

# PRESERVATION PARTNERSHIP PROGRAM TRAIL CONSTRUCTION GRANT



## Round 22



Grants to Chester County Land Preservation Organizations

**Application Deadline:  
Friday July 17, 2009 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**  
**Carol Aichele**  
**Kathi Cozzone**

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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 (Figure 12.32, page 12.95 in Linking Landscapes (a plan for the protected open space network in Chester County, PA [adopted February 26, 2002])) or that are identified as Regional Recreation Corridors (Figure 12.1, page 12.3 of Linking Landscapes) and are also connected to Regional Priority Trail Corridors.

The County will consider requests to provide grants up to 25% of the total project costs with a maximum of \$100,000 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 trailside 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

- In addition to applicants who are eligible to apply to the Preservation Partnership Program (PPP) for acquisition grants, nonprofits with public trails or greenways in their mission may apply to the trails component of the PPP.

### 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 Recreation Corridors in Chester County and abutting Regional Priority Trail Corridors.
- For trails within the Regional Priority Trail Corridors and trails within Regional Recreation Corridors abutting Regional Priority Trail Corridors, improvements such as restrooms, drinking fountains, electrification, etc. are eligible.
- For trails within the Regional Priority Trail Corridors and trails within Regional Recreation Corridors abutting Regional Priority Trail 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 trail-head facilities if pre-approved by the County (approved 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.
- Educational signing to interpret natural and/or cultural resources or for proper trail etiquette.
- Environmental mitigation, including redesign, reconstruction, non-routine maintenance or relocation to mitigate or minimize impact to the natural environment.

### 3. Ineligible Projects

- Projects that 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 such improvements as footbridges, boardwalks and the like for trail continuity.
- For Local Trails, improvements such as restrooms, drinking fountains, electrification, etc. are not eligible.
- On-going enforcement expenses.
- Routine 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

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 (Figure 12.32, page 12.95 in Linking Landscapes (a plan for the protected open space network in Chester County, PA [adopted February 26, 2002])) or that are identified as Regional Recreation Corridors (Figure 12.1, page 12.3 of Linking Landscapes) and are also connected to Regional Priority Trail Corridors.

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. 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 proposed to 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.
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 \$100,000 in County funds with a maximum of 25% of the total project cost in county funding. There is a \$250,000 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 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 percent 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 waiver request must be submitted to the County and approved by the County prior to the grant application deadline.
- 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 description provides the general guidance in terms 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 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. Trailside 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. An exception to this rule would involve the allowance of a single application for trail work of a similar nature on a system of trails in one jurisdiction. For example, a conservancy may submit one application proposing to add public parking areas and crushed fines and on trails at several preserves within Chester County, even though the trails are not connected and are located at various sites throughout the county.

## 9. Contract Term

- The application and subsequent grant contract establish the approved work, allowable costs, and the applicant's commitment to follow required procedures.
- The contract term is 18 months.
- County grant funds are not available for costs incurred prior to entering into a grant contract nor after contract termination date. Final reimbursement requests must be submitted no later than 90 days after the contract termination date. County grant funds are only available for expenses incurred prior to the contract date if the County has granted a waiver of retroactivity.

## 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, Carol Aichele, Kathi Cozzone."**  
(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:** Meeting with the Open Space Preservation Department prior to grant submittal.

**STEP 2:** Submission of Complete Grant Application package to the Open Space Preservation Department prior to 4:00 p.m. on the due date located on the Grant Manual cover.

