

# MUNICIPAL GRANT PROGRAM



## Round 24

Grants to Chester County Municipalities for  
Public Parks, Trails, & Preserves

**Application Deadline:  
Friday, February 24, 2012 by 4:00 pm**

**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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## Section I: Municipal Grant Program Overview

The Commissioners of Chester County Pennsylvania offer the Municipal Grant Program to top ranked projects that provide the most public benefit while preserving the greatest number of acres for each dollar of County funds. The program goals are to preserve land while funding park, trail and greenway acquisition and construction projects with maximum public benefits that attract substantial funding from other sources. All 73 municipalities may apply for these grants. All projects must provide a public benefit and result in a tangible product. Municipal park grants for land acquisition must be supported by appraisals that are reviewed and approved by the County. Development Grants must follow the municipal bidding requirements. All applicable federal, state and local laws must be followed.

### General Program Guidelines:

The goal of the Municipal Grant Program is to advance the County's Strategic Plan by providing grants to assist local governments in providing parks, trails and preserves.

There are two elements to the Municipal Grant Program – each is administered by the County Department of Open Space Preservation:

- Acquisition Grants reimburse a maximum of 50% of the approved cost to buy land, conservation or trail easements. In the event that an extraordinary conservation opportunity presents itself, the County will consider requests in excess of \$500,000 on a case-by-case basis for acquisition grants. Requests for grants of \$500,000 or more must provide a compelling justification for the request, along with a map and brief property description; an outline of the proposed project; and an extensive discussion of the public benefit.
- Development Grants reimburse park facility and trail construction up to a maximum of 50% of a project's cost to a maximum of \$250,000 if outlined criteria are met (see Project Finances in Section II-before completing application). Maximum cumulative County construction funds for any one facility over the life of the facility are \$250,000, for parks less than 20 acres. Projects to develop parks that do not preserve land may not be funded.

Technical assistance for the programs described above is available from Kim Merritt, CPRP, Municipal Grants Coordinator, Chester County Government Services Center, 601 Westtown Road, Suite 390, West Chester, PA 19380-0990. Kim Merritt may be reached via phone at 610-344-4741 or via e-mail at [kmerritt@chesco.org](mailto:kmerritt@chesco.org).

### Program Eligibility Requirements for All Municipal Applicants

To receive a grant, all municipalities are required to have adopted, or commit to producing an Open Space, Recreation, and Environmental Resources Plan. The plan should be less than ten years old and may be an element of a municipality's comprehensive plan, but it must be of sufficient scope and depth to meet the County Plan Standards. If the municipality's current plan is determined by the Planning Commission to be deficient, the municipality is not eligible for a grant reimbursement until the standard is met.

## Section II: Grant Application Specifics

### TERMS AND CONDITIONS OF GRANT APPLICATIONS AND GRANT AWARDS

Submit **ONE** electronic (flash drive, CDR, etc....) or **TWO** complete hard copies (each in a binder clip), applications to the Open Space Preservation Department by the deadline shown on the grant manual cover. **NO staples or spiral binding.** Applications received after 4:00 PM on the deadline date will be considered late and will be returned to the applicant without being reviewed.

#### 1. Eligible Applicants

- A. Only Chester County municipalities and land-owning municipal recreation authorities, who meet the General Program Requirements specified in Section I, are eligible to apply for Municipal Acquisition and Development Grants. Additional documentation required for land-owning municipal recreation authorities is discussed on page 9.
- B. Projects jointly proposed by two or more municipalities are eligible.
- C. The municipality or land-owning municipal recreation authority is solely responsible for programming and use of lands acquired, developed or improved with County funding assistance.

#### 2. Eligible Projects

##### Development

- A. Construction of recreation facilities such as ball fields, tennis courts, trails, playgrounds, nature study areas, basketball courts, pavilions and parking lots associated with these improvements are eligible.
- B. For eligibility, the property that will be used for improvements must be owned free and clear or under permanent public use easement by the municipality. All improvements made under this grant program shall be properly maintained, accessible to the public, and provide for handicapped access.

##### Acquisition

- A. Preservation of historically significant cultural and natural landscapes that provide public benefit.
- B. Fee simple land acquisition projects of privately owned property which insures public access and benefit, with the exception of land which is used for agriculture purposes. Contiguous parcels are considered one project.
- C. Acquisition of easements with provisions for public access as well as right-of-way easements for recreational use. Contact the Municipal Grants Coordinator for the **required** easement language if you are applying for an easement grant.
- D. Land purchases from other non-County governmental agencies that increase public access and use.
- E. Acquisition of eased or restricted property if ownership will significantly increase public access and recreational opportunities on the property.
- F. Projects involving fully donated land or easement that meets the County's Municipal Grant Program goals and objectives.
- G. Acquisition of land that can be transferred to a non-profit whose mission includes providing food/agricultural commodities, but does not preclude other uses. Prior to reimbursement and/or

transfer the required Declaration of Covenants Conditions and Restrictions (DOCCR) must be filed at the Chester County Recorder of Deeds. This DOCCR would allow the property to be used for farming at the current time but require the option of future use as recreation, trails and natural area preservation if farming ever ceased.

### **3. Ineligible Projects**

- A. Projects which are not consistent with County Policies.
- B. Support facilities including improvements such as restrooms, parking lots (other than listed above), drinking fountains, site amenities (benches, trash cans, grills, etc.), signs, electric installation, handicapped access, etc.
- C. Projects where recreation facility construction has begun before the County Commissioners have awarded the grant.
- D. Construction and/or improvements to memorials, community centers, meeting/activity rooms, concession buildings, maintenance structures, and like buildings.
- E. Purchase of portable recreation equipment such as basketball nets, football goalposts and soccer goals and baseball/softball bases, etc.
- F. Purchase or repair of scoreboards.
- G. Rehabilitation of existing recreation facilities such as resurfacing of existing tennis and basketball courts, reconstruction of pavilions, renovation of athletic fields, renovation of play areas, and replacement of backstops, etc., due to lack of proper maintenance will not receive a positive funding recommendation from the review committee.
- H. Development project professional service fees, including but not limited to costs from an attorney, architect, surveyor, engineer, planner, permit fees, etc.
- I. Projects concluded by a signed deed on or before the grant award date.
- J. Projects involving property that carries reversionary interest, covenants running with the land, deed restrictions, easements, or other legal instruments and/or agreements that effectively preclude, either fully or partially, the public's use and enjoyment of the property, with the exception of land which is used for agriculture purposes.
- K. The purchase of any structure and/or outbuilding of monetary value and its appropriate land parcel, regardless of its proposed use. An outbuilding includes but is not limited to a storage shed, garage, or barn.
- L. Leases, term easements, or other legal instruments where the acquisition is not in perpetuity.
- M. A parcel that is known or suspected to be contaminated with hazardous substances or hazardous waste shall only be considered for funding contingent on DEP Act 2 clearance for public recreational use.
- N. A combined property or easement acquisition and development project.
- O. The creation of feasibility, natural diversity index, or similar studies.
- P. Construction of and/or improvements to any structures and buildings except for such improvements as footbridges, boardwalks and the like for trail continuity.
- Q. On-going enforcement expenses.

#### 4. WAIVER REQUEST

- A. If an applicant anticipates buying a property before a grant is awarded, a written waiver request must be submitted at least six weeks prior to settlement and must be approved by the County prior to settlement.
- B. Requests for a waiver of retroactivity should be submitted to the Municipal Grants Coordinator.
- C. County approval of the submitted waiver request neither implies nor guarantees a grant award.
- D. Requests must describe the project, amount of County funds requested, acres to be preserved and why the waiver is a necessity.

#### 5. PROJECT SELECTION

- A. Projects are evaluated and ranked based on the completeness of the application contents and answers to the application questions.
- B. A municipality may receive a maximum of one Municipal Grant in any one round.
- C. A municipality may only have two outstanding Municipal Grants. For example, if a municipality has two open Municipal Grants in any combination, the County will not consider additional grant requests until one of the open/in-process grants has been completely finished and the municipality has received its final reimbursement from the County.
- D. Grants awarded to a multi-applicant project will not count against the limit of outstanding grants or grant submittals.
- E. Property purchased or improved with County grant funds shall provide for non-fee, publicly accessible use.

#### 6. PROJECT FINANCES

- A. General – applies to all municipal applicants
  - 1. All County grant funds awarded through this program are provided on a reimbursement basis only.
  - 2. Local governments may use 100% of the County grant as a match to apply for any federal, state or private funds which may be available. See the Appendix for potential sources of matching funds.
  - 3. A minimum of 10% of the project's raw land, easement cost or eligible project development cost is to be provided through municipal financial contribution. In-kind services and staff time are not eligible as the required project match.
  - 4. Applicants who are eligible but do not request funds from the state are significantly hurting their prospects of receiving County funds.
- B. Development: [Projects to develop parks that do not preserve land may not be funded].
  - 1. Multi-municipal or community parks (parks in excess of 20 contiguous acres) are eligible to apply for up to \$250,000 in County funds with a maximum of 50% of the total project cost in county funding.
  - 2. Parks that serve a single municipality and are less than 20 acres, neighborhood parks [0.5-19.9 acres] or Mini-parks [0.01-0.49 acres], 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 parks.

3. If 25% of the project cost will be provided by a non-governmental funding source such as a local school district or youth association, and an application has been submitted to the Pennsylvania Department of Conservation and Natural Resources for the same scope of work, then the municipality may request 50% County funding up to \$100,000 with a \$250,000 maximum cumulative cap on County grants per park site.
4. All materials, rentals and/or contracted work must be purchased and paid directly by the municipality and acquired in accordance with local, state and federal laws.
5. For those items requiring bidding, County approval of the bid specifications and drawings is required prior to bidding the project.
6. Only eligible items in this grant program may be included in your cost estimate to reach your total project cost.

C. Acquisition

1. This program will reimburse a maximum of 50% of the full-fee land or conservation easement cost.
2. The grant amount will not exceed 50% of the current appraised market value of the property.
3. Although contiguous parcels are considered one project, separate documentation must be submitted for each property acquired. This applies to all eligible expenses to be reimbursed by the County. Examples of documentation associated with these expenses include, appraisals, deeds, settlement sheets, checks and reimbursable expenses as detailed on the Reimbursement Request Form.

