



Luzerne County Act 13 Grant Application

Instructions & Guidelines

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 to 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

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:

- 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.

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

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

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**
Applications available on Council page of the Luzerne County website or by contacting the Clerk of Council
- **February 1, 2019 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 2019 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, 2019 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 2019 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 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