

SOMETHING EPIC IS HAPPENING...



GREEN WAYS



USERS' GUIDE



DELCO GREEN WAYS MUNICIPAL GRANT PROGRAM

GRANT ROUND 2

USERS' GUIDE

A NOTE FROM DELAWARE COUNTY:

Thank you for your interest in applying for a Delco Green Ways Grant! We heard you loved our program, and we think you're going to love Grant Round 2 even more! It's now easier than ever to apply. The County has a new user-friendly [Online Grant Application Form](#) for you to fill out your application materials and upload documentation. (Note, the system does not allow for multiple forms to be worked on simultaneously and so we suggest drafting your project description, scope of work, and criteria in a word document, and then copy and paste the text into the Online Application Form.) There are several sets of materials which you will find helpful as you prepare your application. Please find the following reference materials in this Users' Guide.

1. GUIDELINES 2021
2. GENERAL EVALUATION CRITERIA
3. MINI-PROS PLAN SCOPE OF WORK
4. APPLICATION OUTLINE FOR CONSERVE, ENHANCE, CONNECT PROJECTS, AND COMPREHENSIVE PARK, RECREATION, & OPEN SPACE PLANS
5. APPLICATION OUTLINE FOR MINI-PROS PLANS
6. APPENDICES
 - APPENDIX A: BUDGET WORKSHEET
 - APPENDIX B: MUNICIPAL RESOLUTION TEMPLATE (Updated 9/9/21)
 - APPENDIX C: CERTIFICATE OF TITLE FORM (FOR ENHANCE AND CONNECT PROJECTS)

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APPENDIX D: DECLARATION OF PUBLIC TRUST, COVENANTS, CONDITIONS, AND RESTRICTIONS (FOR ALL PROJECTS EXCEPT CONSERVATION EASEMENTS)

APPENDIX E: 1099-S VERIFICATION FORM (FOR CONSERVATION EASEMENT PROJECTS)

APPENDIX F: BASELINE DOCUMENTATION REPORT CHECKLIST FOR CONSERVATION EASEMENTS

APPENDIX G: TEMPLATE LETTER OF A WAIVER FOR RETROACTIVITY (FOR APPLICABLE CONSERVE PROJECTS)

APPENDIX H: COMPREHENSIVE PROS PLAN COST ESTIMATE TEMPLATE (Added 9/9/21)

APPENDIX I: MINI-PROS PLAN COST ESTIMATE TEMPLATE (Added 9/9/21)

7. FREQUENTLY ASKED QUESTIONS (Updated 9/9/21)

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1. GUIDELINES 2021

DELCO GREEN WAYS MUNICIPAL GRANT PROGRAM

GRANT ROUND 2

GUIDELINES 2021

Delaware County is assisting municipalities and non-profit organizations with grant funding for projects that advance County goals to:

- CONSERVE open space and natural features
- ENHANCE their environmental and recreational uses
- CONNECT communities, cultural/historic resources, and natural features

These goals form the foundation of Delaware County's 2015 [Open Space, Recreation, and Greenway Plan](#). The theme of the grant round this year is UNITY. To increase unity-oriented projects and boost capacity building, the County is incentivizing partnerships and planning. We encourage partnerships with neighboring municipalities and/or non-profits, and exploration of innovative ways to show that your project demonstrates unity.

WHAT'S NEW IN GRANT ROUND 2?

It Got Easier...

- ...No match required
- ...Non-profits can apply with a municipal partner
- ...New Mini-Plan grant opportunity to expand and support planning efforts
- ...CONSERVE projects for conservation easements now require public benefit, not public access
- ...ENHANCE projects allow 15% of the total project cost for planning and design
- ...CONNECT projects for trail engineering to allow up to \$250,000 cap
- ...Non-profit (501(c)(3) organizations are eligible for funding if partnered with a municipality
- ...Each applicant can submit two applications total: one planning grant application and one application for an improvement project under the CONSERVE, ENHANCE, CONNECT categories.
- ...the County will include Delaware Valley Regional Planning Commission's Indicators of Potential Disadvantage (IDP) score to support communities in need.

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WHO IS ELIGIBLE TO APPLY FOR GREEN WAYS GRANTS?

- Municipalities in Delaware County
- Multiple municipalities in Delaware County working in partnership on a project
- Private non-profit organizations with IRS (501(c)(3) status and in operation for at least three years who have formed a partnership with a municipality for the project as evident in a municipal resolution.

WHAT TYPES OF PROJECTS AND GRANT AMOUNTS DOES DELCO GREEN WAYS FUND?

CONSERVE PROJECTS

The County may contribute up to \$500,000 for the protection of undeveloped land in perpetuity. Eligible projects may include fee simple acquisition, conservation or trail easements on private land, and other similar conservation methods.

ENHANCE PROJECTS

The County may contribute up to \$250,000 for capital improvements to park and/or recreational facilities. Eligible projects may include improvements to existing park facilities and greening efforts (e.g., street tree plantings, green stormwater infrastructure, etc.).

CONNECT PROJECTS

The County may contribute up to \$500,000 for the development of trails included on the countywide Primary Trail Network (PTN). Additionally, the County may contribute up to \$250,000 for the development of local trails that are not in the PTN (see map at the end of this section). Eligible projects may include construction of multi-use segments of the countywide Primary Trail Network and construction of local multi-use trails. Also eligible in the CONNECT category are final design and engineering documents for trails up to \$250,000.

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PLANNING & DESIGN PROJECTS

Comprehensive Parks, Recreation, and Open Space (PROS) Plan or Municipal Trail Network Plan (MTNP) Grants

Other types of plans and studies eligible under this category include PROS Plans, MTNP Plans, feasibility studies, or the planning, study, and design of park and/or recreational facilities. The County may contribute up to \$100,000 for these project types. Eligible projects include park master plans; feasibility studies; title searches; appraisals; design; engineering; and permitting.

NEW MINI-PROS PLANS

Mini Parks, Recreation, & Open Space (PROS) Plan Grants

A foundational program feature for Grant Round 2 is an innovative Mini Parks, Recreation, & Open Space (PROS) Plan grant opportunity for communities with a population under 8,000, or with an area of 1.5 square miles or less. The awards are non-competitive — the Green Ways Program will fully fund a Mini-PROS Plan for up to \$50,000. If two or more municipalities partner on a multi-municipal plan, up to a \$100,000 grant may be awarded. The Mini-PROS Plans will focus on municipal strategy with identification of items that fit into the County's [2035 Open Space, Recreation and Greenway Plan Goals](#). These include open space conservation, identification of important trail connections, maintenance, and park improvements, with emphasis on green space conservation and trails.

The difference between Comprehensive Parks, Recreation, and Open Space Plans and Mini-PROS Plans is that the comprehensive plans include organization and management, programming, and other operational elements in addition to physical park, open space, trail connections, and green space conservation. Mini-Municipal Parks, Recreation and Open Space Plans will focus on green space conservation, trail connections, parks and recreation facility development and improvement and maintenance only.

Communities with populations over 8,000 or more than 1.5 square miles are encouraged to submit applications for full-scope Comprehensive Parks, Recreation, and Open Space Plans. The County is committed to providing funds for planning efforts to fuel future projects grounded in the planning process and strategic goal setting. Driven by the County's theme of UNITY, the grant round will incentivize partnerships and multi-municipal plans to help

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build capacity and shape a culture which advances the County's green space, trails, and parks as a unified system.

REQUIREMENTS FOR MINI-PROS PLAN GRANTS

1. Funds must be expended within one (1) year of date awarded. Delaware County expects plans to be completed six to nine months after the municipality(ies) award a contract to a qualified firm to assist in the development of the plan. The County will provide more information to municipalities undertaking a Mini-PROS Plan about the process for requesting proposals from qualified firms after grants are awarded.
2. The municipality shall receive approval from the County Planning Department staff on their consultant Request for Proposals (RFP) with consultant qualifications prior to its release. (RFP samples will be made available after the Grant Agreements process is completed.)
3. The municipality will share the proposals received with the recommendation of the firm they select with County Planning Department staff. The municipality shall not proceed to contract negotiations before receiving approval from the County on consultant selection.
4. The final Mini-PROS plan must be formally adopted by the municipality(ies).

WHAT IS THE GRANT ROUND 2 SCHEDULE?

