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, 1<sup>st</sup> floor, Luzerne County Courthouse by 4:30 pm on Monday, October 1, 2018
- Completed application and required documents may be mailed or shipped however it must have a postmarked date of Monday, October 1, 2018
- 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

<b>SCORING</b>	<b>POINTS</b>
<b>1. Applicant Information (not scored)</b>	<b>0</b>
<b>2. PROJECT SUMMARY &amp; CHALLENGE: PROJECT DESCRIPTION, TIMELINE &amp; PARTNERS</b>	
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?	<b>15</b>
Does project involve collaboration with other partners?	<b>10</b>
Does the project have the capacity to complete all described activities within the grant timeline?	<b>5</b>
<b>3: INTEGRATION</b>	
Is this project consistent with state, regional, local and/or organizational planning priorities?	<b>5</b>
<b>4: PROJECT GOALS, ACTIVITIES AND OUTCOMES</b>	
Do the project goals, outcomes and activities support and advance the purpose of the Luzerne County Act 13 Grant?	<b>5</b>
<b>5: BUDGET</b>	
Does the budget adequately support the stated goals, activities and outcomes of the project?	<b>10</b>
<b>Total Possible Score</b>	<b>50</b>

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](mailto:sharon.lawrence@luzernecounty.org)



## TIMELINE

- **August 1, 2018 Amount of available funds identified by County Manager**
- **September 1, 2018 Application availability announced**  
Applications available on Council page of the Luzerne County website or by contacting the Clerk of Council
- **October 1, 2018 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.
- **October 2018 Applications reviewed by Solicitor**  
Clerk sends applications to Solicitor for review of disclosures and conformity with Act 13 guidelines.  
Solicitor returns applications to Clerk.
- **November 1, 2018 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 December 2018 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.
- **December 2018 Awards Announced & Applicants Notified**  
Successful applicants receive contract drafted by Solicitor's Office for signature and return contracts to Clerk.
- **January 2019 Disbursement of 50% of funds**  
Upon receipt of signed agreement
- **January-June 2020**  
Projects completed, final reports submitted and final payments sent



**COUNTY of LUZERNE**  
PENNSYLVANIA  
ESTABLISHED 1786

**Luzerne County Act 13 Grant Application 2018-2019**

All entered text should be Arial, 12 point, single spaced.

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**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**

Jan 2019

Feb 2019

Mar 2019

Apr 2019

May 2019

Jun 2019

Jul 2019

Aug 2019

Sep 2019

Oct 2019

Nov 2019

Dec 2019

Jan 2020

Feb 2020

Mar 2020

May 2020

June 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: [http://www.lackawannacounty.org/uploads/final\\_plan.pdf](http://www.lackawannacounty.org/uploads/final_plan.pdf) OR DCNR's Pennsylvania Statewide Comprehensive Outdoor Recreation Plan 2014-19: [http://www.paoutdoorrecplan.com/cs/groups/public/documents/document/dcnr\\_20030867.pdf](http://www.paoutdoorrecplan.com/cs/groups/public/documents/document/dcnr_20030867.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):

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Goal 2:

Activities:

Outcome(s):

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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.

<b>EXPENSES</b>			
<b>Explanation of expense.</b>	<b>Act 13 Grant</b>	<b>Other Funding Source(s)</b>	<b>TOTAL</b>
<b>Staff Expenses:</b> Include benefits as a % of salary if appropriate.	\$	\$	\$
<b>Operational Expenses:</b>			
<b>TOTALS</b>	\$	\$	\$

**B. INCOME:** List all expected income from both cash and in-kind sources. Include the Act 13 Grant amount where indicated.

<b>INCOME</b>			
<b>Source</b>	<b>Amount</b>	<b>Cash or In-Kind</b>	<b>Secure or Pending</b>
<b>Act 13 Grant</b>	\$	Cash	Pending
<b>TOTAL</b>	\$	XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXX

**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:**

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**Luzerne County – Administration Only**

\_\_\_\_\_ Date Application Received

\_\_\_\_\_ Date Reviewed

\_\_\_\_\_ Date Notified Awarded/Declined

\_\_\_\_\_ Signed Paperwork Received