

**ADAMS COUNTY PARKS, RECREATION AND GREEN SPACE
GRANT PROGRAM
APPLICANT PROCEDURAL CHECKLIST
- ALL LAND PROJECTS -
CONSERVATION EASEMENT OR FEE SIMPLE ACQUISITION**

Project Name: _____

Program Year: _____

This checklist is provided to assist the applicant in proposing and preparing an application and completing a project. The Program Coordinator and/or Technical Sub-Committee designee will be available to assist you in any way, from identifying an eligible project, completing the grant application form and preparing for settlement. *Please refer to the Grant Application Checklist (See: Appendix "A3") for materials which must be included to submit an application.*

PREPARE FOR THE MANDATORY PRE-APPLICATION MEETING

- Identify a project to determine if it will meet Program requirements (See: **Guidelines Sections 3**)
 - ___ Agricultural Land Preservation Project
 - ___ Open Space Land Preservation Project
 - ___ Parkland, Active or Passive Recreational Land or Land for Trails Preservation Project
 - ___ Historical or Cultural Resources Land Preservation Project

Identify potential project partners for match funds (See: **Guidelines Section 5.6**).

Complete **Application Form Section I** to the best of your ability (See: **Appendix "A5"**)

Complete **Application Form Section II - Conservation Easement or Fee Simple Acquisition Projects** (See: **Appendix "A6"**) to the best of your ability. Please be sure to provide a draft **Scope of Work** as detailed as you can. (See: **Guidelines Section 5.3 Project Description - Scope of Work**)

If the Applicant is a Municipality you may qualify for a one time Appraisal Reimbursement if your application is unsuccessful.

Are you a Municipal Applicant: Yes No

Have you received an Appraisal Reimbursement for a past application: Yes No

Schedule Pre-Application Meeting with Program Coordinator (please call 337-9824.)

MANDATORY PRE-APPLICATION MEETING DATE: _____

What to bring to the meeting:

___ Mandatory Pre-Application Meeting Form (See: **Appendix "A2"**)

___ Complete a **Draft** of the **Application Form Sections I and II as outlined above**

___ Locational map (tax parcel map) of the property (*Contact Program Coordinator if you need assistance*)

___ A Draft **Exhibit "A"** must be attached for review by the County. An **Exhibit A** will outline the proposed schedule of covenants, conditions, restrictions and permitted uses to be included in the Deed of Easement or incorporated into the Fee Simple Acquisition Deed. Contact the Program Coordinator for assistance in this regard.

DO NOT PROCEED FURTHER until you have a signed Mandatory Pre-Application Meeting Form, confirming the eligibility of the project. GRANT SUBMITTAL DEADLINES WILL BE ANNOUNCED WHEN APPLICATION CYCLES ARE OPENED.

If needed, please call the Program Coordinator at (717)337-9824 for verification of this deadline.

GRANT SUBMITTAL DEADLINE: _____

PREPARE FOR GRANT APPLICATION SUBMITTAL

Finalize **Section I and appropriate Section II of the Application Form** as noted on page 1 and based on suggestions from Program Coordinator. (See: **Appendix "A5 and A6"**).

If a not-for-profit organization provide proof of 501(c)3 tax exempt organization status (See: **Guidelines Section 2, Eligible Applicants and Eligible Partners**).

Stewardship and Environmental Matters:

— **1. Contact Program Coordinator to request site review:**

A site review of the property must be conducted to address any possible concerns. This review will be conducted by representatives of the Committee.

Agricultural Conservation Easement - A Resource Management System (RMS) Plan and Conservation Plan Agreement will be needed prior to settlement.

Fee Simple Acquisition - A Resource Implementation Schedule and Resource Implementation Agreement will be needed prior to settlement.

Please, initiate this process as soon as possible. You should inform your landowner immediately about this requirement. For information regarding these plans, contact the Adams County Office of Planning and Development at (717) 337-9824. (See: **Appendix "A8, A9 and A10"**)

— **2. All Projects:**

Determine how the Stewardship of the property will be maintained and the amount, source and management of the Stewardship Endowment and/or how the maintenance of the property or improvements will be permanently funded to keep the property safe, accessible and in a usable manner. (See: **Guidelines Section 5.2.3**)

— **3. Conservation Easements:**

Determine who will monitor the easement and discuss monitoring procedures with the Program Coordinator. A site inspection is required annually, and an Annual Inspection Report must be sent to the Program Coordinator by the end of each year. (See: **Section 10 of the Program Guidelines and Appendix "A11"**)

— **4. Fee Simple Acquisitions:**

Determine how the property will be maintained and discuss annual monitoring procedures with the Program Coordinator. A site inspection is required annually, and an Annual Inspection Report must be sent to the Program Coordinator by the end of each year. (See: **Section 10 of the Program Guidelines and Appendix "A11"**)

- Obtain an Appraisal to determine the value of the property (*See: Guidelines Section 5.7*) (**Appraisals shall be required for both Conservation Easements and Fee Simple Acquisitions; however, at the discretion of the Technical Sub-Committee, appraisals may not be required for existing nature preserves or existing Parkland or recreational land.**)
- Negotiate a purchase price with the landowner and all funding partners based on the property appraisal.
- Eligible Match** - Documentation and proof of match funding or application for match funding shall be provided at time of application. Obtain letters of financial commitment from any committed funding partners (*See: Guidelines Section 5.6*).
- Provide proof of Municipal Match funds when Municipal funds are a part of the Eligible Match.
- Obtain letters of support for the project, whether from adjacent landowners, businesses, organizations, Local/State/Federal government representatives, etc.
- Conservation Easements** - Obtain the Letter of Intent from the entity which will hold the easement; this could be the Township, Land Conservancy, County, etc. (*See: Guidelines Section 5.2.1*)
- Obtain signatures on the **Agreement of Sale** between the landowner and the entity which will hold the easement or own the land.
- Submit your completed application to the Program Coordinator. Please refer to this Applicant Procedural Checklist to ensure that your application is complete.

DO NOT PROCEED FURTHER with Project implementation until you have received written acknowledgement of project approval

- Receive written acknowledgement and proposed **Grant Agreement** (*See: Appendix "C1"*) from Program Coordinator.
- Sign and return the **Grant Agreement** with completed **Exhibit "A"**, outlining the proposed schedule of covenants, conditions, restrictions and permitted uses to be included in the Deed of Easement or Deed for a Fee Simple Acquisition, and attached Scope of Work.

DO NOT PROCEED FURTHER with project implementation until you have received a copy of the fully executed Grant Agreement.

- Stewardship and Enforcement Issues: This process may take up to 2 months to complete. Contact the Adams County Office of Planning and Development to complete this process at (717) 337-9824.
 - ___ Agricultural Easements: An RMS Plan and Conservation Plan Agreement (*See: Appendix "A8"*) will be needed **prior to settlement**.
 - ___ All other Easements and Fee Simple Acquisitions: A Resource Implementation Schedule Agreement (*See: Appendix "A10"*) will be needed **prior to settlement**.
- Complete a Title Search of the property to determine that the landowner can provide clear title.
- Does the property have a good legal description, or is a survey needed for an exclusion? Complete an Error of Closure Check on the most recent deed to determine if the property should be surveyed
Error of Closure: _____ **Is a Survey needed?** ___ YES ___ NO
- Once the survey is received, a new legal description for the property needs to be created. This is typically completed by an Attorney or Solicitor.

- Prepare the proposed final Fee Simple Acquisition Deed or Deed of Conservation Easement which will be signed by all parties at Settlement (**See Section 8.1.3 Pre-Settlement Requirements** for all documents which must be reviewed and approved by the Program Solicitor and Program Coordinator **prior to scheduling settlement**).

UNSUCCESSFUL MUNICIPAL APPLICANTS

Appraisal Reimbursement Form *only if applicable (See: Appendix "A4")*

This form must be submitted within 15 days of the receipt of written notification that an application was not approved.

PRE-SETTLEMENT REQUIREMENTS FOR ALL LAND PROJECTS (See Guidelines Section 8.1.3)

- Draft of the HUD 1 Settlement Statement
- Note:** All components of the required Match shall be documented and/or specifically set forth in and upon the HUD-1 Settlement Statement, prepared in connection with the purchase of the Conservation Easement or Fee Simple Acquisition.
- Final language for **Deed of Easement** (which will include all covenants, conditions, restrictions and permitted uses as approved in **Exhibit "A"**), or a new deed if it is a **Fee Simple Acquisition as approved by County Solicitor**
- Submit completed **RMS Plan and Conservation Plan Agreement** (when Deed of Easement) *or* a **Resource Implementation Schedule and Agreement** (when a Fee Simple Acquisition). These Agreements must be recorded with the new Deed or Deed of Easement. (*See: Appendix "A8, A9 or A10"*)
- Title Insurance Commitment including copies of any Mortgage Subordination Agreements(s), Mortgage/Lien Releases(s) and Satisfaction Piece(s), when applicable
- Copy of completed survey for the Project property, when required

COMPLETE THE REQUEST FOR DISBURSEMENT OF PAYMENT FORM (See: Appendix "D4")

**PRE-SETTLEMENT REQUIREMENTS FOR ALL LAND PROJECTS
(CONSERVATION EASEMENTS OR FEE SIMPLE ACQUISITIONS)**

During the period of time between the County's execution of the Grant Agreement and the settlement, the Grantee must submit a Project Progress Report Form (See: Appendix "D1") **every six months** to the Program Coordinator to update the County on the status of the Project. If an extension is needed, the applicant must contact the Program Coordinator immediately for assistance in completing the Project Extension Request Form. (See: Guidelines Section 8.3 and Appendix "D3")

Prior to scheduling settlement, The completed Pre-Settlement Report Form (See: Appendix "D2") along with the following documents must be submitted to the Program Coordinator at least fifteen (15) days in advance of a proposed date of settlement. All documents must be approved by the Program Solicitor and Program Coordinator prior to going to settlement. When you have received **WRITTEN NOTIFICATION** that all materials are satisfactory, you may then contact the Program Coordinator to schedule settlement. The Program Coordinator must attend the settlement.

DATE OF GRANT AGREEMENT: _____

DATE PROJECT PROGRESS REPORT FORM WAS FIRST SUBMITTED: _____

PROPOSED SETTLEMENT DATE: _____

PROJECT PROGRESS REPORT MUST BE SUBMITTED EVERY 6 MONTHS UNTIL PROJECT IS COMPLETED, PLEASE NOTE DATES OF SUBSEQUENT SUBMISSIONS:

DATE OF PROJECT EXTENSION REQUEST (if applicable): _____

DATE FINAL PACKET SUBMITTED TO PROGRAM COORDINATOR: _____

DATE SUBMITTED TO PROGRAM SOLICITOR (minimum 15 days prior to settlement): _____

DATE OF WRITTEN NOTIFICATION TO SCHEDULE SETTLEMENT: _____

DATE OF SETTLEMENT: _____

**POST-SETTLEMENT REQUIREMENTS FOR ALL LAND PROJECTS
(CONSERVATION EASEMENTS OR FEE SIMPLE ACQUISITIONS)**

Within **ten (10) days** following settlement, the Grantee shall submit the following to the Program Coordinator:

- Fully executed HUD-1 Settlement Statement
 - Copies of any type of media coverage regarding the grant award
 - Copy of recorded **Fee Simple Acquisition Deed**, as well as any other recorded documents
- ~ OR

Copy of recorded **Deed of Easement** (which will include all covenants, conditions, restrictions and permitted uses as approved by the County Solicitor) as well as any other recorded documents

Within **thirty (30) days** following settlement, the Grantee shall submit the following to the Program Coordinator:

- Final Title Insurance Policy with all Exhibits

**ADAMS COUNTY PARKS, RECREATION AND GREEN SPACE
GRANT PROGRAM
APPLICANT PROCEDURAL CHECKLIST
PARK AND RECREATION PROJECTS**

Project Name: _____

Program Year: _____

This checklist is provided to assist the applicant in proposing and preparing an application and completing a project. The Program Coordinator and/or Technical Sub-Committee designee will be available to assist you in any way, from identifying an eligible project, completing the grant application form and preparing for settlement. *Please refer to the Grant Application Checklist (See: Appendix "A3") for materials which must be included to submit an application.*

PREPARE FOR THE MANDATORY PRE-APPLICATION MEETING

- Identify a project to determine if it will meet Program requirements
(See: **Guidelines Section 4**)
- Identify potential project partners for match funds (See: **Guidelines Section 5.6**).
- Complete **Application Form Section I** to the best of your ability
(See: **Appendix "A5"**)
- Complete **Application Form Section II - Park and Recreation Projects** (See: **Appendix "A7"**) to the best of your ability. Please be sure to provide a draft Scope of Work as detailed as you can.
(See: **Guidelines Section 5.3 Project Description - Scope of Work**)
- Schedule Pre-Application Meeting with Program Coordinator (please call 337-9824.)