- **June 16, 2021.** Delaware County Council announces the opening of Grant Round 2.
- **June 17 – ~~September 13, 2021~~. September 17, 2021 (EXTENDED!)**
Application materials available on Delaware County’s website.
- **July 13, 2021.** 6:30 – 7:30 P.M. and July 14, 2021, 2:00 – 3:00 P.M. Zoom meetings for Questions and Answers about the grant round. Visit the [Delco Green Ways webpage](#) to register.
- **August 2021.** Information about how to apply will be on the County website.
- **August 27, 2021 - ~~September 13, 2021~~. September 17, 2021 (EXTENDED!)**
Municipalities and non-profit organizations in partnership with a municipality may submit their applications.
- **August 31, 2021,** 2:00 – 3:30 P.M. Question & Answer Session on Zoom. To register, visit the [Delco Green Ways webpage](#)
- **September 17, 2021 (EXTENDED!) ~~September 13~~ – October 12, 2021.** Delaware County Green Ways Team evaluates and ranks applications.
- **October 2021.** Delaware County Council reviews Green Ways Team’s recommendations and determines and announces grant awards.
- **October – December 2021.** Delaware County Planning Department assists grantees with grant finalization, agreements, and technical support for moving forward.
- **January – May 2022.** Grantees can pursue DCNR & DCED funding using county grant as match.

COMPETING FOR GREEN WAYS GRANT FUNDS

We encourage all municipalities and multi-municipal partners within Delaware County to apply with projects that meet the criteria listed in the Criteria section of this document — it contains *Project Evaluation Criteria for CONSERVE, ENHANCE, CONNECT, and PLANNING & DESIGN.*

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GRANT REQUIREMENTS

1. Funds must be expended within three (3) years of date awarded. Mini-Municipal PROS Plans must be completed within one (1) year of grant award including completion within six to nine months of contracting a qualified firm to undertake the project.
2. Conservation projects must include a deed restriction to guarantee the property remains undeveloped in perpetuity.
3. Projects must have direct public benefit. The criteria include environmental, economic, social and health benefit categories that you can use to guide your narrative about how your project benefits the public.
4. Capital projects include new facilities or a major improvement to, or rehabilitation of, an existing facility, and must have a useful life expectancy of at least ten (10) years. They must conform with all local, state, and federal regulations including ADA and CPSI guidelines and sustainability best practices.
5. Planning projects must be formally adopted by the municipality(ies).

GREEN WAYS PROGRAM ADMINISTRATION

General Process

1. County staff will review all applications for completeness, eligibility, project readiness and for their strength in supporting County and municipal planning goals.
2. Incomplete applications will not be considered. The online application requires all necessary information to be provided before one can submit the application to Delaware County. This safeguard ensures your application completeness. Note: We understand some municipalities may not be able to complete some of the required attachments for the application by the application due date, for example, the Municipal Resolution. If the applicant needs to wait for a September Municipal Officials Meeting to complete a requirement, the applicant may upload a word document explaining the situation and submit the resolution later.
3. The number of grants awarded may depend on the amount and strength of applications and funds available in the current grant round.
4. If the County is considering awarding a project less than the amount that was requested, the applicant will be notified and given the opportunity to accept or reject the offer amount so long as the project would still produce a viable, useful project and proceed in a timely manner.
5. County Council determines grant awards. All funding awards will be made official via County Council Resolution.
6. Post award, the County will enter into a Grant Agreement with the awardee only after all supporting documentation is submitted.

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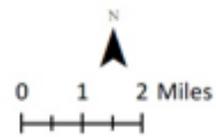
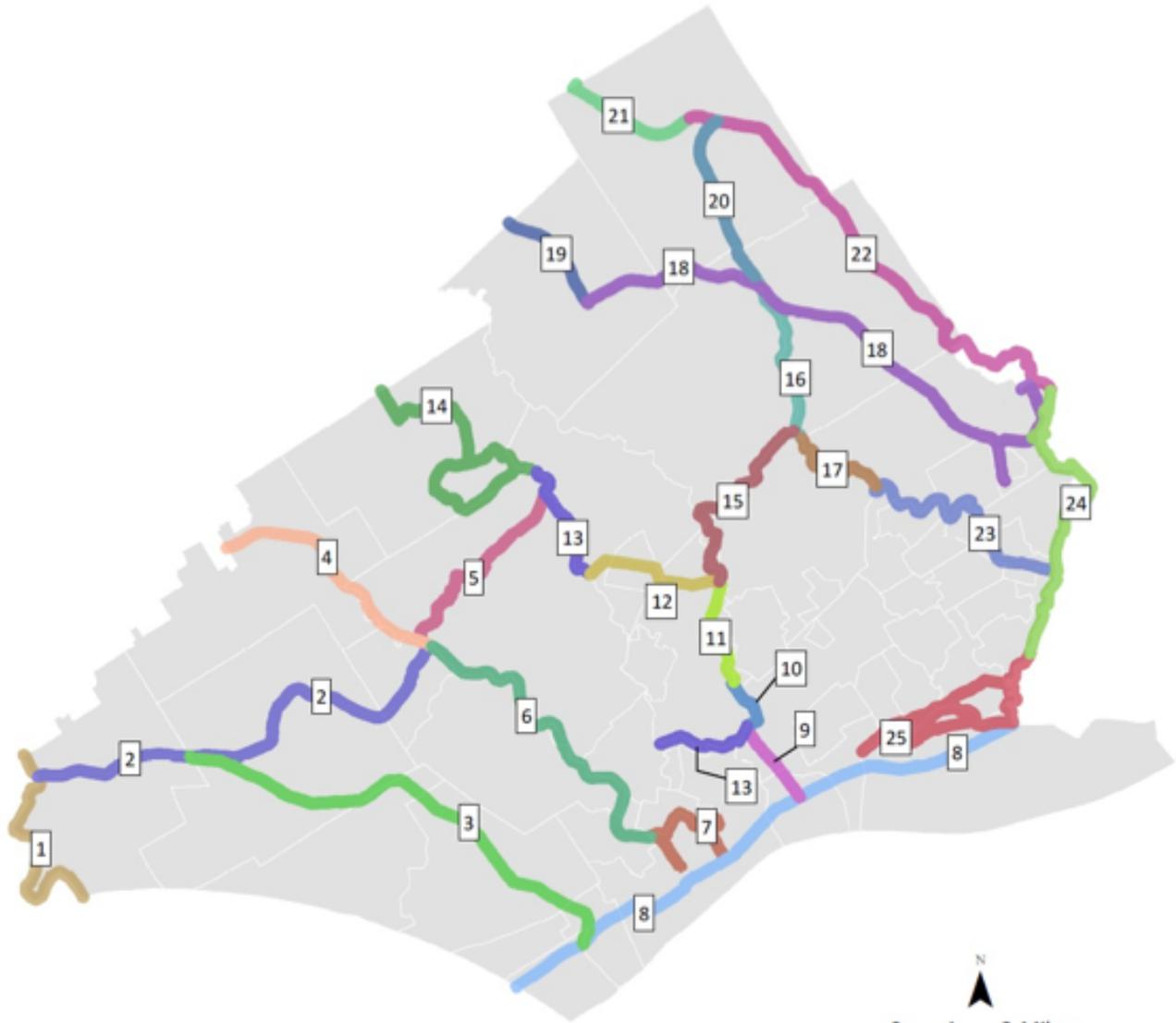
7. The municipality shall receive approval from the County Planning Department staff on their consultant Request for Proposals (RFP) prior to its release. RFP samples will be made available after the Grant Agreements process is completed. For Mini-PROS Plans, the awardee will begin work by appointing and meeting with a steering committee prior to completing an RFP to hire a project consultant. All RFPs must include a detailed project scope of work. County Planning Department staff are available to assist with the RFP process: Planning_Department@co.delaware.pa.us
8. The municipality can request up to 50% of the grant award up front and must create a separate bank account to hold the funds. Upon submission of invoices of work accomplished, municipalities can request the next 40% of the grant award. The last 10% of the grant award will be held until final approval by the Delaware County Planning Department.
9. The amount of the award will be based on the actual cost of the project, not estimates.
10. Grant award payments for land acquisition projects or conservation easements commence with municipal requests based on property or easement sale settlement or project work invoices for enhancement or trail projects.
11. If after one year the project has not commenced (i.e., began invoicing for grant award payments), the County reserves the right to renegotiate the award amount or project scope, or to rescind the award entirely.

