

PRESERVATION PARTNERSHIP PROGRAM TRAIL CONSTRUCTION GRANT



Round 24



Grants to Chester County Land Preservation Organizations

**Application Deadline:
Friday, February 24, 2012 by 4:00 p.m.**

Submit application to:
Chester County Department of Open Space Preservation
601 Westtown Road, Suite 390, P.O. Box 2747
West Chester, PA 19380-0990

Chester County Board of Commissioners:
Terence Farrell
Kathi Cozzone
Ryan Costello

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PRESERVATION PARTNERSHIP PROGRAM

TRAIL CONSTRUCTION GRANT

Section I: Overview

The County will consider requests to fund up to 50% of the construction costs associated with permanently preserved, publicly accessible trails that are identified as Regional Priority Trail Corridors or Regional Recreation Corridors in *Linking Landscapes: A plan for the protected open space network in Chester County, PA* (Figure 12.32 on page 12.95 and Figure 12.1 on page 12.3). Projects that combine trail construction and land preservation will be viewed more favorably. Projects that do not include land preservation may not receive County funding. Permanently preserving land adjacent to the trail may be included as part of the project.

The County will consider requests to provide grants up to 25% of the total project costs with a maximum of \$50,000 to fund construction associated with permanently preserved, publicly accessible trails that do not qualify for 50% funding as described above. These trails will be referred to as Local Trails for the purpose of this grant manual.

Nonprofit trail, greenway or conservation organizations are eligible to submit grant applications for projects that seek to:

- **Construct new recreational trails**
- **Improve existing trails, or**
- **Develop trailheads or trail-side facilities**
 - To qualify, the site must be open to the general public at regularly scheduled and posted days and times.
 - In addition to trail construction, grants may be used for construction of public amenities such as parking and staging areas, signing, erosion control, fencing, and resource assessment and protection.
 - Land upon which the trail and any accessory structures are proposed must be permanently designated for public use prior to the release of any County funds.

Section II: General Guidelines

1. Eligible Applicants

- Applicants who are eligible to apply to the Preservation Partnership Program (PPP) for acquisition grants and Section 501(c)(3) nonprofits with public trails or greenways in their mission.

2. Eligible Projects

- Construction of publicly accessible trails and associated parking areas and signage, located within Regional Priority Trail Corridors in Chester County.
- Construction of publicly accessible trails located within Regional Recreation Corridors in Chester County.
- For trails within Regional Priority Trail Corridors and Regional Recreation Corridors, improvements such as restrooms, drinking fountains, electrification, etc. are eligible.
- For trails within Regional Priority Trail Corridors and Regional Recreation Corridors, construction of and/or improvements to any structures and buildings that make a significant contribution to the benefit the trail provides to the general public are eligible.
- Construction of publicly accessible Local Trails.
- Restoration or rehabilitation of trails in eligible locations including rerouting or repair of areas damaged by trail use, flooding, or erosion; rehabilitation of trail tread and facilities that have deteriorated over time; and improvements that increase accessibility.
- Development of trail-side and trailhead facilities if pre-approved by the County. (Approval must be given by the Department of Open Space Preservation (Department) for inclusion in the grant application. Pre-approval by the Department does not guarantee or imply funding will be recommended by the Department nor does it imply approval by the County Commissioners).
- Provision of features which facilitate access and use of trails by persons with disabilities.
- Environmental mitigation, including redesign, reconstruction, non-routine maintenance or relocation to mitigate or minimize impact to the natural environment.

3. Ineligible Projects

- Projects which are not consistent with adopted County policy.
- Projects where construction has begun before the County Commissioners have awarded the grant.
- For Local Trails, construction of and/or improvements to any structures and buildings are not eligible, except for improvements for trail continuity such as footbridges and boardwalks.
- For Local Trails, improvements such as restrooms, drinking fountains, electrification, etc. are not eligible.
- On-going enforcement expenses.
- Maintenance of existing recreational trails.
- Projects on private land managed as a commercial enterprise. A trail project on private land which charges fees will be considered a commercial enterprise unless all revenues from its operation will be used only to offset the costs of its operation and maintenance.
- Funding for trails not open to the general public. Projects which are restricted to club members only or which are only open during scheduled events will not be eligible for funding.

- Research and planning. This program is limited to spending on site-based trail construction projects. Some site planning, design, and engineering specifications can be funded as part of a project which results in completed trail work on the ground. Regional plans, jurisdictional plans, needs assessments, or plans for an entire park or recreational area are ineligible.
- Trails must be of sufficient length to serve the recreational use for which they are proposed. A path that only connects facilities in a park will not be considered a recreation trail for the purposes of this grant program.
- Administrative costs of the applicant.
- Any costs incurred prior to the grant award. For this reason, applicants need only develop project concepts well enough to have a reasonable budget.
- Research, development and printing costs of educational/interpretive brochures or handouts are not eligible for reimbursement.