## 7. ELIGIBLE COSTS FOR REIMBURSEMENT

- A. Approved material purchases and equipment rentals for development projects.
- B. Only the appraised value of the property and/or easement being acquired is reimbursable for acquisition projects.
- C. Costs of approved construction contracts with private firms.
- D. Transaction costs (appraisals, title insurance and surveys) up to 20% of the fair market value of the land acquired via full donation of land, in either full-fee or conservation easement.
  1. Appraisals - The County will reimburse up to 20% of the cost of one appraisal for full donations. To be eligible for reimbursement, the appraisal shall follow the required appraisal format, meet or exceed the general appraisal requirements, and be approved by the County.
  2. Title Insurance - The County requires that the full value of the rights being acquired be insured. Title insurance is required for fee simple acquisitions and the acquisition of conservation easements. The County will reimburse up to 20% of the cost of a title insurance policy issued by a title insurance company authorized to conduct business in the Commonwealth of Pennsylvania based on a County approved appraisal.
  3. Surveys - The County will reimburse 20% of the cost of one property survey performed by a professional land surveyor registered in the Commonwealth of Pennsylvania for successful projects that are full donations. For the survey to be an eligible expense, a minimum of three bids must be submitted. The County will reimburse 20% of the lowest bid submitted or 20% of the actual cost of the survey; whichever is less. This reimbursement policy will be followed regardless of the vendor chosen by the applicant. The surveyor will visibly mark the boundaries with concrete monuments in the field, provide the boundary information in an electronic format that can be converted for use with Geographic Information System Software,

and provide the County with a copy of the GIS files delineating the property/easement boundaries and all public access areas within the property/easement.

## 8. INELIGIBLE COSTS

- A. Costs that are not approved.
- B. Any in-kind contributions such as time, labor, or property are not eligible for funding reimbursement and cannot be used to meet the required match.
- C. Donated value on any or all interests in land owned by the applicant.
- D. Costs unrelated to the actual construction or acquisition of the proposed project (if not a full donation), consultant and solicitor fees, costs for surveys, appraisals, title insurance, deed search and preparation, publications, recording fees, notary fees, or other related costs.
- E. Professional services for development projects (i.e., site plans, facility design, topographic surveys, permits, inspection, site testing, etc.)
- F. Administrative costs incurred by the municipality including staff salaries (i.e. Public Works/Road Crews).
- G. Sales taxes on materials purchased.
- H. Mortgage or loan interest.
- I. Any costs associated with items listed under Ineligible Projects.

## 9. PROPERTY APPRAISALS FOR ACQUISITION PROJECTS

- A. In order to establish the property's market value **at the time of application**, one recent **Self-Contained appraisal report**, following the appraisal format and guidelines in the Appendix, prepared by a **PA Certified General Real Estate Appraiser** for each property to be acquired shall be submitted with the grant application. The report shall have been prepared within 12 months of the grant application deadline noted on the manual cover to be considered "recent". The grant amount will not exceed 50% of the current appraised market value of the property.
- B. If the application is funded, a second **Self-Contained appraisal** (performed by a different firm and different **PA Certified General Real Estate Appraiser**) must be submitted prior to reimbursement from the County.
- C. The County reserves the right to request additional information or appraisals.
- D. The appraised value of previously eased land must reflect development restrictions, public access and/or other conditions that run with the land.
- E. Appraisals must be for the specific portion of land that the grant application is for, if you are applying for less than an entire parcel. Particularly if the entire parcel has various land attributes (steep slopes, wet lands, woods, open fields, etc.) and the area which you are seeking funding for does not contain all the same attributes.

## 10. Declaration of Covenants, Conditions and Restrictions; Conservation Easements; and Other Documentation

- A. The property to be improved must be owned or permanently controlled by the applicant. The completed Certificate of Title is to be submitted with the application on the enclosed form, certifying ownership by the applicant.

- B. Prior to the first request for Development contract reimbursement, the municipality shall record the most recent DOCCR found on our web site ([www.chesco.org/openspace](http://www.chesco.org/openspace)) and submit a copy of the recorded document to the County. All submissions to the Recorder of Deeds must adhere to the Document Standards outlined in the appendix. Further restrictions to the property or alterations to the DOCCR are not permitted unless approved by the Commissioners of Chester County. If there is an existing recorded DOCCR on the property proposed for improvements, the municipality is required to submit a copy with their grant application.
- C. At the time the deed is recorded at the Chester County Recorder of Deeds, the municipality shall also record the DOCCR shown on our web site ([www.chesco.org/openspace](http://www.chesco.org/openspace)). Further restrictions to the property or alterations to the DOCCR are not permitted unless approved by the Commissioners of Chester County. All submissions to the Recorder of Deeds must adhere to the Document Standards outlined in the appendix.
- D. Any building footprint and any other land area encumbered by structures of value must be subtracted out (excluded) from the land area and not included in the grant application. Subdivision is not required by this grant; however a survey must be completed showing only the land area purchased with these grant funds. This survey and legal description must be recorded along with the DOCCR, whether fee simple or conservation easement acquisition.
- E. Municipalities acquiring lands that have been previously restricted by a third party through a conservation easement or any other instrument must secure the approval of the third party. Such approval shall acknowledge the covenants on our web site ([www.chesco.org/openspace](http://www.chesco.org/openspace)) or by contacting the Municipal Grants Coordinator for a hard copy, and make provisions for insuring that the property will be accessible and usable to the public, with the exception of land which is used for agriculture purposes. Further, the approval shall allow future installation of any facilities agreed to by the municipality and third party.
- F. Substantive changes to the pre-approved DOCCR or Conservation Easement (Easement) language are not acceptable. This policy is in place to protect the County's interests, avoid three-way negotiations, minimize lengthy delays and promote administrative efficiency. Contact the Municipal Grants Coordinator for a copy of the required easement language if you are applying for an easement acquisition grant.
- G. In cases of full-fee acquisition, at the time the deed is recorded at the Chester County Recorder of Deeds, the grantee shall record the DOCCR located on our website ([www.chesco.org/openspace](http://www.chesco.org/openspace)) or by contacting the office for a hard copy. When acquiring a conservation easement, the grantee shall record the easement with the most recent deed no later than 30 days after receiving the fully executed easement from the County.
- H. The County reviews **draft** Easement or Declaration language. The required language will be provided to all applicants upon request. Any minor changes proposed must be submitted in a format that calls out the proposed changes (i.e. underline, strike out, highlight, etc). If the applicant follows the County Model as provided, these reviews should take approximately 30 days, however if the County Model is not followed the review may take longer. If the final language submitted is not acceptable, the County will not reimburse the grantee for any costs it incurs relative to this project.

## 11. CONTRACT LENGTH

- A. The contract length is three (3) years from the date the grant is awarded.
- B. All grants that are awarded must be completed within the three (3) year time frame. Time extensions are not granted for incomplete projects and funds may be forfeited.

C. County grant funds are not available for costs incurred after contract termination date. Final reimbursement requests must be submitted **no later than 60 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.

## **12. ACKNOWLEDGEMENT/SIGN**

Prior to reimbursement, public acknowledgement of funding assistance shall be provided in the format of a permanent sign or plaque at the project site. The sign shall read as follows:

**"Grant funds provided by the Municipal Grants Program, Commissioners of Chester County, Pennsylvania, Terence Farrell, Kathi Cozzone, Ryan Costello."**

(or elected Commissioners at time of grant reimbursement)

Letters must be 5/8" high or larger and be visibly presented.

## **13. ENVIRONMENTAL HAZARDS**

The applicant(s) shall inform the County of any concerns it has regarding the suspected, possible, or probable existence of any hazardous or toxic waste on the proposed project site. A complete copy of any reports pertaining to this issue must be provided to the County as soon as the applicant(s) becomes aware of such reports. The applicant(s) must immediately notify the County if any existing or additional information on this issue becomes known by the applicant(s) during the course of the project. The County reserves the right to require the completion of any tests, reports or assessments it deems prudent.

## **14. REQUESTS FOR PROJECT TRANSFERS**

- A. A successful applicant may request to transfer acquisition grant funds to another parcel if the proposed replacement parcel is of equal or greater value, larger in size and determined by the County to provide equal or greater public benefit. The proposed replacement parcel must also be physically similar to the approved parcel.
- B. All requests to transfer funds from an approved parcel to a replacement parcel must be submitted in writing, detail the reason for the request, and include all information required for the original grant application.

## **15. COOPERATIVE PROJECTS**

Joint applicants shall prepare an Intergovernmental Cooperation Agreement, to be executed by all parties, detailing the financial contributions of each applicant and the responsibilities for the project's future management and operation. The applicants shall include statements to that effect in the Agreement and the recorded Declaration of Covenants. Each of the applicants is required to make a significant financial contribution for the project to qualify as a cooperative project. The County reserves the right to review, request alterations, and approve the Agreement, Declaration, and all other documentation.

**16. MULTI-MUNICIPAL PROJECTS**

To qualify as a multi-municipal project the subject property (to be acquired or developed) must serve the population of more than one municipality (i.e. Regional Park). The site must have a thirty-mile (30) service radius and be a minimum of twenty (20) acres.

**17. ENDORSEMENT RESOLUTION FOR LAND-OWNING MUNICIPAL RECREATION AUTHORITY**

A land-owning municipal recreation authority (ies) shall receive and submit an endorsement resolution adopted by the elected governing body of the municipality (ies) that have representation on the authority. Endorsement resolutions must be included with the grant application.

**18. AUDIT REQUESTS FROM THIRD PARTIES**

The County will respond to requests regarding grant payment(s) for municipal auditors **only if the inquiring agency specifies the round, grant program and date of the reimbursement.** Stating whether the reimbursement was a partial reimbursement or a final reimbursement will also help the County respond in a timely manner. Information requests from Municipal Auditors should be sent to: Municipal Grants Coordinator, Chester County Open Space Preservation Department, 601 Westtown Road, Suite 390, PO Box 2747, West Chester, PA 19380-0990.

## Section III: Grant Application, Grant Award, & Project Completion Process

### **Step 1: Attend Municipal 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 at 610-344-4741 to schedule a project site visit. The site visit is mandatory and may occur before or after the roundtable described above. Please do not wait until the week before the grant deadline, as this will not allow most applicants enough time to prepare an adequate grant application and staff schedules will likely be full.