For assistance, contact the Delaware County Planning Department: Planning_Department@co.delaware.pa.us
610-891-5200

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Delaware County's Primary Trail Network



- | | | |
|---|--|--|
| 1 - Brandywine Creek Greenway | 10 - Blue Route Bikeway - Leiper to Kinder Connector | 19 - Route 252 Bicycle Route |
| 2 - Octoraro Rail Trail | 11 - Blue Route Bikeway - Leiper-Smedley Trail | 20 - Blue Route Bikeway - Ithan-Darby Creek Valley |
| 3 - PECO Right-of-Way Trail | 12 - Media-Smedley Connector Trail | 21 - Radnor Trail |
| 4 - Chester Creek Trail - North Extension | 13 - Ridley Creek Greenway (North & South Sections) | 22 - Forge to Refuge Trail |
| 5 - Rocky Run Trail | 14 - Ridley Creek State Park Trails | 23 - Darby Creek Stream Valley Park Trail |
| 6 - Chester Creek Trail | 15 - Blue Route Bikeway - Smedley to Darby Creek | 24 - Cobbs Creek Trail |
| 7 - Chester Creek Trail - East Coast Greenway (ECG) Connector | 16 - Darby Creek Trail - Haverford Township | 25 - Heinz Refuge Trails |
| 8 - East Coast Greenway | 17 - Darby Creek Trail - Drexel Hill Connector | |
| 9 - Blue Route Bikeway - East Coast Greenway (ECG) Connector | 18 - Newtown Square Branch Rail Trail | |

2. GENERAL EVALUATION CRITERIA

DELCO GREEN WAYS MUNICIPAL GRANT PROGRAM

GRANT ROUND 2

PROJECT EVALUATION CRITERIA

A NOTE FROM DELAWARE COUNTY:

The purpose of this document is to provide applicants with clear reference materials for application preparation. It is to serve as a guide. **This is not an application form. To complete your application for the Delco Green Ways Grant Program Grant Round 2, please use the County's [Online Grant Application Form](#).** The system will allow you to save your progress and will not allow submission until all required fields are filled and documentation uploaded. We want this to be an easy-breezy process for you. Note, the system does not allow for multiple forms to be worked on simultaneously and so we suggest that you look through the application materials in the Users' Guide and prepare your answers to the questions (such as project description, scope of work and criteria) in a Word document ahead so that you can easily copy and paste your answers to the Online form.

Contact us with any questions: planning_department@co.delaware.pa.us OR 610-891-5200

We look forward to working with you!

BACKGROUND

The objective of Delco's *Green Ways* grant program is to advance the County's goals of CONSERVING green spaces, CONNECTING the County with safe places to bicycle and walk, and ENHANCING public parks for people of all ages, interests, and abilities — for a more unified countywide system. As such, the theme of the grant round this year is UNITY. We encourage you to partner with neighboring municipalities or non-profits and explore innovative ways to show your project demonstrates Unity. The Green Space and Trails

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Municipal Grant Program Team will use the criteria on the following pages to evaluate and rank applications.

PROJECT TYPES

Under the Green Ways grant program, **each municipality or non-profit organization can apply for two grants: one project grant that advances the County goals: CONSERVE, ENHANCE, CONNECT, and one PLANNING & DESIGN grant (two grant applications maximum as project lead)**. Delaware County encourages multi-municipal applications in which two or more jurisdictions join forces to undertake a project funded by the Green Ways grant program. Non-profit (501(c)(3) organizations in existence for at least three years may also apply for a grant in collaboration with the municipality in which the proposed project is located. A municipal resolution is required to show the official relationship between the municipality and the non-profit organization. **Multi-municipal projects or projects with a non-profit organization as lead will not count against the project limit for municipalities.** Use the following categories to frame your project application:

1. CONSERVE
(open space land preservation)
2. ENHANCE
(capital improvement in parks and open spaces)
3. CONNECT
(trail development)
4. PLANNING AND DESIGN
(plans, studies, engineering, & design work) The Planning and Design category will now include funding of Mini-Parks, Recreation, and Open Space Plans (Mini-PROS Plan). See Green Ways Grant Guidelines section of this document for more details.

EVALUATION DESCRIPTION

All applications will be reviewed, scored, and ranked based on the answers to the Criteria Questions listed below, along with your application and additional materials, as indicated in the appendices. You might find it helpful to draft your responses in a Word document first and then copy and paste or upload into the application form, which will be available August 27 – September 13 using the County’s [Online Grant Application Form](#). Please keep responses under 3,000 characters for each of the criteria questions.; 150 characters for the title; 1,000 characters for the project description; and 1,200 characters for the Scope of Work.

CRITERIA QUESTIONS & NARRATIVE

Using the County’s [Online Grant Application Form](#), you will be asked to select and answer the question below that matches your project type. The project type ranking criteria listed on pages 19 -28 will be used to evaluate project applications — use the criteria to craft your narrative. We do not expect any project to meet all listed criteria. For a strong application, clearly address each criteria item that does apply to your project. Be sure to also express how your project will advance the County’s [2035 Open Space, Recreation and Green Way Plan](#) goal that relates to your project type: CONSERVE, ENHANCE, or CONNECT.

1. **What is the purpose of your project and how does it advance Delaware County’s goals for *conserving open space*?** (This project type is for land acquisition and conservation easements. Refer to CONSERVE Criteria on page 19.)
2. **What is the purpose of your project and how does your project advance Delaware County’s goals for *enhancement*?** (This project type is for the

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improvement of parks and recreation facilities. Refer to ENHANCE Criteria on page 22.)

3. **How does your project advance Delaware County's goals for *connections*?** (This project type is for the master planning and development of trails. Refer to CONNECT Criteria on page 25.)
4. **What kind of a planning project do you have?** (This project type is for plans /Mini-PROS Plans, studies, engineering, & design work. Refer to PLANNING & DESIGN criteria on page. 28.)

Note: Please know that the criteria are guidelines to help applicants describe their project and how it supports the County's goals for open space conservation, trail connections, and the enhancement of parks and recreation facilities. It's unlikely that any application will be able to address each item listed in the ranking criteria, and the County does not expect that. Choose the criteria elements that best fit your project and do not worry about addressing each one. Strive for an answer that is no more than 3,000 characters.

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PROJECT TYPE: CONSERVE

For the protection of undeveloped land in perpetuity. Eligible projects include fee simple acquisition; conservation or trail easements on private land; and other similar conservation methods.

RANKING CRITERIA

Distress of Community - DVRPC IDP Score: _____. (This is a score of potential socio-economic distress in the community. Delaware County Planning Department will assign this score upon submission.)

Natural Resource Impacts

- Locally significant open space under threat of a land use change
- Natural Heritage Area as shown in the Natural Heritage Inventory of Delaware County or within an Important Bird Area
- Protects important natural landscapes (e.g., steep slopes, floodplains, woodlands, tree canopy, wetlands, meadows, and vistas)
- Delaware Riverfront
- Opportunity for brownfield restoration or reclamation
- Adjoins publicly or preserved lands or trails, including County Primary Trails

Existing Resource Protection or Expansion

- Expands an existing protected open space

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- Protects agricultural land
- Protects important historic and cultural resources
- Protects streams and/or other water bodies

Greenway Impacts

- Potential use for a segment of a Countywide Primary Trail as shown in the map at the end of the criteria
- Accessibility to an existing or potential Countywide Primary Trail
- Accessibility to an existing or planned local trail for connection to the Countywide Primary Trail Network

Benefits

- Environmental
- Economic
- Social
- Health

Working with Neighbors or Other Partners

- Multi-municipal project
- Other Partners

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Supporting Documentation

- Recommended in a Municipal Comprehensive Plan
- Recommended in a Park, Recreation and Open Space Plan
- Recommended in a Trail Plan
- Letters of Support

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PROJECT TYPE: ENHANCE

For capital improvements to park and/or recreation facilities. Eligible projects include capital improvements to existing park facilities and greening efforts (e.g., street tree plantings, green stormwater infrastructure, etc.). Please note indoor recreation facilities will take least priority during evaluation.

RANKING CRITERIA

Distress of Community - DVRPC IDP Score: _____. (This is a score of potential socio-economic distress in the community. Delaware County Planning Department will assign this score upon submission.)

Natural Resource Impacts

- Natural Heritage Area as shown in the Natural Heritage Inventory of Delaware County or within an Important Bird Area
- Involves stream protection and restoration
- Green storm water management
- Tree cover improvement project
- Existing Resource Protection or Expansion
- Degree that the project enhances the open space
- Protects important historic and cultural resources

Components to Meet Community Need

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- Park within a ten-minute walk of significant populations
- Rehabilitates aging, deteriorated or outdated facilities
- Provides facilities that connect people with nature
- Provides facilities for building a sense of community
- Provides facilities that support active healthy living
- Indoor recreation facility requests will receive the lowest priority

Greenway Impacts - Development or Substantial Improvement of a Park's Internal Trail System that Will

- Provide a trailhead, trail destination, or amenities to support trails
- A segment of the countywide Primary Trail Network
- Part of a local trail network that connects to or will connect to the county's Primary Trail Network
- Part of a local [existing or planned] trail network that extends off-site and will not connect to the countywide Primary Trail Network

Benefits

- Environmental
- Economic
- Social
- Health

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Working with Neighbors or Other Partners

- Multi-municipal project
- Other Partners

Supporting Documentation

- Recommended in a Master Site Development Plan for the park
- Recommended in a Municipal Comprehensive
- Recommended in a Park, Recreation and Open Space Plan
- Multi-municipal project
- Letters of support

PROJECT TYPE: CONNECT

For master planning, design, and development of trails included on the Countywide Primary Trail Network and development of local trails. Eligible projects include trail master planning, design, or construction of multi-use segments of the countywide Primary Trail Network (see page 29).

