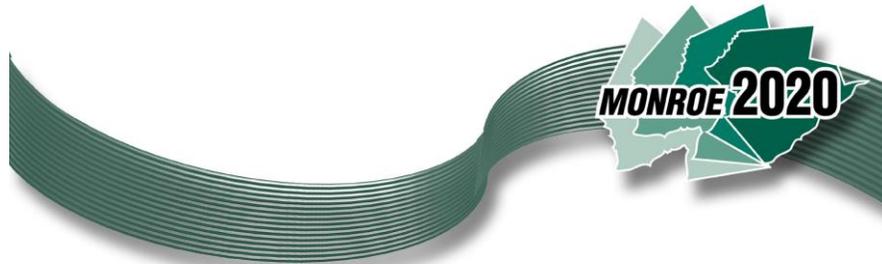


Financial Assistance Program of Monroe County II

Sponsored by:
Monroe County Commissioners
Monroe County Open Space Advisory Board
Monroe County Planning Commission



September 2011

1. Program Overview

The Board of County Commissioners and the Open Space Advisory Board (OSAB) have established the Financial Assistance Program (FAP) to provide monetary assistance to the municipalities of Monroe County in order to promote the development and adoption of resource protection ordinances and plans. Land use decisions are made at the local level and have impacts that extend beyond municipal boundaries. It is important that efforts to promote soundly planned growth be done with a coordinated strategy. FAP funds will be available on a first-come first-serve basis until all funds have been awarded. Municipalities are encouraged to apply in a timely manner. If additional funds become available, the Monroe County Planning Commission (MCPC) will provide written notice to the municipalities.

This program is designed to provide financial assistance to municipalities interested in developing and adopting resource protection ordinances to assist in the preservation of open space through non-acquisition techniques. These types of ordinances will assist in the successful implementation of the goals and actions outlined in the County Comprehensive and Open Space Plans, as well as the Regional (Multi-Municipal) Comprehensive and Open Space Plans.

2. Purpose

This program has been established to provide partial reimbursement to municipalities for developing and adopting specific Zoning, Subdivision and Land Development Ordinances (SALDO), and other ordinances related to resource protection as well as other eligible special projects.

Other eligible special projects will assist municipalities with developing innovative plans that will lead to direct implementation of the County Comprehensive and Open Space Plans, as well as the Regional (Multi-Municipal) Comprehensive and Open Space Plans. All projects must have an implementation component that includes specific actions the municipality will undertake. Depending on the level of detail involved, special projects may require the consultation of an engineer or landscape architect.

3. Eligibility

To be eligible for this program, a municipality shall be enrolled in the Municipal Partnership Program (MPP) through an executed Memorandum of Understanding.

The MCPC staff will assist the municipality in developing the scope of work to retain the services of a professional consultant. Prior to the selection of a consultant, MCPC staff approval of the scope must be obtained. Once the municipality selects the consultant the MCPC staff will administer the project. It is recommended that the MCPC staff be included in the consultant selection process. In all instances the MCPC staff shall be involved with the consultant project team, municipal officials, municipal planning commissions and other interested citizens from commencement to completion of the project.

4. Eligible Projects

This section identifies items for which municipalities are eligible for reimbursement through the FAP.

A. Subdivision and Land Development Ordinance (SALDO) Language

- **Conservation Subdivision (Growing Greener)** - including revisions to existing ordinances utilizing the most recent Natural Lands Trust (NLT) model.
- **Growing Greener Commercial Standards** – Four step design process for commercial projects.
- **Commercial Corridor Redevelopment** – utilizing the NLT/Monroe County model.
- **Mandatory Dedication of Open Space (including trails) and Fee-In-Lieu-Of Provisions**
- **Subdivision Re-design/Overlay**
- **Stormwater Management**
- **Site Analysis Plan Information Wetland Management**
- **Vegetation Management/Preservation**
- **Slope Management**
- **Floodplain Ordinance**
- **Natural Features Conservation**

B. Zoning Ordinance Language

- **Conservation Zoning (Growing Greener)** - including revisions to existing ordinances utilizing the most current NLT model.
- **Growing Greener Commercial Standards** – four step design process for commercial projects.
- **Commercial Corridor Redevelopment** - Utilizing the NLT/Monroe county model.
- **Transfer of Development Rights (TDRs)**
- **Setback, Landscaping and Tree Protection Requirements**
- **Wellhead Protection Ordinances**
- **Rural Center Zoning**
- **Traditional Neighborhood Development (TND)**
- **Net-Out of Natural Resources**

- **Wetland Management Slope Management**
- **Floodplain Ordinance**
- **Sign Regulations**
- **Natural Features Conservation**
- **Riparian Buffer Zones**
- **Lighting Standards**
- **Forestry/Timbering**

The use of overlay districts in conjunction with the above ordinances and corresponding amendments to municipal zoning maps are also eligible for reimbursement.