4. Project Finances

- Grantees may use 100% of the County grant as a match to apply for any federal, state, township, or private funds which may be available.
- All materials, rentals and/or contracted work must be received and paid by the nonprofit and acquired in accordance with applicable law.

A. Regional Priority Trails and Regional Recreation Corridors

The County will consider requests to fund up to 50% of the construction costs associated with permanently preserved, publicly accessible trails that are identified as Regional Priority Trail Corridors or Regional Recreation Corridors in *Linking Landscapes a plan for the protected open space network in Chester County, PA*. (Figure 12.32 on page 12.95 and Figure 12.1 on page 12.3).

1. Only one entity will be considered the grantee of any proposal. Even though projects are encouraged to be undertaken as partnerships, the grantee for the project will be the one who signs the Grant Contract, is responsible to account for the costs incurred, and will receive the reimbursements.
2. A portion of the grant funds awarded through this program may be provided in advance. Up to 50% of the County grant funds are available initially, provided the corresponding matching funds are also available. Once the work funded by the initial disbursement is nearing completion, the grantee may request 40% of the County grant funds in advance consistent with the matching aspects of the program. The final 10% of the grant is payable upon completion of the approved scope of work and submission of any and all outstanding documentation for funds previously disbursed.
3. For County grant funds that are to be provided on a reimbursement basis, submission of invoices, cancelled checks and documentation of any donations of value eligible for matching funds “credit” shall be submitted.

B. Local Trails

Trails that serve a single municipality or preserve are eligible to apply for up to \$50,000 in County funds with a maximum of 25% of the total project cost in county funding. There is a \$150,000 maximum cumulative County contribution for these smaller more localized trails. All materials, rentals and/or contracted work must be

received and paid by the nonprofit and acquired in accordance with applicable law. The rules for advancing County funds described above also apply to local trails.

5. Eligible Project Costs

- Trail construction costs for materials and labor.
- Material and labor costs for construction of trailhead parking areas.
- Signage (direction, information, use restrictions, interpretive).
- Benches (not funded at a frequency of more than 1 bench per .5 miles).
- Some site planning, design, and engineering specifications.

6. Eligible Sources of Matching Funds

- Donated materials with proper approved and invoiced documentation of value.
- Donated equipment (value based on cost to rent equivalent equipment for duration of use).
- Donated labor from contractors.
- Donated volunteer labor at \$10.00 per hour.
- Donations from the private sector (land, materials, or labor) may only be attributed to the grantee match. The Grantee may not make a profit by being reimbursed beyond their out-of-pocket costs. Private donations which exceed 50% of the total project cost simply serve to reduce the overall cost of a project.

7. Waiver of Retroactivity Requests

If an applicant anticipates incurring trail construction costs before a grant is awarded, a written request for a waiver or retroactivity must be submitted to the County and approved by the County prior to the grant application deadline. The granting of a waiver ensures that funding requests for projects which are properly submitted before the application deadline remain eligible for consideration by the County Commissioners, even though work on the project has already begun.

- Requests for a waiver of retroactivity should be submitted to the Preservation Partnership Program Coordinator, Judith Thomas.
- County approval of the submitted waiver request neither implies nor guarantees a grant award.
- Requests should summarize the details of the project and why the waiver is being requested.

8. Project Selection

This section provides general guidance on the types of projects the County is seeking to encourage. Specific project characteristics that will be used to distinguish the relative merits of all applications are described in the evaluation criteria section. The evaluation criteria form the basis of the application questions.

To the greatest extent possible, trails intended for use by pedestrians should also be accessible to people using wheelchairs, whether manual or motorized. Projects in developed areas should place particular emphasis on accessibility. Sometimes physical limitations of the trail corridor site do not allow for total accessibility. However, land managers are encouraged to incorporate accessible features when they do not negatively impact the environment.

The cost-effectiveness criteria rewards those projects which accomplish a lot with a little amount of funding, as well as those projects which propose a greater proportion of basic trail work as opposed to support facilities, design and engineering. Basic trail work includes tasks such as trail layout, vegetation clearing, bridges, work on the trail surface (shaping, drainage structures, surfacing, steps, and erosion control), and retaining walls. Trail-side and trailhead facilities are considered support facilities because they are not providing *direct* recreation opportunities.

Documented public support or opposition to a project will be considered during the evaluation of projects and recommendations for funding. Resolutions of support from local political entities are not required to submit a project proposal for funding or to receive funding. However, if opposition to a project arises to the extent that a political subdivision, within whose jurisdiction the project falls, passes a resolution opposing funding of the project, that will be sufficient cause to not select the project. A resolution of opposition would also be grounds to rescind funding for a previously funded project if the resolution is received prior to the start of construction.