RANKING CRITERIA

Distress of Community - DVRPC IDP Score: _____. (This is a score of potential socio-economic distress in the community. Delaware County Planning Department will assign this score upon submission.)

Trail Segments in the County Primary Trail Network

For all other trails that are not part of the Countywide Primary Trail Network (local trails), consideration will be given to the following criteria:

- Links directly to a Primary Trail in the Countywide Primary Trail Network
- Listed in a local trail corridor plan or feasibility study
- Listed in a local trail network plan within a comprehensive municipal parks, recreation, and greenway plan
- Listed in a municipal comprehensive plan
- Gap trail: Provides a missing link between two other trail segments
- Links significant local destinations (man-made resources) with residential areas

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- Provides a safe alternative to an unsafe condition (e.g., a project offering an alternative to pedestrians sharing a vehicular route or crossing a busy roadway at grade)
- Links established or protected linear greenway corridors to major hubs or destinations

Working with Neighboring Communities or Other Partners

- Multi-municipal project
- Other Partners
- Letters of Support

Benefits of Completing this Project

- Environmental
- Economic
- Social
- Health

Supporting Documentation

- Recommended in a Master Site Development Plan for the park
- Recommended in a Municipal Comprehensive
- Recommended in a Park, Recreation and Open Space Plan

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- Multi-municipal project
- Letters of support

PROJECT TYPE: PLANNING & DESIGN

For plans, studies, engineering, & design work. The Planning and Design category will now include funding of Mini-Parks, Recreation, and Open Space Plans (Mini-PROS Plan). See Green Ways Grant Guidelines section of this document for more details.

Park, Recreation and Open Space Plan

- Multi-municipal Parks, Recreation and Open Space Plan
- Municipal Parks, Recreation and Open Space Plan
- Mini-Multi Municipal PROS Plan
- Mini-Municipal PROS Plan

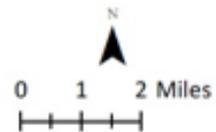
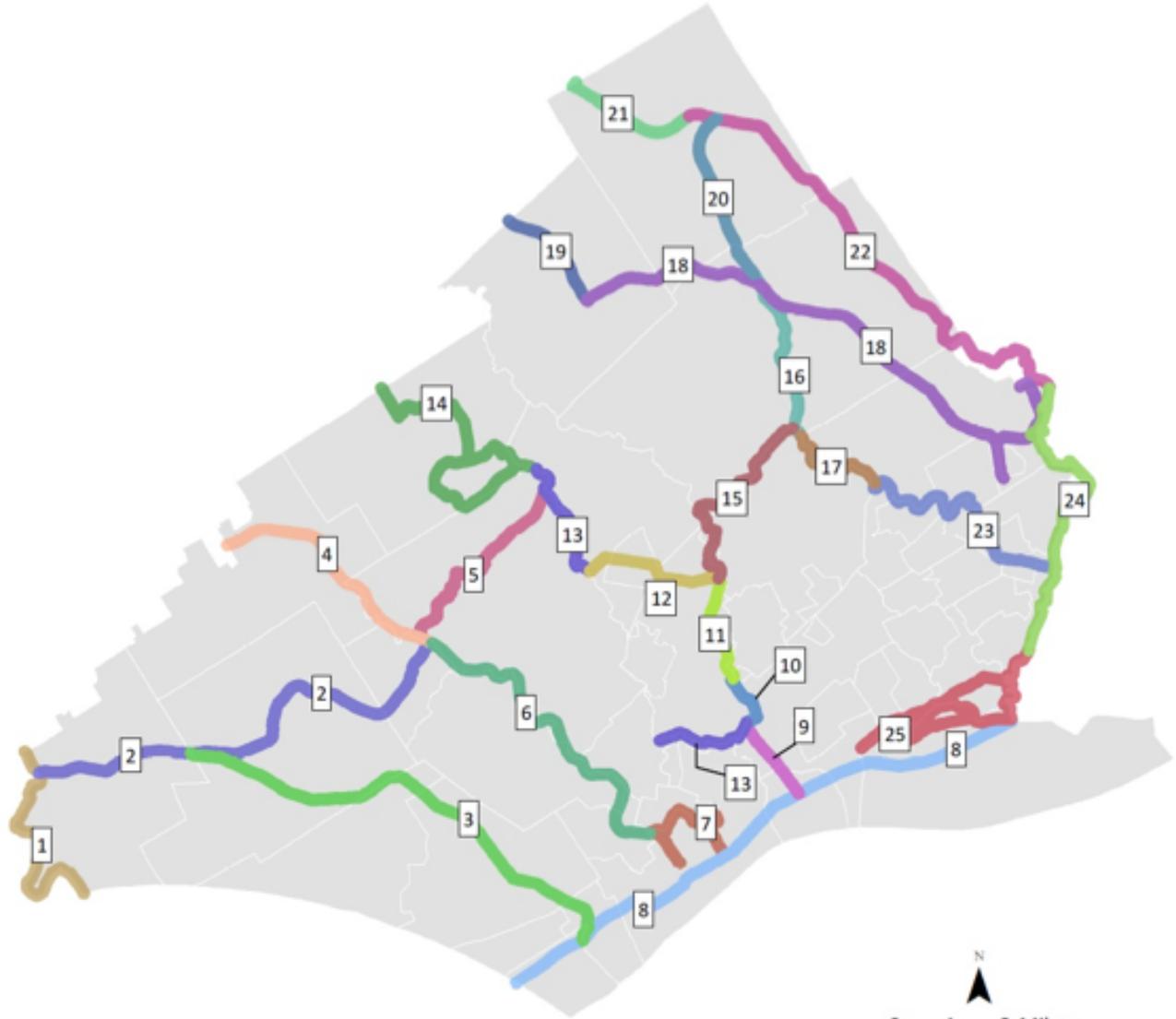
Other Types of Plans

- Trail Plan for Primary Trail
- Trail Plan for all other local trails
- Park master plans (one park master plan or a park system plan)
- Feasibility for recreation facilities
- Feasibility for trails
- Natural Resource Management Plan
- Maintenance Plan
- Appraisals
- Title research
- Other

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Delaware County's Primary Trail Network



- | | | |
|---|--|--|
| 1 - Brandywine Creek Greenway | 10 - Blue Route Bikeway - Leiper to Kinder Connector | 19 - Route 252 Bicycle Route |
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| 9 - Blue Route Bikeway - East Coast Greenway (ECG) Connector | 18 - Newtown Square Branch Rail Trail | |

3. MINI-PROS PLAN SCOPE OF WORK

DELCO GREEN WAYS MUNICIPAL GRANT PROGRAM

GRANT ROUND 2

MINI-PROS PLAN MINIMUM SCOPE OF WORK

A NOTE FROM DELAWARE COUNTY:

INSTRUCTIONS: The following information and examples of specific work tasks are provided to assist in the development of a scope of work for a minimum Parks, Recreation, and Open Space Concept Plan project. **This is intended for communities with a population under 8,000 or with an area of 1.5 miles or less.** Please use this information to develop a proposed scope of work for your project. If your project is selected for a grant, a detailed project scope of work, tailored to meet the planning needs of your community, must be submitted to the Delaware County Planning Department for review and approval before proceeding with the project.

INTRODUCTION

The Delaware County Mini-Municipal Parks, Recreation, & Open Space Plan (Mini-PROSP) minimum scope of work is based upon a planning format developed by the Pennsylvania Department of Conservation and Natural Resources (PA DCNR). We are grateful for their work and support in advancing planning in Delaware County. There are several reasons for communities to consider developing a Mini-PROS Plan, as described below, as opposed to a full-blown comprehensive open space, park and recreation park.

The first has to do with the present and projected population of your community. Generally speaking, communities under 8,000 in population and not facing a significant increase in growth rate will find the Mini-PROSP well suited to their purposes. This is

particularly true for communities that have no or few public parks, have no recreation and park staff and have no intention of hiring staff in the next five years. Likewise, communities with populations above 8,000, with large parks and recreation needs, and facing rapid growth will need more extensive planning efforts.