MANDATORY PRE-APPLICATION MEETING DATE: _____

What to bring to the meeting:

- ___ Mandatory Pre-Application Meeting Form (See: **Appendix "A2"**)
- ___ Complete a **Draft** of the **Application Form Sections I and II as outlined above**
- ___ Locational map (tax parcel map) of the property (*Contact Program Coordinator if you need assistance*)
- ___ For Parks, Recreation or Trail Development Projects, include professional drawings and specifications.

DO NOT PROCEED FURTHER until you have a signed Mandatory Pre-Application Meeting Form, confirming the eligibility of the project. GRANT SUBMITTAL DEADLINES WILL BE ANNOUNCED WHEN APPLICATION CYCLES ARE OPENED.

If needed, please call the Program Coordinator at (717)337-9824 for verification of this deadline.

GRANT SUBMITTAL DEADLINE: _____

PREPARE FOR GRANT APPLICATION SUBMITTAL

- Finalize **Section I and appropriate Section II of the Application Form** as noted on page 1 and based on suggestions from Program Coordinator. (See: **Appendix "A5 and A7"**).
- If a not-for-profit organization provide proof of 501(c)3 tax exempt organization status (See: **Guidelines Section 2**).

- Stewardship and Environmental Matters:
 - Contact Program Coordinator to request site review:
A site review of the property must be conducted to address any possible concerns. This review will be conducted by representatives of the Committee.
 - Determine how the Stewardship of the property will be maintained and the amount, source and management of the Stewardship Endowment and/or how the maintenance of the property or improvements will be permanently funded to keep the property safe, accessible and in a usable manner. (See: **Guidelines Section 5.2.3**)
- Eligible Match - Documentation and proof of match funding or application for match funding shall be provided at time of application. Obtain letters of financial commitment from any committed funding partners (See: **Guidelines Section 5.6**).

- Provide proof of Municipal Match funds when Municipal funds are a part of the Eligible Match.
- Obtain letters of support for the project, whether from adjacent landowners, businesses, organizations, Local/State/Federal government representatives, etc.
- Submit your completed application to the Program Coordinator. Please refer to this Applicant Procedural Checklist to ensure that your application is complete.

DO NOT PROCEED FURTHER with Project implementation unless you have received written acknowledgement of project approval

- Receive written acknowledgement and proposed Grant Agreement (See: **Appendix "C1"**) from Program Coordinator.
- Sign and return the Grant Agreement with attached Scope of Work.

PRE-PROJECT COMPLETION REQUIREMENTS FOR PARK AND RECREATION PROJECTS

During the period of time between the County’s execution of the Grant Agreement and the settlement/ disbursement of Grant funds, the Grantee must submit a **Project Progress Report Form (See: Appendix “D1”)** **every six months** to the Program Coordinator to update the County on the status of the Project. If an extension is needed, the applicant must contact the Program Coordinator immediately for assistance in completing the **Project Extension Request Form (See: Program Guidelines Section 8.3 and Appendix “D3”)**.

Once match funding is in place, the Adams County Commissioners may issue payments to the Grantee either with an **Advance Payment Request**, a **Partial Payment Request** and when the Project is complete, a **Final Payment Request**.

DATE OF GRANT AGREEMENT: _____

PROPOSED COMPLETION DATE: _____

DATE PROJECT PROGRESS REPORT FORM WAS FIRST SUBMITTED: _____

PROJECT PROGRESS REPORT MUST BE SUBMITTED EVERY 6 MONTHS UNTIL PROJECT IS COMPLETED, PLEASE NOTE DATES OF SUBSEQUENT SUBMISSIONS:

DATE FINAL PACKET SUBMITTED TO PROGRAM COORDINATOR: _____

DATE OF PROJECT EXTENSION REQUEST (if applicable): _____

DATE EXTENTION REQUEST WAS APPROVED TO: _____

- Advance Payment Request:** Request for advanced payment of funds should be based upon the estimate of funds required to meet current needs. If the Applicant is requesting an advance payment, a Request for Disbursement of Grant Funds **Advance Payment Request (See: Appendix “D6”)** must be provided to the Program coordinator with a **Project Progress Report Form (See: Appendix “D1”)** attached outlining the status of the Project and the need for the Advance.
- Partial Payment Request:** Request for a partial payment shall be made only after the Grantee has received written approval of specific eligible project costs incurred. If the Applicant is requesting a partial payment, a Request for Disbursement of Grant Funds **Partial Payment Request Form (See: Appendix “D7”)** must be provided to the Program Coordinator with a **Project Progress Report Form (See: Appendix “D1”)** attached outlining the status of the Project and the need for the Partial Payment.

PROJECT COMPLETION REQUIREMENTS FOR PARK AND REC PROJECTS

Prior to submission of the **Final Payment Request Form (See: Appendix “D8”)** the applicant must schedule an appointment with a Representative from the Green Space committee to inspect the Completed Project and attach a **Project Completion Inspection Report (See: Appendix “D5”)**

DATE PROJECT COMPLETION INSPECTION SCHEDULED: _____

DATE OF PROJECT COMPLETION INSPECTION REPORT: _____

- Submit Final Payment Request:** Request for final payment of funds shall be contingent upon completion of the Project Scope of Work and adherence to all Program requirements including **Project Completion Inspection and Report. (See Appendix “D5” and “D8”)**

POST-SETTLEMENT REQUIREMENTS FOR PARK AND RECREATION PROJECTS

Projects will be inspected annually. (See **Section 10 Annual Inspections and Appendix “A11” Annual Inspection Report**)

**ADAMS COUNTY PARKS, RECREATION AND GREEN SPACE
GRANT PROGRAM
MANDATORY PRE-APPLICATION MEETING FORM**

Project Name: _____

Program Year: _____

ATTACH THIS FORM TO THE GRANT APPLICATION FORM SECTION I

To be completed by Program Coordinator

Is the Project consistent with the following? Review requested (date): _____

- Adams County Vision for Parks, Recreation and Open Space Study
- Adams County Greenway Plan
- Other County Policies
- Municipality Recreation Plan if applicable
- Comments received by Comprehensive Division of ACOPD (date): _____
Recommendation: _____

Has the Applicant supplied the following?

- Grant Application Form Section I** (*See: Appendix "A5"*) completed to the best of your ability
- Scope of Work** for all Projects (*See Guidelines Section 5.3*)
- Exhibit "A"** for Land Projects (Deed of Easement or Fee Simple Acquisition Projects)
- Location map of property

Pre-Application Meeting Date: _____

Program Coordinator or
Designee Name: _____

Signature: _____

Program Coordinator or Designee Comments:

ADAMS COUNTY PARKS, RECREATION AND GREEN SPACE GRANT PROGRAM - APPLICATION CHECKLIST

Project Name: _____

Program Year: _____

Prior to submission of this application package, a MANDATORY pre-application meeting must be held. The purpose of this meeting is to determine if the proposed project generally meets Program guidelines prior to any expenses being incurred by the applicant. Contact the Program Coordinator at (717)337-9827 to schedule this pre-application meeting. (See: Appendix "A-2" - Mandatory Pre-Application Meeting Form)

Assemble your application package in the following order prior to submission:

| <u>ITEM</u> | <u>PROJECT TYPE</u> |
|---|--|
| <input type="checkbox"/> 1. This Checklist | All Projects |
| <input type="checkbox"/> 2. Mandatory Pre-Application Meeting Form | All Projects |
| <input type="checkbox"/> 3. Grant Application Form (Sections I and II) | All Projects |
| <input type="checkbox"/> 4. Proof of Match funds | If Applicable |
| <input type="checkbox"/> 5. Appraisal Reimbursement Form | If Applicable |
| <input type="checkbox"/> 6. Letters of Financial Support for Match | All Projects |
| <input type="checkbox"/> 7. Letter of Intent from entity which will hold the easement | Conservation Easement Projects |
| <input type="checkbox"/> 8. Appraisal (<i>See Guidelines Section 5.7</i>) | Conservation Easement or Fee Simple Acquisition Projects |
| <input type="checkbox"/> 9. Location Map showing property | All Projects |
| <input type="checkbox"/> 10. Site Review and Resource Implementation Schedule Report when needed (contact Program Coordinator to schedule) | All Projects |
| <input type="checkbox"/> 11. Letters of Support | All Projects |
| <input type="checkbox"/> 12. Copy of Agreement of Sale with Landowner | Land Projects |
| <input type="checkbox"/> 13. Copy of Long-Term Lease Agreement (minimum 25 years) | If Applicable |
| <input type="checkbox"/> 14. Copy of Current Deed / Title / Survey | All Projects |
| <input type="checkbox"/> 15. Copy of IRS 501c(3) Approval Letter | Non-Profits |

All applications must be received or postmarked by Grant Submittal Deadline

Submit two copies of the complete grant application package to:

Adams County Parks, Recreation and Green Space Grant Program
Adams County Office of Planning and Development
670 Old Harrisburg Road - Suite 100 - Gettysburg, PA 17325

**ADAMS COUNTY PARKS, RECREATION AND GREEN SPACE
GRANT PROGRAM
APPRAISAL REIMBURSEMENT REQUEST FORM
MUNICIPAL APPLICANTS ONLY ~ EASEMENTS AND FEE SIMPLE ACQUISITIONS ONLY**

Project Name: _____ **Program Year:** _____

1. APPLICANT INFORMATION

| | | | |
|--------------------------|-----|-------------|-----|
| Legal Name of Applicant: | | | |
| Mailing Address: | | | |
| | | | |
| Phone Number: | () | Fax Number: | () |
| Email Address: | | | |

2. CONTACT INFORMATION:

| | | | |
|--|-----|-------------|-----|
| Project Coordinator: | | | |
| Title: | | | |
| Mailing Address: | | | |
| <input type="checkbox"/> Same as Above | | | |
| Phone Number: | () | Fax Number: | () |
| Email Address: | | | |

Applicant Classification - Please check all that apply:

Municipality Multiple-Municipal (please list) _____

3. GENERAL PROJECT INFORMATION

Property Tax Parcel ID Number: _____

Please note acquisition method:

Conservation Easement acquisition
What organization will hold the easement? _____

Fee Simple Acquisition

Category:

Please check all that apply to your project:

Agricultural Land Preservation Parkland, Active or Passive Recreational Land or Land for Trails Preservation

Open Space Land Preservation Historical or Cultural Land Preservation

On behalf of the applicants, I hereby make the above appraisal reimbursement request and understand that the following applies:

As funds are available, an appraisal reimbursement may be granted as determined by the Committee and ACC for a one time reimbursement to assist Municipalities with the cost of an appraisal. This reimbursement shall not exceed \$2,000 or 50% of the total cost of the appraisal, whichever is lesser. Previously successful applicants may not apply for this reimbursement. This reimbursement will only be made available to Municipalities if the project is **not** funded. If an applicant withdraws its application for any reason, potential eligibility for such reimbursement will be forfeited.