### **Step 3: Submit Completed Application**

- The municipality must complete and submit a 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. **One electronic application or Two original hard copies of the Grant Application should be submitted to the County. For paper copy submissions, please use a Binder Clip. No spiral bound applications are to be submitted.**

A Grant Application Package consists of the following documents:

1. Completed Grant Application Submission Checklist
2. Completed Grant Application and Answer Sheets
3. Current condition photographs of the site
4. Recent Property Appraisal for Acquisition Grants
5. Project Cost Estimate for Development Grants
6. Original, executed Certificate of Title for Development Grants
7. Original, executed Resolution, stating entire funds to complete the project
8. Site Plan and Checklist for Development Grants
9. Project Schedule and Bi-Monthly Cash Flow
10. All supporting documents listed on the Grant Application Submission Checklist
11. Three signed undated grant contracts that will be executed by the County if an award is made.
12. All materials pertaining to your individual application as outlined in Section II: Terms and Conditions.

### **Step 4: County Review of Application**

- 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 5: County Notification of Grant Award to Nonprofit Organization**

- The County Commissioners will award grants to recipients in a public meeting after the application deadline. Successful applicants will receive a fully executed contract detailing the grant award amount. The total Contract amount may be reduced by future amendments, but may not be increased.

- The Municipal Grants Coordinator will notify municipalities that are not awarded grants. It is recommended that unsuccessful applicants meet with the Municipal Grants Coordinator to review and discuss their grant application. A review of the relative strengths and weaknesses of the submission will be useful if the municipality would like to re-apply in the event the County Commissioners provide funds to continue the program.

### **Step 6: County Returns Signed Contracts/Municipality Accepts Grant Award**

- In the event a grant is approved, the County Department of Open Space Preservation will return one fully executed copy of the contract to the municipality. The contract will specify the maximum amount of funds the County will provide. The contract term is 3 years.

### **Step 7: Post Grant Award Project Review Meeting**

- This meeting will include the Municipality, landowner (for acquisition projects), County program administrator, and County compliance coordinator, with the primary purpose of reviewing the scope and parameters of the project as it was submitted to the County to ensure that all parties are in agreement. All parties shall understand that if the municipality deviates from the approved project, the County is within its rights to withdraw or reduce the grant award. This meeting will also serve as an opportunity to confirm that there are no existing violations to the proposed easement or Declaration, or agree that any discovered existing violations will be remedied prior to project completion.

### **Step 8: (Development Projects): Municipal Preparation of Plans and Specifications and Chester County Conservation District Approval**

- 10 Bonus Points to any applicant that has completed this step and submits their CCCD letter of adequacy, draft plans and specifications with their application.
- The municipality shall begin preparation of plans and specifications for contracted work.
- The engineer who is preparing the plans and specification shall meet with the Chester County Conservation District (CCCD) to review preliminary layout concepts and obtain concurrence regarding the general size, type and location of erosion and sedimentation control measures and storm water control structures.
- If the project will not be contracted or bid (i.e. State Contract Purchase, U.S. Communities, In-House Labor), the applicant shall still have their engineer meet with the CCCD as described above. In addition, the applicant shall submit a plan to the Municipal Grants Coordinator 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 municipality shall submit a copy of CCCD letter of adequacy for the project prior to moving onto Step 9.**
- The Coordinator may request status reports throughout the project, which must be completed and returned, in order to remain eligible for funding.

### **Step 8: (Acquisition Projects): Grant Manual Review**

- 10 Bonus Points to any applicant that submits an Agreement of Sale and Conservation Easement (if applicable as discussed on page 7 for preliminary review) with their application.
- The Coordinator may request status reports throughout the project, which must be completed and returned, in order to remain eligible for funding.

- Municipalities shall proceed with their acquisition project, contacting the Municipal Grants Coordinator with any questions or technical assistance needs that may arise. This may involve additional landowner negotiations or commissioning the required second appraisal.

### **Step 9: Municipal Pre-bid Authorization and/or Second Appraisal Submission to County**

- If bids are required by the municipality's code, the plans and specifications must be sealed by a licensed architect, landscape architect, or engineer registered to practice in the Commonwealth of Pennsylvania. These consultants are expected to have experience in recreation and park planning and design.
- The municipality shall submit all bidding documents to the Municipal Grants Coordinator for review and approval **at least one month prior** to the bid announcement date. The submission shall include plans, specifications, contract terms, and sufficient documentation to successfully bid and complete the work.
- With the submission of the bidding documents noted above, the municipality shall submit a final, current, itemized cost estimate. Terminology and contents of the cost estimate shall correspond with the submitted bid and contract documentation. Lump sum contingency amounts cannot exceed 10% of the project's construction amount. The cost estimate shall take into account timing and possible cost increases for the proposed work.
- The County may prepare an Addendum for municipal execution where significant changes to the Scope of Work, total costs, and or time from the awarded Grant Application are proposed. The municipality shall execute the Addendum prior to opening the bid.
- The municipality must receive a Notice to Proceed Letter from the County prior to any work commencing whether the project is bid out or completed in-house.
- Acquisition - If not submitted with the grant application, the municipality shall submit a second appraisal from a different PA certified general appraiser to the Municipal Grants Coordinator **at least two months prior** to the reimbursement request submission.
- For cooperative projects, the governing agencies shall submit unsigned drafts of their Declaration of Covenants, Conditions, and Restrictions, and Intergovernmental Cooperation Agreement to the County **at least two months prior** to settlement for review, potential alterations, and approval.

### **STEP 10 (Development Projects): Municipal Bidding**

- After obtaining the County's pre-bid authorization, the municipality shall advertise and bid the materials and equipment, or the contract(s) for construction.

### **STEP 10 (Acquisition Projects): Municipality Submits Agreement of Sale and Conservation Easement (if applicable)**

- The Municipality shall submit an Agreement of Sale to the County **one-month prior to execution** for review and approval, if not submitted with application for bonus points. The County will review the document to determine whether or not there are conflicts with the required Declaration of Covenants, Conditions, and Restrictions, or original intentions stated in the grant application.
- The Municipality shall submit the Conservation Easement to the County **a minimum of one-month** prior to execution for review and approval, if not submitted with the application for bonus points.

## **STEP 11 (Development Projects):      **Municipal Contract Authorization from County****

- Prior to awarding the contract(s) and after the bid due date, the municipality shall submit for approval a bid tabulation sheet or form that summarizes base bids and alternates.
- The municipality shall at this time submit their award recommendations for approval. The municipality shall award no contract(s) before County authorization has occurred.
- Before signing any contracts, the municipality should note the certification required from their solicitor after the project's completion (see Final Payment Request in Step 12).
- Additional information may be requested at any time. Once approved, the County will issue a Notice to Proceed to the municipality for the contract(s) to be awarded.
- All proposed construction contract Change Orders shall be submitted to the County for approval prior to municipal execution. Work performed without County approval may not be reimbursed.

## **STEP 11 (Acquisition Projects): Settlement**

- Settlement is the sole responsibility of the municipality; however settlement may not occur prior to completing all steps outlined above.

## **STEP 12:      **Municipal Recordation of Deed, Conservation Easement and Declaration of Covenants, Conditions, and Restrictions (DOCCR)****

- Prior to the first request for development contract reimbursement, the municipality shall record the most recent DOCCR found on our web site ([www.chesco.org/openspace](http://www.chesco.org/openspace)) or by contacting the Municipal Grants Coordinator for a hard copy, and submit a copy of the recorded document to the County. In lieu of submitting a recorded copy, the municipality may elect to provide a time and date-stamped original with a letter from their municipal solicitor certifying that the DOCCR has been recorded. The letter shall include the deed book and page number, and the recordation date. However, the final recorded Declaration with Deed Book and Page Numbers affixed must be submitted to the County within 120 days of reimbursement.
- The municipality must record the deed transfer documents and the DOCCR at the Chester County Recorder of Deeds.
- Deeds to all lands acquired under this program shall contain the covenant language contained on the web site ([www.chesco.org/openspace](http://www.chesco.org/openspace)) or hard copy received via request from the Municipal Grants Coordinator.
- Further restrictions to the property or alterations to the DOCCR are not permitted unless approved by the Commissioners of Chester County.
- In cases of full-fee land acquisition, the grantee shall record the deed transfer documents and the DOCCR at the Chester County Recorder of Deeds (refer to appendix for document standards) and submit one copy of the recorded Deed including the DOCCR to the County. A time and date-stamped copy of the Declaration is acceptable for the purpose of initiating the reimbursement process, however, the final recorded Declaration with Deed Book and Page Numbers affixed must be submitted to the County within 120 days of reimbursement.
- If an easement was acquired, the grantee shall record the approved easement at the Chester County Recorder of Deeds after the County has executed it. A time and date-stamped copy of the easement is acceptable for the purpose of initiating the reimbursement process, however, the final recorded easement with Deed Book and Page Numbers affixed must be submitted to the County within 120 days of reimbursement.
- All conservation easements acquired under this program shall contain the conservation easement language obtained via request from the Municipal Grants Coordinator.

### **STEP 13 (Development Projects):      **Municipal Reimbursement Request to County****

- Chester County will reimburse a municipality 50% of eligible costs up to the maximum amount stipulated in the Grant Contract, for development projects. No more than two reimbursement requests will be accepted; one mid-way through the project and then a final reimbursement.
- Reimbursement requests must be reflective of the Bi-Monthly Cash Flow Worksheet that is on file with the grant application. Failure to adhere to the submitted Bi-Monthly Cash Flow may result in delay of payment.
- The municipality must submit the following documentation to support its reimbursement request:
  1. Completed Reimbursement Request Form (see forms), noting first or final payment.
  2. Copies of all invoices.
  3. A copy of the municipality's canceled check(s) for each item.
  4. Recorded DOCCR.
  5. Photographs of current site conditions showing work completed to date.
- For the Final Payment request, the municipality must also submit the following:
  1. A letter from the municipal solicitor certifying that the project is complete, that all liens and bonds have been satisfied, and that there are no outstanding payments to contractors or suppliers. This letter shall attest that in the course of the project, the Municipality:
    - a. Followed all applicable laws, bidding requirements, regulations, codes, policies and procedures, etc.
    - b. Was reviewed and approved by applicable State agencies such as (but not limited to) the PA Historical and Museum Commission, the departments of Environmental Protection, Labor and Industry, Transportation and/or other state agencies as appropriate.
    - c. Is in compliance with the Flood Plain Management Act 166 of 1979, and wetlands regulations.
    - d. Complies with the Architectural Barriers Act of 1968, Section 504 of the Rehabilitation Act of 1973, as amended, the Commonwealth Act of 1988, and the Americans with Disabilities Act of 1990.
    - e. Operated in compliance with Pennsylvania prevailing wage rates as/if required. Compliance with federal wage rates may also be required if federal funds are used.
    - f. Conducted itself in accordance with the PA Human Relations Act regulations for nondiscrimination and equal opportunity.
    - g. Obtained all necessary County, State and Federal approvals and permits.
  2. A photograph of the permanent sign, acknowledging County funding assistance, including the required language, visually displayed and installed at the project site, as well as photos of the completed project.