Typically, comprehensive recreation and park plans that are stand-alone documents address not only the “Mini Recreation and Park Plan” items below, but also include discussions on recreation programs, personnel, finances, public relations, and other administrative issues. Secondly, the Pennsylvania Municipalities Planning Code mandates that municipalities have a recreation and park plan first if they want to pass an ordinance requiring mandatory dedication of parkland by developers.

SCOPE OF WORK ELEMENTS

The scope of work below represents the elements suggested as the contents of each chapter of an overall municipal comprehensive plan dealing only with the planning for park lands, conservation areas, and trail connections – the “Mini-Municipal Parks, Recreation, & Open Space Plan”.

1. INTRODUCTION

- A. How to use the plan
- B. Purpose of the study

2. GOALS AND OBJECTIVES

- A. Study Goals – developed with local study committee
- B. Goals and objectives for the preservation of open space and development of park facilities.

3. NEEDS ASSESSMENT & PUBLIC INVOLVEMENT

A. Public participation is required throughout the planning process to help determine and prioritize the types of facilities and activities at the site. Community involvement must prioritize diversity, equity, and inclusion to ensure feedback and recommendations that are comprehensive, accountable and appropriate. The plan must include a detailed summary of public participation methods, results and conclusions.

A. At minimum, public participation must include:

1. Study Committee (5-9 people) – A representative and diverse study committee must be formed and meet with the planning consultant on a regular basis to provide guidance and review of the work. Consider appointing 5-9 people to the committee.
2. Public Meetings (2 meetings) – At least two public meetings must be held and at least one must be with elected officials. The appropriate number and type of meetings will vary depending on the project scope and community needs.
3. Key Person Interviews – A key person interview is a one-on-one discussion about a specific topic with an individual recognized or designated as a community leader. The Study Committee should help to determine potential interviewees. Consider conducting 5-10 interviews.

B. Additional recommended for public participation could include:

- a. Online Citizen Survey – An opinion poll that asks residents for their perspectives on specific topics related to the plan.
- b. Focus Groups – A focus group provides community input from individuals with common interests. Consider focus groups comprised of neighborhood residents, elected officials, organized sports organizations, friends-of park or trail groups, heritage & environmental organizations, etc.

- c. Planning Document Review – Review previous planning documents and consider the results of recent public participation efforts regarding parks, recreation, and open space.

4. INVENTORY OF NATURAL AND CULTURAL FEATURES

Mapping

- A. Flood plains, wetlands, scenic rivers
- B. Historic/cultural site
- C. Natural and man-made barriers
- D. Steep slopes
- E. Archaeological resources
- F. Unique geological features such as caves

5. INVENTORY OF PARK AND RECREATION FACILITIES AND PROGRAMS

- A. Inventory of indoor and outdoor recreation facilities owned and operated by municipality, school district, non-profits, and private sector that have relevance to the plan.
- B. Inventory of recreation programs available in the community.

6. DEMOGRAPHIC STUDIES

- A. Current population and projected growth for at last 10 years
- B. Population by age groups
- C. Socioeconomic Data – income level, education, gender, per capita, race, ethnicity etc.
- D. [DVRPC IPD](#) (Indicators of Potential Disadvantage) Score

7. OPEN SPACE, PARK, and TRAIL INVENTORY and ANALYSIS

- A. Regional parks
- B. Community parks and design standards
- C. Neighborhood parks and design standards

- D. Linear parks, conservation areas, etc.
- E. Open spaces with extent of analysis to be determined by community opportunities and challenges
- F. Potential for trails and connections – not a detailed analysis, conceptual only.

8. CRITICAL ANALYSIS

- A. Strengths, Challenges, Opportunities, Threats
- B. Identification of **key critical actions** that the community needs to take for **five to seven priorities**.

9. RECOMMENDATIONS TO PROVIDE NEEDED PARK LANDS AND FACILITIES

- A. Recommendations for open space and natural resource conservation
- B. Recommendations for potential trails and future study of trails
- C. Park improvements with a general Capital Improvement program for five years
- D. Projected maintenance needs
- E. Recommendations on operating funds and revenue sources for a parks, recreation, and open space budget
- F. Municipality's role in the provision of recreation programs and services
- G. Partnerships and future engagement
- H. A five-year action plan
- I. A one-year plan of action shown as a work program.

Deliverable: Electronic version of the plan report with an executive summary.

**4. APPLICATION OUTLINE FOR
CONSERVE, ENHANCE, CONNECT
PROJECTS, AND COMPREHENSIVE
PARK, RECREATION, & OPEN
SPACE PLANS**

DELCO GREEN WAYS MUNICIPAL GRANT PROGRAM

GRANT ROUND 2

**APPLICATION OUTLINE FOR CONSERVE, ENHANCE, CONNECT PROJECTS,
AND COMPREHENSIVE PARK, RECREATION, & OPEN SPACE PLANS**

A NOTE FROM DELAWARE COUNTY:

The purpose of this document is to provide applicants with clear reference materials for application preparation. It is to serve as a guide. **This is not an application form. To complete your application for the Delco Green Ways Grant Program Grant Round 2, please use the County's [Online Grant Application Form](#).** The system will allow you to save your progress and will not allow submission until all required fields are filled and documentation uploaded. We want this to be an easy-breezy process for you. Note, the system does not allow for multiple forms to be worked on simultaneously and so we suggest that you look through the application materials in the Users' Guide and prepare your answers to the questions (such as project description, scope of work and criteria) in a Word document ahead so that you can easily copy and paste your answers to the Online form.

Contact us with any questions: planning_department@co.delaware.pa.us OR 610-891-5200

We look forward to working with you!



ONLINE APPLICATION FORM — SUBMISSION CHECKLIST

- ___ Project Description
- ___ Project Map
- ___ Scope of Work
- ___ Project Schedule
- ___ Cost Estimate
- ___ Municipal Resolution(s) (or statement regarding expected Resolution submission date)
- ___ Supporting Documents (as necessary and applicable)
 - ___ Letters of Support from Partnering Organizations, Municipalities, Residents, and Others
 - ___ Property Appraisal (for CONSERVE projects)
 - ___ Site Development Drawing (for ENHANCE and CONNECT projects)
 - ___ Certification of Title Form (for ENHANCE and CONNECT projects)
 - ___ Declaration of Public Trust, Covenants, Conditions, and Restrictions
 - ___ 1099-S Verification Form (for non-profits)
 - ___ Conservation Easement with Baseline Documentation Report (for easement projects)
 - ___ Letter of Waiver of Retroactivity (for CONSERVE projects if applicable/desired)
 - ___ Other documents, including but not limited to:
 - ___Photographs
 - ___Pages from planning documents

GREEN WAYS



APPLICATION FORM

- Single Municipality
 Multi-Municipal
 Nonprofit

Lead Municipality/Nonprofit:

Participating Municipalities/Nonprofit:

Main Contact

Name:	Email:
Title:	Phone:
Address:	

Project Information

Project Title:	(150 characters maximum)
Project Type:	(CONSERVE, ENHANCE, CONNECT, or PLANNING & DESIGN)
Project Location:	(Address and map)
Project Description (600 characters maximum): See expectations outlined below.	
Project Scope of Work (1,200 characters maximum)	



PROJECT DESCRIPTION AND SCOPE OF WORK

You will be asked to provide a summary of the project, your scope of work, and a brief description of how the project will support the applicable criteria listed under your project type in the Guidelines section of the Users’ Guide. Additionally, strong application narratives will include answers to the following questions:

- 1) How will this project advance one of the goals of the Delaware County Open Space, Recreation, and Green Way Plan: CONSERVE, ENHANCE, or CONNECT?
- 2) What are the benefits of your project?
- 3) How has your project been supported by previous planning?

Project Funding Request

Name of Source (if applicable)	Dollar Amount	Percent of Total Cost	Status (pick one)
Delaware County Green Ways Program	\$	100%	
Source 2 if any other funding sources will be used. NO MATCH IS REQUIRED.	\$		(Committed/Pending)
Source 3	\$		(Committed/Pending)
Source 4	\$		(Committed/Pending)
TOTAL		N/A	N/A

Project Budget — See Appendix A: Budget Spreadsheet

CRITERIA QUESTIONS

See Criteria section of the Users' Guide for a detailed description. We do not expect any project to meet all listed criteria.

You will be asked to specify the purpose of your project and how it advance Delaware County's goals for CONSERVE, ENHANCE, CONNECT. 3,000 character limit for the answer to each question used.

DOCUMENTATION ATTACHMENTS

PROJECT MAP

- Show street location of the project and study area / site boundaries.

PROJECT SCHEDULE

- Approximate timeline of project milestones, including meetings, public outreach, construction start dates, permitting, bidding, etc.