Appraisal Invoice Attached

Printed name of Person making the request for Applicant

Signature of Person making the request for Applicant

Date

For Office Use Only

I verify that the applicant has not previously received an Appraisal Reimbursement

Signature of Program Coordinator

Date of Approval

Recommendation of the Adams County Parks, Recreation and Green Space Advisory Committee

Approve Appraisal Reimbursement Request

Reject Appraisal Reimbursement Request

Signature of Program Coordinator

Date of Action

Action by the Adams County Commissioners

Appraisal Reimbursement Request recommended for approval

Appraisal Reimbursement Request recommended for rejection

Chairman, Adams County Commissioners

Date of Action

ADAMS COUNTY PARKS, RECREATION AND GREEN SPACE GRANT PROGRAM - APPLICATION FORM

SECTION I

Project Name: _____ **Program Year:** _____

1. APPLICANT INFORMATION

| | | | |
|-----------------------------|--|-----------------|--|
| Legal Name of Applicant: | | | |
| Federal Employer ID Number: | | | |
| Mailing Address: | | | |
| | | | |
| Phone Number: () | | Fax Number: () | |
| Email Address: | | | |
| Website (if applicable): | | | |

2. CONTACT INFORMATION:

| | | | |
|----------------------|--|-----------------|--|
| Project Coordinator: | | | |
| Title: | | | |
| Mailing Address: | | | |
| | | | |
| Phone Number: () | | Fax Number: () | |
| Email Address: | | | |

Applicant Classification - Please check all that apply:

- Municipality
 Multiple-Partner
 Not for Profit
 Multiple-Municipal
 Recreation Authority
 Other: _____

Please list secondary applicants:

| | | | |
|-------------------|--|-----------------|--|
| Name: | | | |
| Address: | | | |
| | | | |
| Phone Number: () | | Fax Number: () | |
| Email Address: | | | |
| Name: | | | |
| Address: | | | |
| | | | |
| Phone Number: () | | Fax Number: () | |
| Email Address: | | | |

3. GENERAL PROJECT INFORMATION

Project Name: _____

Property Tax Parcel ID Number: _____

Eligible Projects and Funding Allocations are presented in two sections:

1. Land – Conservation Easement or Fee Simple Land Acquisition Projects
2. Park and Recreation Projects

Please note Project type (check all that apply):

Agricultural Land Preservation

- Conservation Easement Acquisition * (See Section 3.1)

Open Space Land Preservation (See Section 3.2)

- Fee Simple Acquisition
 Conservation Easement Acquisition *

Parkland, Active or Passive Recreational Land or Land for Trails (See Section 3.3)

- Fee Simple Acquisition
 Conservation Easement Acquisition *

Historical or Cultural Resources Land Preservation See Section 3.4)

- Fee Simple Acquisition
 Conservation Easement Acquisition *

Park and Recreation Projects

- Park or Recreation Facilities or Trail Design and Development Project (See Section 4.1)
 Master Site Plan, Municipal Plan or Feasibility Study Project (See Section 4.2)

* For Easement Acquisitions, what organization will hold the easement?

Organization: _____ Contact: _____

Is an Appraisal needed? Yes No (See: Section 5.7 Price of Land – Appraisal Process)

- Municipalities Only:** Please note if **Appraisal Reimbursement Form** is applicable only when Project is not funded. (See: **Appendix 'A4'**)

Please complete this section if this is for an Agricultural Land Preservation Easement Project

Minimum Criteria:

- Yes No Is the property in a recorded Agricultural Security Area (ASA)?
(Please provide a copy of the recorded ASA.)
- Yes No Is the property over 50 acres in size?
_____ If less than 50 acres, is it adjacent to preserved land *or*
_____ If less than 50 acres, are crops grown which are unique to the region?
Please describe: _____

- (For a unique crops listing, contact ACALP Program at 717-337-5859)
- Yes No Are 50% of the soils in Classes I - IV? **(Please attach soils map*)**
- Yes No Is more than 50% of the land used for cropland or pasture?
(Please attach aerial map*)
- Yes No Is the property located within the 1990 Federally established boundary of the Gettysburg National Military Park?
- Yes No Is there a Clear Title to the property or a Long-term lease where the Project will be located?
- Yes No Is there a recent survey of the property? (If so, please attach copy of survey)
- Yes No Are you aware of, or have knowledge of, any environmental issues (ie underground storage tanks, previous commercial industrial activities, gas pumps, dumping issues, etc.) on the property where the Project will be located?

4. PROJECT DESCRIPTION - SCOPE OF WORK

(See: Section 1.3 Definitions and Guidelines Section 5.3)

NOTE: FOR THE MANDATORY PRE-APPLICATION MEETING PLEASE FILL OUT QUESTIONS "A - J" IN DRAFT FORM TO THE BEST OF YOUR ABILITY. FINAL DETAILS OF YOUR PROJECT WILL BE FILLED OUT AFTER YOU ARE APPROVED TO SUBMIT A COMPLETE APPLICATION.

PLEASE ATTACH ADDITIONAL PAGES AS NECESSARY.

A. Describe in detail how the Project will help achieve the objectives of the *Adams County Parks, Recreation and Green Space Grant Program* and include a **detailed timeline/schedule** for project implementation. Please describe how the public will be informed about the project.

B. Does your Project allow for public access? Yes No
When the Project has a Public Access component, please specifically define the types of Active or Passive uses, including months and hours of operation, safety components, etc. Please specify how the maintenance of the property will be undertaken, addressing safety concerns, etc.

C. Attach a detailed budget including the fee for each major task, work product and deliverable.

D. For Easements or Fee Simple Projects: Describe the area to be acquired in terms of location, acreage and number of parcels. If any land is being excluded from the applicant property, please include a map depicting the excluded area and note reasons why.

| | |
|----|---|
| E. | For <u>Easements or Fee Simple Project</u> : Describe the proposed restrictions and permitted uses to be imposed upon the land in connection with the Project. |
| F. | For <u>Parks, Recreation and Trail Development Projects</u> : Describe the facilities to be developed or rehabilitated. Attach a location map of the property, and photos of existing structures or facilities if they exist and a site plan for the project. |
| G. | Describe the benefits of the Project to the implementing community and county as a whole. |
| H. | Describe how the applicant will maintain and/or monitor the property and how to permanently fund the stewardship or maintenance of the property. Please identify an overall source and permanency of funding and the entity assigned to monitor the Project and/or maintain the property. |
| I. | Describe how the Project involves partnership efforts among governmental, non-profit or other public or private entities. |
| J. | Please describe the agricultural value, natural and manmade features, surrounding land uses, historic significance, the relation to existing parks and open space areas, neighborhoods, etc. as they would apply to your specific Project. |

**ADAMS COUNTY PARKS, RECREATION AND GREEN SPACE
GRANT PROGRAM - APPLICATION FORM**

CONSERVATION EASEMENTS OR FEE SIMPLE ACQUISITION PROJECTS

SECTION II

| | |
|--|----------------------|
| Project Name: | Program Year: |
| PROPOSED PROJECT MATCH FUNDS | |
| <i>Attach letters of financial commitment from local match source(s)</i> | |
| Value of Donated Land <i>or</i> Value of Donated Easement (Bargain Sale) | \$ |
| Applicant Match | \$ |
| Proposed Federal Program Grant Funds (Specify Program: _____) | \$ |
| Proposed State Grant Funds (Specify Program: _____) | \$ |
| Other Cash Match: _____ | \$ |
| TOTAL PROPOSED PROJECT MATCH FUNDS (A) | \$ |

PROPOSED EXPENSES TO BE USED ONLY WHEN ADDING TO APPLICANT MATCH

*List the approximate eligible expenses (up to \$5,000) related to the acquisition if needed to reach your desired match.
Please see section 5.6 Eligible Project Match in program guidelines*

| Type of Expense | Name of Vendor | Proposed Amount |
|--|----------------|-----------------|
| Appraisal | | \$ |
| Survey | | \$ |
| Legal Fees | | \$ |
| Title Search | | \$ |
| Title Insurance | | \$ |
| Stewardship Endowment | | \$ |
| TOTAL PROPOSED EXPENSES | | \$ |
| <i>ONLY TO BE USED IF NEEDED FOR APPLICANT MATCH (B)</i> | | |
| TOTAL OF PROPOSED PROJECT MATCH: TOTAL OF (A) + (B) = (C) | | \$ |

| Project Acreage | Total Appraised Value (100%) of the property | Total of Proposed Project Match (C) | Amount of Grant Request * | Cost Per Acre to the Program ** |
|-----------------|--|-------------------------------------|---------------------------|---------------------------------|
| | \$ | \$ | \$ | \$ / Acre |

* Amount of Grant Request should equal: Total Appraised Value of the property minus the Total of Proposed Project Match = Amount of Grant Request

** Amount of Grant Request divided by Project Acres

| | |
|--------------------------|---|
| <input type="checkbox"/> | Please attach an Exhibit "A" (which, in final form would be incorporated into the final Deed of Easement or Fee Simple Deed) which outlines the proposed schedule of covenants, conditions, restrictions, and permitted uses to be included in the Deed of Easement or Deed for a Fee Simple Acquisition. |
|--------------------------|---|

**ADAMS COUNTY PARKS, RECREATION AND GREEN SPACE (PRGS)
GRANT PROGRAM - APPLICATION FORM
PARK AND RECREATION PROJECTS
SECTION II**

Project Name: _____

Program Year: _____

**PROPOSED PROJECT DEVELOPMENT AND CONSULTANT/PROFESSIONAL SERVICES COSTS
ALL PROJECT COSTS**

Please refer to Section 4. Park and Recreation Projects

List all development and consultant or professional services costs directly related to the development and construction of the Project. Use additional sheets if necessary.

| Project Costs - Itemized Description | Amount Paid |
|---|-------------|
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| TOTAL PROPOSED PROJECT COSTS (A) | \$ |

TOTAL PROPOSED MATCH FUNDS FROM ADAMS COUNTY PRGS (B1) \$

PROPOSED PROJECT MATCH FUNDS FROM OUTSIDE SOURCES

Attach letters of financial commitment from applicant match source(s)

| | |
|---|-----------|
| Proposed Federal Program Grant Funds (Specify Program: _____) | \$ |
| Proposed State Grant Funds (Specify Program: _____) | \$ |
| Proposed Other Grant Funds (Specify Program: _____) | \$ |
| TOTAL PROPOSED MATCH FUNDS FROM OUTSIDE SOURCES (B2) | \$ |

PROPOSED PROJECT APPLICANT MATCH

Please see section 5.6 Eligible Project Match in Program Guidelines

| Type of Match | Attach Worksheets found in Appendix A7 | Proposed Amount |
|---|--|-----------------|
| Donations | | \$ |
| Municipal Funds | | \$ |
| In-Kind Services | Worksheet 1 | \$ |
| Donated Professional Services | Worksheet 2 | \$ |
| Volunteer Services | Worksheet 3 | \$ |
| Equipment Use | Worksheet 4 | \$ |
| In-House Professional Services | Worksheet 5 | \$ |
| TOTAL PROPOSED PROJECT APPLICANT MATCH (C) | | \$ |

(A) - (B1 + B2) = (C) Total Amount Proposed Applicant Match

| Total of Proposed Project Costs (A) | Proposed Match Funds from County PRGS (B1) | Proposed Match Funds from Outside Sources (B2) | Total Proposed Applicant Match (C) |
|-------------------------------------|--|--|------------------------------------|
| \$ | \$ | \$ | \$ |

WORKSHEET 3. Volunteer Services:

Project Name: _____ Program Year: _____

Please use this worksheet to show the sources of Volunteer Services in detail.

Additional information may be supplied by listing the information on the back of this form, or by attaching a separate sheet of paper.

| NAME OF PERSON OR ORGANIZATION VOLUNTEERING SERVICE AND DESCRIPTION OF SERVICE PROVIDED | DATE RANGE | NUMBER OF HOURS | HOURLY VALUE OF VOLUNTEERS | TOTAL DONATED VALUE (Dollars) (Hours x Rate) |
|---|----------------|-----------------|----------------------------|--|
| | _____ to _____ | | | |
| | _____ to _____ | | | |
| | _____ to _____ | | | |
| | _____ to _____ | | | |
| | _____ to _____ | | | |
| | _____ to _____ | | | |
| | _____ to _____ | | | |
| | _____ to _____ | | | |
| | _____ to _____ | | | |
| | _____ to _____ | | | |
| | _____ to _____ | | | |
| | _____ to _____ | | | |
| | _____ to _____ | | | |
| | _____ to _____ | | | |
| | _____ to _____ | | | |
| | _____ to _____ | | | |
| | _____ to _____ | | | |
| TOTAL: | | | | |

Adams County Parks, Recreation and Green Space Grant Program Conservation Plan Agreement

Landowner: _____ Operator: _____

Address of Property: _____

Telephone No: (____) _____ Telephone No: (____) _____

Township: _____ Easement Acres: _____

WHEREAS, the Deed of Agricultural Conservation Easement (Easement) requires that all agricultural production on the subject land shall be conducted in accordance with a Conservation Plan;

WHEREAS, a Conservation Plan for the subject land has been prepared by _____, dated _____, and identified as tract number _____, or as amended, and located on file in the Adams County office of the United States Department of Agriculture Natural Resources Conservation Service (NRCS) and a copy of which is maintained in the landowners file in the Adams County Parks, Recreation and Green Space Grant Program (PRGS) office.