### **STEP 13 (Acquisition Projects): **Municipal Reimbursement Request to County****

- For each property purchased, the municipality must submit the following documentation:
  1. A completed Reimbursement Request Form located in this manual.
  2. A copy of the final executed settlement sheet. Copy of the canceled check or certification from the Settlement Agent that the money was received (i.e. via money wire/transfer).

3. A copy of the recorded deed and DOCCR or easement. To speed reimbursement, the municipality may elect to submit a time and date-stamped copy of the DOCCR or easement with a letter from the municipal solicitor that certifies that the title transfer and declaration documents have been recorded. The certification shall detail the recordation date, and book and page numbers.
4. Copy of title insurance report and policy. At a minimum, title insurance is required in the amount of land or easement value as noted in the appraisal submitted with the application.
5. A letter from the solicitor certifying adherence to all municipal and other governmental codes, laws, regulations, procedures, policies, and ordinances must be submitted with final reimbursement requests.
6. Property survey if available.
7. A photograph of the permanent sign, acknowledging County funding assistance, including the required language, visually displayed and installed at the project site and photos showing the site acquired.
8. For Conservation Easements, Baseline Documentation must be submitted as outlined in the Appendix.

**STEP 14: County Reimbursement Payment to Municipality**

- The County reserves the right to request further documentation prior to approving the municipality's reimbursement request. Processing will take approximately sixty days from the date that the documentation is complete and the reimbursement request approved. Payment of the appropriate funds will be made by check to the municipality.
- Grantee agrees to accept payment or facsimile of payment at a public meeting of the County Commissioners if requested to do so.
- Reimbursement requests must be reflective of the Bi-Monthly Cash Flow Worksheet that is on file with the grant application. Failure to adhere to the submitted Bi-Monthly Cash Flow may result in delay of payment.

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## Section IV: Application Forms

### Grant Application Submission Checklist For Development Projects

(This sheet is to be completed and returned with the Grant Application. Please review Section II: Grant Application Specifics for any additional information required for your specific application.)

	PAGE #
<b>1. TABLE OF CONTENTS</b>	_____
<b>2. GRANT APPLICATION FORMS</b>	
■ Completed Grant Application Submission checklist (this page)	_____
■ Three signed grant contracts, left undated with blank dollar amounts	_____
■ Completed Application and answer sheets	_____
■ Cost Estimate Form	_____
■ Original completed Grant Application Resolution with full amount to complete project	_____
■ Original completed Certificate of Title	_____
■ Completed Site Plan Checklist and site plan	_____
■ Project Schedule, showing anticipated completion within standard contract time of 3 years	_____
■ Bi-Monthly Cash Flow (Projected timing and amount of reimbursement requests)	_____
<b>3. SUPPORTING DOCUMENTATION</b>	
■ Copy of any Ordinances, Rules and Regulations and Use/Permit Forms governing use of Municipal Parks, and Declaration of Covenants, Conservation Easements or other Deed restrictions governing use of the park	_____
■ Copy of Capital Improvements Program Plan (CIP) and/ <u>or appropriate documentation of budgeting</u> for future recreation and open space needs (one of these two must be submitted)	_____
■ Copy of Resolution adopting CIP or Budget (one of these two must be submitted)	_____
■ Copy of adopted master plan document including text, preliminary environmental plan, community surveys, sketch plans and final adopted site plan (if applicable).	_____
■ Map of municipality showing proposed project site access and location	_____
■ Map of all other municipal park and recreation areas within the municipality	_____

- Draft Bid Documents including Technical Specifications and plans \_\_\_\_\_
- Photographs of current site conditions \_\_\_\_\_
- Copy of Intergovernmental Cooperation Agreement for cooperative projects \_\_\_\_\_
- Copy of Endorsement Resolutions for land-owning municipal recreation authorities \_\_\_\_\_

**4. LETTERS**

- Review letter from municipal planning commission \_\_\_\_\_
- Review letter from municipal parks/recreation/open space commission or committee \_\_\_\_\_
- Letters from non-public funding sources that include specific amount of donation or gift \_\_\_\_\_
- Letter from other non-municipal public agencies detailing intergovernmental cooperation agreement (for cooperative projects only) \_\_\_\_\_
- Project approval letter from any group named in a grant of easement and/or declaration of restrictive covenants (projects on eased lands only) \_\_\_\_\_

**5. PROJECT SPECIFIC SUPPORTING DOCUMENTS**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

# **Grant Application Submission Checklist For Acquisition Projects**

(This sheet is to be completed and returned with the Grant Application. Please review Section II: Grant Application Specifics for any additional information required for your specific application.)

	PAGE #
<b>1. TABLE OF CONTENTS</b>	_____
<b>2. GRANT APPLICATION FORMS</b>	
■ Completed Grant Application Submission Checklist (this page)	_____
■ Completed Application Form and answer sheets	_____
■ Original Executed Resolution with full amount to complete project	_____
■ Three signed grant contracts left undated with blank dollar amounts	_____
<b>3. SUPPORTING DOCUMENTATION</b>	
■ Copy of any Declaration of Covenants, Conservation Easements or other Deed restrictions currently on the land	_____
■ Recent self-contained appraisal report(s) for each property from PA certified general appraiser	_____
■ Agreement of sale and Conservation Easement, if applicable	_____
■ Project Schedule, showing anticipated completion within standard contract time of 3 years	_____
■ Photographs of current site conditions	_____
■ Copy of Capital Improvements Program Plan (CIP), if one has been adopted by the Municipality and/ <u>or appropriate documentation of budgeting</u> for future recreation and open space needs (one of these two must be submitted)	_____
■ Copy of Resolution adopting CIP or Budget (one of these two must be submitted)	_____
■ Map of municipality showing proposed project site location, size of parcel(s), access, and the land use and protection status of adjacent parcels	_____
■ Copy of Municipality's Official Map showing property proposed for acquisition	_____
■ Copy of Multi-Municipal Intergovernmental Agreement for cooperative projects	_____
■ Copy of Endorsement Resolutions for land-owning municipal recreation authorities	_____

**4. LETTERS**

- Review letter from municipal planning commission \_\_\_\_\_
- Review letter from municipal parks/recreation/open space commission or committee \_\_\_\_\_
- Letters from non-public funding sources that include specific amount of donation or gift \_\_\_\_\_
- Letter from other public agencies detailing the limits of intergovernmental cooperation (for cooperative projects only) \_\_\_\_\_
- Project approval letter from any group named in a grant of easement and/or declaration of restrictive covenants (projects on eased lands only) \_\_\_\_\_

**5. PROJECT SPECIFIC SUPPORTING DOCUMENTS**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Section V: Application Questions, Ranking Criteria & Scoring**

**APPLICANT**

Municipality \_\_\_\_\_

Address \_\_\_\_\_

Contact Person and Title \_\_\_\_\_

Phone and Fax Numbers \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Name & Title of Chief Elected Officer: \_\_\_\_\_

**PROJECT TYPE (Check one)**

- \_\_\_\_\_ Park Land Acquisition
- \_\_\_\_\_ Trail Land Acquisition
- \_\_\_\_\_ Farmland Land Acquisition
- \_\_\_\_\_ Park Development (with land preservation)
- \_\_\_\_\_ Trail Development (with land preservation)
- \_\_\_\_\_ Park Easement Acquisition
- \_\_\_\_\_ Trail Easement Acquisition
- \_\_\_\_\_ Farmland Easement Acquisition
- \_\_\_\_\_ Park Development (no acreage preservation)
- \_\_\_\_\_ Trail Development (no acreage preservation)

**PROJECT INFORMATION**

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

Project Street Address: \_\_\_\_\_

Property Tax Map Parcel # \_\_\_\_\_

Property Tax Map Parcel# \_\_\_\_\_ Acres: \_\_\_\_\_

Property Tax Map Parcel# \_\_\_\_\_ Acres: \_\_\_\_\_

Property Tax Map Parcel# \_\_\_\_\_ Acres: \_\_\_\_\_

Total Acres to be protected \_\_\_\_\_

Cost Per Acre to Complete Project: \_\_\_\_\_

Current Owner(s) Name(s) \_\_\_\_\_

\*\*For any projects that have proposed trails of any types --- Proposed Trail Length: \_\_\_\_\_

\*\*\*Existing trail footage on parcel: \_\_\_\_\_

If Farm – How many years has the farm been in business \_\_\_\_? How long in current ownership \_\_\_\_\_?

Any Exceptional Facts or Characteristics of the land or operation? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROJECT FINANCES**

Note: To accurately estimate a project's development cost applicants need to have substantial community input and support, a corresponding and realistic eligible scope of work.

**Proposed County Grant Funds** \_\_\_\_\_ % \$ \_\_\_\_\_

\* Municipal Funds (this figure **must** match your resolution.) \_\_\_\_\_ % \$ \_\_\_\_\_

Other Funds: (List each source individually & submit funding commitment letters)

Source: \_\_\_\_\_ % \$ \_\_\_\_\_

Source: \_\_\_\_\_ % \$ \_\_\_\_\_

Source: \_\_\_\_\_ % \$ \_\_\_\_\_

Source: \_\_\_\_\_ % \$ \_\_\_\_\_

Source: \_\_\_\_\_ % \$ \_\_\_\_\_

Landowner Donation of Value \_\_\_\_\_ % \$ \_\_\_\_\_

Outstanding Funding Needs \_\_\_\_\_ % \$ \_\_\_\_\_

**TOTAL PROJECT COST =** **100%** \$ \_\_\_\_\_

\*A minimum of 10% of the Total Project Cost must come from the municipality.

## APPLICATION QUESTIONS AND RANKING CRITERIA

### Project Funding

1. What is the Cost per Acre being requested from the County?

[Maximum 20 points will be assigned]

Requested County Grant is [check the applicable box]

- \$500 - \$2,000/acre = 20 points
- \$2,001 - \$4,000/acre = 10 points
- \$4,001 - \$6,000/acre = 5 points
- Over \$6,000/acre or 0 acres preserved = 0 points

2. What percentage of the total project cost is being requested from the county?

[Maximum of 20 points will be assigned]

Requested County Funding Percentage is [check the applicable box]

- 1-30% County Funds = Maximum of 20 points
- 31-45% County Funds = Maximum of 10 points
- 46-50% County Funds = Maximum of 5 points
- >50% = 0 points

3. Describe efforts to obtain funding for this project from sources other than Chester County, particularly corporations, foundations, organized sports groups and the Commonwealth.