COST ESTIMATE

- Itemized budget. Include labor and direct costs, etc. Use Budget Worksheet found in Appendix A, or Appendix H for Planning projects.
- For CONSERVE projects, submit appraisal(s) with the application. (Refer to PA DCNR "[BRC Acquisition Policy: Requirements for Property Appraisals](#)")

MUNICIPAL RESOLUTION

- Resolution from municipal governing body stating that they are in support of the project and commit to administering the project if grant is awarded. Refer to template found in Appendix B.

SUPPORTING DOCUMENTS (AS NECESSARY AND APPLICABLE)

- Letters of support from partnering organizations and municipalities
- Property appraisal (for CONSERVE projects - Refer to current PA DCNR "[BRC Acquisition Policy: Requirements for Property Appraisals](#)").
- Site Development Drawing (for ENHANCE and CONNECT projects)

- Conceptual drawing – minimum if final design is part of the project. (Refer to applicable current PA DCNR Site Drawing Checklist in the following downloadable documents:, either for [Parks](#) or for [Trails](#).)
- If available, please provide Engineered final design drawings – if a project has been designed and is ready to bid for construction. If not available, cost of final design drawings would be covered by the grant agreement up to 15% of the total project cost.
- Certification of Title Form (for ENHANCE and CONNECT projects – see Appendix C)
- Declaration of Public Trust, Covenants, Conditions, and Restrictions (for all projects except conservation easements – see Appendix D)
- 1099-S Verification Form (For easement projects – see Appendix E)
- Conservation Easement with Baseline Documentation Report (for conservation easement projects – see Appendix F)
- Letter of Retroactivity (For use with CONSERVE projects if acquisition may occur prior to grant award – see Appendix G for a template letter.)
- Other documents including but not limited to:
 - Photographs
 - Pages from planning documents

APPENDICES

APPENDIX A: BUDGET WORKSHEET

APPENDIX B: MUNICIPAL RESOLUTION TEMPLATE (Updated 9/9/21)

APPENDIX C: CERTIFICATE OF TITLE FORM (FOR ENHANCE AND CONNECT PROJECTS)

APPENDIX D: DECLARATION OF PUBLIC TRUST, COVENANTS, CONDITIONS, AND RESTRICTIONS (FOR ALL PROJECTS EXCEPT CONSERVATION EASEMENTS)

APPENDIX E: 1099-S VERIFICATION FORM (FOR CONSERVATION EASEMENT PROJECTS)

APPENDIX F: BASELINE DOCUMENTATION REPORT CHECKLIST FOR CONSERVATION EASEMENTS

APPENDIX G: TEMPLATE LETTER OF A WAIVER FOR RETROACTIVITY (FOR APPLICABLE CONSERVE PROJECTS)

APPENDIX H: COMPREHENSIVE PROS PLAN COST ESTIMATE TEMPLATE (Added 9/9/21)



5. APPLICATION OUTLINE FOR MINI-PROS PLANS

(Updated 9/9/21)

DELCO GREEN WAYS MUNICIPAL GRANT PROGRAM

GRANT ROUND 2

APPLICATION OUTLINE FOR MINI-PROS PLANS

A NOTE FROM DELAWARE COUNTY:

The purpose of this document is to provide applicants with clear reference materials for application preparation. It is to serve as a guide. **This is not an application form. To complete your application for the Delco Green Ways Grant Program Grant Round 2, please use the County's [Online Grant Application Form](#).** The system will allow you to save your progress and will not allow submission until all required fields are filled and documentation uploaded. We want this to be an easy-breezy process for you. Note, the system does not allow for multiple forms to be worked on simultaneously and so we suggest that you look through the application materials in the Users' Guide and prepare your answers to the questions (such as project description, scope of work and criteria) in a Word document ahead so that you can easily copy and paste your answers to the Online form.

Contact us with any questions: planning_department@co.delaware.pa.us OR 610-891-5200

We look forward to working with you!

GREEN WAYS



ONLINE APPLICATION FORM — SUBMISSION CHECKLIST

- _____ Project Description
- _____ Scope of Work
- _____ Project Schedule
- _____ Cost Estimate
- _____ Municipal Resolution(s) (or statement regarding expected Resolution submission date)

GREEN WAYS



SECTION 1: APPLICATION FORM

- Single Municipality
 Multi-Municipal
 Nonprofit

Lead Municipality/Nonprofit:

Participating Municipalities/Nonprofit:

Main Contact

Name:	Email:
Title:	Phone:
Address:	

Project Information

Project Title:	(150 characters maximum)
Project Type:	(CONSERVE, ENHANCE, CONNECT, or PLANNING & DESIGN)
Project Location:	(Address and map)
Project Description (600 characters maximum): See expectations outlined below.	
Project Scope of Work (1,200 characters maximum.) Use the Mini-PROS Plan Scope of Work outlined in the Users' Guide to describe what you hope to accomplish.	



PROJECT DESCRIPTION AND SCOPE OF WORK

You will be asked to provide a summary of the project, your scope of work, and a brief description of how the project will support the applicable criteria listed under your project type in the Guidelines section of the Users’ Guide. Additionally, strong application narratives will include answers to the following questions:

- 1) How will this project advance one of the goals of the Delaware County Open Space, Recreation, and Green Way Plan: CONSERVE, ENHANCE, or CONNECT?
- 2) What are the benefits of your project?
- 3) How has your project been supported by previous planning?

Project Funding Request

Name of Source (if applicable)	Dollar Amount	Percent of Total Cost	Status (pick one)
Delaware County Green Ways Program	\$	100%	
Source 2 if any other funding sources will be used. NO MATCH IS REQUIRED.	\$		(Committed/Pending)
Source 3	\$		(Committed/Pending)
Source 4	\$		(Committed/Pending)
TOTAL		N/A	N/A

Project Budget — See Appendix A: Budget Spreadsheet



DOCUMENTATION ATTACHMENTS

(Updated 9/9/21)

PROJECT SCHEDULE

- Approximate timeline of project milestones, including meetings, public outreach, construction start dates, permitting, bidding, etc.

COST ESTIMATE

- Itemized budget. Include labor and direct costs, etc. Use Worksheet found in Appendix I.

MUNICIPAL RESOLUTION

- Resolution from municipal governing body stating that they are in support of the project and commit to administering the project if grant is awarded. Refer to template found in Appendix B.

APPENDICES

APPENDIX B: Municipal Resolution Template (Updated 9/9/21)

APPENDIX I: Mini-PROS Plan Cost Estimate Template (Added 9/9/21)

6. APPENDICES

(Updated 9/9/21)

APPENDIX A: BUDGET WORKSHEET

APPENDIX B: MUNICIPAL RESOLUTION TEMPLATE (Updated 9/9/21)

APPENDIX C: CERTIFICATE OF TITLE FORM (FOR ENHANCE AND CONNECT PROJECTS)

APPENDIX D: DECLARATION OF PUBLIC TRUST, COVENANTS, CONDITIONS, AND RESTRICTIONS (FOR ALL PROJECTS EXCEPT CONSERVATION EASEMENTS)

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APPENDIX G: TEMPLATE LETTER OF A WAIVER FOR RETROACTIVITY (FOR APPLICABLE CONSERVE PROJECTS)

APPENDIX H: COMPREHENSIVE PROS PLAN COST ESTIMATE TEMPLATE (Added 9/9/21)

APPENDIX I: MINI-PROS PLAN COST ESTIMATE TEMPLATE (A(Updated 9/9/21)dded 9/9/21)

NOTE:

Appendices are in fillable PDF format for easy use. To separate these pages from the Users' Guide to then upload to the Online Application, follow instructions found here:

<https://www.wikihow.com/Split-PDF-Files>

Or, if you have Adobe Acrobat DC, follow these instructions:

<https://www.adobe.com/acrobat/how-to/split-pdf-pages.html>

Should you wish to complete these forms on your Municipality's letterhead, simply copy and paste (<https://helpdeskgeek.com/help-desk/cant-copy-text-from-a-pdf-file/>) from the PDF onto your letterhead template and upload the completed form to the Online Application when prompted and when applicable.

BUDGET WORKSHEET — [CLICK FOR EXCEL ATTACHMENT](#)

RESOLUTION TEMPLATE

(Updated 9/9/2021)

RESOLUTION NO.