WHEREAS, the Grantor(s) do hereby agree to voluntarily accept the terms of the Conservation Plan and implement the said plan according to the implementation schedule contained in the plan;

NOW, THEREFORE, this plan conforms to the technical requirements of the NRCS Field Office Technical Guide (FOTG) and the terms of the Deed of Agricultural Conservation Easement.

AND, In Witness Whereof, the undersigned have agreed to the following:

I/we acknowledge and agree to comply with the conservation practices and the implementation schedules as written and agreed upon prior to settlement on the easement, as indicated in the Conservation Plan identified as Tract Number(s) _____. If the management or operation of this property changes, I/we will contact the PRGS Coordinator and/or the conservation plan preparer to modify the Conservation Plan as necessary. I/we hereby agree to give permission to the plan preparer to release a copy of said plan, as well as any updates to that plan, on an as-needed basis to the Adams County Parks, Recreation and Green Space Grant Coordinator.

Owner Date Witness Date

Operator Date Witness Date

I acknowledge that a completed Conservation Plan as prepared by _____ has been approved by the Adams County NRCS District Conservationist and is on file in the Gettysburg NRCS Field Office.

Coordinator, Date
Adams County PRGS Grant Program

**Adams County Parks, Recreation and Green Space Grant Program
Site Review and Resource Implementation Schedule**

Landowner: _____ **Telephone No: (____)** _____

Address of Property: _____

Township: _____ **Acres:** _____

Date of Site Visit: _____

Check one:

_____ At the time of the site visit no obvious concerns were identified.
(Please refer to Program Guidelines)

_____ At the time of the site visit the following concerns were identified and will be required to be addressed:

Concern: _____

Type of Correction Required and Implementation Schedule:

Is an outside Contact Needed: _____ Yes _____ No

Contact: _____

Signature of authorized person completing inspection: _____

Date: _____

Signature of landowner agreeing to this schedule: _____

Date: _____

For Office Use Only:

Resource Concerns resolved: _____

Date

Signature

Resource Implementation Schedule Preparer

Comments: _____

**Adams County Parks, Recreation and Green Space Grant Program
Resource Implementation Schedule Agreement**

Landowner: _____ Operator: _____

Address of Property: _____

Telephone No: (____) _____ Telephone No: (____) _____

Township: _____ Easement Acres: _____

WHEREAS, the Deed of Conservation Easement (Easement) requires that all of the subject land shall be conducted in accordance with a Resource Implementation Schedule;

WHEREAS, a Resource Implementation Schedule for the subject land has been prepared by _____, dated _____, and identified as tax parcel number _____, or as amended, and located on file with Adams County Parks, Recreation and Green Space Grant Program (PRGS) Office.

WHEREAS, the Grantor(s) do hereby agree to voluntarily accept the terms of the Resource Implementation Schedule and implement the said schedule as outlined.

NOW, THEREFORE, this Resource Implementation Schedule conforms with Best Management Practices (BMP's) as identified by the NRCS Field Office Technical Guide (FOTG) or other technical guidance documents and the terms of the Deed of Easement.

AND, In Witness Whereof, the undersigned have agreed to the following:

I/we acknowledge and agree to comply with the Resource Implementation Schedule as written and agreed upon prior to settlement on the easement, as indicated in said schedule and identified as Tax Parcel Number(s) _____. If the management or operation of this property changes, I/we will contact the PRGS Coordinator and/or the Adams County Conservation District for technical assistance availability or information to modify the Resource Implementation Schedule as necessary. I/we hereby agree to give permission to the Resource Implementation Schedule preparer to release a copy of said schedule, as well as any updates to that schedule, on an as-needed basis to the PRGS Coordinator.

Owner Date Witness Date

Operator Date Witness Date

I acknowledge that a completed Resource Implementation Schedule as prepared by _____ has been received.

_____, Coordinator, PRGS Date

Annual Inspection Report – Ag/Open Space Projects

PROJECT INFORMATION

PRGS ID: _____

Project Name: _____

OBSERVATIONS SINCE LAST ANNUAL INSPECTION

Has the property been transferred to new ownership or sold?

Has the property been subdivided?

Have there been any changes in the use of the property?

Is the property actively farmed?

Is the property actively timbered?

Have there been any man-made alterations to the property? (improvements such as structures, ponds, filling, or excavation)?

- Any increase in impervious site coverage?

Were any violations of the easement terms observed?

Are follow-up actions required?

- Specify:

Other observations:

Annual Inspection visit completed by:

Monitor

Position

Date

Annual Inspection Report – Park/ Rec Projects

PROJECT INFORMATION

PRGS ID: _____

Project Name: _____

OBSERVATIONS SINCE LAST ANNUAL INSPECTION

Has the property been transferred to new ownership or sold?

Have there been any changes in the use of the property?

What is the condition of the funded items?

- Excellent | Good | Fair | Poor
- Notes:

Were any violations observed?

Are follow-up actions required?

- Specify:

Other observations:

Annual Inspection visit completed by:

| | | |
|---------|----------|------|
| Monitor | Position | Date |
|---------|----------|------|

**Adams County Parks, Recreation and Green Space Grant Program
Project Ranking
Easement Purchases
Agricultural Land Preservation**

| Project Name: | | Program Year: | |
|---|---------------|---------------|-----------------------------------|
| CRITERIA | SCORE | NOTES | |
| 1. Secured Cash Match or Donated Land Value | 10 MAX | | |
| Secured | 10 | | 50% Required Single Applicant |
| Not yet Secured | 0 | | 40% Required Multiple Applicant |
| 2. Match (Single or Multi-Partner Applicant) | 30 MAX | | |
| Single Applicant = 50% Required Match | | | |
| 90% + | 30 | | |
| 80-89% | 24 | | |
| 70-79% | 18 | | |
| 60-69% | 12 | | |
| 50- 59% | 6 | | |
| Less than 50% | 0 | | Does not qualify if less than 50% |
| Multi-Partner Application = 40% Required Match | | | |
| 90% + | 30 | | |
| 70 - 89% | 24 | | |
| 60 - 69% | 18 | | |
| 50 - 59% | 12 | | |
| 40 - 49% | 6 | | |
| Less than 40% | 0 | | Does not qualify if less than 40% |
| 3. Program Cost Per Acre | 10 MAX | | |
| \$0 - \$500 | 10 | | |
| \$501-\$1000 | 8 | | |
| \$1001-\$1500 | 6 | | |
| \$1501-\$2000 | 4 | | |
| \$2001 + | 0 | | |
| 4. County LESA Ranking | 20 MAX | | |
| Score of 60+ | 20 | | |
| Score of 50 - 59 | 10 | | |
| Score of 49 or less | 0 | | |
| 5. Partner Participation | 5 MAX | | |
| To qualify, must provide at least 5% cash match of Total Match, not Total Project Cost | | | |
| Multi-Municipal Participation | 5 | | More than 1 Municipality |
| Multiple Partners Participation | 3 | | Applicant + Any Entity |
| Single Entity | 0 | | |
| 6. Adjacency to Other Preserved Lands | 10 MAX | | |
| Adjoins | 10 | | |
| Within 1/4 mile | 8 | | |
| Within 1/2 mile | 6 | | |
| Within 1 mile | 4 | | |
| Within 1 1/2 mile | 2 | | |
| More than 1 1/2 miles | 0 | | |
| 7. Consistency with Agricultural PPA Map | 15 MAX | | |
| Property is in High Priority Area | 15 | | Majority of Property must be |
| Property is in Standard Priority Area | 10 | | in area to get points |
| Property is in low priority area | 5 | | |
| FINAL SCORE: | | | Out of 100 |

**Adams County Parks, Recreation and Green Space Grant Program
Project Ranking**

**Land Acquisition or Easement Purchases
Open Space Land Preservation**

| Project Name: | | Program Year: | |
|---|---------------|---------------|---|
| CRITERIA | | SCORE | NOTES |
| PROJECT MINIMUM OF 5 ACRES | | | |
| 1. Cash Match or Donated Land Value | 10 MAX | | |
| Secured | 10 | | |
| Not yet Secured | 0 | | |
| 2. Match (Single or Multi Partner Applicant) | 30 MAX | | |
| Single Applicant = 50% Required Match | | | |
| 90% + | 30 | | |
| 80-89% | 24 | | |
| 70-79% | 18 | | |
| 60-69% | 12 | | |
| 50- 59% | 6 | | |
| Less than 50% | 0 | | Does not qualify if less than 50% |
| Multi-Partner Application = 40% Required Match | | | |
| 90% + | 30 | | |
| 70 - 89% | 24 | | |
| 60 - 69% | 18 | | |
| 50 - 59% | 12 | | |
| 40 - 49% | 6 | | |
| Less than 40% | 0 | | Does not qualify if less than 40% |
| 3. Program Cost/Acre (Easement or Fee Simple) | 10 MAX | | |
| Easement | | | |
| \$0-\$500 | 10 | | |
| \$501-\$1000 | 6 | | |
| \$1001-\$1500 | 3 | | |
| \$1501 + | 0 | | |
| Land Acquisition | | | |
| \$0-\$5000 | 10 | | |
| \$5001-\$8000 | 6 | | |
| \$8001-\$10,000 | 3 | | |
| \$10,001+ | 0 | | |
| 4. Public Access | 10 MAX | | |
| Public Access Provided | 10 | | |
| Limited Public Access Provided | 5 | | |
| No Public Access Provided | 0 | | |
| 5. Partner Participation | 10 MAX | | |
| To qualify, must provide at least 5% cash match of Total Match, not Total Project Cost | | | |
| Multi-Municipal Participation | 5 | | More than 1 Municipality |
| Multiple Partners Participation | 3 | | Applicant + Any Entity |
| Single Entity | 0 | | |
| 6. Adjacency to Other Preserved Lands | 10 MAX | | |
| Adjoins | 10 | | |
| Within 1/4 mile | 8 | | |
| Within 1/2 mile | 6 | | |
| Within 1 mile | 4 | | |
| Within 1 1/2 miles | 2 | | |
| More than 1 1/2 miles | 0 | | |
| 7. Resource Values | 20 MAX | | Cumulative |
| Sustainably Managed Forests | 5 | | |
| Within Natural Areas Inventory | 5 | | |
| Water Resource (Streams, wetlands, seeps, etc) | 5 | | |
| Public Source Water Supply Area | 5 | | |
| Wellhead Protection Area | 5 | | |
| Special Water Resource Designation Area | 5 | | Exceptional Value and/or High Quality Streams |
| Land within South Mountain Region | 5 | | |
| Within Important Bird or Mammal Area | 3 | | |
| Scenic Road Corridor | 3 | | |
| Historic or Cultural Resources | 2 | | |
| Significant or Unique Agricultural Areas | 2 | | Per Scenic Resources/AC Greenways Plan |
| FINAL SCORE: | | | Out of 100 |