■ A Complete Grant Application Package consists of the following documents:

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 applicants 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 11X17 paper or smaller)
7. Site Plan Map of the specific trail at a scale so that the entire proposed trail fits on 11X17 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 3:** **County Grant Application Review**

- The timetable for grant reviews depends on the degree to which applications are complete.
- 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 4:** **County Notification of Grant Award to Applicant**

- The County Commissioners will award grants to recipients in a public meeting. Press coverage is likely to result if the County elects to publicize the grant or if there is press in attendance at the public meeting (a variable that is beyond the County's control). Therefore, applicants are advised to take any advance steps necessary such that any publicity does not jeopardize or impede the completion of the project in the event funds are awarded.
- An award notification letter to each successful applicant will follow the public announcement.
- The Department of Open Space Preservation will notify applicants that are not awarded grants

**STEP 5:** **County to Sign and Return Grant Contracts**

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

**STEP 6: Preparation of Plans and Specifications**

- The conservancy shall begin preparing construction plans.
- The conservancy 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 County may request status reports throughout the project, which must be provided.

**STEP 7: 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 if significant changes to the Scope of Work, total costs, and or time from the awarded Grant 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.

**SECTION IV: APPLICATION FORMS**

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

**Trail Construction Application (Page 1 of 6)**

**Grant Application Checklist**

(This sheet is to be completed and returned with the Grant Application to insure a complete submission.)

PAGE #

|   |       |
|---|-------|
| 1. TABLE OF CONTENTS  | _____ |
| 2. GRANT APPLICATION FORMS  |       |
| ■ Completed Grant Application checklist (this page)   | _____ |
| ■ Completed Answer Sheets   | _____ |
| ■ Financial Summary Sheet   | _____ |
| ■ Cost Estimate Worksheet   | _____ |
| ■ Three signed grant contracts, left undated with blank dollar amounts  | _____ |
| ■ Completed Site Plan Checklist   | _____ |
| ■ Project Schedule, showing anticipated completion within 2 years of <u>application date</u>  | _____ |
| ■ Cash Flow Projections (What are your projections on requests for disbursement?)   | _____ |
| 3. SUPPORTING DOCUMENTATION   |       |
| ■ 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   | _____ |
| ■ 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 any 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.             | _____ |

## Trail Construction Application (Page 2 of 6)

### **Required Information for Trail Construction Projects**

*Answers to the following questions will be used as the basis for funding recommendations.*

1. Describe the proposed project and general project area. Include the total linear feet of trail proposed, current condition of the trail corridor, adjacent lands and uses (particularly preserved lands and points of interest), any structures currently on the property (their condition and intended future use or deconstruction), 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,) trail maps, regulatory signage, entrance signs, and way-finding sign location.
2. 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 has or 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.
3. Describe the public benefits that will result from this project. Note whether the project area is within a Regional Priority Trail Corridor or within a Recreation Corridor that connects to a Regional Priority Trail 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. Include additional quantitative information about fiscal and physical (i.e. health) benefits to residents of the area, region and trail users to the greatest extent possible.
4. Please check the box which corresponds to the proposed project:
  - 3 + miles with 1+ trail head and parking
  - 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 use a separate page to make the case as to how County tax dollars are a justified expenditure).
5. What percentage of the estimated project cost is being requested from the County? Show the math for the following equation:  
$$\frac{\text{County Grant Request}}{\text{Total of Eligible Project Costs}} = \text{percent requested from the County}$$
6. Briefly describe how the project is consistent with the local municipality's current adopted plan(s) or objective(s). If it implements a specific recommendation, briefly describe the recommendation. If it is designated on map adopted pursuant to the Municipal Planning Code as an Official Map, please make note of that and include a copy of the Official Map. Describe the level of local support or opposition.
7. Please explain how your project is consistent with the County's adopted goals, objectives and policies.
8. Describe the status of efforts to obtain funding for this project from sources other than Chester County, particularly corporations, foundations, municipalities and the Commonwealth. Describe the fallback position if donations and/or funds from this program or others are not received. 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
9. 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.

