Lackawanna County

Commissioners
Jerry Notarianni • Debi Domenick, Esq. • Chris Chermak

Lackawanna County
Community Re-invest Program

Investing in Our Future

Program Manual & Application Form

01/10/2022

Prepared by
Lackawanna County Department of Economic Development

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Introduction

The Lackawanna County Commissioners through the Community Re-invest Program assisting local agencies in the revitalization and improvement of neighborhoods and community services establish the **INVESTING IN OUR FUTURE** Grant. The intent of this grant is to provide funding for projects that will have a high impact on the local community, will strengthen community services, and/or improve quality of life.

Applicants are eligible for county grants for recreation and other community projects up to a maximum cap of $5,000 per applicant per calendar year (Jan 1 – Dec 31). The county monies may be used as a local match for state or federal grant applications.

Project Types

Community Re-invest funds may be used to assist local agencies to:

- acquire and preserve open space resources;
- acquire and construct greenways and trails;
- acquire, develop, or rehabilitate outdoor recreational facilities;
- improve or revitalize community services, infrastructure and/or quality of life.

Eligibility

All Lackawanna County municipalities, municipal authorities, tax-exempt, charitable and educational organizations are eligible to receive funds under this program.

Procedure for Program Consideration

To take advantage of the Community Re-invest Program, a local agency must submit the application packet to the Lackawanna County Department of Economic Development.

Submit to: Community Re-invest Program Coordinator
Lackawanna County Department of Economic Development
123 Wyoming Ave, Suite 505
Scranton PA 18503
Phone: 570-963-6830 Fax: 570-963-7596
plned@lackawannacounty.org

Type of Funding

Funding provided through the Community Re-invest Program will be reimbursable to the applicant, upon submission of project costs encumbered.

Application Packet

Two (2) copies of the application packet, containing original signatures, must be submitted. The packet must include the following documentation:

- Completed and signed Application Form LC-CRP-IOF (2 pages).
- Resolution authorizing the applicant to apply for the Community Re-invest funds and agreeing to the "Terms and Conditions of the Grant."
- Copies of other Federal, state, or private-entity grant applications or grant agreements that are included in the overall project funding (if applicable).
- Copies of project cost receipts, cancelled checks, invoices, or approved contracts (if available at the time of application, to expedite the reimbursement payment).

Deadlines and Award Rounds

There will be two (2) rounds of awards in 2022, as follows

1st Round: Deadline to apply: Last business day of April (In person, email, or US mail postmark)
Awarded by Commissioners: 1st public meeting of June

2nd Round: Deadline to apply: Last business day of October (In person, email, or US mail postmark)
Awarded by Commissioners: 1st public meeting of December

Selection Criteria for Applications

The Lackawanna County Department of Economic Development administers this program and will evaluate all applications. Funding recipients will be chosen based upon the clearly demonstrated benefit to the community and improvement of services/quality of life in Lackawanna County.

LACKAWANNA COUNTY
COMMUNITY RE-INVEST PROGRAM

Lackawanna County

Commissioners
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Investing in Our Future
APPLICATION FORM LC-CRP-IOF

SECTION 1. APPLICANT INFORMATION

Applicant: | Federal Employer ID Number: / Tax Exempt ID Number:

Mailing Address (Street/PO Box): | (City/Town/Post Office) | (ZIP Code)

Telephone: | FAX: | E-mail:

Project Coordinator:

SECTION 2. PROJECT INFORMATION

Project Title:

Project Property Is Owned By:

Location (Nearest Road & Intersection) ATTACH LOCATION MAP:

Property Acreage: | County Property Identification Number (PIN) (if applicable):

SECTION 3. PROJECT FUNDING

Community Re-invest Program Funds Requested: **(Maximum $5,000)** $ _____

* Other Funding Sources: $ _____

Local Match: $ _____

Total Project Cost: $ _____

* Please list all other funding sources & amounts:

SOURCE	AMOUNT
_____	$ _____
_____	$ _____
_____	$ _____
_____	$ _____

SECTION 4. SCOPE OF WORK

In this space, provide the project scope of work and a description of how the project will benefit the community and improve the quality of life.
Attach additional pages if necessary.