Adams County Parks, Recreation and Green Space Grant Program

Project Ranking

Land Acquisition or Easement Purchases

For NEW Parkland, Active or Passive Recreational Land or Land for Trails (3.3.4.1)

| Project Name: | | Program Year: | |
|---|---------------|---------------|--|
| CRITERIA | SCORE | NOTES | |
| 1. Cash Match or Donated Land Value | 10 MAX | | |
| Secured | 10 | | |
| Not Yet Secured | 5 | | |
| 2. Match (Single or Multi-Partner Match) | 30 MAX | | |
| Single Applicant = 50% Required Match | | | |
| 90% + | 30 | | |
| 80-89% | 24 | | |
| 70-79% | 18 | | |
| 60-69% | 12 | | |
| 50- 59% | 6 | | |
| Less than 50% | 0 | | Does not qualify if less than 50% |
| Multi-Partner Application = 40% Required Match | | | |
| 90% + | 30 | | |
| 70 - 89% | 24 | | |
| 60 - 69% | 18 | | |
| 50 - 59% | 12 | | |
| 40 - 49% | 6 | | |
| Less than 40% | 0 | | Does not qualify if less than 40% |
| 3. Program Cost/Acre (Easement or Fee Simple) | 15 MAX | | |
| Easement | | | |
| \$0-\$500 | 15 | | |
| \$501-\$1000 | 10 | | |
| \$1001-\$1500 | 5 | | |
| \$1501 + | 0 | | |
| Land Acquisition | | | |
| \$0-\$5000 | 15 | | |
| \$5001-\$8000 | 10 | | |
| \$8001-\$10,000 | 5 | | |
| \$10,001+ | 0 | | |
| 4. Partner Participation | 20 MAX | | |
| To qualify, must provide at least 5% cash match of Total Match, not Total Project Cost | | | |
| Multi-Municipal Participation | 20 | | More than 1 Municipality |
| Multiple Partners Participation | 10 | | Applicant + Any Entity |
| Single Entity | 0 | | |
| 5. Located in Area of Deficiencies | 10 MAX | | |
| YES | 10 | | Per the AC Vision for Parks, Recreation, and |
| NO | 0 | | Open Space Study |
| 6. Type of Park Use | 15 MAX | | |
| Multiple Active Use Park | 15 | | More than one Active Use |
| Multiple Use Park (2 or more) | 10 | | Combination of Active/Passive/Educational Uses |
| Active Single Use Park | 5 | | One use |
| Passive Use | 0 | | |
| FINAL SCORE: | | | Out of 100 |

**Adams County Parks, Recreation and Green Space Grant Program
Project Ranking
Land Acquisition or Easement Purchase
On EXISTING Parkland, Recreational Land or Land for Trails (3.3.4.2)**

| Project Name: | | Program Year: | |
|---|---------------|---------------|--|
| CRITERIA | | SCORE | NOTES |
| 1. Cash Match or Donated Land Value | 10 MAX | | |
| Secured | 10 | | |
| Not Secured | 0 | | |
| 2. Match (Single or Multi-Partner Applicant) | 30 MAX | | |
| Single Applicant (70% Required Match) | | | |
| 90% + | 30 | | |
| 80-89% | 24 | | |
| 71-79% | 18 | | |
| Less than 70% | 0 | | Does not qualify if less than 70% |
| Multi-Partner Application (60% Required Match) | | | |
| 90% + | 30 | | |
| 80-89 % | 24 | | |
| 70 - 79% | 18 | | |
| 60 - 69% | 12 | | |
| Less than 60% | 0 | | Does not qualify if less than 60% |
| 3. Program Cost/Acre | 15 MAX | | |
| Easement | | | |
| \$0-\$500 | 15 | | Example: An existing park which is not protected. Entity applies for an easement on this existing park. |
| \$501-\$1000 | 10 | | |
| \$1001-\$1500 | 5 | | |
| \$1501 + | 0 | | |
| Land Acquisition | | | |
| \$0-\$5000 | 15 | | Example: An existing unprotected park is purchased by an applicant. An easement must be in place at the time of settlement. |
| \$5001-\$8000 | 10 | | |
| \$8001-\$10,000 | 5 | | |
| \$10,001+ | 0 | | |
| 4. Partner Participation | 20 MAX | | |
| To qualify, must provide at least 5% cash match of Total Match, not Total Project Cost | | | |
| Multi-Municipal Participation | 20 | | More than 1 Municipality |
| Multiple Partners Participation | 10 | | Applicant + Any Entity |
| Single Entity | 0 | | |
| 5. Located in Area of Deficiencies | 10 MAX | | |
| YES | 10 | | Per the AC Vision for Parks, Recreation and Open Space Study |
| NO | 0 | | |
| 6. Type of Park Use | 15 MAX | | |
| Multiple Active Use Park | 15 | | More than one Active Use |
| Multiple Use Park (2 or more) | 10 | | Combination of All Uses |
| Active Single Use Park | 5 | | One use |
| Passive Use | 0 | | |
| FINAL SCORE: | | | Out of 100 |

Adams County Parks, Recreation and Green Space Grant Program
Project Ranking
Land Acquisition or Easement Purchases
Historical or Cultural Resources Land Preservation

| Project Name: | | Program Year: | |
|---|---------------|---------------|-----------------------------------|
| CRITERIA | | SCORE | NOTES |
| 1. Cash Match or Donated Land Value | 10 MAX | | |
| Secured | 10 | | |
| Not yet Secured | 0 | | |
| 2. Match (Single or Multi-Partner Applicant) | 30 MAX | | |
| Single Applicant = 50% Required Match | | | |
| 90% + | 30 | | |
| 80-89% | 24 | | |
| 70-79% | 18 | | |
| 60-69% | 12 | | |
| 50-59% | 6 | | |
| Less than 50% | 0 | | Does not qualify if less than 50% |
| Multi-Partner Project (40% Required Match) | | | |
| 90% + | 30 | | |
| 70 - 89% | 24 | | |
| 60 - 69% | 18 | | |
| 50 - 59% | 12 | | |
| 40 - 49% | 6 | | |
| Less than 40% | 0 | | Does not qualify if less than 40% |
| 3. Program Cost/Acre (Easement or Land Acquisition) | 10 MAX | | |
| Easement | | | |
| \$0-\$500 | 10 | | |
| \$501-\$1000 | 6 | | |
| \$1001-\$1500 | 3 | | |
| \$1501 + | 0 | | |
| Land Acquisition | | | |
| \$0-\$5000 | 10 | | |
| \$5001-\$8000 | 6 | | |
| \$8001-\$10,000 | 3 | | |
| \$10,001+ | 0 | | |
| 4. Public Access | 10 MAX | | |
| Public Access Provided | 10 | | |
| Limited Public Access Provided | 5 | | |
| No Public Access Provided | 0 | | |
| 5. Partner Participation | 10 MAX | | |
| To qualify, must provide at least 5% cash match of Total Match, not Total Project Cost | | | |
| Multi-Municipal Participation | 10 | | More than 1 Municipality |
| Multiple Partners Participation | 5 | | Applicant + Any Entity |
| Single Entity | 0 | | |
| 6. Adjacency to Other Preserved Lands | 10 MAX | | |
| Adjoins | 10 | | |
| Within 1/4 mile | 8 | | |
| Within 1/2 mile | 6 | | |
| Within 1 mile | 4 | | |
| Within 1 1/2 miles | 2 | | |
| More than 1 1/2 miles | 0 | | |
| 7. Historic Significance | 20 MAX | | Cumulative |
| National Landmark or listed on the National Register of Historic Places | 20 | | |
| Identified as a contributing feature to an established Historic District | 15 | | |
| Deemed eligible for listing on the National Register of Historic Places | 10 | | |
| Within an established Heritage Corridor | 7 | | |
| Documented in the Adams County Historic Sites Survey | 5 | | |
| FINAL SCORE: | | | Out of 100 |

Adams County Parks, Recreation and Green Space Grant Program

Project Ranking

Park and Recreation Projects - \$25,000 Maximum Grant Award

| | | | |
|---|---------------|----------------------|--|
| Project Name: | | Program Year: | |
| Please check the Project Type (NOTE different Project Match Requirements): | | | |
| <input type="checkbox"/> Park and Rec or Development Project (50% Match Required - See Ranking criteria #2 Match) | | | |
| <input type="checkbox"/> Upgrades/renovations to Existing Park (70% Match Required - See Ranking criteria #2 Match) | | | |
| CRITERIA | SCORE | NOTES | |
| 1. Cash Match | 10 MAX | | |
| Secured | 10 | | |
| Not Yet Secured | 0 | | |
| 2. Match | 30 MAX | | |
| Park and Recreation Projects (50% Match is Required) | | | |
| 90% + | 30 | | |
| 80 - 89% | 24 | | |
| 70 - 79% | 18 | | |
| 60 - 69% | 12 | | |
| 50 - 59% | 6 | | |
| Less than 50% | 0 | | Does Not Qualify if less than 50% |
| Upgrading, Replacing or Renovating an Existing Park or Trail (70% Match is Required) | | | |
| 90% + | 30 | | |
| 80-89% | 24 | | |
| 70-79% | 18 | | |
| Less than 70% | 0 | | Does Not Qualify if less than 70% |
| 3. Use of Funds/Type of Park Use | 15 MAX | | Based on the application, not the overall park |
| Active Multiple Use Park | 15 | | |
| Active Single Use Park or Trail | 10 | | |
| Passive Use or Educational Use | 5 | | |
| Site Development | 3 | | Roads,parking lots,site work,engineering,etc |
| 4. Public Access | 10 MAX | | |
| Public Access Provided | 10 | | |
| Limited Public Access Provided | 5 | | |
| 5. Partner Participation | 5 MAX | | |
| To qualify, must provide at least 5% cash match of Total Match, not Total Project Cost | | | |
| Multi-Municipal Participation | 5 | | More than 1 Municipality |
| Multiple Partners Participation | 3 | | Applicant + Any Entity |
| Single Entity | 0 | | |
| 6. Located in Area of Deficiencies | 5 MAX | | |
| YES | 5 | | Per the AC Vision for Parks, Recreation, and Open Space Study |
| NO | 0 | | |
| 7. New Project or Upgrade | 10 MAX | | |
| New Project * | 10 | | * New Project can be either within a new Facility or within an existing Facility |
| Upgrades or renovations to an existing Facility | 5 | | |
| 8. Green Project Initiatives | 15 MAX | | |
| Stormwater Management Practices | 5 | | Rain gardens, pervious surfaces, etc. |
| Water Conservation Practices | 5 | | Rain barrels, low flow fixtures, etc. |
| Energy Efficiency Practices | 5 | | Solar, Geo-thermal, etc. |
| Waste Management Practices | 5 | | Composting, recycling, etc. |
| Utilization of Recycled Building Materials | 5 | | |
| Riparian Buffers | 5 | | |
| Other initiatives as deemed appropriate | 5 | | |
| FINAL SCORE: | | OUT OF 100 | |

**Adams County Parks, Recreation and Green Space Grant Program
Project Ranking
Master Site Plans or Feasibility Study Projects**

| | | | |
|---|--|----------------------|--|
| Project Name: | | Program Year: | |
| CRITERIA | | SCORE | NOTES |
| Maximum Grant Award of \$25,000 | | | |
| 1. Cash Match | | 10 MAX | |
| Secured | | 10 | |
| Not Yet Secured | | 0 | |
| 2. Match (70% is Required) | | 30 MAX | |
| 90% + | | 30 | |
| 80-89% | | 24 | |
| 70-79% | | 18 | |
| Less than 70% | | 0 | Will not qualify if less than 70% |
| 3. Partner Participation | | 20 MAX | |
| To qualify, must provide at least 5% cash match of Total Match, not Total Project Cost | | | |
| Multi-Municipal Participation | | 20 | More than 1 Municipality |
| Multiple Partners Participation | | 10 | Applicant + Any Entity |
| Single Entity | | 0 | |
| 4. Located in Area of Deficiencies | | 10 MAX | |
| YES | | 10 | Per the AC Vision for Parks, Recreation and Open Space Study |
| NO | | 0 | |
| 5. Project Type | | 30 MAX | |
| Park or Trail Master Plans | | 30 | |
| Planning, Engineering and Site Design | | 30 | |
| Feasibility Studies | | 15 | |
| FINAL SCORE: | | | Out of 100 |

**GRANT AGREEMENT FOR FEE SIMPLE ACQUISITION OF LAND,
CONSERVATION EASEMENT PURCHASE OR PARK AND RECREATION
PROJECTS, UNDER THE ADAMS COUNTY PARKS, RECREATION AND
GREEN SPACE GRANT PROGRAM**

THIS GRANT AGREEMENT (“Grant Agreement”), made this _____ day of _____, 20__, by and between the County of Adams, (“County”) a Fifth Class County of the Commonwealth of Pennsylvania, by and through its governing body, the **Adams County Commissioners** (the “ACC”), with offices and a mailing address located at the Adams County Courthouse, 117 Baltimore Street, Room 201, Gettysburg, Pennsylvania 17325; **and**

(“Grantee”). The County and Grantee are also sometimes referred to herein as the “Parties,” or as a “Party.” The effective date of this Grant Agreement shall be the latest date of execution hereof by the Parties, as indicated herein below.