C. Other Municipal Ordinances

- **Official Maps** -Must include designated open space areas - includes revisions and updates.
- **Regional Comprehensive Plan Evaluation and Implementation**
- **Act 167 of 1961 Historic District Ordinances**

D. Special Projects

- **Village Studies**
- **Greenway (land and water) Corridor Plans**
- **Trail Feasibility Plans**
- **Trail (land and water) Master Plans**
- **Streetscape Master Plans**

5. Ineligible Projects

This funding program has been established to assist municipalities in implementing resource protection ordinances. The funds are for implementation and related activities, and are not intended for land acquisition, equipment, or other capital expenses.

The following are examples of projects which are not eligible under this program:

- **Individual or Regional Comprehensive Plans**
- **Act 537 Plans and Updates (State funding is available from the Department of Environmental Protection.)**
- **Open Space, Recreation, and Environmental Resources Plans and Updates**
- **Historic Preservation Plans (funding is available from the Pennsylvania Historical and Museum Commission)**
- **Inventories and Surveys which are not part of an eligible plan**
- **Building codes and similar items**
- **Road Maintenance Plans**

6. Consultant Qualifications

A professional planning consultant must comply with the criteria established as set forth in Appendix A. A resume of each member of the project team shall be submitted with the application. Municipal solicitors and engineers may undertake ordinance revisions, provided that they meet the required qualifications.

As previously indicated, the MCPC staff will assist in the development of the scope of work for the municipality to retain the services of a professional consultant. Once the municipality selects a consultant or designated solicitor/engineer, the MCPC staff will administer the project. In all instances, the MCPC staff shall be involved with the municipality and consultant from commencement to completion of the project.

7. Application

- Open Cycle Application Period.
- The municipality must submit a completed Grant Application to the MCPC. The Grant Application Form is located in Appendix B. At time of application the municipality should provide the name and qualifications of the consulting firm and also any documentation to support the consultants proposed costs.
- If more than one project is being completed under the same scope of work, an itemized proposal which indicates the cost of each eligible item must be submitted as part of the grant application.
- The MCPC staff must approve the scope of work prior to the submission of a grant application.

8. Application Contents

Municipalities shall be responsible for packaging and submitting all application materials, including material that the consultant produced (e.g. scope of work that was approved by the MCPC and the municipality). The grant application shall include the following information and shall be deemed incomplete without all documentation:

A. Grant Application Form

- A completed grant application form (Appendix B) signed by the governing body.

B. Project Description - The project description should, at a minimum include the following:

- A general description including the overall goal sought and nature of the project.
- A narrative that describes how the proposed planning project is consistent with the goals, objectives, and policies of the regional open space plan, or a regional

comprehensive plan. If applicable, the narrative should also include how the proposed project is consistent with the County Comprehensive or Open Space plans.

- A detailed scope of work, including, but not limited to:
 1. A detailed description of the proposed work program that outlines specific actions to occur, and the various sections, articles, or chapters of the document under study.
 2. All proposed work shall consist of clearly defined, measurable actions with definitive interim and final deliverables.
 3. An itemized budget, including the fee for each major task by section, article, or chapter, including work products and all deliverables.
 4. An invoice schedule; and the distribution of time and products per team member.

C. Letters of Commitment

- For all projects, a letter of commitment shall be required as part of the application package. This letter shall commit the municipality to forming a task force that will work with the consultant and the MCPC to complete the project.

D. Requirements for Multi-Municipal/Regional Planning Commission Applications

Multi-municipal and regional planning groups shall comply with the following requirements when preparing a FAP grant application:

- Each multi-municipal project shall be clearly defined in terms of scope, funding, and municipal participation. Participating municipalities shall agree to the proposed work program and provide individual letters of support for the project. The municipal endorsement letters shall be attached to the grant application
- A single, unified application shall be filed and a single municipality shall be designated to administer the contract with the MCPC. All communications and transactions, as well as reimbursement shall be directed through the lead municipality.
- Each member municipality shall agree to actively participate in the work program by designating representatives from the governing body and the planning commission.
- The awarding of a grant shall require a chairperson to be elected to guide the task force through the process.
- For multi-municipal projects, each member municipality shall actively participate in the work program by designating representatives from the governing body and the planning commission to serve on the task force.