SECTION 5. CERTIFICATION & ACCEPTANCE

By signing this grant application, I certify that to the best of my knowledge that the above information provided on this form and related attachments are true and correct, and the Applicant/Grantee agrees to the terms and conditions of the grant and will be bound by the Grant Agreement if the County awards the grant.

Applicant/Grantee:

_____
Signature

_____
Type or Print Name for Signature Above

_____
Title

_____
Date

Witness:

_____
Signature

_____
Date

SECTION 6. PRIORITIZATION (County Use Only – Do NOT Complete This Section)

Has the applicant sought other funding sources for the project?

_____Yes
_____No

Has the applicant secured other funding sources for the project?

_____Yes
_____No

Type of Project (Benefit):

_____Open Space

_____Greenways and Trails

_____Outdoor Recreation

_____Community Services/Quality of Life

RESOLUTION

WHEREAS,_____[***Applicant***] desires to [***identification of project***]_____
_____;and

WHEREAS, the Applicant desires to apply to the County of Lackawanna [***County***] for a Community Re-invest grant for the purpose of carrying out this project; and

WHEREAS, the Program Manual includes a document titled "Terms and Conditions of Grant" and an Application Form with a section titled "Section 5 Certification and Acceptance"; and

WHEREAS, the Applicant understands that the contents of the document entitled "Terms and Conditions of Grant," will become the terms and conditions of a Grant Agreement between the Applicant and the County if the Applicant is awarded a grant; and

WHEREAS, the Applicant understands that, by signing "Section 5 Certification and Acceptance" of the Application Form and submitting it to the County as part of the grant application, the Applicant agrees to the terms and conditions of the grant and will be bound by the Grant Agreement if the County awards a grant;

NOW THEREFORE, it is resolved that:

1. The official with the title of _____ is authorized to sign "Section 5 Certification and Acceptance" of the Application Form on behalf of the Applicant.

2. If this official signed "Section 5 Certification and Acceptance" prior to the passage of this Resolution, this grant of authority applies retroactively to the date of signing.

3. If the Applicant is awarded a grant, "Section 5 Certification and Acceptance" of the Application Form, signed by the above official, will become the Applicant/Grantee's executed signature for the Grant Agreement, and the Applicant /Grantee will be bound by the Grant Agreement.

I hereby certify that this Resolution was adopted by the [***identify the governing body of the applicant***] _____ *this* _____ *day of* _____, _____.

_____
Signature
Title: _____

GRANT TERMS AND CONDITIONS

GRANT #:_____ DATE of AGREEMENT:_____

GRANTOR: County of Lackawanna

GRANTEE:_____

We suggest that your solicitor/counsel review the terms and conditions in this section before you submit a grant application. They are mandatory for all grant projects and are not negotiable.

If the applicant is selected for funding, the TERMS AND CONDITIONS OF GRANT in this section will function as the Grant Agreement between the applicant and Lackawanna County, and SECTION 5. CERTIFICATION & ACCEPTANCE included in this application package (Page 4) will become the GRANTEE's signature page for the Grant Agreement.

TERMS AND CONDITIONS OF GRANT

"COUNTY" in the terms and conditions below means the Board of Commissioners of Lackawanna County. "GRANTEE" means the grant applicant that has been awarded this grant.

ARTICLE I
GRANT AMOUNT; PROJECT ACTIVITIES

Subject to the availability of funds, the COUNTY makes available to the GRANTEE a grant in the amount of $_____ (maximum $5,000). The GRANTEE shall use the grant money, additional local matching funds, and other Federal or state grant monies, if any, specified in SECTION 3. PROJECT FUNDING of the application package (Page 6) to carry out the project activities.

