



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 18 months of application approval/award.

APPLICATION SUBMISSION PROCESS

Applications due by 4:30 pm on Friday, April 3, 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, April 3, 2020.
- 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, 200 N. River Street, Wilkes-Barre, PA 18711 by 4:30 pm on Friday, April 3, 2020.
- Completed application and required documents may be mailed or shipped
However, it must have a postmarked date of Friday, April 3, 2020.
- 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 3, 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.
- **April 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.
- **May 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 June 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.
- **June 2020 Awards Announced & Applicants Notified**
Successful applicants receive contract drafted by Solicitor's Office for signature and return contracts to Clerk.
- **June 2020 Disbursement of 50% of funds**
Upon receipt of signed agreement
- **June 2020 – December 2021**
Projects completed, final reports submitted and final payments sent