[Maximum 10 points will be assigned]

On a separate page, list all funding sources and amounts (attach letters of funding commitment from each source) and describe the status of any outstanding funding requests. If you have requested more funding from the County than from other funding sources, please explain why. For example, if you have requested 50% of the total project cost from the County and requested 40% or less from the State, please provide an explanation. Finally, describe the fallback position if non-county funds are not received.

- Matching funds are in hand from a variety of sources .....10
- Most of the required matching funds are in hand from a variety of sources .....5
- Some of the required matching funds are in hand.....1
- No matching funds are in hand .....0

### Administrative Capacity

4. List all outstanding Municipal Grant contracts including award date for the original project contract, the current expiration date, how many (if any) extensions have been executed, the landowner name, a project status report, and an estimated completion date.

[Maximum 10 points will be assigned]

- Submission is applicant's first Municipal Grant request or applicant completed 90% of projects within 12 months of contract date .....10
- Applicant completed 95% of grants within 24 months of the contract date .....5
- Applicant completed 100% of grants within three year contract term .....0
- Applicant has outstanding grant over 3 years old ..... -5 each extension

## Project Description and Public Benefits

5. Provide a brief description of the project on a separate page.  
[Maximum 10 points will be assigned]

Acquisition: Describe the area to be acquired in terms of size, number of parcels, topography, wetlands, forest cover, natural and man-made features or structures, and nature of surrounding land use. Identify the watershed in which this parcel is located, why this parcel is a municipal acquisition priority; outline the efforts to contact the owner and the status of negotiations. Indicate the intended uses in terms of passive or active recreation and natural resources conservation.

Development: Describe the project scope of work for which you are seeking funding in terms of facilities to be developed and any acres offered for preservation. A general description of the property to be developed, including its location in the municipality, a description of the proposed improvements and existing facilities along with the number of acres affected by the project, should be included. Identify the watershed in which this project is located and why this project is a municipal park priority. Include any proposed trail footage that will be developed with this project.

6. Recreation and Conservation Priorities - Describe and document what the public benefits are that will result from the project. Include a description of how it will advance the recreation and conservation priorities at the local, multi-municipal, County, and State level. The degree to which benefits are quantified will significantly impact the points.  
[Maximum 10 points will be assigned]
- If public access will be permitted, describe your organization's commitment to accommodating the public and making their use of the parcel a rewarding experience.
  - If public access will be permitted, but no accommodations for public access will be made, please note what public use your organization anticipates occurring on the property, the estimated level of use, when and how this level of use may be realized.
  - A detailed justification is required if public access will not be permitted.
  - For trail projects, please provide its estimated length and timeframe for completion.
  - For farmland projects please describe all produce or crop donation(s). Examples include but are not limited to participating in the Chester County Food Bank Gleaning Program, donating agricultural products to a food bank or food cupboard, discounted CSA memberships for income or in exchange for labor.
  - Describe any anticipated environmental, economic, or public health benefits that will result from this project.

7. Describe why the proposed site was chosen and why it is appropriate for the proposed project. Describe the impact of the proposed project on the existing environmental conditions of the site and status of any environmental reviews or permit applications. Using a map, show how the project site links or connects to other publicly accessible recreation areas. If the property does not link to other publicly accessible recreation areas or permanently protected parcels, note the ownership and conservation potential of the immediately adjacent parcels. If the project does link to other publicly accessible recreation areas, list the ownership of those parcels, level of protection, if an easement, who holds it and the tax parcel number(s) of the preserved parcel(s).  
[Maximum of 10 points will be assigned]

### **Commitment to Stewardship**

8. For Projects involving land preservation, please explain the municipality's commitment to permanent preservation of its parks, preserves and open spaces. For example, please note if a non-profit land conservation agency will be a co-holder/co-enforcer of the Declaration of Covenants, Conditions and Restrictions or of the Conservation Easement? If so, list the name of the organization, the contact person's address, phone number, e-mail and describe their role and level of enforcement. For projects that involve the construction of recreational facilities (including trails), describe how the applicant maintains constructed facilities for existing parks and how the maintenance of constructed facilities and natural resources will be implemented for this project. Include a five-year maintenance plan for this project.  
[Maximum of 5 points will be assigned]

### **Planning & Policy Consistency**

9. Describe how your project implements or is consistent with Federal, State, County and Local policies, goals, and objectives.  
[Maximum of 5 points will be assigned]

## Section VI: Additional Project Forms

### Certification

By signing this grant application, I certify that to the best of my knowledge the information provided in this grant application is true, correct and that:

1. To the best of the applicant's knowledge, the property to be acquired/developed has not been used for storage/disposal or toxic chemicals/waste and is not affected by such a site. If the property has been used for the above noted purpose all available studies are included with this grant request and the County was notified of this situation well in advance of the application deadline.
2. To the best of the applicant's knowledge, any wetland areas located on the property to be acquired/developed have been identified and will be protected in accordance with applicable state/federal laws and regulations.
3. To the best of the applicant's knowledge, it is not delinquent in the payment of any County obligation.
4. The applicant has assessed what administrative, cash and/or non-cash needs will be required to provide the local-match for the requested grant herein applied and affirms that the match is available and the applicant has the capacity to proceed with the project.
5. Grant funds will not be used for any fund-raising activities.

---

I, the undersigned, having the authority to submit this application, am the authorized Lead Contact Person for this grant project, as shown on page one of the grant application form.

X \_\_\_\_\_

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



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**CHESTER COUNTY GRANT**

**RESOLUTION**

(Submit with original signatures as part of grant application)

**Resolution Number** \_\_\_\_\_

**The Municipality of** \_\_\_\_\_

**Chester County, Pennsylvania**

WHEREAS, the Commissioners of Chester County have established a Municipal Grant Program to be utilized by the municipalities of Chester County; and

WHEREAS, the grants may be used by the municipality for the improvement or acquisition of municipal recreation land under the \_\_\_\_\_ grants category; and

WHEREAS, the municipality of \_\_\_\_\_, Chester County Pennsylvania desires to participate in the Municipal Grant Program; and

WHEREAS, the municipality will have available \$(\_\_\_\_\_) its required match to complete this project,

NOW THEREFORE BE IT RESOLVED by the governing body of \_\_\_\_\_, Chester County, Pennsylvania, as follows:

1. That the municipality of \_\_\_\_\_, Chester County, Pennsylvania hereby approves the filing of an application for Chester County Municipal Grant Program assistance.
2. That \_\_\_\_\_ is hereby authorized and directed to execute and file the appropriate forms with the Chester County Department of Open Space Preservation.

Duly presented and adopted by the Governing Body of \_\_\_\_\_

in public meeting held this \_\_\_\_\_ day of \_\_\_\_\_, 2012

Municipality of \_\_\_\_\_  
Chester County, Pennsylvania

By: \_\_\_\_\_  
Chairman/President

Attest: \_\_\_\_\_

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**CHESTER COUNTY GRANT  
CERTIFICATE OF TITLE**

(Submit with original signature as part of all development grant applications)

Applicant \_\_\_\_\_

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

Property Tax Identification Number(s):

Acreage:

Property Name:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

I hereby certify that the property(ies) on which the proposed rehabilitation/improvement is to be made, in accordance with the application for assistance under the Chester County Municipal Grant Program, is in the name of:

Applicant \_\_\_\_\_

I further certify that there are no easements, encumbrances, or restrictions on the property(ies) which would affect the proposed rehabilitation/improvement project except as herein listed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Solicitor \_\_\_\_\_

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## Site Plan Checklist Chester County Development Grant

(Submit with all development grant applications)

**Instructions:**

The data outlined below is to be shown for all Development projects. All new items to be funded under this project and all existing improvements on the site should be clearly identified. If the area to be developed is less than the total park property, a Site Plan for the entire park must be submitted. Consistent terminology should be used in relating work items on the site plan with cost estimates and narrative project descriptions. Cost estimates should be developed to coincide with work items being funded.

Park Facilities	Number	Item
	1.	Park Name and Municipal Applicant
	2.	Scale, North point, Legend, and Date
	3.	Seal of Designer
	4.	Acreage of Park: Acreage of area being developed by this project. If less than the entire park, indicate acreage of area being developed and area of entire park
	5.	Boundary Lines: Show exterior boundaries of park with metes and bounds information, and indicate if owned or leased by the municipal applicant
	6.	Surrounding property and use: Show ownership, use, street names, and rights of way
	7.	Topography: One to ten foot contours, showing significant grade changes
	8.	Vegetation: Existing and proposed
	9.	Water Areas: Streams, rivers, ponds, lakes
	10.	Flood Plain: Delineate floodway and limits of 100-year flood plain
	11.	Wetlands: Identify on or immediately adjacent to site
	12.	Soils
	13.	Recreation Facilities: Identify existing, proposed, relocated, deleted, future, etc.
	14.	Buildings
	15.	Circulation: Access roads, service drives, parking, trails, ramps, steps, paths and bridges
	16.	Drainage structures: Culverts, catch basins, inlets, ditches, drain tile
	17.	Site Control Structures: fences, walks, dikes, walls
	18.	Rights of way and easements
	19.	Utilities: Water, electric (show voltage), sewage, gas, phone
	20.	Landscaping: Show areas to be turfed, seeded, paved, etc.
	21.	Work limits: Show limits of work to be undertaken in this project
	22.	Phasing: Color code work stages if project is less than total development

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## Bi-Monthly Cash Flow Projections

Municipality: \_\_\_\_\_ Date: \_\_\_\_\_

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

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	January/ February  2014	March/ April  2014	May/ June  2014
July/ August  2014	September/ October  2014	November/ December  2014	January/ February  2015	March/ April  2015	May/ June  2015

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

Costs outlined above should be an accurate representation of when the Municipality will be submitting for reimbursement to the County, if awarded a grant. Funds will not be available for reimbursement prior to the requested period delineated above and will have to be reprogrammed to a later pay out period if aforementioned time period is missed.