- All applications shall include a letter signed by each governing body that states their municipality has committed the necessary funds to finance the proposed work program. When additional, non-municipal funds (such as federal, state, or private funds) are being used to help finance the project, a copy of that agency's financial commitment letter shall be included as well.
- Municipal Endorsement Letters - For multi-municipal projects, individual letters of support for the project from each participating municipality shall be attached to the grant application.

9. Application Review and Selection Criteria

The MCPC will review projects for compliance with the requirements of this program. If necessary, any recommendations or revisions required by the County will be sent to the municipality for inclusion in the application. The County may also request additional documentation.

Funding recommendations will be made by the MCPC and forwarded to the County Commissioners for final approval. Recommendations will be based on the following criteria:

- Eligibility of the proposed project.
- Financial feasibility of the proposed project in terms of identifying and accurately estimating eligible costs.
- Degree to which the proposed project will address an immediate planning or regulatory need in the municipality; and the degree to which the project can be implemented upon completion.

10. Application Award and Agreement

The final decision on the award of grants rests with the County Commissioners. If approved, the MCPC will send an award announcement and copies of the grant agreement to the municipality for execution. The number of copies shall consist of one for each municipality plus two copies for the County. All copies must be executed by the municipality and returned to the MCPC for the County Commissioners' signatures. A fully executed agreement will be returned to each municipality for its records. A sample grant agreement is located in Appendix C.

The MCPC Senior Planners will provide quarterly progress reports to the County Commissioners, the Planning Commission Board and the OSAB with regard to the status of the FAP.

11. Funding

A. Individual Municipal Projects

- The County may make grants of up to fifty (50) percent, not to exceed \$5,000 of the eligible project costs, not to exceed \$10,000 per application, for planning documents as described in subsections 4A, B, C and D above.

B. Multi-Municipal or Regional Projects

- The County may make grants of up to seventy-five (75) percent, not to exceed \$37,500, of the eligible project costs, not to exceed \$50,000 per application, for planning documents described in subsections 4A, B, and C. The maximum grant amount may be increased at the County's discretion for projects involving three (3) or more municipalities.

C. Special Projects

- For all eligible Special Projects (subsection 4D above), the County may make grants up to seventy-five (75) percent, not to exceed \$18,750, of the eligible project costs, not to exceed \$25,000 per application. The maximum grant amount may be increased at the County's discretion for projects involving three (3) or more municipalities.

D. Criteria for all Projects

- No more than two (2) applications may be submitted by an individual municipality or on behalf of a multi-municipal or regional project without approval by MCPC staff. Approval to submit additional applications will be determined based on the status of the previously submitted applications.
- The municipalities may use one hundred (100) percent of the County grant as a match for any federal, state or private funds which may be available. Matching funds may not come from any other Monroe County funded program.
- A minimum of ten (10) percent of the eligible project costs shall be provided directly by the municipality for an individual project.
- The municipalities involved in multi-municipal or regional projects shall provide a total of ten (10) percent of the total eligible project costs, not ten (10) percent per municipality.

12. Eligible Costs

The following costs incurred by a municipality that has been awarded a grant under the FAP grant program are considered eligible for reimbursement, however only if they are included in the approved project scope attached to the approved grant agreement

- Professional planning consultant fees directly relating to the approved scope of work.
- Data collection and analysis that leads to a planning recommendation.
- Mapping and graphics directly related to the approved project.
- Publication of the adopted document, up to fifteen (15) copies.

13. *Ineligible Costs*

The following costs shall not be eligible for reimbursement under this program:

- Administrative costs.
- Mailings and postage.
- Rental of meeting facilities.
- Advertising costs.
- Land acquisition.
- Food or refreshments.
- Equipment and other capital costs.
- Other costs deemed ineligible by the MCPC.