WHEREAS, the County, by the ACC, has approved a Parks, Recreation and Green Space Grant Program (the “**Program**”) Grant, unto the Grantee, in the amount of _____ Dollars (\$_____) (the “**Grant**”); and

WHEREAS, Grantee has agreed to use the Grant for (the “**Project**”) and complete the detailed Scope of Work, *which is attached hereto and incorporated herewith; and*

WHEREAS, Grantee has agreed to be legally bound by and fully and timely comply with all of the terms and conditions set forth in the Program Guidelines (the “**Program Guidelines**”), which Program Guidelines document is incorporated by reference herein as though set forth at length, as the same exists as of the effective date of this Grant Agreement; and

WHEREAS, the Parties have agreed to be legally bound by the provisions of the present Grant Agreement with respect to the use of the Grant and completion of the Project.

NOW, THEREFORE, WITNESSETH, that, with the foregoing Recitals incorporated herein by reference and deemed essential parts hereof, and in consideration of the Parties’ mutual promises and agreements herein contained, the receipt and sufficiency of which consideration are hereby mutually acknowledged, and intending to be legally bound hereby, the County and the Grantee hereby agree as follows:

1. **COUNTY OBLIGATION TO PAY GRANT.** The County shall be obligated to pay the Grant solely upon Grantee's compliance with all applicable terms and conditions of the Program Guidelines, and this Grant Agreement.

2. **LIMITATION OF GRANT.** The Grant shall be expended solely for the Project and for no other purpose, and in accordance with the Grant proposal and the Program Guidelines. Any Grant monies expended for a non-approved purpose shall, at the County's sole discretion, cause all of the Grant balance paid to Grantee to become immediately due and owing to the County. If such repayment is not made within 30 days, any amount still owing shall be considered a loan, subject to a 3% monthly interest rate. Grantee agrees that any costs incurred in the collection of such repayment by the County shall be borne exclusively by the Grantee, and Grantee hereby agrees to waive any legal claims challenging the County's attempt to collect the repayment amount through judicial process. Nothing in this paragraph shall be read to limit other remedies as outlined herein or otherwise available at law or equity.

3. **GRANT EXPIRATION DATE.** Should the Grant not be expended by the Project completion date, or the Project and Scope of Work completed by [_____], the Grant may be revoked by the County, retained for the Program, or reallocated to other projects as determined by the County. The County may extend the Grant expiration date in its sole discretion, but only following a written request by the Grantee for an extension, which shall include the reasons the original completion date was not met.

4. **RESTRICTIVE COVENANTS AND OTHER LIMITATIONS (ONLY FOR CONSERVATION EASEMENTS OR FEE SIMPLE ACQUISITION PROJECTS).** The Deed for the fee simple acquisition of land, or the conservation easement, as the case may be, to be acquired with the Grant shall contain and be subject to the permanent, perpetual restrictive covenants, conditions, restrictions and permitted uses attached hereto and incorporated herein by reference, which will restrict the use of the subject real estate to the specific uses as described in the Project, and for no other purpose(s). Such covenants shall be a component of the Deed of Easement or Fee Simple Deed that is used to document such acquisition.

5. **CONDITIONS PRECEDENT TO SCHEDULING CLOSING OR FINAL FUNDING OF PROJECT.** Not less than fifteen (15) days prior to **scheduling** the closing date for the fee simple acquisition of land or the conservation easement, or the final funding of any Park and Recreation Projects undertaken pursuant to this Program, the Grantee shall provide to the County all documentation required by the respective Procedural Checklists contained in the Program Guidelines.

6. **TITLE EXCEPTIONS (ONLY FOR CONSERVATION EASEMENT OR FEE SIMPLE ACQUISITION PROJECTS).** All exceptions contained in the title insurance commitment shall be subject to the review and approval of the County. In the event that the County objects to any exception, the Grant

shall be withheld pending removal of the exception(s) within a mutually agreed upon period of time. In the event any exception(s) cannot be removed to the satisfaction of the County, the Grant shall, at the County's sole discretion, be revoked.

7. **NO SENIOR LIENS PERMITTED (ONLY FOR CONSERVATION EASEMENT OR FEE SIMPLE ACQUISITION PROJECTS).** No part of the purchase price for the Project, or closing expenses related thereto, shall be borrowed, and no purchase money liens may be created or imposed upon the real estate, **unless** all such liens are subordinated, as a matter of record, to the Conservation Easement or the covenants, conditions, restrictions and permitted uses set forth in the Fee Simple Acquisition Deed. This provision shall not be construed to prohibit the use of grant funds obtained from the United States of America or the Commonwealth of Pennsylvania for the acquisition of the Project real estate or conservation easement, and the imposition of any related deed restrictions required by the Commonwealth or the United States of America in connection therewith shall not be considered to be a lien prohibited by this Paragraph.

8. **PROJECT COST OVERRUNS/OVER-FUNDING.** The County will not fund any portion of the Project in excess of the Grant, and any cost overruns shall be the sole responsibility of the Grantee. The County will present the Grant funds as identified above at the closing for the subject property or interest, or in accordance with Program Guidelines, upon final completion of the Project. The County reserves the right to review its contribution and reduce the Grant amount accordingly if the cost of the Project is substantially lower than originally estimated in the Grant Application. In addition, the Grantee shall timely refund to the County any overpayments or unused portions of the Project funding in accordance with the timeline for this Project, and the Grantee has an affirmative duty to report timely on all Grant expenses, as required by Program Guidelines.

9. **COUNTY NOT A PARTY TO OTHER AGREEMENTS.** In no event shall the County be deemed to be a Party to any agreement between the Grantee and any seller, contractor, or third party, including, without limitation, the agreement for the fee simple acquisition of land or conservation easement. The County's interest in the Project shall be strictly limited to protecting the County's interest with respect to the Grant and achievement of the purposes of the Project.

10. **GRANTEE AN INDEPENDENT CONTRACTOR.** At all times and for all purposes relative to the completion of the Project, Grantee shall be deemed to be acting as an independent contractor, and no person/entity acting on Grantee's behalf shall be deemed to be an employee or agent of the County or a joint employee of the Parties for any purpose. In no event shall this Grant Agreement be construed as establishing a partnership, joint venture, or other business or similar relationship between the Parties, and nothing herein shall be construed to authorize either Party to act as an agent for the other.

11. GRANTEE'S INDEMNIFICATION OF COUNTY. Grantee shall indemnify and hold the County, its elected and appointed officials, officers, administrators, employees, agents, contractors, subcontractors, successors and assigns, or any of them, harmless from any and all claims, demands, suits, actions, damages and liabilities, including all costs of litigation and attorneys' fees, based upon or arising from any action performed or omitted to be performed by Grantee and its officers, employees, agents and subcontractors under this Grant Agreement, and shall, at the request of the County, defend any and all actions brought against the County based upon any such claims or demands. Grantee's agreement in this respect shall extend to payment of the County's court costs and legal fees in the enforcement of the provisions of this Paragraph, and shall survive the termination or completion of this Grant Agreement.

12. DEFAULT/ENFORCEMENT OF GRANT AGREEMENT. The County shall have the right to enforce this Grant Agreement, the Program Guidelines, Project Scope of Work and the restrictions, permitted uses, set forth in this Grant Agreement, all documents incorporated herein, and the Deed for the fee simple acquisition of land or conservation easement, as the case may be, by any proceedings at law or in equity against the Grantee or any person(s) or entity(ies) violating or attempting to violate any provision of any of the same; to restrain violations to require specific performance; and/or to recover damages or refuse reimbursement to the applicant for the project or request reimbursement of any partial grant funding made earlier. The provisions of this paragraph shall survive any settlement upon the property acquired with the Grant funds and shall be fully enforceable by the County upon learning of such actual or attempted default or violation, including following such settlement and the completion and close-out of the Grant. If the County determines that the Grantee is in violation of the terms of this Grant Agreement, or the Program Guidelines, Project Scope of Work, or the restrictions, permitted uses, or other limitations set forth in the Deed for the fee simple acquisition of land or conservation easement, as the case may be, or that a violation of any of the same is threatened, the County shall give written notice to the Grantee of such violation and shall demand corrective actions sufficient to cure the violation. Where the violation involves a diminution in value of or injury to the property or interest purchased with the Grant resulting from any use or activity inconsistent with the restrictions, permitted uses, or other limitations applicable thereto, the Grantee shall restore that portion of the subject property or interest so injured. If the Grantee fails to cure the violation within thirty (30) days after receipt of written notice thereof from the County, or under circumstances where the violation cannot reasonably be cured within a thirty (30) day period, or the Grantee fails to begin curing such violation within the thirty (30) day period, or the Grantee fails to continue diligently to cure such violation until finally cured, the County may bring an action at law or equity in a Court of competent jurisdiction to enforce the terms of this Grant Agreement, to enjoin the violation *ex parte* as necessary by temporary or permanent injunction, to recover any damages to which it may be entitled for

violation of the terms of this Grant Agreement or injury to any public interest protected by this Grant Agreement, to require the restoration of the subject property or interest to the condition that existed prior to such injury, or refuse reimbursement to the applicant for the project or request reimbursement of any partial grant funding made earlier. The Grantee hereby acknowledges and agrees that the County's remedies at law for any violation of the terms of this Grant Agreement are inadequate and that the County shall be entitled to the injunctive relief described in this Grant Agreement, both prohibitive and mandatory, in addition to such other relief to which the County may be entitled, including specific performance of the terms of this Grant Agreement without the necessity of proving either actual damages or the inadequacy of otherwise available legal remedies. Any costs incurred by the County in enforcing the terms of this Grant Agreement against the Grantee, including, without limitation, costs of suit and attorneys' fees, and any costs of restoration necessitated by the Grantee's violation of the terms of this Grant Agreement, shall be borne by the Grantee.

13. STATUTORY AND REGULATORY COMPLIANCE. Grantee shall comply with all applicable federal, state and local laws, ordinances, rules and regulations in the performance of this Grant Agreement and in completing the Project.

14. DOCUMENTS RETENTION AND COUNTY ACCESS THERETO. The Grantee shall maintain a separate file of the Grant program and all related financial records for a period of not less than seven (7) years from the date of settlement. During this period, the County shall have access to such file(s) during normal business hours. If the Project is audited by the County or other governmental agency, and exceptions are found, the Grantee shall maintain the Project file until all audit findings are resolved to the satisfaction of the auditing agency.

15. NONDISCRIMINATION. Grantee shall perform the Project without regard to race, ancestry, color, religious creed, age, sex, diagnosis, handicap, disability, national origin, sexual orientation or other category protected by law.

16. REPRESENTATIONS AS TO AUTHORITY. Each Party represents unto the other that all necessary actions have been taken to approve this Grant Agreement and that this Grant Agreement is a legal, valid and binding obligation of each and legally enforceable in accordance with its terms.

17. ASSIGNMENT PROHIBITED. Grantee shall not transfer or assign this Grant Agreement, or its rights, duties, obligations or responsibilities hereunder, in whole or in part, without the prior written consent of the County.

18. NO WAIVER. The failure of any Party to insist upon strict performance of a covenant hereunder or of any obligation hereunder shall not be a waiver of such Party's right to demand strict compliance therewith in the future.

19. **SEVERABILITY.** If any provision of this Grant Agreement is held to be illegal, void, invalid or unenforceable, it shall not affect the validity, legality or enforceability of the remaining portions of this Grant Agreement, and if any provision is held to be inapplicable to any person, entity or circumstance, it shall, nevertheless, remain applicable and enforceable relative to all other persons, entities and circumstances.

20. **SUCCESSORS AND ASSIGNS.** This Grant Agreement shall be binding upon and shall inure to the benefit of the Parties hereto and their respective successors and assigns.