Projects which serve multiple, compatible trail users will be given priority as will projects undertaken with partnerships due to their ability to build constituencies for trail projects.

Applicants are encouraged to submit only one project per application period. The County understands the complexity of trail projects and is unlikely to recommend funding for more than one project per organization at any one time. If an eligible applicant wishes to submit more than one project, separate applications should be submitted when projects are not located at the same site.

9. Contract Term

- The contract term is 18 months.
- The application and subsequent Grant Contract establish the approved work, allowable costs, and the applicant's commitment to follow required procedures.
- County grant funds are not available for costs incurred prior to entering into a Grant Contract unless the County has granted a waiver of retroactivity. County grant funds are not available for costs incurred after the contract termination date. Final reimbursement requests must be submitted no later than 90 days after the contract termination date.

10. Acknowledgement/Sign

Prior to final reimbursement, public acknowledgement of funding assistance shall be provided at trailhead location(s) or other mutually agreed upon locations in the format of a permanent sign or plaque at the project site. The sign shall read as follows:

"Grant funds provided by the Preservation Partnership Program, Commissioners of Chester County, Pennsylvania, Terence Farrell, Kathi Cozzone, and Ryan Costello."
(Commissioners at time of completion)

Letters must be of an appropriate scale (5/8" high at a minimum) and be visible and legible to trail users.

Section III: Step by Step Procedures

Step 1: Attend Conservancy Grant Program Roundtable

- The program administrator will convene a roundtable for potential applicants to discuss the program guidelines and requirements and to answer questions. Applicants are strongly encouraged to attend this meeting.

Step 2: Pre-Application Site Visit with Program Administrator

- The applicant shall contact the program administrator to schedule a project site visit. The site visit is mandatory and may occur before or after the roundtable described above.

Step 3: Submit Completed Application

- The nonprofit must submit a complete application prior to consideration of any funding request. Incomplete or piecemeal submissions will result in significant delays in processing, may reduce the funding recommendation, and may jeopardize the project if it is dependent on a fixed timetable. The County may return incomplete applications so that a completed application may be compiled and submitted at one time. A complete application consists of the following forms and supporting documentation:

1. Completed Grant Application.
2. Current condition photographs of the site.
3. Project Cost Estimate (include only the costs for eligible activities).
4. Original, executed Certificate of Title, conservation easement permitting public access in favor of the applicant, or a specific letter of support for the public trail project from the landowner.
5. Original, executed Resolution from the applicant's governing body, stating their authorization to submit the grant application and their commitment to support completion of the project consistent with the terms of the County grant program should adequate funds be awarded.
6. Project area map (at a scale that shows how the project connects to and/or through other protected lands in the greater area and such that the map fits on 11"x17" paper or smaller).
7. Site Plan map of the specific trail at a scale so that the entire proposed trail fits on 11"x17" paper or smaller.
8. Project Schedule.
9. All supporting documents listed on the Grant Application Submission Checklist.
10. Three signed, attested/witnessed, and undated grant contracts that will be executed by the County if an award is made, each with original signatures.

Step 4: County Grant Application Review

- The County's application review will begin upon receipt of a complete application.
- The County will process and rate all applications using the point structure shown with each application question and will conduct inspections of all potential sites to determine their suitability for the proposed facilities. After this review, additional documentation may be requested and conditions for grant approval may be recommended. An incomplete

application package will delay processing and may reduce point scores enough to jeopardize a grant award.

Step 5: County Notification of Grant Award to Nonprofit

- If the grant is approved, the County Commissioners will notify the nonprofit.
- The Department of Open Space Preservation will notify the nonprofit if County funds will not be available for the project.

Step 6: County Signs and Return Grant Contracts

- Successful applicants will receive a fully executed contract detailing the grant award amount and contract terms.

Step 7: Preparation of Plans and Specifications

- The nonprofit shall begin preparing construction plans.
- The nonprofit shall submit a plan describing the activity; facility layout; a timetable for completion; a final, current, itemized cost estimate; and any additional relevant information for approval prior to making any purchases or commencing work.
- The nonprofit must provide status reports throughout the project at the County's request.

Step 8: Authorization to Proceed

- The applicant shall submit a final cost estimate worksheet, any construction plans and details, draft contract language (if contracted labor is to be used) for review and approval **at least one month** before entering into a construction agreement or the beginning of construction
- Lump sum contingency amounts cannot exceed 10% of the project's total cost. The cost estimate shall take into account timing and possible cost increases (labor and materials) for the proposed work.
- The County may prepare an Addendum to the Grant Contract if significant changes to the Scope of Work, total costs, or schedule are proposed during the completion of the grant scope of work.
- The applicant must receive a Notice to Proceed Letter from the County prior to any work commencing.