# Trail Construction Application (Page 3 of 6)

## **Financial Summary** (Must be completed for all applications)

*Estimated costs of donated labor and/or material must be included in the Financial Summary as well as the Cost Estimate Worksheet (page 4 of the application).*

■ **APPLICANT**  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Contact Person and Title \_\_\_\_\_  
 Phone and Fax Numbers \_\_\_\_\_  
 E-Mail \_\_\_\_\_

■ **PROJECT INFORMATION**  
 Project Name: \_\_\_\_\_  
 Tax Map Parcel #(s) \_\_\_\_\_  
 Municipality \_\_\_\_\_  
 Property Acreage \_\_\_\_\_  
 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 page 4)

|   | PPP Funds<br>Requested | Total Cost<br>(include value of donations) |
|---|------------------------|--|
| Trail Materials                         | \$ _____               | \$ _____                                   |
| Trail Construction Labor                | \$ _____               | \$ _____                                   |
| Permitting Fees                         | \$ _____               | \$ _____                                   |
| Engineering Services                    | \$ _____               | \$ _____                                   |
| Survey, monumentation, boundary markers | \$ _____               | \$ _____                                   |
| Signage                                 | \$ _____               | \$ _____                                   |
| Other (_____)                           | \$ _____               | \$ _____                                   |
| <b>TOTALS</b>                           | <b>\$ _____</b>        | <b>\$ _____</b>                            |
| <br><b>TOTAL PPP FUNDING REQUEST =</b>  | <br><b>\$ _____</b>    |  |

## Trail Construction Application (Page 4 of 6)

### **Cost Estimate Worksheet** (Must be completed for all applications)

*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<br>(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 |
|-----------------------|----------|-----------|-----------------|
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|                       |          |           |                 |
| Total:                |          |           |                 |

# Trail Construction Application (Page 5 of 6)

## 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 data outlined below is to be shown for all Trail Construction applications unless the County provides 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 and noting any land acquisition needs should also be included.

| 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, trail head, public ingress and egress points, and indicate current and proposed ownership. |
|       | 6.     | Surrounding property and use: Show ownership patterns/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  |
|       |        |  |
|       |        |  |

# Trail Construction Application (Page 6 of 6)

## Quarterly Cash Flow Projections

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

| <b>1st<br/>Quarter<br/>2010</b> | <b>2nd<br/>Quarter<br/>2010</b> | <b>3rd<br/>Quarter<br/>2010</b> | <b>4th<br/>Quarter<br/>2010</b> | <b>1st<br/>Quarter<br/>2011</b> | <b>2nd<br/>Quarter<br/>2011</b> |
|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
|                                 |                                 |                                 |                                 |                                 |                                 |

Total Project Cost: \_\_\_\_\_

Costs outlined above should be representative of when the Applicant will be requesting County funds if a grant is awarded.

**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 125.

---

| <u>CRITERIA</u>   | <u>RANKING VALUE</u> |
|---|----------------------|
| 1. Project Description -----  | 5                    |
| 2. Site Suitability   |                      |
| a. Site is relatively flat and free of environmental constraints-----   | 15                   |
| b. Site has some areas of slope but is relatively free from environmental constraints-----  | 10                   |
| c. Site is relatively flat but is subject to some environmental constraints-----  | 10                   |
| d. Site has some areas of slope and is subject to some environmental constraints -----  | 0                    |
| 3. Project Benefit  |                      |
| a. Site is a Regional Priority Trail-----   | 20                   |
| b. Site is within a Regional Recreation Corridor and connected to a Regional Priority Trail Area-----   | 15                   |
| c. Site is a Local Trail-----   | 5                    |
| 4. Proposed Trail Length  |                      |
| a. Three or more miles of contiguous trail with at least one trail head and parking area-----   | 20                   |
| b. Two or more miles of contiguous trail with at least one trail head and parking area-----   | 15                   |
| c. 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                    |
| d. None of the above -----  | 0                    |
| 5. Leverage   |                      |
| a. Chester County is contributing 1% - 30% of the estimated project cost-----   | 15                   |
| b. Chester County is contributing 31% - 45% of the estimated project cost-----  | 10                   |
| c. Chester County is contributing 46% - 50% of the estimated project cost-----  | 0                    |
| 6. Explain how the project is consistent with local policies and plans. Obtaining and submitting letters of support from the respective municipal elected officials is encouraged.            |                      |
| a. The project constructs a trail that is on the municipal Official Map -----   | 10                   |
| b. The project implements recommendations of the local plan -----   | 5                    |
| c. No evidence is presented that the acquisition implements a municipal policy, plan or ordinance -----   | 0                    |
| 7. Explain how the project is consistent with the County’s adopted goals, objectives, and policies-----   | 10                   |
| 8. Project Readiness  |                      |
| a. Matching funds and legal public trail rights are in hand -----   | 20                   |
| 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                    |
| 9. Proposed Uses  |                      |
| a. Trail is designed to accommodate numerous compatible uses (list) -----   | 20                   |
| b. Trail is designed to accommodate more than one compatible use (list) -----   | 10                   |
| c. Trail is designed to accommodate a single user type -----  | 5                    |