21. **AMENDMENT.** No change, modification or amendment of this Grant Agreement shall be valid or binding upon the Parties unless such change or modification shall be in writing, and signed by the Party against whom the same is sought to be enforced.

22. **ENTIRE AGREEMENT.** The Program, this Grant Agreement, Project Scope of Work, and all incorporated documents, constitute the full and complete agreement of the Parties pertaining to the subject matter hereof, and shall supersede any and all prior and contemporaneous agreements and understandings of the Parties in connection therewith. There are no representations, warranties or agreements other than those set forth in the Program or this Grant Agreement.

23. **JURISDICTION/VENUE.** The Parties agree that this Grant Agreement shall be interpreted in accordance with Pennsylvania law. Any legal suit, action, or proceeding arising out of or relating to this Grant Agreement shall be instituted exclusively in the state courts of Adams County, Pennsylvania, or if state courts lack jurisdiction, in the federal district court of the Middle District of Pennsylvania. Grantee agrees to waive any claims related to venue, including *forum non conveniens*.

24. **RIGHT-TO-KNOW LAW.** Grantee recognizes that the County is a government agency for purposes of the Right-To-Know Law, 65 P.S. § 67.101 *et seq.*, and is therefore subject to public disclosure of certain records in its possession, including records associated with this Grant Agreement. Grantee agrees to waive any claims against the County for public disclosure of such records required by the Right-To-Know Law.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the Parties, by their undersigned, duly authorized officers/representatives, and intending to be legally bound hereby, have duly executed this Grant Agreement on the dates appearing below.

ATTEST:

**COUNTY OF ADAMS
ADAMS COUNTY COMMISSIONERS**

Paula V. Neiman, Chief Clerk

By: _____
Randy L. Phiel, Chairman

Date: _____

By: _____
James E. Martin, Vice-Chairman

(SEAL)

By: _____
Marty Karsteter Qually, Commissioner

ATTEST/WITNESS:

[NAME OF GRANTEE]

By: _____
Printed Name:
Title:

Date: _____

By: _____
Printed Name:
Title:

**ADAMS COUNTY PARKS, RECREATION AND GREEN SPACE
GRANT PROGRAM - PROJECT PROGRESS REPORT FORM**

Project Name: _____

Program Year: _____

Date Submitted: _____

Grantee Name: _____

Project Title: _____

Date of Grant Agreement Execution: _____

Grant Agreement Ending Date: _____

Please use additional pages as needed to clearly outline the status of the Project
Please refer to Section 8. Project Implementation and Disbursement of Grant Funds

1. Please briefly describe the Scope of Work accomplished to date and clearly indicate any variations from the timeline on the original application.

2. Please note any unusual or significant conditions or problems encountered which may affect the closing date of your project (Please see **Section 8.3 Project Extension Request**):

3. Will you be submitting an Extension Request Form? Yes No

Signature of Project Coordinator

Date

Submit form to :
Adams County Parks, Recreation and Green Space Grant Program
670 Old Harrisburg Road, Suite 100
Gettysburg, PA 17325

**ADAMS COUNTY PARKS, RECREATION AND GREEN SPACE
GRANT PROGRAM**

**Pre-Settlement Report Form for
Conservation Easements or Fee Simple Acquisition**

Refer to Section 8.1.3 Pre-Settlement Requirements

Project Name: _____

Program Year: _____

Date Submitted: _____

Grantee Name: _____

Date of Grant Agreement Execution: _____

Grant Agreement Ending Date: _____

Proposed Settlement Date: _____

1. Describe the completion of the Scope of Work and the Project and indicate any variations from the original application:

2. Describe any differences between your original cost estimates and the actual costs of project activities:

3. Describe the benefits achieved by the project. Include benefit to protection of wildlife habitat, water resources, natural resources, historic or cultural resources and agricultural resources, increased recreational opportunities and public access, and local economic benefit.

4. Attachments

Copy of the HUD-1 Settlement Statement (**See Section 5.6 Eligible Project Match**)

Attach all required Pre-Settlement Documents as outlined in the **Applicant Procedural Checklist (See Appendix A1)**

ATTESTATION STATEMENT

I/we attest, under penalties of perjury, that this organization has complied with the provisions of the grant and that all information reported to the Adams County Commissioners, Adams County Parks, Recreation and Green Space Grant Program is correct.

Grant Award Amount: \$ _____ Date of Signatures: _____

SIGNATURES:

| | |
|------------|--------------------------------------|
| Applicant: | Printed Name of Applicant and Title: |
|------------|--------------------------------------|

| | |
|--------------------------------------|--|
| Secondary Applicant (if applicable): | Printed Name of Secondary Applicant and Title: |
|--------------------------------------|--|

| | |
|--------------------------------------|--|
| Secondary Applicant (if applicable): | Printed Name of Secondary Applicant and Title: |
|--------------------------------------|--|

| | |
|----------------------------|--|
| Program Coordinator | Printed Name of Program Coordinator |
|----------------------------|--|

| | |
|---------------------------|---|
| Program Solicitor: | Printed Name of Program Solicitor: |
|---------------------------|---|

Submit forms to:

Adams County Parks, Recreation and Green Space Grant Program
670 Old Harrisburg Road, Suite 100
Gettysburg, PA 17325

**ADAMS COUNTY PARKS, RECREATION AND GREEN SPACE
GRANT PROGRAM
PROJECT EXTENSION REQUEST FORM**

Project Name: _____ **Program Year:** _____

APPLICANT INFORMATION

Legal Name of Applicant: _____

Mailing Address: _____

Phone Number: _____

()

Fax Number: _____

()

Email Address: _____

CONTACT INFORMATION:

Project Coordinator: _____

Title: _____

Mailing Address: _____

Phone Number: _____

()

Fax Number: _____

()

Email Address: _____

Date of Original Project Approval: _____

Date(s) of Previous Extension Approval(s): _____

Expiration Date of Approval(s): _____

Current Projected Project Completion Date: _____

See Section 8 Project Implementation and Disbursement of Grant Funds. Specifically please see Section 8.1 Land - Conservation Easement or Fee Simple Acquisition Projects or Section 8.2 Park and Recreation Projects as they relate to your Project Extension Request.

Grant awards shall be expended within a three (3) year time period from the date of funding approval by the ACC. The Grant Agreement shall identify the expiration date of the grant. If an extension beyond this expiration date is necessary, the grant applicant shall request an extension.

Provide a detailed timeline of delays in conjunction with documented justification describing the extenuating circumstances or unusual project requirements that are beyond the control of the Applicant. Add attachments as necessary for a complete request description.

SIGNATURES

Applicant understands that:

1. approval is based on the information provided with this request;
2. any changed conditions are to be immediately brought to the attention of the Program Coordinator; and
3. approved projects remain subject to all previous requirements for accountability, completion and closure.

I, on behalf of the Applicant, hereby make the above Extension Request and understand that such request does not obligate the Adams County Commissioners to approve this request.

Printed name of person making the request for Applicant

Signature of person making the request for Applicant

Date

Recommendation of the Adams County Green Space Program Coordinator

- Extension request recommended for approval
- Extension request recommended for approval subject to specified conditions (attached)
- Extension request recommended for rejection

Signature of Program Coordinator

Date of Action

Action by the Adams County Commissioners

- Extension request approved
- Extension request approved subject to specified conditions (attached)
- Extension request rejected

Chairman, Adams County Commissioners

Date of Action

The granting of the above extension in no way relieves the Applicant of the responsibility of conformance with all other requirement of the Adams County Green Space Grant Program Guidelines.

**ADAMS COUNTY PARKS, RECREATION AND GREEN SPACE
GRANT PROGRAM**

**Request for Disbursement of Grant Funds
Conservation Easement or Fee Simple Acquisition Projects**

INSTRUCTIONS

Please complete all parts of this form that are applicable to your project and submit it, along with any attachments and other required documentation, to:

Program Coordinator, Adams County Parks, Recreation and Green Space Grant Program
Adams County Office of Planning and Development
670 Old Harrisburg Road, Suite 100
Gettysburg, PA 17325

Use a separate form for each project submitted

PROJECT IDENTIFICATION

Grantee:

Project Name:

Program Year:

FEE SIMPLE OR EASEMENT ACQUISITION INFORMATION

PLEASE NOTE IF YOU ARE REQUESTING FUNDS: AT SETTLEMENT or REIMBURSEMENT

| Settlement Date | Acreage acquired or under easement | Name of Seller | Purchase Price for Acquisition of Land or Easement |
|-----------------|------------------------------------|----------------|--|
| | | | \$ |

LIST SOURCES OF PROJECT ACQUISITION FUNDING

| | |
|--|----|
| Donation Value - Value of Donated Land or Value of Donated Easement | \$ |
| Applicant Match | \$ |
| Federal Program Grant Funds (Specify Program: _____) | \$ |
| State Grant Funds (Specify Program: _____) | \$ |
| Other: _____ | \$ |

TOTAL PROJECT FUNDS FOR MATCH (A)

\$

ELIGIBLE EXPENSES TO ADD TO APPLICANT CASH MATCH

*List the approximate eligible expenses (up to \$5,000) related to the acquisition for local match
Please see section 5.6 (Eligible Project Match) in program guidelines*

| Type of Expense | Name of Vendor | Amount |
|-----------------------|----------------|--------|
| Appraisal | | \$ |
| Survey | | \$ |
| Legal Fees | | \$ |
| Title Search | | \$ |
| Title Insurance | | \$ |
| Stewardship Endowment | | \$ |

TOTAL ELIGIBLE EXPENSES (B)

\$

TOTAL OF PROJECT MATCH - TOTAL OF (A) + (B)

\$

**ADAMS COUNTY PARKS, RECREATION AND GREEN SPACE
GRANT PROGRAM**

**Request for Disbursement of Grant Funds
Conservation Easement or Fee Simple Acquisition Projects**

CERTIFICATION

I certify to the best of my knowledge that information provided on this form and related attachments is true and correct, and that:

1. The project was completed in accordance with the Grant Agreement and is acceptable to the grantee;
2. All project expenditures were made in accordance with the Grant Agreement;
3. All documentation related to the approved project costs shall be kept on file for future auditing purposes. Copies of all documents relative to the administration of the project will be furnished for review and verification upon receipt of a request from the Adams County Parks, Recreation and Green Space Advisory Committee.

SIGNATURES:

| | |
|--------------------------------|---|
| Applicant: | Printed Name of Applicant and Title: Date: _____ |
| Applicant Project Coordinator: | Printed Name of Applicant Project Coordinator: Date: _____ |
| Secondary Applicant (s): | Printed Name of Secondary Applicant(s) and Title(s): Date: _____ |
| Secondary Applicant (s): | Printed Name of Secondary Applicant(s) and Title(s): Date: _____ |

OFFICE USE ONLY

| | |
|---|---|
| Signature of Program Coordinator: | Printed Name of Program Coordinator: |
| Payment Authorized by: _____ Date: _____ | Grant Amount: \$ _____ Check No: _____ |

**ADAMS COUNTY PARKS, RECREATION AND GREEN SPACE
GRANT PROGRAM**

**Project Completion Inspection Report for
Recreation Facilities or Trail Development Projects**

Project Title: _____

Program Year: _____

Project Completion Date: _____

Grantee Name: _____

Location of Project: _____

Program Representative: _____

Grantee Representative: _____

Scope of Work

Scope of Work as outlined in Grant Agreement: (cut and paste below, or attach)

Has the Scope of Work been fully implemented: Yes No

If no, please outline:

General Observations (please attach photographs as necessary)

Is the site readily identified as a Public Recreation Area? Yes No

If no, please explain:

Are the site and facilities (if applicable) attractive, maintained and inviting to the public?

Yes No

If no, please explain:

Is the site enjoyable, without any health or safety hazards or vandalism problems?

Yes No

If no, please explain:

Are the site and facilities accessible for visitors with disabilities? Yes No

If no, please explain:

Are appropriate signs installed to identify hours of availability and contact information?

Yes No

If no, please explain:

Are members of the public permitted to use the site or facilities? Yes No

If no, please explain:

Please attach additional pages with other information you would like to provide about this Project or the inspection (if anything).