Step 9: Advance Payment and Reimbursement

- A portion of the grant funds awarded through this program may be provided in advance. Up to 50% of the County grant funds are available initially, provided the corresponding matching funds will also be provided at that time. Once the work funded by the initial disbursement is nearing completion, the grantee may request 40% of the County grant funds in advance consistent with the matching aspects of the program. The final 10% of the grant is payable upon completion of the approved scope of work and submission of any and all outstanding documentation for funds previously disbursed.

Please refer to the Payment Request Forms in Section VII for specific requirements.

- For County grant funds that are to be provided on a reimbursement basis, submission of invoices, cancelled checks and documentation of any donations of value eligible for matching funds “credit” shall be submitted.

Please refer to the Payment Request Forms in Section VII for specific requirements.

Section IV: Application Forms

Please complete the following forms and include them with your application. The additional supporting documentation that must be included with your application is listed on the Application Checklist.

- Form 1: Application Checklist
- Form 2: Application Questions for Trail Construction Projects
- Form 3: Financial Summary
- Form 4: Cost Estimate Worksheet
- Form 5: Site Plan Checklist
- Form 6: Bi-Monthly Cash Flow Projections

Two complete originals of the Grant Application must be submitted, each in a three ring binder or binder clip.

Form 1: Application Checklist

	Page #
1. Table of Contents	_____
2. Grant Application Forms	
■ Completed Grant Application checklist (this page)	_____
■ Completed Answer Sheets	_____
■ Financial Summary Sheet	_____
■ Cost Estimate Worksheet	_____
■ Completed Site Plan Checklist	_____
■ Cash Flow Projections (What are your projections for requests for disbursement of funds?)	_____
3. Supporting Documentation	
■ Three signed grant contracts (please leave dates and dollar amounts blank)	_____
■ Project schedule, showing project completion within an 18 month time frame	_____
■ Original executed Grant Application Resolution	_____
■ Copy of any Ordinances, Rules and/or Regulations intended to govern use of the trail	_____
■ Copy of executed Certificate of Title (if applicable)	_____
■ Copy of declaration or easement granting public access rights (if available)	_____
■ Site Plan, based on Site Plan Checklist	_____
■ Map of all other park, recreation and preserved open spaces in the general project area	_____
■ Photographs of current site conditions	_____
■ Copy of commitments to donate goods or services and agreement to complete documentation required by County if the grant is awarded from any and all donors whose value is included in the required matching funds calculations	_____
■ Proof that the municipality in which the project is located has been notified about the proposed project and has been given the opportunity to comment on it	_____
4. Letters	
■ Letters from non-public funding sources that include specific amount of donation or gift (other than donated services noted above)	_____
■ Project approval letter from landowner if project area is not owned by the applicant and acknowledgement that an approved permanent restriction must be in place prior to the disbursement of any county funds	_____
5. Other Supporting Information	
■	_____
■	_____

Form 2: Application Questions for Trail Construction Projects

1. What percentage of the estimated project cost is being requested from the County?
 - Requested County contribution is 1% - 30% of the estimated project cost
 - Requested County contribution is 31% - 40% of the estimated project cost
 - Requested County contribution is 41% - 50% of the estimated project cost
2. Is there a land preservation component to this project? If yes, please describe.
3. Is the project located within a County designated Regional Priority Trail Corridor or a Regional Recreation Corridor? If it is not in either of these areas, describe the trail corridor it is within, the significance of the project on a countywide basis, and how users from other areas of the County will directly benefit.
4. Describe the public benefits that will result from this project, including quantitative information about fiscal and physical (i.e. health) benefits to residents of the area, region and trail users to the greatest extent possible.
5. Describe the status of efforts to obtain funding for this project from sources other than Chester County, particularly corporations, foundations, municipalities and the Commonwealth. If funds from sources other than the nonprofit or land value donations will be used, list the sources and amounts. Attach letters of funding commitment from each source or describe the status of any outstanding funding requests. Include the date the request was submitted and when an answer is anticipated.

Describe the fallback position if donations and/or funds from this program or others are not received.

6. Please check the box which corresponds to the proposed project:
 - 2 + miles of contiguous trail with at least 1 trail head and parking
 - Connecting to an existing public access trail and accessible from public parking
 - None of the above. (If none of the above, please explain how County tax dollars are a justified expenditure.)
7. List the intended use of the trail.
8. Describe the site conditions and the degree to which the proposed trail location and design characteristics are consistent with the site conditions and intended users. Include information on known challenges to trail construction within the proposed trail path such as steep slope areas, wetlands, stream and road crossings, and bridges; how the applicant proposes to address these challenges; and contact information for the relevant regulatory agency. A brief discussion of the relationship between the proposed trail width and surfacing type, the intended users, and the site characteristics is required.

What is the status of engineering and permitting?