MUNICIPALITY OF

DELAWARE COUNTY, PENNSYLVANIA

WHEREAS, the planning grants may be used by the municipality for planning services related to conservation, trails, park improvements, maintenance, stewardship, natural resource management, design, feasibility studies, and other related planning activities for open space conservation, trails, and park and recreation facility improvements; and

WHEREAS, the grants may be used by the municipality for the improvement or acquisition of municipal recreation land or for planning services for such activities; and

WHEREAS, the municipality of _____, Delaware County Pennsylvania desires to participate in the Delaware County Open Space and Green Ways Municipal Grant Program in order to carry out

(project name)

NOW, THEREFORE, by the governing body of _____, Delaware County, Pennsylvania, as follows:

1. That the municipality of _____, Delaware County, Pennsylvania, hereby approves the filing of an application for Delaware County Municipal Grant Program assistance.
2. That _____ is hereby authorized and directed to execute and file the appropriate forms with the Delaware County Planning Department.

Duly presented and adopted by the Governing Body of _____ in public meeting held this _____ day of _____, 20____

Municipality of _____
Delaware County, Pennsylvania

By: _____
Chairman/President

Attest: _____

(Submit with electronic signatures as part of grant application)

CERTIFICATE OF TITLE

Submit with electronic signature(s) as part of all development (ENHANCE or CONNECT) grant applications

Applicant: _____

Project Title: _____

Property Tax Identification Number(s):

Acreage:

Property Name:

I hereby certify that the property(ies) on which the proposed rehabilitation/improvement is to be made, in accordance with the current round's Application under the Delaware County Open Space and Recreation Municipal Grant Program, is in the name of:

Applicant: _____

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

Date _____

Solicitor _____

Prepared by:

Return to:

Tax Parcel #: _____

DELAWARE COUNTY OPEN SPACE AND RECREATION MUNICIPAL GRANT PROGRAM

DECLARATION OF PUBLIC TRUST, COVENANTS, CONDITIONS, AND RESTRICTIONS

THIS DECLARATION OF PUBLIC TRUST, COVENANTS, CONDITIONS, AND RESTRICTIONS is made this _____ day of _____, _____, by the _____ (Municipality Name), Delaware County, Pennsylvania, (hereinafter "Declarant").

BACKGROUND

WHEREAS, Declarant is a _____ of the _____ class of the Commonwealth of Pennsylvania and is the owner of a parcel of land containing _____ acres identified as Tax Parcel Number _____-_____-_____ located in (name of municipality[s]), whose ownership is on record at the Delaware County Recorder of Deeds in Deed Book _____ Page _____; and

WHEREAS, Article 1, Section 27 of the Pennsylvania Constitution states that: Pennsylvania's public natural resources are the common property of all the people, including generations yet to come. As trustee of these resources, the Commonwealth shall conserve and maintain them for the benefit of all the people; and

WHEREAS, this Declaration affirms the Land as a public natural resource benefitting the people as described in the Pennsylvania Constitution, dedicating the Land or confirming the Land's dedication to the Public Purposes and subject to the protections provided by, but not limited to, the Donated or Dedicated Property Act of December 15, 1959 P.L 1772, 53 P.S. §§3381-3386 (the "Donated or Dedicated Property Act"); and

WHEREAS, Counties are authorized to acquire interests in real property to protect and conserve natural or scientific resources; to protect scenic areas; to preserve sites of historic, geologic or botanic interest; to promote sound,

cohesive and efficient land development by preserving open spaces between communities; and for purposes consistent with the terms of the Conservation and Land Development Act (the "Conservation Act"), Pa. Stat. Ann. Title 32, Section 5001 et seq; and

WHEREAS, the Council of Delaware County have therefore designated County funds for municipal partners to promote the health, safety, and public welfare of the citizens of Delaware County by providing grants to municipalities for the acquisition and preservation of significant natural, recreational, historic, cultural, scenic, and agricultural resources; and for the development of parks and trails; and

WHEREAS, pursuant to the guidelines and criteria of the Delaware County Open Space and Recreation Municipal Grant Program, Declarant submitted an application to the Program for assistance to fund an applicable project of a type other than a conservation easement; and

WHEREAS, as a specific condition of the aforesaid County grant Program, the Declarant agrees to record a covenant running with the land requiring the continuous use of the Property for open space, natural areas, natural resource conservation, agriculture and/or public parks, trails and greenways, and to hold and manage the property on behalf of the Public Trust including protections afforded under the Donated or Dedicated Property Act; and

WHEREAS, the Property possesses natural, scenic, open space, historical, agricultural, educational, and/or recreational values (collectively "conservation values") of great importance to Declarant, the people of Delaware County, and the people of the Commonwealth of Pennsylvania; and

WHEREAS, Declarant further intends, as owner of the Property, to permit public access and/or agriculture, and further to preserve and protect the conservation values of the Property in perpetuity; and

NOW, THEREFORE, intending to be legally bound hereby, Declarant shall utilize Property solely and exclusively for the uses stated herein and as further specified in Article III.

ARTICLE I - DEFINITIONS

The following words and terms, which are used in this Declaration, shall have the following meanings:

1. "DECLARATION" shall mean and refer to this instrument, as amended from time to time.
2. "DECLARANT" shall mean and refer to the Municipality to be bound by this agreement.
3. "SUCCESSOR DECLARANT" shall mean each entity to which Declarant shall have specifically, by writing, assigned or conveyed any or all of Declarant's rights in and to the Property.

ARTICLE II - PROPERTY

1. PROPERTY" shall mean the existing property or parcel of land referenced above and more particularly described in Article II and Exhibit "A" (legal description) and shown on Exhibit "B" (map) attached hereto. The property subject to the restrictions herein is all or part of a parcel of land containing _____ acre(s), identified as Tax Parcel Number(s) ____ - ____ - ____ located in _____ (Municipality). In the event of any additions to the existing property, which shall be made subject to this Declaration, then, from and after the recording of an appropriate Supplementary Declaration, the term "Property" shall mean the existing property and any such additions.

ARTICLE III - RESTRICTIONS

1. The use of the Property as defined in this Declaration shall be restricted to open space, natural areas, natural resource conservation, agriculture and/or public parks, trails and green Ways. If, when, and as it is deemed inappropriate to utilize the Property for the originally intended permitted uses, it is agreed, understood and hereby declared that the utilization of the Property shall be for open space and free of any use or encumbrance prohibited by this Declaration. The term of this restriction shall be perpetual and it shall be a covenant running with the land.

2. The following two items serve to highlight uses that are specifically prohibited, but does not represent the full extent of uses that are in violation of this Declaration: Disposal of sewage effluent generated off-site (including disposal of offsite-generated sewage at any stage of treatment or post treatment using any technology including but not limited to spray or drip irrigation) is prohibited. Any composting materials, waste products or any other items that are generated off site may not be placed on site for any reason including disposal or processing.

3. Property subject to this Declaration shall not be available to count toward satisfying any open space or preserved land requirements as stipulated under applicable municipal land use laws, ordinances, or codes. Furthermore, owners may not transfer for use outside the Property (whether or not for compensation) any development rights allocated to the Property under any applicable law.

4. The Declarant shall manage and develop the property for authorized uses in a manner that maximizes public access consistent with the respective use and preserves the integrity of natural resources such as stream corridors, steep slopes, wetlands, and state, national or globally rare species.

5. No additional restrictions may be placed on the Property without permission from the County Department responsible for programmatic oversight. Express written consent of the Council of Delaware County Pennsylvania is required if the County finds that the additional restrictions proposed will reduce public access or diminish the conservation values of the property.

ARTICLE IV – RESERVATION

1. Declarant reserves the right but not the obligation to install, or allow the installation of, underground improvements provided: such improvements are otherwise permitted by federal, state and local laws, rules and regulations and the improvements are not extractive of natural resources that are part of the bundle of rights that comprise the Property. Any permissible underground improvements must only serve Public Purposes and must be designed and located so as not to materially affect the Public Purposes being financed in part by the County grant.

2. Declarant may lease or license portions of the surface of the Land to others to provide or assist the Declarant in providing facilities, programs, goods, services, or other amenities to the public that are consistent with the Public Purposes of the Open Space and Recreation Municipal Grant Program.

ARTICLE V - ENFORCEMENT

1. The County of Delaware shall have the right and power to enforce the terms of this Declaration, by any proceedings at law or in equity, against the Declarant, Successor Declarant, or any person or persons violating or attempting to violate any provision of this Declaration; to restrain violations; to require specific performance; and/or to recover damages.

2. In execution of its monitoring and enforcement rights, the County of Delaware has the right to enter and inspect the Property for compliance with this Declaration by way of land, through the use of an unmanned aerial vehicle, or a combination of both.

3. Rights and remedies arising out of this declaration are cumulative; they neither limit nor are limited by any rights or remedies arising from the Donated or Dedicated Property Act or other applicable authority available for upholding the Public Purposes.