14. *Project Schedule*

After receipt of the grant award announcement, the municipality must submit the following preliminary documentation:

- All copies of the executed grant agreement.
- A project schedule showing dates when project tasks are to be initiated and completed.
- A meeting between representatives of the municipality, the consultant, and MCPC staff is required before the project begins. This will ensure that all parties are fully aware of the project and administrative procedures before any work begins. The project schedule, including project milestones and County review periods, will be finalized.
- Representatives of the municipality, consultant, and MCPC staff will meet periodically according to the project schedule.
- The MCPC staff will monitor the progress of the work and review draft documents as set by the project schedule.

15. *Completed Project Review*

Upon completion of the project, but prior to adoption, the municipality must submit the product to the MCPC for a technical and policy review. The MCPC will review the project for compliance with the approved scope of work and general consistency with the County Comprehensive Plan. The MCPC will forward a letter to the municipality stating its approval of the project or listing necessary revisions to incorporate prior to adoption. This technical review

will be completed in a timely manner, however it should be noted that it does not satisfy the County review requirements of the Pennsylvania Municipalities Planning Code (PMPC). If the PMPC requires an official County review of the project, this review must occur after the technical review. In order to receive an official County review under the PMPC, the project must be submitted to the MCPC following the procedures indicated in the PMPC.

Under certain circumstances, the technical review and the PMPC review may be completed concurrently at the MCPC staff discretion.

16. *Project Adoption or Acceptance*

The final ordinance must be adopted according to the provisions of the PMPC, as amended, if required, to be eligible for reimbursement.

17. *Reimbursement*

A. Request

- Projects must be completed and adopted by the municipality prior to the grant expiration date as indicated in the grant agreement (Appendix C) to be eligible for reimbursement.
- Project extensions, if necessary, must be requested in writing and approved by the County prior to the grant expiration date.
- The municipality must submit the following documentation with its request for reimbursement:
 1. Completed Request for Reimbursement Form (see Appendix D);
 2. A copy of the MCPC letter indicating compliance with the Scope of Work and general consistency with the County Comprehensive Plan.
 3. A signed original of the adopted ordinance or study with all digital information, including mapping in a format that is acceptable to the MCPC.
 4. A copy of the municipality's paid project invoices and cancelled check, if able to obtain from the financial institution.
- The County reserves the right to request further documentation prior to processing the municipality's reimbursement request.

B. Payment

- Upon verifying evidence of project completion, the County will review the final grant reimbursement request and send the appropriate funds by check to the municipality.

- If the completed project does not meet the requirements as indicated in the Financial Assistance Program, the County reserves the right to refuse reimbursement to the applicant for the project.

Appendix A
MINIMUM REQUIREMENTS FOR
PROFESSIONAL PLANNING CONSULTANT

The following minimum requirements shall be met in order to qualify as an eligible professional planner under this program. These minimum standards are designed to help Monroe County municipalities with the selection of a qualified planning consultant under the Financial Assistance Program.

Selecting a qualified consultant team will help assure the project is comprehensive, accurate and realistic. These criteria are designed to be minimum standards for the Program. Participating municipalities may choose more stringent criteria.

The professional consulting team must have a team leader. This team leader will be designated "Project Planner" and will be responsible for the overall supervision of the team and liaison with the participating municipalities. The Project Planner should be thoroughly versed with municipal planning programs and the implementation of municipal plans and ordinances.

The Project Planner must meet the following educational, experience and professional requirements:

1. The Project Planner shall hold a Bachelor's or Master's Degree in Planning, Landscape Architecture or related field from an accredited college or university.
2. The Project Planner shall have a minimum of five (5) years of professional planning work experience in the field of municipal planning and implementation, with a minimum of two years experience in the State of Pennsylvania. This experience shall include primary responsibility, either as project director or sole professional staff, for major planning projects, including implementation of municipal comprehensive plans.
3. The Project Planner shall have direct experience in:
 - A. Developing and recommending to municipal officials public policies and programs.
 - B. Analyzing the broad consequences of the specific actions or choices recommended.
 - C. Applying elements of the planning process, including opportunity definition, goal setting, identifying alternatives, implementation and evaluation.
4. While not specifically required, American Institute of Certified Planners (AICP) certification is highly desired.

Members of the project team shall submit their resume as part of the application packet.

In addition to the above requirements, the Consultant Team shall have experience with and be compatible with Monroe County GIS. The County will make existing data available at the municipality's request.

Examples of related work performed by the Project Planner shall be made available upon request. References shall be furnished upon request.