Form 2: Application Questions for Trail Construction Projects - continued

9. Describe the proposed project and general project area. Include the total linear feet of trail proposed; public access accommodations proposed at the trail entry/exit points such as off street non-metered public parking (including estimated number of spaces to be provided and surfacing type); any structures currently on the property (their condition and intended future use or deconstruction); regulatory signage, entrance signs, and way-finding sign location; and adjacent lands and uses (particularly preserved lands and points of interest),

10. Describe your organization's vision for trail use, stewardship, maintenance, and management commitment to accommodating the public and making their use of the trail a rewarding experience. Be sure to include a list of uses specifically allowed or excluded and note the location – if any – where there is a change in permitted or prohibited uses.

Form 3: Financial Summary

Estimated costs of donated labor and/or material must be included in the Financial Summary and the Cost Estimate Worksheet.

■ **APPLICANT**
 Name _____
 Address _____

 Contact Person and Title _____
 Phone and Fax Numbers _____
 E-Mail _____

■ **PROJECT INFORMATION**
 Project Name: _____
 Tax Map Parcel #(s) _____
 Municipality _____
 Property Acreage _____
 Trail Construction Length _____

■ **SUMMARY OF GRANT REQUEST FINANCES**
 The figures in the summary below need to summarize/match the figures from the Cost Estimate Worksheet (Application Form 4)

	PPP Funds Requested	Total Cost (include value of donations)
Trail Materials	\$ _____	\$ _____
Trail Construction Labor	\$ _____	\$ _____
Permitting Fees	\$ _____	\$ _____
Engineering Services	\$ _____	\$ _____
Survey, monumentation, boundary markers	\$ _____	\$ _____
Signage	\$ _____	\$ _____
Other (_____)	\$ _____	\$ _____
TOTALS	\$ _____	\$ _____

TOTAL PPP FUNDING REQUEST = \$ _____

Form 4: Cost Estimate Worksheet

Estimated costs of donated labor and/or material must be included in the worksheet with an individual line item for each donated item or service and its corresponding projected value as if it were being purchased.

Example:

Work or Purchase Item	Quantity (insert unit of measurement)	Unit Cost	Estimate Amount
Geotextile matting for trail	(likely feet, yards or miles)	\$/unit	Quantity times unit cost
#2 stone base for trail	(per ton or other applicable unit)	\$/unit	
Finings for trail		\$/unit	
Trail head parking excavation	Generally expressed per square yard	\$/SY	
Erosion and Sedimentation Permit	Include cost estimate for each permit	Lump Sum	
Bridge	Usually a lump sum (LS) figure per crossing	LS	
Stone or macadam for parking		\$/unit	
Total:			

Work or Purchase Item	Quantity	Unit Cost	Estimate Amount
Total:			

Form 5: Site Plan Checklist

This checklist is provided to help applicants present their project using a map in a way that is efficient and meaningful for the County. The information outlined below is to be shown for all Trail Construction applications unless the County provides a specific exception. All new items to be funded under this project and all existing improvements on the site should be clearly identified. To avoid confusion, a separate Map of Existing Conditions may also be provided. If the trail segment to be constructed is one phase of a larger project, a less detailed map showing the entire Chester County portion of the proposed trail should be included. Any land acquisition needs should also be noted on this map.

Check	Number	Item
	1.	Trail Name and Applicant
	2.	Scale, North Arrow, Legend, and Date
	3.	Name of map creator
	4.	Linear feet of proposed trail in total and per segment if applicable
	5.	Boundary Lines: Show exterior boundaries of proposed trail, trailhead, public ingress and egress points, and indicate current and proposed ownership
	6.	Surrounding property and use: Show ownership, lot lines, adjacent preserved lands, and rights of way
	7.	Topography: One to ten foot contours, showing significant grade changes
	8.	Water Areas: Streams, rivers, ponds, lakes
	9.	Flood Plain: Delineate floodway and limits of 100-year flood plain
	10.	Wetlands: Identify on or immediately adjacent to site
	11.	Recreation Facilities: Identify existing, proposed, relocated, deleted, future, etc.
	12.	Circulation: Access roads, service drives, parking, trails, ramps, steps, paths and bridges
	13.	Drainage structures: Culverts, catch basins, inlets, ditches, drain tile
	14.	Site Control Structures: Fences, walks, dikes, walls
	15.	Rights of way and easements
	16.	Utilities: Water, electric (show voltage), sewage, gas, phone
	17.	Work limits: Show limits of work to be undertaken in this project
	18.	Phasing: Color code work stages if project is less than total development

Form 6: Bi-monthly Cash Flow Projections

Applicant: _____ Date: _____

Project Name: _____

The costs outlined below should reflect when the Applicant will be requesting County funds if a grant is awarded. (In other words, what are your projections for requests for disbursement of County funds?)