## **SECTION VI: LAND USE RESTRICTION GUIDELINES FOR TRAIL CONSTRUCTION PROJECTS**

There may be times when the land proposed for a trail construction project does not have adequate rights reserved for a public trail, yet is still an appropriate site for an eligible submission under the guidelines of this grant program. They include, but are not limited to the following examples:

- 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 public access is not provided.
- 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 circumstance, the following list sets out the fundamental principles that shall be incorporated into the conservation easement for trail construction projects. 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 such that the rights to the trail are superior over any other potentially competing claims. This must be verified in a title report.

**SECTION VII: PAYMENT REQUEST FORMS**

**Chester County Trail Construction Grant  
Partial Payment Request**

|                        |               |
|------------------------|---------------|
| <b>Applicant:</b>      |               |
| <b>Address:</b>        |               |
| <b>Phone #:</b>        |               |
| <b>Contact Person:</b> |               |
| <b>Title:</b>          |               |
| <b>Address:</b>        |               |
| <b>Phone #:</b>        | <b>Fax #:</b> |
| <b>E-mail Address:</b> |               |

■ PROJECT NAME: \_\_\_\_\_

Tax Parcel #(s): \_\_\_\_\_

Trail Length (Linear Feet/miles/yards) : \_\_\_\_\_

■ GRANT DISBURSEMENT REQUEST

|   |    |
|---|----|
| Cost to Construct Trail (Actual or anticipated. Include applicable information for reimbursement or advanced payment as detailed on required attachments) | \$ |
| County Payment percentage as stipulated in Grant Contract   | %  |
| Total County Funds Requested<br>(Not to exceed grant amount as specified in Grant Contract)   | \$ |

■ GRANTEE APPROVAL

By \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

■ ATTACHMENTS

Please see Attachments Checklist.

## Chester County Trail Construction Grant Final Payment Request

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

|                        |               |
|------------------------|---------------|
| <b>Applicant:</b>      |               |
| <b>Address:</b>        |               |
| <b>Phone #:</b>        |               |
| <b>Contact Person:</b> |               |
| <b>Title:</b>          |               |
| <b>Address:</b>        |               |
| <b>Phone #:</b>        | <b>Fax #:</b> |
| <b>E-mail Address:</b> |               |

■ Project Name: \_\_\_\_\_

Tax Parcel #(s): \_\_\_\_\_

Trail Length (Linear feet/yards/miles): \_\_\_\_\_

■ Project Funding Report

|   |    |      |
|---|----|------|
| Total County Grant Reimbursed<br>(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 Worksheet) | \$ |
| County Payment Percentage as stipulated in Grant Contract   | %  |
| Total Payment Requested   | \$ |

■ Grantee Approval

By \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

■ Attachments  
Please see Attachments Checklist.