Appendix B
MONROE COUNTY
Financial Assistance Program
Grant Application Form

Please contact the MCPC at (570) 517-3100 about your project prior to submitting this form.

APPLICANT

Municipality _____

Municipal Address _____

Phone Number _____ Fax Number _____

Contact Person _____

Title _____

Address _____

Daytime Phone Number _____ Fax Number _____

PROJECT INFORMATION

Have you contacted anyone at the MCPC about your proposed project? _____ yes _____ no

If yes, indicate who. _____

Project Name Please name the project type selected from the Financial Assistance Program (Section 3.2), on the line provided below. Only items listed as eligible projects in the Financial Assistance Program are eligible for reimbursement. A separate grant application is required for each project.

Project Name: _____

What is this project intended for? _____ Zoning Ordinance _____ Subdivision Ordinance
_____ Both _____ Other (specify) _____

Project Description Briefly describe the overall goal being sought and the nature of the project.

Project Time Summary

Estimated Time Frame (Months): _____

Estimated Start Date: _____

Estimated Completion Date: _____

Estimated Number of Work Sessions: _____

Estimated Number of Public Input Meetings: _____

**Consultant Proposal must be reviewed by MCPC prior to awarding the grant.

County Use Only

Contract # _____

Award Amount _____

Termination Date _____

FINANCIAL ASSISTANCE PROGRAM

Grant Application Form
Appendix B
Page 2

PROJECT FINANCES

County Grant Request \$ _____ %
not to exceed the following limits:
Up to 50% for the eligible projects not to exceed \$10,000 as listed in Section 7.2 of the Financial Assistance Program

Non-municipal Public Grants \$ _____ %
available for the Project
(state and federal grants)

Identify grant source: _____

Private funds committed to the project \$ _____ %

Total municipal funds committed \$ _____ %
to the project

TOTAL PROJECT COST \$ _____ %

ADDITIONAL INFORMATION REQUIRED

- A. A copy of the project Scope of Work proposed by the municipality including work elements, costs, and timing. The County will not sign off on any grant application until the consultant proposal is reviewed by the MCPC.
- B. A letter of financial commitment from other funding source(s) stating that, if the grant is awarded, they will provide the committed funds.
- C. The name and qualifications of the consulting firm.
- D. Documentation to support proposed consultant costs (consultant proposal).

Monroe County reserves the right to accept or reject any or all applications submitted through the Financial Assistance Program contingent upon available funding and respective applicant eligibility.

Grant Application Form
Appendix B
Page 3

LEGAL UNDERSTANDING

_____ Township/Borough hereby applies to the Monroe County Board of Commissioners for a grant in the amount of \$_____, representing _____% of the total project costs.

As the authorized municipal representative, I hereby submit the preceding data and information in support of our application. I understand the rules and procedures as published in the Financial Assistance Program and agree to be bound thereby. Further, I specifically agree to execute and deliver a Grant Agreement in forms provided by the County and understand that if the completed project(s) does not meet the requirements as stated in the Financial Assistance Program, the County reserves the right to refuse reimbursement to the applicant for the project(s).

Submitted to the Monroe County Planning Commission on _____
(date)

By: _____
Name Municipality

Title

Endorsement:

Date Chair, Board of Supervisors
President, Borough Council

MCPC Approval:

Staff Initials

Date

County Use Only

App received _____	Planner Assigned _____
MCPC Review _____	Extension _____
Award Date _____	
Term Date _____	

FINANCIAL ASSISTANCE PROGRAM

Grant Application Form

Appendix B

Page 4

The consultant shall provide the following information:

1. Tasks and costs consistent with the Financial Assistance Program and potentially eligible for 50% reimbursement:

- a. Zoning Ordinance **TOTAL COST**
 - 1. Growing Greener Conservation Zoning Standards \$ _____
 - 2. Growing Greener Commercial Standards \$ _____
 - 3. Commercial Corridor Redevelopment \$ _____
 - 4. Transfer of Development Rights \$ _____
 - 5. Riparian Buffer Zones \$ _____
 - 6. Setback, Landscaping and tree protection requirements \$ _____
 - 7. Wellhead Protection \$ _____
 - 8. Rural Center Zoning \$ _____
 - 9. Traditional Neighborhood Development (TND) \$ _____
 - 10. Net-Out Natural Resources \$ _____
 - 11. Wetland Management \$ _____
 - 12. Slope Management \$ _____
 - 13. Effective Agricultural Zoning \$ _____
 - 14. Floodplain Ordinance \$ _____
 - 15. Sign Regulations \$ _____
 - 16. Natural Features Conservation \$ _____
 - 17. Forestry/Timbering \$ _____
 - 18. Lighting Standards \$ _____