January/ February 2012	March/ April 2012	May/June 2012	July/ August 2012	September/ October 2012	November/ December 2012
\$	\$	\$	\$	\$	\$

January/ February 2013	March/ April 2013	May/June 2013	July/ August 2013	September/ October 2013	November/ December 2013
\$	\$	\$	\$	\$	\$

Total Project Cost: _____

Section V: Project Evaluation Criteria

Trail Construction Project Evaluation Criteria

Trail Construction projects will be evaluated using the criteria listed below. Each criterion is weighted as shown. These criteria will be used to determine the funding recommendation. Only the top value for each question will contribute to the score. The maximum score is 100.

<u>Criteria</u>	<u>Ranking Value</u>
1. Project's Ability to Leverage County Grant Funds	
a. Chester County is contributing 1% - 30% of the estimated project cost -----	30
b. Chester County is contributing 31% - 40% of the estimated project cost -----	15
c. Chester County is contributing 41% - 50% of the estimated project cost -----	5
2. Explain how the project is consistent with the County's adopted policies	
a. Project includes land preservation -----	15
a. Site is a Regional Priority Trail -----	10
b. Site is within a Regional Recreation Corridor -----	5
c. Site is a Local Trail -----	2
3. Project Funding	
a. Matching funds and legal public trail rights are in hand -----	15
b. Most of the required matching funds are in hand and landowner is agreeable to public trail -----	10
c. Some of the required matching funds are in hand -----	1
4. Proposed Trail Length	
a. Two or more miles of contiguous trail with at least one trail head and parking area -----	15
b. Connecting to an existing public access trail that will result in at least 1 mile of contiguous trail open to the general public and which the public can access via a parking area -----	5
c. None of the above -----	0
5. Proposed Uses	
a. Trail is designed to accommodate numerous compatible uses -----	15
b. Trail is designed to accommodate more than one compatible use -----	10
c. Trail is designed to accommodate a single user type -----	5
6. Site Suitability	
a. Site is relatively free of environmental constraints, engineering specifications are complete, and all required permit applications have been submitted -----	10
b. Site is relatively free from environmental constraints, engineering is complete, but permits have not been submitted -----	5
c. Site is relatively flat, all engineering is complete, but permits have not been submitted -----	5
d. Site has some environmental constraints and engineering has not been completed -----	0

Section VI: Land Use Restriction Guidelines

There may be situations in which the land proposed for a trail construction project does not have adequate rights reserved for public trail construction at the time of the application, yet is still eligible for submission under the guidelines of this grant program. Examples include:

- A nature preserve that is owned by an eligible private nonprofit organization and there are not any permanent public access rights to accommodate the proposed trail.
- A property over which a nonprofit has an easement with trails, but permanent public access is not explicitly permitted.
- A private landowner is willing to convey permanent public trail rights if sufficient funds can be secured to construct the trail.

In those and other similar circumstances, the following list sets out the fundamental principles that shall be incorporated into the conservation easement for trail construction projects before any County funds are released. The easement language will be drafted by the nonprofit and reviewed and approved by the County.

- A. The County will function as a Co-Grantee or Beneficiary with secondary right of enforcement.
- B. The County will have the right of access at any time to monitor construction status and trail condition.
- C. The County will be able to access the property at any time if a violation has occurred, is in the process of occurring, or is expected to occur if action is not taken.
- D. Nothing in the easement shall preclude the right of the landowner to grant, sell, or otherwise convey the property. However the use of, and access to, all funded improvements shall remain available to the public in perpetuity.
- E. The landowner must have clear title, subordinate the mortgage to the easement, or satisfy any potential claims against the title prior to recordation of the public trail easement. This must be verified in the final title report.

Section VII: Payment Request Forms

Requests for the disbursement of County grant funds must include (1) a Partial or Final Payment Request Form, (2) an Advance or Reimbursement Payment Request Worksheet, and (3) an Advance or Reimbursement Payment Request Attachments Checklist. If you are requesting funds for donated labor, your request must also include the Value of Donated Labor Received or Anticipated form. Supporting documentation to be included with your payment request is shown on the appropriate checklist. A list of the forms is shown below.

Payment Request Forms

- Form 7: Payment Request Form – Partial Payment
- Form 8: Payment Request Form – Final Payment
- Form 9: Payment Request Worksheet – Advance Payment
- Form 10: Payment Request Worksheet – Reimbursement
- Form 11: Payment Request Attachments Checklist – Advance Payment
- Form 12: Payment Request Attachments Checklist – Reimbursement
- Form 13: Value of Donated Labor Received or Anticipated

Form 7: Payment Request – Partial Payment

Applicant:	
Address:	
Phone #:	
Contact Person:	
Title:	
Address:	
Phone #:	Fax #:
E-mail Address:	

Project Name: _____

Tax Parcel #(s): _____

Trail Length (Linear feet/miles/yards): _____

Grant Disbursement Request

Cost to Construct Trail (Actual or anticipated. Total of estimated costs or invoices and donated value as documented on attached Payment Request Worksheet.)	\$
County Payment Percentage	%
Total County Funds Requested (Not to exceed grant amount as specified in Grant Contract)	\$

Grantee Approval

By _____ Date _____

Title _____

Attachments

Please see Attachments Checklist.