Inspection completed by:

Program Representative

Date

Grantee Representative

Date

**ADAMS COUNTY PARKS, RECREATION AND GREEN SPACE
GRANT PROGRAM**

**Request for Disbursement of Grant Funds
Park and Recreation Projects - Advance Payment Request**

Project Name: _____ **Program Year:** _____

INSTRUCTIONS

Submit the completed and signed form to:

Program Coordinator, Adams County Parks, Recreation and Green Space Grant Program
Adams County Office of Planning and Development
670 Old Harrisburg Road, Suite 100, Gettysburg, PA 17325

GRANTEE IDENTIFICATION

Grantee: _____ EIN: _____
Address: _____

ADVANCE PAYMENT REQUEST

Agreement Grant Amount \$ _____
Eligible Advance Payment \$ _____
Percentage of Grant Funds _____ %
Balance for Future Reimbursement \$ _____

I hereby request the Adams County Commissioners to authorize an advance payment for the maximum amount allowable under our project type as outline above. The grantee understands that all advanced payments received must be deposited in a separate account (type of account to be determined by the funding source). The grantee may use interest or other income or accumulations earned on grant funds for approved Scope of Work items. Income earned and expended shall be recorded and reported as part of the closeout documentation. Any unused interest or other income remaining at the completion of the project activities shall be returned to the Adams County Parks Recreation and Green Space Grant Program by check payable to the Adams County Commissioners.

SIGNATURES

Applicant Signature: _____ Date: _____
Printed Name of Applicant and Title: _____

Applicant Project Coordinator: _____ Date: _____
Printed Name of Applicant Project Coordinator: _____

Secondary Applicant(s): _____ Date: _____
Printed Name of Secondary Applicant(s) and Title(s): _____

OFFICE USE ONLY

Signature of Program Coordinator: _____ Printed Name of Program Coordinator _____

Payment Authorized by: _____ Grant Amount: \$ _____
Date: _____ Check No: _____

**ADAMS COUNTY PARKS, RECREATION AND GREEN SPACE
GRANT PROGRAM**

**Request for Disbursement of Grant Funds
Park and Recreation Projects - Partial Payment Request**

Project Name: _____ **Program Year:** _____

INSTRUCTIONS

Partial payments will be authorized only after the grantee has received the Adams County Commissioners approval and/or written approval of specific eligible Project costs. The grantee must request partial payments in writing and such requests should be based upon the estimate of funds required to meet current needs.

Partial payments may be authorized by the Adams County Commissioners (on a disbursement drawdown basis) up to 90% of the grant funds or approved costs (whichever is less), dependent upon your project completion schedule.

Submit the completed and signed form to:

Program Coordinator, Adams County Parks, Recreation and Green Space Grant Program
Adams County Office of Planning and Development
670 Old Harrisburg Road - Suite 100, Gettysburg, PA 17325

Keep a copy of the submission for your files.

GRANTEE IDENTIFICATION

Grantee: _____ EIN: _____
Address: _____

PARTIAL PAYMENT REQUEST

| | | |
|----------------------------------|-----------|--------------|
| Agreement Grant Amount | \$ | _____ |
| Less Advance Payment | \$ | _____ |
| Less Previous Partial Payment | \$ | _____ |
| Eligible Payment | \$ | _____ |
| Balance for Future Reimbursement | \$ | _____ |

I hereby request a partial payment in the amount of \$ _____ and certify to the best of my knowledge that the information provided on this form is true and correct, and that:

1. This request is based on an estimate of funds required to meet current needs in accordance with the Grant Agreement.
2. Add documentation related to the approved project costs and this payment request. All documentation will be kept on file for future auditing purposes.

SIGNATURES

Signature of Local Project Coordinator: _____ Date: _____
Printed Name of Local Project Coordinator: _____

OFFICE USE ONLY

Signature of Program Coordinator: _____ Date: _____
Printed Name of Program Coordinator: _____

**ADAMS COUNTY PARKS, RECREATION AND GREEN SPACE
GRANT PROGRAM**

Disbursement of Grant Funds

Final Payment Request - Park and Recreation Projects

Project Name: _____

Program Year: _____

INSTRUCTIONS

1. Complete Sections I, II, III & IV. Complete Section IV only if Non-Cash was used for a portion of the required match. Please ensure that all project costs are reported.
2. Provide the Consultant's Certification Letter, as required in Section II. (Development Projects Only)
3. Sign and date this form in Section III - Certification.
4. **Submit the completed and signed form to:**
Program Coordinator, Adams County Parks, Recreation and Green Space Grant Program
Adams County Office of Planning and Development
670 Old Harrisburg Road - Suite 100, Gettysburg, PA 17325
5. Keep a copy of the submission for your files.
6. Contact the Program Coordinator if you should require assistance with completion of this form and/or to schedule a Final Site Inspection.

SECTION I - GRANTEE and PROJECT IDENTIFICATION

Grantee: _____

Project Title: _____

Address: _____

Contract Expiration: _____

SECTION II - CONSULTANT CERTIFICATION (Development Projects Only)

Attach a letter from your consultant and/or municipal engineer certifying that the final construction was completed in accordance with the plans and specifications, and that the contract/professional services agreement has been paid in full.

SECTION III - CERTIFICATION

I certify to the best of my knowledge the above information provided on this form and related attachments is true, correct, and that:

1. The project was completed in accordance with the Grant Contract and is acceptable to the Grantee.
2. All project expenditures have been paid and were made in accordance with the Grant Agreement.
3. The Grantee will maintain the site in an acceptable manner (development projects only).
4. The Grantee will not discriminate in the use of the site or facilities.
5. All project documentation and copies of the invoices/certificates for payment, cancelled checks, change orders, timesheets, etc. must be submitted for review and verification with payment request to Adams County.

SIGNATURES

Signature of Local Project Coordinator and Date: _____

Printed Name of Local Project Coordinator: _____

Signature of Program Coordinator and Date: _____

Printed Name of Program Coordinator: _____

SECTION IV - FISCAL INFORMATION

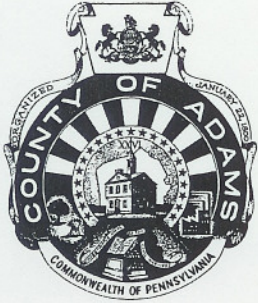
Agreement Grant Amount \$ _____

Eligible Grant Amount \$ _____

Less Previous Payment(s) \$ _____

Balance for Final Payment \$ _____

Liquidation of Remaining Balance (-) \$ _____



Office of the Adams County Commissioners

111-117 Baltimore St., Gettysburg, PA 17325 · (717) 337-9820 · FAX (717) 334-2091

Commissioners: R. Glenn Snyder, Lucy Lott, Thomas J. Weaver

Chief Clerk: Paula V. Neiman Solicitor: John M. Hartzell

RESOLUTION NO. 3 of 2007

Adams County,
Adams County, Pennsylvania

A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF ADAMS COUNTY, ADOPTING A PROGRAM ENTITLED
GREEN SPACE GRANT PROGRAM

WHEREAS, the County of Adams desires and intends to participate in a County Green Space Program;
and

WHEREAS, the Board of Commissioners of Adams County have appointed the members of the Green Space Committee to administer the Green Space Grant Program; and

WHEREAS, the citizens of Adams County believe in the protection of land in our county to preserve our rural heritage, our agricultural and tourism economies, our clean water and our clean air; and provide recreational opportunities; and

WHEREAS, the Commissioners of Adams County are focused on enriching and sustaining the quality of life for current and future generations; and

WHEREAS, County planning studies have identified opportunities for Green Space conservation efforts; and

WHEREAS, research has shown it is more economically feasible to preserve open space than it is to support more acres of populated land; and

WHEREAS, the Adams County Commissioners have supported a County program for agricultural land preservation since 1989; and

WHEREAS, the County of Adams has partnered with the Land Conservancy of Adams County, the Forest Legacy Program and other land preservation programs; and

WHEREAS, the Adams County Commissioners have been working with the Keep Adams Green Committee to develop a plan to preserve viable county lands; and

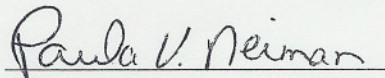
WHEREAS, the County desires to work in partnership with municipalities and to have the municipalities work in partnership with each other to achieve these goals.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of Adams County that:

1. We will support a program preserving open space in Adams County that will include but not be limited to agricultural land, natural resources, parks and recreational areas and cultural and historical resources.
2. We will finance this program yearly with a minimum of \$1 million dollars in the County's general budget, beginning in 2008, with a minimum of 60% allocated to agricultural land preservation.
3. We are dedicated to finding a long range funding source to minimize the financial impact on our residents.

DULY ADOPTED this 21st day of March, 2007, by the Board of Commissioners of Adams County, Commonwealth of Pennsylvania.

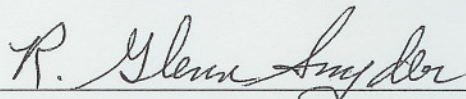
ATTEST:



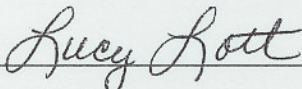
Paula V. Neiman

Chief Clerk

ADAMS COUNTY COMMISSIONERS



R. Glenn Snyder, Chairman



Lucy Lott

OPPOSED

Thomas J. Weaver



Office of the Adams County Commissioners

117 Baltimore St., Room 201, Gettysburg, PA 17325-2391

PHONE (717) 337-9820 · FAX (717) 334-2091

Commissioners: Randy L. Phiel, James E. Martin, Marty Karsteter Qually

County Manager: Albert M. Penksa, Jr. CGFM Chief Clerk: Paula V. Neiman

Solicitor: John M. Hartzell

COUNTY OF ADAMS, PENNSYLVANIA

RESOLUTION NO. 6 OF 2017

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF ADAMS COUNTY, APPROVING REVISIONS TO THE ADAMS COUNTY GREEN SPACE GRANT PROGRAM AND ALLOCATING FUNDING FOR PARK AND RECREATION PROJECTS

WHEREAS, the County of Adams adopted the Adams County Green Space Grant Program under Resolution No. 3 of 2007, adopted March 21, 2007, and established guidelines under Resolution No. 12 of 2007, adopted May 9, 2007; and

WHEREAS, the Board of Commissioners of Adams County ("Board"), approved essential revisions to the Adams County Green Space Grant Program in 2016 to allow for the inclusion of park and recreation projects and retitled the Program "The Adams County Parks, Recreation and Green Space Grant Program"; and

WHEREAS, the Board intends to use Marcellus Legacy Shale funds, provided under authority of Act 13 of 2012, P.L. 87, the Unconventional Gas Well Impact Fee Act, codified at 58 Pa. C.S. § 2301-3504, as such funds may be available, to provide grants for park and recreation projects; and

WHEREAS, the Board will administer the Adams County Parks, Recreation, and Green Space Grant Program through the Adams County Parks, Recreation, and Green Space Grant Program Committee, with the Committee being assisted by the Adams County Office of Planning and Development, with such staff serving as Program Coordinator.

NOW, THEREFORE BE IT RESOLVED, and it is hereby **RESOLVED**, by the County of Adams, Pennsylvania, by its governing body, the duly elected and incumbent Board of County Commissioners, Randy L. Phiel, James E. Martin and Marty Karsteter Qually, as follows:

1. The above recitals are incorporated herein and made an essential part hereof.
2. The County of Adams, through the Board of Commissioners, hereby approves the latest revisions to the Adams County Parks, Recreation and Green Space Grant Program Guidelines dated July 19, 2017 ("Program").

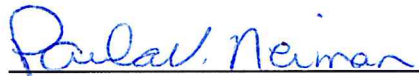
3. The Board of Commissioners, in doing this, invites municipalities, recreational authorities, non-profit organizations, and other eligible entities, to apply for Program funding through the Adams County Office of Planning and Development to provide for park and recreation opportunities for the citizens of Adams County.

4. Effective Date: This Resolution shall be effective as of July 19, 2017.

IN WITNESS WHEREOF, the present Resolution has been duly adopted this 19th day of July, 2017 in a duly advertised and convened public session.

ATTEST:

ADAMS COUNTY COMMISSIONERS



Paula V. Neiman
Chief Clerk



Randy L. Phiel, Chairman



James E. Martin, Vice-Chairman



Marty Karsteter Qually, Commissioner