- b. Subdivision and Land Development Ordinance **TOTAL COST**
 - 1. Conservation Subdivision (Growing Greener) \$ _____
 - 2. Growing Greener Commercial Standards \$ _____
 - 3. Commercial Corridor Redevelopment \$ _____
 - 4. Mandatory dedication of open space (inc. trails and fee-in-lieu of Provisions) \$ _____
 - 5. Subdivision re-design/overlay \$ _____
 - 6. Stormwater Management \$ _____
 - 7. Site Analysis Plan Information \$ _____
 - 8. Wetland Management \$ _____
 - 9. Vegetation Management/Preservation \$ _____
 - 10. Slope Management \$ _____
 - 11. Floodplain Ordinance \$ _____
 - 12. Natural Features Conservation \$ _____

- c. Other Municipal Ordinances **TOTAL COST**
 - 1. Official Maps \$ _____
 - 2. Regional Comprehensive Plan Evaluation and Implementation \$ _____
 - 3. Act 167 of 1961 Historic District Ordinances \$ _____

- d. Special Projects
 - 1. Village Studies \$ _____
 - 2. Greenway (land and water) Corridor Plans \$ _____
 - 3. Trail Feasibility Plans \$ _____
 - 4. Trail (land and water) Master Plans \$ _____
 - 5. Streetscape Master Plans \$ _____

- e. Meetings (Bd of Supervisors, Planning Commission, public hearing) \$ _____

- f. Publication of adopted document (up to ___ copies) and mileage \$ _____

Financial Assistance Program II of Monroe County

TOTAL \$ _____

2. Work outside the scope of the Financial Assistance Program: \$ _____

3. Total cost to the Township

a. 50% of the total in #1 \$ _____

b. 100% of the total in #2 \$ _____

TOTAL \$ _____

Contract # _____

FINANCIAL ASSISTANCE PROGRAM
Grant Agreement
Appendix C

between
_____ Township/Borough
and the
COUNTY OF MONROE

PURPOSE

The purpose of this grant is to support Monroe County municipalities in achieving the goals and objectives of the Monroe County Comprehensive Plan and Monroe County Open Space Plan by providing funding at the municipal level where land use decisions are made.

SCOPE OF AGREEMENT

1. The Township/Borough of _____ agrees that any sums received from the County shall be used in accordance with the awarded grant and the provisions of the Financial Assistance Program.
2. The work program and final product shall be in accordance with the Scope of Work submitted as part of the Grant Application. The Scope of Work shall be attached to this Agreement.
3. The work program shall be performed by an approved professional planning consultant.
4. The Municipality agrees to adhere to all Federal, State, and Municipal laws, codes, and requirements. The municipality further agrees to indemnify, defend, and save harmless the County from any and all claims arising out of the performance of this Agreement caused by an error, omission, intentional or negligent act for which the Municipality is legally responsible.

FINANCIAL ASSISTANCE PROGRAM
Grant Agreement
Appendix C
Page 2

CONDITIONS OF AWARD

1. The funds shall be used exclusively for eligible costs of the awarded project identified in the Financial Assistance Program.
2. The project shall result in a final product that achieves general consistency with the County Comprehensive Plan.
3. The final product shall be adopted according to the provisions of the Pennsylvania Municipalities Planning Code (Act 247), as amended.
4. The Monroe County Planning Commission shall be given the opportunity to attend work sessions as they are scheduled to review and discuss draft materials and the project status,
5. Drafts of all materials shall be submitted to the Monroe County Planning Commission for review and comment during the course of the project.
6. Upon completion of the project, but prior to adoption, the municipality shall submit a copy of the final draft product to the Monroe County Planning Commission for technical review. The planning commission shall review the product for compliance with the approved scope of work and shall forward its approval or a list of necessary revisions to the municipality.
7. If the project requires an official review according to the Pennsylvania Municipalities Planning Code, the final product, containing all revisions required after the technical review, shall be submitted to the Monroe County Planning Commission in accordance with established procedures.
8. Other conditions specific to the project will be added to the Grant Agreement as necessary.