Project activities for purposes of this GRANT AGREEMENT mean activities that have been authorized by the COUNTY to be performed under this GRANT AGREEMENT. Such activities include those contained in the GRANTEE'S application as approved by the COUNTY.

ARTICLE II
EXECUTION OF GRANT AGREEMENT; GRANT AGREEMENT PERIOD

This GRANT AGREEMENT is not binding on the COUNTY until it has been properly executed by the required signatory(ies) for the COUNTY. Any cost incurred by the GRANTEE prior to such execution is incurred at the GRANTEE'S risk.

Costs for project activities incurred during the GRANT AGREEMENT period will be covered by the GRANT AGREEMENT. The dates of the GRANT AGREEMENT shall be concurrent with the dates of any Grant Agreement(s) of the Federal or state grant monies secured for the project. If no Federal or state grant monies are being utilized, the GRANT AGREEMENT period shall be one (1) year from the execution of this GRANT AGREEMENT by the COUNTY.

ARTICLE III
COMPLIANCE WITH APPLICABLE FEDERAL, STATE, AND LOCAL LAWS

The GRANTEE shall comply with all applicable Federal and state statutes and regulations and local ordinances.

ARTICLE IV
PAYMENTS

The COUNTY will issue payments to the GRANTEE upon submission of a "Request for Reimbursement" from the GRANTEE for project costs encumbered. The GRANTEE'S Request for Reimbursement shall be supported by properly executed vouchers, invoices, cancelled checks, and any other records detailing the nature and propriety of the charge.

Payments under this GRANT AGREEMENT will be subject to the performance of all terms and conditions of this GRANT AGREEMENT.

The COUNTY may deny or adjust payment for any expenditure that is not in accordance with the terms of this GRANT AGREEMENT.

The COUNTY will not be liable for any expenditure by the GRANTEE that is not for project activities or that is for costs exceeding the amount stated in this GRANT AGREEMENT.

ARTICLE V
PROGRESS REPORTS

The GRANTEE shall furnish concurrently to the COUNTY such progress reports as required by the grant agreement(s) of the Federal or state grant monies secured for the project. If no Federal or state grant monies are being utilized, progress reports shall be furnished to the COUNTY within ten (10) days upon request by the COUNTY.

ARTICLE VI
AUDITS

The COUNTY may perform, or require the GRANTEE to perform, a financial and/or performance audit. Any audit that the GRANTEE is required to perform by the COUNTY shall be performed by a certified public accountant in accordance with procedures and standards specified by the COUNTY.

ARTICLE VII
SIGNAGE

Within sixty (60) days of the completion of the project, the GRANTEE, at its expense, shall erect and maintain a permanent sign acknowledging assistance from the COUNTY on the site. The sign will state the project was provided with financial assistance from the COUNTY. It will identify the Community Re-invest Program and the names of the Lackawanna County Commissioners and display the official county seal. The required signage may be incorporated onto any other sign(s) required as part of any additional financial assistance between the GRANTEE and any federal, state, or other applicable agency.

In lieu of the required signage, the COUNTY will provide a mounted, 11” x 17” facsimile check to the GRANTEE, acknowledging the grant. The GRANTEE will be required to display the facsimile check on site of the project or within an appropriate public building affiliated with the GRANTEE and project location (i.e. municipal building, park office, concession stand, etc). Signs for outdoor projects not affiliated with an enclosed structure must be weather-proofed; therefore, the facsimile check would not be an option for this type of project.

ARTICLE VIII

REFUND OF GRANT FUNDS

The GRANTEE shall refund to the COUNTY any overpayment of grant funds as determined by the COUNTY.

IN WITNESS WHEREOF, the COUNTY and GRANTEE (by signatory in Section 5 of the Grant Application) have executed this Agreement as of the same first above written.

ATTEST:	COUNTY OF LACKAWANNA:
_____	By: _____ Director Office of Economic Development
ATTEST:	GRANTEE:
_____	By:_____ Signature (must match signature in Section 5 of application form)