

**RESOLUTION R-2017-77
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, 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 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 on June 23, 2015 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 June 27, 2017.

ROLL CALL VOTE (9-2)


YES: Brominski, Dobash, Haas, Kelleher, Sorokas, SA Urban, Waitkus, Williams, and Houck

NO: McGinley and Schnee

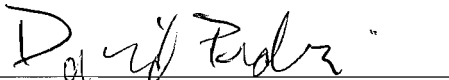
Attest: _____

Sharon Lawrence, Clerk of Council

LUZERNE COUNTY COUNCIL

By: 
Linda McClosky Houck, Chair

LUZERNE COUNTY MANAGER

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

**LUZERNE COUNTY COUNCIL APPLICATION
FOR ACT 13 MARCELLUS LEGACY FUNDS**

Eligible applicants: Governmental entities, municipalities, non-profit organizations with 501c(3) status.

Name of submitting organization		
Address of submitting organization		
Amount requested (must be less than \$40,000)		
Project Name and Description (please list attached supporting documents)		
Amount of matching or supplemental funding, if applicable, and source		
Expected Start Date:		Expected End Date:
Contact person regarding Project and application		
Name		
Phone Number		
Email Address		
<p>As a representative of this organization, I have read and understand the guidelines and regulations for the use of Act 13 Marcellus Legacy Funds and affirm that the project proposed for use of this grant conforms to those guidelines and regulations.</p> <hr/> <p style="text-align: center;"><i>(signature of representative of submitting organization)</i></p>		

Disbursement of funds/awarding of grants is contingent upon funding available and subject to vote of County Council.

Submit to Clerk of Council, 200 N. River St., Wilkes-Barre, PA 18702; or call 570-825-1634 for fax/email instructions.

PLEASE SEE REVERSE FOR DISCLOSURES AND REQUIRED ATTACHMENTS.

APPLICATION MUST BE RECEIVED BY SEPTEMBER 1, 2017

DISCLOSURES AND REQUIRED ATTACHMENTS

1. HAS THIS ORGANIZATION EVER RECEIVED OR DOES IT CURRENTLY RECEIVE FUNDING FROM LUZERNE COUNTY?

YES NO

IF YES, PLEASE INDICATE DATE AND AMOUNT OF MOST RECENT FUNDS RECEIVED FROM LUZERNE COUNTY AND PURPOSE OF FUNDING:

2. PLEASE ATTACH A LIST OF CURRENT BOARD MEMBERS FOR THIS ORGANIZATION.

3. PLEASE ATTACH A LIST OF ANY EMPLOYEES OR VOLUNTEERS FOR THIS ORGANIZATION WHO WORK FOR LUZERNE COUNTY OR WHO WORK FOR OR HOLD APPOINTMENTS TO ANY LUZERNE COUNTY AUTHORITIES, BOARDS, AND COMMISSIONS.

4. PLEASE ATTACH A SIMPLE STATEMENT OF CURRENT YEAR'S BUDGET (REVENUE AND EXPENSES) FOR THIS ORGANIZATION.

ACT 13 GRANT PROCESS

2017

Purpose: To provide an opportunity for governmental entities in Luzerne County and established non-profit organizations (with tax-exempt 501c(3) status) that serve Luzerne County to apply for money made available for recreation through Act 13 Marcellus Legacy Funds in order to fund specific projects.

Step 1: Advertisement of availability of grant applications on or after July 1.

Applications available on Council page of County website or by contacting the Clerk of Council.

Step 2: Amount of available funds identified by Luzerne County Manager by August 1.

Step 3: Applications received at Clerk of Council Office.

Application deadline is September 1.

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.

Step 4: Applications reviewed by Solicitor.

Clerk sends to Solicitor for review of disclosures and conformity with Act 13 guidelines.

Solicitor returns applications to Clerk.

Step 5: Applications reviewed by Council.

Clerk provides copies to all Council for first Work Session in September.

Council reviews applications at first and second Work Sessions in September.

Step 6: Awards of grants made at first Voting Session in October.

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.

Step 7: Clerk notifies all applicants of status. Successful applicants receive contract drafted by Solicitor's Office for signature and return contracts to Clerk.

Step 8: Disbursement of 50% of funds made by November 1 or upon receipt of signed agreement.

Step 9: Disbursement of remaining funds made upon completion of project, with signed affidavit of completion (drafted by Solicitor) and photographs submitted to Clerk.