Form 8: Payment Request – Final Payment

Applicant:	
Address:	
Phone #:	
Contact Person:	
Title:	
Address:	
Phone #:	Fax #:
E-mail Address:	

Project Name: _____

Tax Parcel #(s): _____

Trail Length (Linear feet/miles/yards): _____

Final Project Funding Report

Total County Grant Reimbursed (Including this request)	\$	%
Applicant Funds Spent	\$	%
State Funds Spent	\$	%
Donated Value Received	\$	%
Private Cash (foundations/corporations)	\$	%
Total Project Cost	\$	100%

Final Grant Disbursement Request

Cost to Construct Trail (Total of invoices and donated value as documented on attached Payment Request Worksheet)	\$
County Payment Percentage	%
Total Payment Requested	\$

Grantee Approval

Grantee signature certifies that grant funds remaining after the final payment are returned to the County.

By _____ Date _____

Title _____

Attachments

Please see Attachments Checklist.

Form 11: Payment Request Attachments Checklist – Advance Payment

The following items must be submitted with Partial Payment Request(s) only after a Contract has been executed and at least 60 days prior to the expected disbursement of County funds.

- Advance Payment Request Attachments Checklist (this page)
- Partial Payment Request Form
- Completed Advance Payment Request Worksheet
- A copy of a final cost quote or estimates for scope of work items for which County grant funds are being requested.
- A copy of donated value verifications for each item for which services are expected to be rendered and the value of which is being used as the match for this advance payment request. The verification form needs to be signed by the person donating their time and/or materials, signed by the person receiving the materials/who will be supervising their labor, and the project contact person.
- One copy of the final recorded conservation easement or declaration language
- One copy of the legal description or survey (if available) of the project area
- Representative photographs of the area where the County's advanced funding will be spent. Please try to capture the essence of the pre-construction area. If possible, please include background landmarks in the photograph that will also be visible after construction to help demonstrate the before and after impact of the project.

Form 12: Payment Request Attachments Checklist - Reimbursement

The following items must be submitted with Partial or Final Payment Requests only after a Contract has been executed and at least 60 days prior to the expected disbursement of County funds.

- Reimbursement Payment Attachments Checklist (this page)
- Partial or Final Payment Request Form
- Completed Reimbursement Payment Request Worksheet
- A copy of all invoices for materials or services purchased
- A copy of canceled check(s) and donated value verifications for each item for which services have been rendered
- One copy of the final recorded conservation easement or declaration language
- One copy of the legal description or survey (if available) of the project area
- Photographs of completed grant funded improvements

Preservation Partnership Program – Trail Construction Grant

Form 13: Value of Donated Labor Received or Anticipated (if submitted with an Advance Payment Request)

Grantee: _____ Project Contact: _____ Project Title: _____	Contract ID Number: _____ (available from Open Space Pres. Dept.) <p align="center">Report Period</p> From: _____ To: _____
---	---

 Name of Person Contributing Donated Time
 (Printed or typed)

 Type of Work Performed
 (Laborer, Plumber, Mason, Etc.)

People donating time to a project will be credited with value equal to \$10.00 per hour unless they are professionally skilled in the work they are performing on the project (i.e. a mason repointing a bridge, a carpenter or construction worker constructing a boardwalk, an excavator operating a backhoe). When this is the case, the wage rate this individual is normally paid for performing this service may be used.

DATE	TIME OF WORK				TOTAL WORK HOURS	HOURLY RATE	VALUE (DONATED HOURS X RATE)
	START	END	START	END			

TOTAL VALUE OF DONATION \$ _____

I certify that to the best of my knowledge and belief, this report is correct and complete for the purposes set forth under the terms of the approved project.	
_____ Signature of Person Donating Time	_____ Date
_____ Signature of Supervisor	_____ Date
_____ Signature of Grantee	_____ Date

Section VIII: Trail Construction Grant Contract

Three signed and attested copies of the following Grant Contract must be included with your Trail Construction Application. Both the attestor's signature and the signature of an appropriate organizational officer or representative must be original on all three copies. No dates, dollar amounts, or other descriptive information should be inserted into the contract at this time. That information will be added when the Commissioners take action.

Having signed contracts in hand will expedite the award process in the event your project is selected for funding. If funding is awarded at a level that makes timely completion of the project unlikely, the grantee shall inform the County in writing that they are declining the grant award.