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CHESTER COUNTY MUNICIPAL GRANT PROGRAM  
Round 24 Grant Contract

By and between

County of Chester  
AND

\_\_\_\_\_ (Municipality)

THIS AGREEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 2012 between \_\_\_\_\_ (Municipality), having an address at \_\_\_\_\_, hereinafter called "Municipality", and the County of Chester acting through its County Commissioners, herein-after called "County".

A. SCOPE OF CONTRACT

1. Municipality agrees that any sums received from the County be used in accordance with the awarded Grant, Application, Manual, and Provisions.
2. For property Acquisition and/or Development Grants, the Municipality agrees that covenants requiring the perpetual use of the land for public access parkland, natural resource conservation and/or farmland as set forth in the required restrictions and program guidelines shall be placed in the deed/easement of all land acquired in full-fee or easement. Further, that a contract and covenant to that effect shall be recorded with the deed/easement by the municipality with the County of Chester Recorder of Deeds.
3. Municipality agrees to properly maintain and periodically inspect the facilities constructed as a result of this grant. Further, municipality agrees to provide for continuous public use, public open space/recreational/natural resources conservation uses on all lands subject to this grant, and allow public access, with the exception of land which is used for agriculture purposes, without discrimination and without regard to residency.
4. Municipality agrees to adhere to all Federal, State, and Municipal laws, codes, and requirements. Municipality further agrees to indemnify, defend, and save harmless from the County any and all claims arising out of the performance of this Agreement and which is claimed to have been caused by an error, omission, intentional or negligent act by the Municipality.
5. Municipality agrees not to sell or convey the land, without prior written authorization from the County, which contains the facilities/improvements that were constructed with the aid of the Grant from the County of Chester, and shall not use or permit the use of said land(s) and facilities or improvements for other than recreational or open space purposes, with the exception of land which is used for agriculture purposes. Further, the Municipality agrees to record the most current Declaration of Covenants, Conditions, and Restrictions provided to them prior to any reimbursements being made by the County on this contract.
6. Municipality agrees that the County reserves all rights to reassess the grant award and approval on any situation, and refuse to grant reimbursement, withdraw conditional grant approval on any situation, and/or require additional documentation and assurances or indemnification.
7. Grantee agrees to accept payment or facsimile of payment at a public meeting of the County Commissioners if requested to do so.

B. MAXIMUM REIMBURSEMENT

1. It is understood that this grant is for a maximum reimbursement of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), said reimbursement to be made as set forth by this Contract.

C. EXTENT OF CONTRACT

1. This contract is terminated \_\_\_\_\_. The Municipality agrees and understands that reimbursement will not be made by the County through this Grant program for costs incurred after the aforesaid termination date.
2. This Contract may be amended only by written instrument signed by both County & Municipality.

CHESTER COUNTY  
MUNICIPAL GRANT PROGRAM  
ROUND 24  
PAGE TWO

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

ATTEST:

\_\_\_\_\_

By: \_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

ATTEST:

\_\_\_\_\_

\_\_\_\_\_  
(Municipality)

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

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

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

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

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

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

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

**CHESTER COUNTY DEVELOPMENT GRANT**  
Partial Reimbursement 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 INFORMATION

Name of Facility or Facilities: \_\_\_\_\_

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

Acreeage: \_\_\_\_\_ Completed Trail Footage: \_\_\_\_\_

■ PARTIAL REIMBURSEMENT REQUEST

Development Cost (Total of Invoices on attached Summary Worksheet)	\$
Reimbursement percentage as stipulated in Grant Contract	%
Total Reimbursement Requested (Not to exceed grant amount as specified in Grant Contract)	\$

■ MUNICIPAL APPROVAL

By (Signature required) \_\_\_\_\_ Date \_\_\_\_\_

Name (Printed or typed) \_\_\_\_\_ Title: \_\_\_\_\_

■ ATTACHMENTS - **NO STAPLES**

- A. Completed Summary Worksheet showing all costs being requested for reimbursement.
- B. A copy of all invoices
- C. A copy of municipality's canceled check(s) for each item being requested for reimbursement.
- D. Recorded copy of the current version of the Declaration of Covenants available at [www.chesco.org/openspace](http://www.chesco.org/openspace).
- E. Photographs of improvements made to date.

<b><u>FOR INTERNAL OFFICE USE ONLY</u></b>	
<b>Account Number:</b> _____	<b>Vendor Number:</b> _____
<b>Contract ID Number:</b> _____	<b>Return Check To:</b> _____

**CHESTER COUNTY DEVELOPMENT GRANT**  
Final Reimbursement Request

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

- Project Information  
Name of Facility or Facilities: \_\_\_\_\_  
  
Tax Parcel #: \_\_\_\_\_  
  
Acreage: \_\_\_\_\_ Completed Trail Footage: \_\_\_\_\_

■ **Completed Project Funding Report**

Total County Grant Reimbursed (Including this request)	\$	%
Municipal Funds Spent	\$	%
State Funds Spent	\$	%
Other Public Funds	\$	%
Private Funds	\$	%
<b>Total Project Cost</b>	<b>\$</b>	<b>100%</b>

■ **Reimbursement Request**

Development Cost (Total of Invoices on attached Summary Worksheet)	\$
Reimbursement percentage as stipulated in Grant Contract	%
Total Reimbursement Requested	\$

- **Municipal Approval:** The municipality waives any and all claims for funds remaining, on this grant contract, from the County for this project. This project is now complete.

By (Signature required) \_\_\_\_\_ Date \_\_\_\_\_

Name (Printed or typed) \_\_\_\_\_ Title: \_\_\_\_\_

■ **Attachments - NO STAPLES**

- A. Completed Summary Worksheet showing all costs being requested for reimbursement.
- B. A copy of all invoices
- C. A copy of municipality's canceled check(s) for each item being requested for reimbursement.
- D. Recorded copy of the current version of the Declaration of Covenants if not previously filed.
- E. Final Reimbursement Requests must be accompanied by Municipal Solicitor's certification letter as outlined in Step 11 of Section 3.
- F. Photographs of the sign installed on the site and of funded improvements.

<b>FOR INTERNAL OFFICE USE ONLY</b>	
<b>Account Number:</b> _____	<b>Vendor Number:</b> _____
<b>Contract ID Number:</b> _____	<b>Return Check To:</b> _____



**CHESTER COUNTY GRANT  
ACQUISITION REIMBURSEMENT 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:</b>

■ **PROJECT INFORMATION**

Name of Project \_\_\_\_\_

Property Tax Parcel # \_\_\_\_\_

Property Acreage \_\_\_\_\_

Trail Footage on Funded Parcels \_\_\_\_\_

■ **PROPERTY/EASEMENT ACQUISITION REQUEST**

County Grant Requested <small>(Not to exceed grant amount specified in Grant Contract)</small>	\$	%
Municipal Funds	\$	%
State Funds	\$	%
Other Public Funds	\$	%
Private Funds	\$	%
Property/Easement Cost	\$	100%

**MUNICIPAL APPROVAL:** If the final payment box is checked below, the municipality waives any and all claims for funds remaining, on this grant contract, from the County for this project. This project is now complete.

By (Signature required) \_\_\_\_\_ Date \_\_\_\_\_

Name (Printed or typed) \_\_\_\_\_ Title: \_\_\_\_\_

Partial Payment Request

Final Payment Request

■ **REQUIRED ATTACHMENTS – NO STAPLES**

- A. Settlement sheet and copy of canceled check or certification from settlement agent that money was received.
- B. Copy of recorded deed or Solicitor's certification.
- C. Copy of the Title Report and insurance in amount of land value.
- D. For Final Reimbursement a letter from the solicitor certifying adherence to all municipal and other governmental codes, laws, regulations, procedures, policies, and ordinances, etc.
- E. Copy of recorded Declaration of Covenants, Conditions, and Restrictions.
- F. Photograph of sign installed on site as well as photographs of acquired site.
- G. Property survey if available.
- H. Original executed 1099-S verification form if acquisition is an easement.
- I. Baseline Documentation for Conservation Easements.

FOR INTERNAL OFFICE USE ONLY

Account Number: \_\_\_\_\_ Vendor Number: \_\_\_\_\_

Contract ID Number: \_\_\_\_\_ Return Check To: \_\_\_\_\_

**1099-S VERIFICATION FORM**

As Settlement Agent for the \_\_\_\_\_, I hereby verify that I will take responsibility for submitting the appropriate IRS 1099-S form(s) to the Internal Revenue Service and to the transferor for the conservation easement identified below in accordance with Internal Revenue Code, Section 6045. I further verify that I will report the gross proceeds in the case of the joint easement purchase by \_\_\_\_\_, and the County of Chester. I verify that the 1099-S form will be sent to the IRS and the transferor by the deadline established by the IRS.

Grantor(s) Name(s)	Acreage	Tax Parcel Number (S)

Grantee:	Co-Grantee: County of Chester
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SETTLEMENT AGENT SIGNATURE

DATE

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

## **APPENDICIES**

# APPENDIX A

## Document Standards



### DOCUMENT STANDARDS

TO: DOCUMENT SUBMITTERS  
FROM: TERENCE FARRELL, CHESTER COUNTY RECORDER OF DEEDS  
DATE: November 15, 2004  
RE: DOCUMENT STANDARDS

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BEGINNING JANUARY 3, 2005, OUR OFFICE WILL REQUIRE THE FOLLOWING MARGINS ON ALL DOCUMENTS SUBMITTED FOR RECORDING:

TOP FIRST PAGE: 3 inch margin (left hand will contain 'Prepared By' and "Return To" party name, address and telephone number, but right half must be reserved for the exclusive use of the recorder).

ALL OTHER MARGINS ON FIRST PAGE: 1 inch

ALL MARGINS ON ALL FOLLOWING PAGES: 1 inch

ALL SUBMISSIONS SHOULD BE ON 8 1/2" X 11" WHITE 20 lb PAPER WITH A FONT SIZE NO SMALLER THAN 10 POINT. DOUBLE SIDED PRINTING IS ALLOWED AS LONG AS THE TYPE DOES NOT "BLEED THROUGH" TO THE OTHER PAGE.

GRANTEE'S ADDRESS MUST BE TYPED.

BLUE AND RED INK DO NOT MICROFILM LEGIBLY. SIGNATURES IN BLUE INK MAY NOT BE VISIBLE ON THE FILMED IMAGE.

SUBMISSIONS THAT DO NOT MEET DOCUMENT STANDARDS WILL BE CHARGED AN ADDITIONAL \$25 FEE AFTER JANUARY 3, 2005.