FINANCIAL ASSISTANCE PROGRAM
Grant Agreement
Appendix C
Page 3

MAXIMUM REIMBURSEMENT

1. It is understood that the total maximum reimbursable cost is _____ percent of the total project cost as awarded by the County, or _____ Dollar (\$).
2. The Municipality understands that the reimbursement is to be made as set forth by this Agreement and the Financial Assistance Program

TERM OF AGREEMENT

1. The Term of Agreement shall commence on _____, 20__ and end on _____, 20__. The Municipality agrees and understands that the reimbursement will not be made by the County through this grant program for costs incurred after the aforesaid termination date.
2. The County reserves the right to refuse reimbursement to the applicant for the project if it does not meet the requirements as stated in the Financial Assistance Program.
3. This Agreement may be amended only by written agreement signed by both the County and the Municipality.

FINANCIAL ASSISTANCE PROGRAM
Grant Agreement
Appendix C
Page 4

ENDORSEMENTS

The undersigned parties approve and agree to the conditions of this Grant Agreement.

DATE: _____
_____ (Municipality)

ATTEST: _____
By: _____
(Signature and Title)

Municipal Secretary _____
(Signature and Title)

(Signature and Title)

DATE: _____ COUNTY OF MONROE

ATTEST: _____
By: _____
Chairman

Vice Chairman

Commissioner

Chief Clerk

**APPENDIX D
FINANCIAL ASSISTANCE PROGRAM
REQUEST FOR REIMBURSEMENT**

MUNICIPALITY _____

Municipal Address _____

Phone Number _____ Fax Number _____

Contact Person _____

Title _____

Address _____

Daytime Phone _____

PROJECT INFORMATION

Name of Project _____

REQUEST FOR PAYMENT

A. Total eligible project costs \$ _____

B. Percent requested _____ %
(not to exceed percentage specified
in Grant Agreement)

C. Total reimbursement requested \$ _____
(not to exceed the maximum reimbursement
specified in Grant Agreement)

D. Total Municipal funds committed to \$ _____ %
the project

MUNICIPAL APPROVAL

By: _____ Date: _____

Title: _____

A. Grant Reimbursement Request: \$ _____

**** If the completed project does not meet the requirements as stated in the Financial Assistance Program, the County reserves the right to refuse reimbursement to the applicant for the project.**

**FINANCIAL ASSISTANCE PROGRAM
REQUEST FOR REIMBURSEMENT**

Page 2

ATTACHMENTS

- A. A copy of the Monroe County Planning Commission's letter (Section 6.2) indicating compliance with the project Scope of Work and general consistency with the County Comprehensive Plan.
- B. Two (2) copies of the final adopted or approved product.
- C. A listing of the eligible costs for reimbursement.
- D. A copy of the municipality's cancelled check(s) and project invoices or a letter from the consultant stating they've been paid in full.

COUNTY USE ONLY

MONROE COUNTY PLANNING COMMISSION APPROVAL

By: _____ Date: _____
Title: _____
Grant Reimbursement: \$ _____

Contract # _____ County Grant Amount \$ _____
Payment Authorized by: _____ Previous Payment(s) - \$ _____
_____ Eligible Payment \$ _____
_____ Line Item # _____
Date: _____ **Balance for**
Future Project(s) \$ _____

Financial Assistance Program Process Outline

Please note that this process outline is a summary of the FAP II.

1. **Contact MCPC to discuss the proposed project.**
2. Develop Scope of Work with the MCPC
Or
MCPC approves Scope of Work if not developed by MCPC
3. Municipality obtains consultant proposal and forwards copy to MCPC.
4. Municipality contacts MCPC Planners.
5. Municipality submits Grant Application Form (Appendix B) to MCPC.
6. Grant Agreement is executed (Appendix C).
7. Consultant, municipality and MCPC develop ordinance(s) as listed on the Grant Application Form.
8. Municipality submits completed ordinance to MCPC for technical and policy review (this is not to be considered the review required under the PMPC).
9. MCPC forwards letter stating approval or listing necessary reviews prior to adoption.
10. Municipality submits ordinance for official review under the PMPC.
11. Municipality adopts ordinance.
12. Municipality submits necessary documentation to receive reimbursement.
13. Upon verifying evidence of project completion, the County will review reimbursement request and send appropriate funds by check to the municipality.

This outline is intended to serve as a general process guide. **Please contact the MCPC to discuss exactly what your municipality is looking for.**
(570) 517-3100