If you or your organization has any questions about this or any other element of the PPP, please contact Judith Thomas, Preservation Programs Coordinator.

CHESTER COUNTY LANDSCAPES 21ST CENTURY FUND
Preservation Partnership Program - Trail Construction Grant
ROUND 24 GRANT CONTRACT

Project Title _____

(Nonprofit)

County of Chester

THIS AGREEMENT, made this _____ day of _____, 2012 is by and between _____, having an address at _____, hereinafter called "Nonprofit," and the County of Chester acting through its County Commissioners, hereinafter called "County" to fund construction of a public access trail of approximately _____ linear feet in length within the municipality(ies) of _____.

A. SCOPE OF CONTRACT

1. This contract is to fund construction of approximately _____ linear feet of public access trails on tax map parcel(s) _____.
2. The Nonprofit agrees that any sums received from the County be used for the completion of work items as described in the approved application scope of work unless otherwise approved in writing by the Chester County Director of Open Space Preservation. Such approval may only be granted in accordance with the Preservation Partnership Program Trail Construction Grant Manual (Manual), and provisions.
3. The Nonprofit agrees that permanent restrictions requiring the continuous use of the land for public access and recreation benefits shall be placed in the deed/easement and further, that a contract and covenant to that effect shall be recorded with the deed/easement.
4. The Nonprofit agrees to adhere to all Federal, State, and Municipal laws, codes, and requirements. The Nonprofit further agrees to indemnify, defend, and hold harmless the County from any and all claims arising out of the performance of this Agreement and that are claimed to have been caused by any error, omission, intentional or negligent act by the Nonprofit.
5. The Nonprofit agrees that the County reserves all rights to reassess grant award and approval on any situation, and refuse to grant reimbursement, withdraw conditional grant approval, and/or require additional documentation and assurances or indemnifications.
6. The Nonprofit agrees to abide by the provisions of the Manual as amended or as may be amended, from time to time, by the County. The Manual is incorporated herein by reference as if set forth in full.

**Chester County Landscapes 21st Century Fund
Preservation Partnership Program Trail Construction Grant
Round 24 Grant Contract**

7. At the discretion of the Chester County Board of Commissioners, the Nonprofit agrees to attend a public meeting of the Commissioners to accept grant payment, or a facsimile of payment.
8. Nonprofit accepts and agrees to fulfill the grant requirements herein and attached hereto including Exhibit A.

B. MAXIMUM REIMBURSEMENT

1. It is understood that this grant is for _____ dollars (\$_____).
2. The Nonprofit understands that funding shall be provided by the County as set forth in this Contract and the guidelines set forth in the Manual.

C. EXTENT OF CONTRACT

1. Except as to the Nonprofit's continuing obligations as set forth herein with regard to previously funded or reimbursed projects, this Contract is terminated _____, 20____. The Nonprofit agrees and understands that the County through this Grant Program will not make payment for costs incurred after the aforesaid termination date.
2. This Contract may be amended only by written instrument signed by both the County and the Nonprofit.
3. This Contract may be terminated by the Nonprofit prior to any expenditure or prior to obtaining grant funds from the County upon notice to the County by the Nonprofit by Resolution of its governing body declaring its intent not to pursue the awarded project; whereupon the County shall have no further obligation to the Nonprofit with respect to this Grant Contract or the underlying Grant Application filed by the Nonprofit.
4. This agreement shall be construed in accordance with the laws of the Commonwealth of Pennsylvania. Should any provision of this Agreement or the Manual be deemed invalid or illegal, the provisions hereof shall continue in full force and effect as if such provision had not been included.

**Chester County Landscapes 21st Century Fund
Preservation Partnership Program Trail Construction Grant
Round 24 Grant Contract**

WITNESS WHEREAS, the parties hereto have caused these presents to be executed, attested, and unsealed by their proper officials, pursuant to legal action authorizing the same to be done, the day and year first above written.

CHESTER COUNTY BOARD OF COMMISSIONERS

ATTEST;

By: _____
Chairman

_____ Commissioner

Date: _____

_____ Commissioner

ATTEST;

(Nonprofit)

Date: _____

By: _____

**Chester County Landscapes 21st Century Fund
Preservation Partnership Program Trail Construction Grant
Round 24 Grant Contract**

EXHIBIT A

1. The Nonprofit agrees to ensure proper maintenance of the trails constructed with these funds.
2. The nonprofit shall publicize the trail opportunities created with the assistance of this grant to the greatest extent possible including seeking funds to produce and distribute trail brochures, posting trail and trail head location maps on its website, and taking advantage of other opportunities that may present themselves.
3. The nonprofit agrees to attend a public meeting of the County Commissioners if requested, to acknowledge and celebrate completion of the project.