☼☼☼ UPI NUMBERS ARE TO BE TYPED ON FIRST PAGE OF DOCUMENT BELOW THE "RETURN TO" PARTY. ☼☼☼

If the UPI number is illegible or possibly ambiguous, the document will be returned to secure a legible, unambiguous UPI number.

SUBMITTERS MUST CHECK WITH BLR PRIOR TO SUBMISSION THAT UPI IS CORRECT. IF A VALID UPI HAS BEEN ASSIGNED TO A PARCEL, WE WILL NO LONGER ACCEPT "PART OF" THE PARENT PARCEL. BLR CAN BE REACHED AT 610-344-5968.

FOR FURTHER INFORMATION REGARDING DOCUMENT STANDARDS, PLEASE VISIT THE WEBSITE OF THE PROPERTY RECORDS INDUSTRY ASSOCIATION (PRIA) AT <http://www.pria.us/cart/publications.htm>

Please refer any questions to [rodinfo@chesco.org](mailto:rodinfo@chesco.org) or 610-344-6330.

# APPENDIX B

## Baseline Conditions Report

(Attach Baseline Conditions document with original signature to this Report)

The applicant must document the baseline conditions of the property or interest being acquired. The following checklist is adapted from The Conservation Easement Handbook published by the Trust for Public Land and the Land Trust Alliance. Submission of all items on the checklist is required for municipal easement acquisitions funded through the Municipal Grant Program.

1. **COVER PAGE**

Please include a cover page with the following language: "Baseline Data for Conservation Easement/Conservation Restrictions granted by (landowner name) on (name or description of property) property, Chester County, Pennsylvania to (applicant)." The signature of the author/collector and the date should also appear.

2. **BASELINE DATA CHECKLIST** (Completed)

3. **TABLE OF CONTENTS**

4. **OWNER ACKNOWLEDGEMENT OF CONDITION** - (Signature of the owner[s])

This is an IRS requirement if the easement is a gift for which a deduction will be claimed. The regulations require that this statement must clearly reference the baseline data. It must say, "in substance...this natural resources inventory is an accurate representation of [the protected property] at the time of the transfer." The statement must be notarized and signed by both grantor and representative of grantee.

5. **BACKGROUND INFORMATION**

- Ownership information (name, address, and phone number of property owner).
- Historical information on the acquisition (brief chronological description of events that led to the protection of the property).
- Summary of easement/deed restriction provisions (specific prohibitions, restrictions, and retained rights, so derived from the language of the easement or deed).
- Purpose of easement/deed restrictions.
- Evidence of the significance of the protected property as established either by government policy (include copies of document) or by the long-term protection strategy developed by the grantee.
- Corporate or agency resolution accepting or authorizing purchase of the property (minutes of the meeting at which acquisition approved are adequate).

6. **LEGAL CONDITION**

- A copy of the signed, recorded easement document or deed (legal fees to draft the document are not reimbursable).
- An assessor's parcel map.
- A clear title statement or preliminary title report, noting any liens against the property that could compromise its natural qualities or invalidate the easement or deed restrictions.
- Copies of any other relevant easements associated with the property.

□ **7. ECOLOGICAL FEATURES**

- An inventory of rare, endangered, and/or threatened species.
- Reports from wildlife biologists or other specialists that document the status of significant natural elements.
- A very general description of plant covers, soils, etc. This description should be limited only to those ecological features that the easement seeks to protect.

□ **8. AGRICULTURAL FEATURES**

- Intensity of grazing (this is expressed in "animal units" per acre).
- Level of pesticide use.
- Soil quality (landowners should be encouraged to ask the Natural Resource Conservation Service to prepare a soil conservation plan; this serves as the easement's benchmark for acceptable practices on erodible land).

□ **9. SCENIC FEATURES**

- Official policies citing the property's scenic value.
- Number of people who frequent nearby public places (roads, trails, and Chester County Parks) from which they can view property.

□ **10. MAN-MADE FEATURES**

- Improvements (structures, trails, fences, wells, power lines, pipelines, irrigation systems, etc.).
- Recreation/tourism attractions.
- Trespass damage and disturbed land (stray animals, introduced species, evidence of vehicular trespass, etc.).

□ **11. PHOTOGRAPHS**

- On-site photos taken by the municipality (not the appraiser). Be sure to record key photo points on a map, record distance and azimuth from structures or other fixed points, and sign and date all photos.

□ **12. MAPS**

- An 8-1/2 in. x 11 in. section of a local road map showing property location and location of eased or restricted area if different.
- A U.S. Geological Survey map showing photo-stations, property boundaries and boundaries of eased or restricted area if different.
- Aerial photographic maps should be included if appropriate (available at the Chester County Planning Commission).

## **APPENDIX C**

### **Appraisal Guidelines**

- A. In order to establish the property's market value at the time of application, a complete self-contained appraisal report shall be prepared by an appraiser who is certified by the Pennsylvania Department of State, Bureau of Professional and Occupational Affairs, as a Certified General Real Estate Appraiser having met all the qualifications as required by Act 1990-98 of July 10, 1990 of the Commonwealth of Pennsylvania. Furthermore, if the proposed acquisition is for the development rights to be encumbered by a Conservation Easement, the appraiser shall be an independent certified general real estate appraiser who is qualified to appraise a property for easement purchase. The appraiser shall be selected on the basis of experience, expertise and professional designation.
- B. The appraisal shall follow the guidelines as set forth in the most current edition of the Uniform Standards of Professional Appraisal Practice (USPAP), as amended, and published by the Appraisal Standards Board of the Appraisal Foundation and any supplemental grant requirements included below or deemed to be necessary by the County. The appraiser shall supply information concerning comparable sales as follows:
1. At least four comparable sales (a maximum of six) for full-fee acquisition or each component of an easement appraisal (four to six comparable sales for before and four to six comparable sales for the after values) having occurred within two years of the effective date shall be used for the appraisal. If sufficient comparable sales data within the same municipality as the subject tract cannot be obtained, comparable sales from other municipalities within the County may be used. The use of comparable sales that require adjustment of 50% or more than two years old must be thoroughly explained and supported in great detail and will be questioned.
  2. Pertinent data for each comparable sale used in the preparation of the appraisal shall be stated in the appraisal report, including date of sale, purchase price, road frontage in feet, any special circumstances surrounding the sale, and other relevant information. The appraisal shall include an extensive narrative analysis comparing the pertinent data for each comparable sale to the subject tract and this data shall be included on an adjustment grid with an assigned adjustment percentage for all pertinent data. For the purposes of the requirements for the grant program, an adjustment grid is defined as a non-narrative chart showing percentage adjustments for all relevant variables influencing the relationship of the comparable sales price to the subject property.
  3. The location of each comparable sale used in the appraisal report shall be shown accurately on the comparable sales map and sufficiently identified and described so as to be located easily.
  4. For comparable sales used to estimate the conservation value, the appraiser may use sales of land that are confined to conservation use because of legal restrictions or physical impairments that limit the land for conservation only.
  5. The appraiser shall report whether the comparable conservation tract has public or private land use restrictions, is within a flood plain, or has other physical attributes that limit its developmental capability. The same information shall be reported for comparable sales.
  6. The County shall receive one original appraisal report bound with rigid cover.

- C. If the valuation conclusion is based on potential future development other than that permitted by right, or a development potential that is not consistent with the general soils characteristics of the subject parcel, then an approved subdivision plan that represents the basis for the proposed development valuation and information showing adequate percolation potential of the soil for the necessary approvals must be included. The appraised value may not be based on speculative development potential. The appraised value must be derived from the subject property's existing development right.
- D. Any appraisal submitted by the municipality will not be considered if it is not in accordance with the most current edition of the USPAP guidelines for self-contained Appraisal Reports, as amended, and the supplemental appraisal requirements of the grant program or does not in the County's opinion adequately support and substantiate the valuation conclusion.
- E. The appraised value of previously eased land must reflect development restrictions and/or other conditions that run with the land.
- F. For acquisition of a "less-than-fee-simple" interest, the appraisal must provide a valuation conclusion for the specific rights being acquired.

A valuation conclusion must be explicitly determined for all structures of value within the project area. This must be accomplished in a manner such that an independent valuation for the undeveloped land within the project area is clearly presented.

# APPENDIX D

## Appraisal Format

The appraisal shall be prepared using the following format.

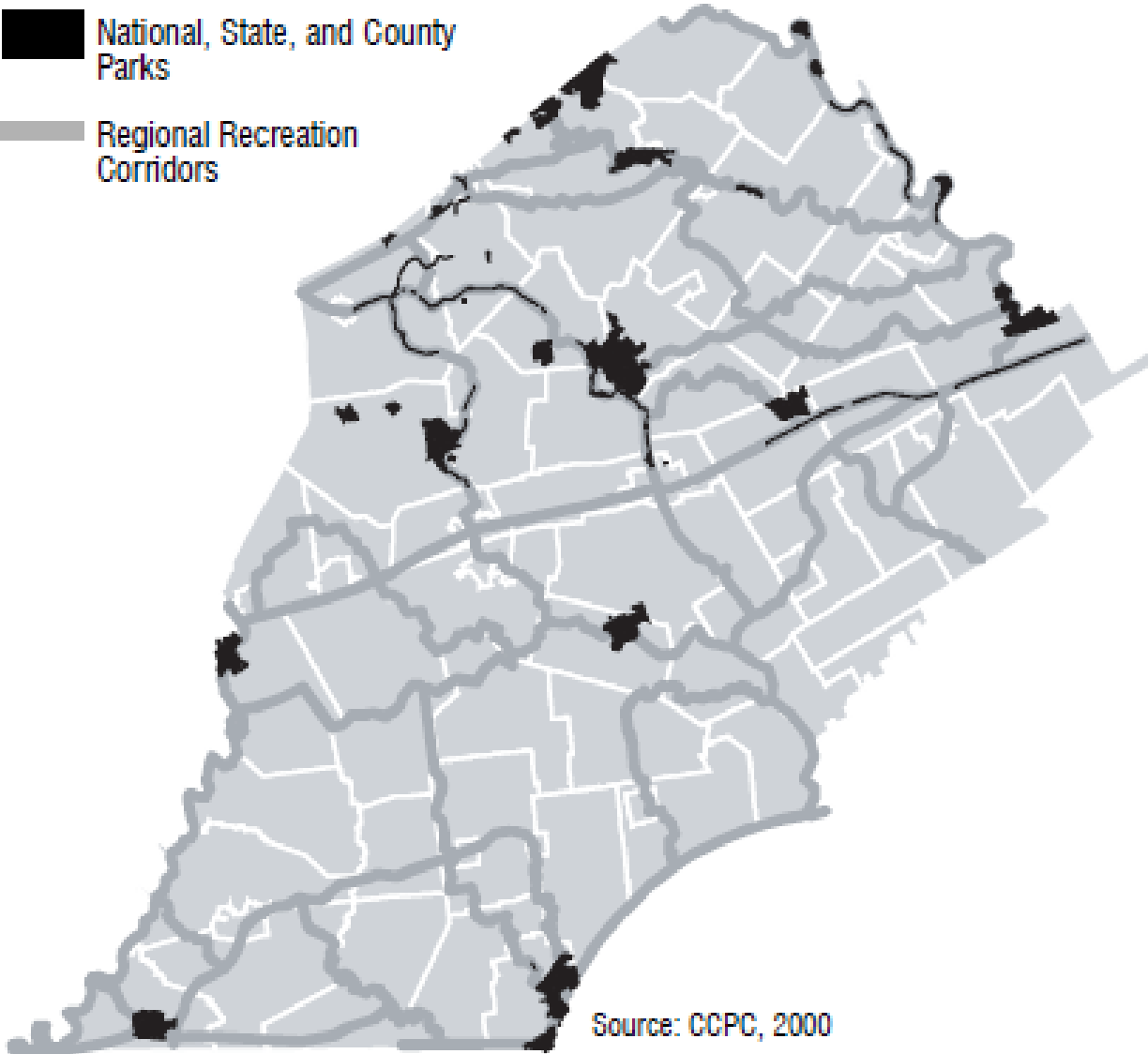
- A. Introduction:
  - 1. Letter of transmittal or appraiser's certificate
  - 2. Table of contents
  - 3. Summary of salient facts and conclusions
  - 4. Purpose of the appraisal
  - 5. Easement value definition (if an easement is being acquired)
  