## Chester County Trail Construction Grant Advance Payment Request Worksheet

(This form must be completed and submitted by the grant recipient as the basis for any advance distribution of County grant funds. There should be a high degree of correlation between the work items below and those contained in the proposed scope of work submitted with the Grant Application. Documentation of proper expenditure of these funds may be required at any time and is required prior to project close-out). Attach additional sheets as necessary.

| WORK OR PURCHASE ITEM | QUANTITY | UNIT COST/VALUE | ESTIMATED COST |
|-----------------------|----------|-----------------|----------------|
|                       |          |                 |                |
|                       |          |                 |                |
|                       |          |                 |                |
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|                       |          |                 |                |
|                       |          |                 |                |
|                       |          | TOTAL :         |                |

|                                  |     |    |
|----------------------------------|-----|----|
| TOTAL GRANT CONTRACT AMOUNT      |     | \$ |
| TOTAL OF PREVIOUS PAYMENTS       | (-) | \$ |
| ___% OF INVOICE TOTAL            | (-) | \$ |
| GRANT BALANCE AFTER THIS PAYMENT | (=) | \$ |



## **Chester County Trail Construction Grant**

### **Advance Payment Request Attachments Checklist**

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. This 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. This will help demonstrate the before and after impact of the project.

## **Chester County Trail Construction Grant**

### **Reimbursement Payment Request Attachments Checklist**

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 any 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

**COMMISSIONERS OF CHESTER COUNTY  
DEPARTMENT OF OPEN SPACE PRESERVATION  
PRESERVATION PARTNERSHIP PROGRAM – TRAIL CONSTRUCTION GRANT**

**VALUE OF DONATED LABOR RECEIVED or  
ANTICIPATED (if submitted with an Advance Payment Request)**

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

\_\_\_\_\_  
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<br>WORK<br>HOURS | HOURLY<br>RATE | VALUE (DONATED<br>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: ROUND 22 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 funded. Of course, if funding is awarded at a level that makes you feel that entering into the contract is not in your best interest, we will return the contracts to you or destroy them. We will contact you as the County's review of your application is concluding and before the County takes any action on your grant application. At that point we will discuss the general parameters of a pending funding recommendation. The County will be seeking feedback from the applicant to gauge your organization's interest in going forward with a County grant at the funding levels envisioned by the pending recommendation.

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 COMMISSIONERS  
PRESERVATION PARTNERSHIP PROGRAM - TRAIL CONSTRUCTION GRANT  
ROUND 22 GRANT CONTRACT

Project Title \_\_\_\_\_

\_\_\_\_\_  
(Nonprofit)

County of Chester

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 2010 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 \_\_\_\_\_ in length within the municipality(ies) of \_\_\_\_\_.

A. SCOPE OF CONTRACT

1. This contract is to fund construction of approximately \_\_\_\_\_ 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 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 Preservation Partnership Program 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.
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 (\$ \_\_\_\_\_) at a rate of \_\_\_\_% ( \_\_\_\_\_ percent) of the total project cost.
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 Preservation Partnership Program 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.

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: \_\_\_\_\_  
(Signature and Title)

## EXHIBIT A

1. Nonprofit shall provide written notification to the municipality and school district in which the project is located of opportunities for public access resulting from this trail.
2. The Nonprofit agrees to ensure proper maintenance of the trails constructed with these funds.
3. Nonprofit shall provide annual updates in writing to the Chester County Department of Open Space Preservation on the use and condition of the facilities constructed with funding assistance provided by this grant award. Steps taken by the organization to increase awareness of the public regarding the trail and any improvements undertaken during the year shall be included in the update.
4. Nonprofit shall publicize the trail opportunities created with the assistance of this grant to the greatest extent possible including seeking funds to produce and make available trail brochures, posting trail and location maps of the trail head locations on the world wide web, and taking advantage of other opportunities that may present themselves.
5. Nonprofit agrees to attend a public meeting of the County Commissioners if requested, to acknowledge and celebrate completion of the project.