- B. Description of Property:
  - 1. Area or neighborhood description
  - 2. Description of appraised property
    - a. Legal description
    - b. Property data and zoning
    - c. Description of improvements
    - d. Photos of subject property
    - e. Tax map of subject property
    - f. Location map
    - g. A survey or sketch plan of the subject property if available.
  
- C. Analyses and Conclusions:
  - 1. Analysis of highest and best use
  - 2. Valuation methodology: Market Value
    - a. Comparable sales data
    - b. Adjustment grid (non-narrative chart showing adjustments for all relevant variables influencing the relationship of the comparable sales price to the subject property)
    - c. Reconciliation of value (a detailed narrative explanation of the reasoning/thought process/rationale behind the numerical adjustments shown on the adjustment grid)
    - d. Location map of comparable sales
  - 3. Market value estimate
  - 4. Valuation methodology: Conservation Easement Value (if applicable)
    - a. Comparable sales
    - b. Adjustment grid (non-narrative chart showing adjustments for all relevant variables influencing the relationship of the comparable sales price to the subject property)
    - c. Reconciliation of value (a detailed narrative explanation of the reasoning/thought process/rationale behind the numerical adjustments shown on the adjustment grid)
    - d. Location map of comparable sales
  - 5. Easement value (if applicable)
  - 6. Professional qualifications of the appraiser and copy of State Certification Certificate

**APPENDIX E**  
**Regional Recreation Corridors**

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**Recreational Parks and Regional Corridors**

- National, State, and County Parks
- ▬ Regional Recreation Corridors



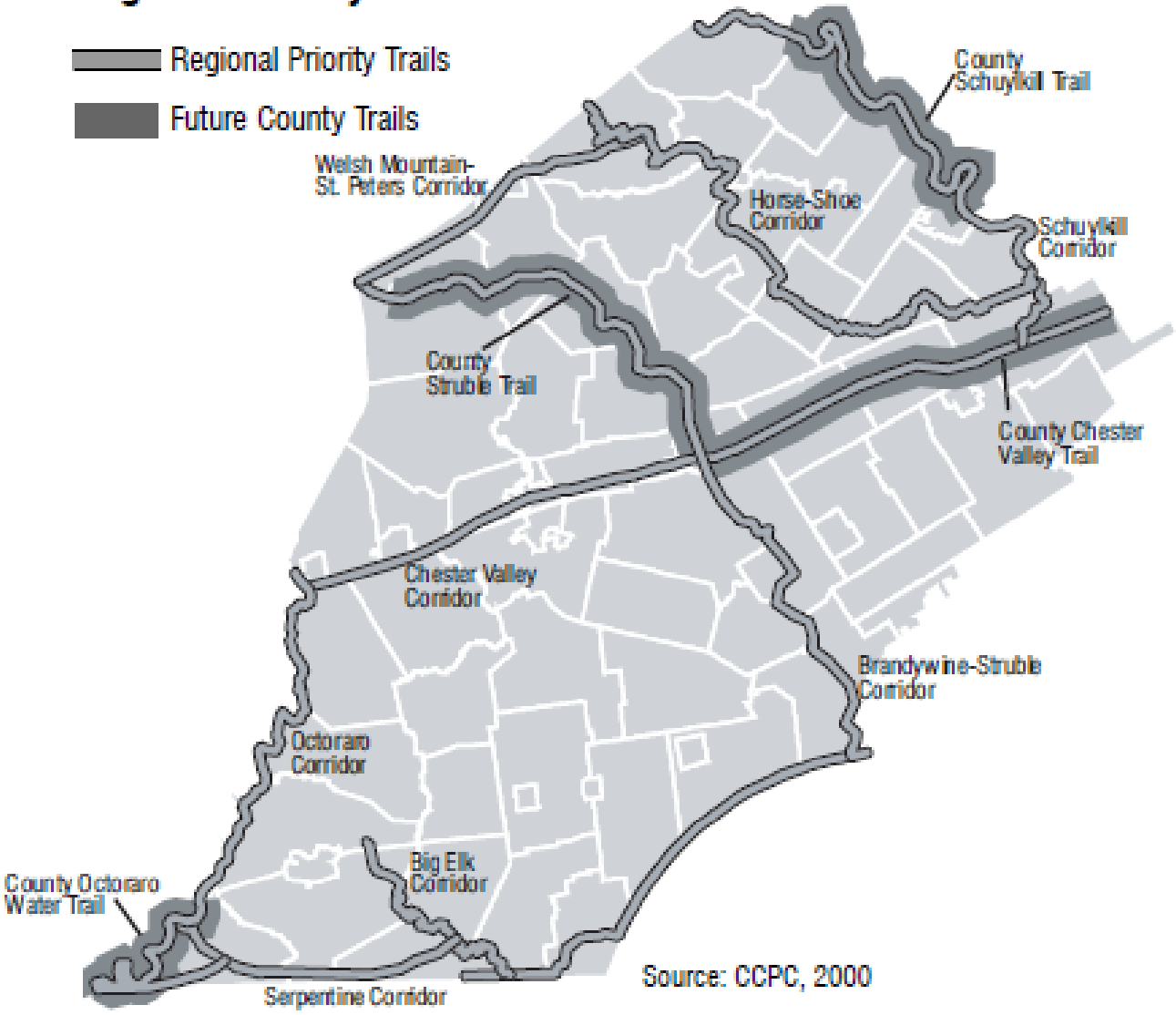
# APPENDIX F

## Regional Priority Trail Corridors

### Regional Priority Trail Corridors

Regional Priority Trails

Future County Trails



Source: CCPC, 2000

## **APPENDIX G**

### **Sources of Matching Funds**

The listing below summarizes sources of funding of which the County is knowledgeable and which are most frequently cited and used. It is not represented as being all inclusive. Municipalities are strongly urged to explore any and all private and non-county public sources of funds for acquisition and development projects. Additional information can be found on the department web site at [www.chesco.org/openspace](http://www.chesco.org/openspace).

#### **Acquisition:**

1. PECO Green Region Program  
Holly Harper, PECO Green Region Open Space Program Administrator  
c/o Natural Lands Trust  
1031 Palmers Mill Road  
Media, PA 19063  
610-353-5587  
<http://www.natlands.org/services/for-municipalities/peco-green-region-program/>
  
2. Schuylkill River Greenways Association  
Schuylkill River Heritage Area  
140 College Drive, Pottstown, PA 19464  
Phone: 484-945-0200  
Fax 484-945-0204  
<http://www.schuylkillriver.org>
  
3. DCNR C2P2  
Dept. of Conservation and Natural Resources (DCNR)  
Southeast Field Office  
801 Market Street, Suite 6020  
Philadelphia, PA 19107-3158  
Phone: 215-560-1183  
[www.dcnr.state.pa.us](http://www.dcnr.state.pa.us)
  
4. Recreation Leagues (if ultimate use is for active recreation facilities that will predominantly be used by formal leagues)
  
5. National Park Service - Challenge Cost-Share Program for Wild and Scenic Rivers  
For additional information about this program, please contact:  
Charlie Stockman  
[charlie\\_stockman@nps.gov](mailto:charlie_stockman@nps.gov)  
(202)354-6907

#### **Site Development for Recreation or Public Access:**

1. PECO Green Region Program (see contact information above)
2. Schuylkill River Greenways Association (see contact information above)
3. DCNR C2P2 (see contact information above)
4. National Park Service - Challenge Cost-Share Program for Wild and Scenic Rivers (see contact information above)
5. Recreation Leagues (if ultimate use is for active recreation facilities that will predominantly be used by formal leagues)

6. Chester County Community Revitalization Program (exclusively for the City and Boroughs)  
Chester County Department of Community Development (DCD)  
601 Westtown Road, Suite 365  
P.O. Box 2747  
West Chester, PA 19380-0990
7. Conservation Buffer Initiative – NRCS  
Pennsylvania NRCS State Office  
One Credit Union Place, Suite 340  
Harrisburg, PA 17110-2993  
Telephone: 717-237-2100  
Fax: 717-237-2238
8. United States Fish & Wildlife Service: Partners for Wildlife  
U.S. FISH & WILDLIFE SERVICE  
Pennsylvania Field Office  
315 South Allen Street, Suite 322  
State College, PA 16801  
Main Number: 814.234.4090  
Fax Number: 814.234.0748

**Applicants are encouraged to fully investigate all potential sources of funds. The contact information above is provided to assist in these efforts. Corrections, clarifications or additions to the information will be enthusiastically welcome and appreciated.**