4. If the County determines that Declarant, Successor Declarant, or any other person is in violation of the terms of this Declaration or that a violation is threatened, the County shall give written notice to the party in violation and demand corrective actions sufficient to cure the violation, and, where the violation involves injury to the Property resulting from any use or activity inconsistent with the permitted uses of this Declaration, to restore that portion of the Property so injured. If violator fails to cure the violation within thirty (30) days after receipt of notice thereof from the County, or under circumstances where the violation cannot reasonably be cured within a thirty day period, fails to begin curing such violation within the thirty (30) day period, or 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 Declaration, 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 Declaration or injury to any public interest protected by this Declaration, and to require the restoration of the Property to the condition that existed prior to such injury.

5. Without limiting Declarant's, Successor Declarant's, or any other person's liability therefore, the County, in its sole discretion, may apply any damages recovered to the cost of undertaking any corrective action on the Property. The County's rights under this paragraph apply equally in the event of either actual or threatened violations of the terms of this Declaration and Declarant and Successor Declarants agree that the County's remedies at law for any violation of the terms of this Declaration are inadequate and that the County shall be entitled to the injunctive relief described in this Article, 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 Declaration, without necessity or proving either actual damages or the inadequacy of otherwise available legal remedies. The County's remedies described in this Article shall be cumulative and shall be in addition to all remedies now or hereafter existing at law or in equity.

6. Cost of enforcement. Any costs incurred by the County in enforcing the terms of this Declaration against Declarant or Successor Declarant, including, without limitation, costs of suit and attorneys' fees, and any costs of restoration necessitated by Declarant or Successor Declarant's violation of the terms of this Declaration shall be borne by Declarant or Successor Declarant.

7. The failure by the County to enforce any covenant or restriction herein contained shall in no event be deemed a waiver of the right to do so thereafter.

ARTICLE VI - MISCELLANEOUS

1. The covenants and restrictions of this Declaration shall run with the land and bind the Property in perpetuity.

2. The provisions of this Declaration shall, pursuant to its terms, inure to the benefit of Delaware County, and bind the Property, Declarant and its successors and assigns.

3. Recording. This Declaration shall forthwith be recorded in the Office of the Recorder of Deeds in and for the County of Delaware, Pennsylvania.

1099-S VERIFICATION FORM

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

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

Grantee: _____	Co-Grantee: County of Delaware _____
-------------------	---

SETTLEMENT AGENT SIGNATURE

DATE

Return to:
 Open Space and Recreation Municipal Grant Program
 Delaware County Planning Department
 1055 E. Baltimore Pike
 Media, PA 19063

DELAWARE COUNTY OPEN SPACE AND RECREATION MUNICIPAL GRANT PROGRAM

BASELINE DOCUMENTATION REPORT CHECKLIST FOR CONSERVATION EASEMENTS

(Include this Checklist with the Baseline Documentation Report [with electronic signature(s)])

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

1. COVER PAGE
Please include a cover page with the following language: "Baseline Data for Conservation Easement/Conservation Restrictions granted by (landowner name) on (name or description of property) property, Delaware County, Pennsylvania to (applicant)." The signature of the author/collector and the date should also appear.
2. BASELINE DATA CHECKLIST (Completed)
3. TABLE OF CONTENTS
4. OWNER ACKNOWLEDGEMENT OF CONDITION (Signature of the owner[s])
This acknowledgement is an IRS requirement if the easement is a gift for which a deduction will be claimed. The regulations require that this statement must clearly reference the baseline data. It must say, "in substance...[t]his natural resources inventory is an accurate representation of [the protected property] at the time of the transfer." he statement must be notarized and signed by both grantor and representative of grantee.
5. BACKGROUND INFORMATION
- Ownership information (name, address, and phone number of property owner).
 - Driving Directions to the Property from the Delaware County Planning Department, 1055 E. Baltimore Pike, Media, PA 19063.
 - Historical information on the acquisition (brief chronological description of events that led to the protection of the property).
 - Summary of easement/deed restriction provisions (specific prohibitions, restrictions, and retained rights, as derived from the language of the easement or deed).
 - Purpose of easement/deed restrictions.
 - Evidence of the significance of the protected property, as established either by government policy (include copies of document) or by the long- term protection strategy developed by the grantee.
 - Corporate or agency resolution accepting or authorizing purchase of the property (minutes of the meeting at which acquisition was approved are adequate).
6. LEGAL CONDITION
- A copy of the signed, recorded easement document or deed (legal fees to draft the document are not reimbursable).
 - A parcel map.
 - A clear title statement or preliminary title report, noting any liens against the property that could compromise its natural qualities or invalidate the easement or deed restrictions.
 - Copies of any other relevant easements associated with the property.

BASELINE DOCUMENTATION REPORT CHECKLIST FOR CONSERVATION EASEMENTS

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

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

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

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

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

- 12. MAPS
 - An 8 1/2 in. x 11 in. section of a local road map showing property location and location of eased or restricted area if different.
 - A legible site map, to scale, showing photostations, property boundaries and boundaries of eased or restricted area if different.
 - Aerial photographic maps should be included if appropriate.

Template Letter of Retroactivity
for applicable Conserve Projects. Customize as needed.

_____-[DATE]

Mr, Steven R. Beckley, AICP
Manager, Open Space and Trails
Delaware County Planning Department
1055 E. Baltimore Pike, First Floor
Media, PA 19063

RE: Delaware County Green Ways Grant Program – Waiver of Retroactivity Request for
_____ [Name of Project] _____ Township/Borough/City,
Delaware County, Parcel Number _____ [Delaware County Board of Assessments
Folio # of Parcel(s) to be acquired]

Dear Mr. Beckley:

_____ is seeking to acquire the _____-acre _____
Property/Tract located in _____ Township/Borough/City along
_____ [name of street]. _____ [Applicant
municipality/organization] has submitted or will submit a Delco Green Ways grant application to Delaware County
to help fund the transaction. I am requesting a waiver of retroactivity for our planned acquisition of this site in the
event settlement occurs before award determinations are made for the 2021 grant round.

The _____ Property is currently for sale for the appraised value of \$_____. The
current owner, _____, purchased the Property in _____ [year] with the intention of
_____.
[Brief explanation of the owner-seller situation and the recent use of the land.] In light of these circumstances,
_____ [Applicant] would like to be able to act quickly and make an offer on the Property.

The _____ Property is located on _____ [name of
street] and is adjacent to _____ [name landmark adjacent properties, if
applicable], as well as to _____ [also name landmark adjacent parks or natural
features]. Acquisition of this Property would allow for _____

_____ [name some benefits such as the following, if applicable: connection of the trail systems on these open spaces,
expansion of passive recreational opportunities for the public, and enhanced resource protection for wildlife and
vegetation].

I would be happy to supply any additional documentation you need for this waiver of retroactivity request. If you
have any questions or concerns you can contact me at _____ [phone#] or
_____ [email address]. Thank you for your consideration.

Sincerely,

[Signature]

[Applicant Municipal Contact Name]

[Job Title]

**Delaware County Green Ways
Comprehensive Recreation, Park, and Open Space Plan
Cost Estimate**

Appendix H

Task	Cost Estimate
Plan Summary	
Purpose, Goals, and Objectives	
Public Participation	
Study Committee Meetings	
Public Meetings	
Key Person Interviews	
Citizen Survey	
Focus Groups	
Background Information	
Vision and Mission for Parks, Recreation, Open Space and Trails	
Municipal Administration, staffing, partnerships for Parks, Recreation, Open Space and Trails	
Open Space, Parks, Recreation Facilities and Trail Connections* Inventory and Analysis	
Facility Maintenance	
Recreation Programs and Services	
Financing	
Recommendations and Cost Estimates	
Action Plan	
Final Products	
TOTAL	

**Delaware County Green Ways
Mini-PROS Plan
Cost Estimate**

Task	Cost Estimate
Plan Summary	
Purpose, Goals, and Objectives	
Public Participation	
Study Committee Meetings	
Public Meetings	
Key Person Interviews	
Citizen Survey	
Focus Groups	
Background Information	
Facilities, Open Space, and Trail Connections* Inventory and Analysis	
Facility Maintenance	
Financing	
Vision, Recommendations and Cost Estimates	
Action Plan	
Final Products	
TOTAL	

***The Mini-PROS Plans are not intended to be full municipal trail plans. The trail segment of the plan is conceptual and intended to produce the big picture of a trail network. This would position the municipality for future more detailed trail feasibility, master planning and construction work.**

DELCO GREEN WAYS MUNICIPAL GRANT PROGRAM

GRANT ROUND 2

FREQUENTLY ASKED QUESTIONS (Updated 9/9/21)

NUMBER OF GRANTS APPLICATIONS THAT A MUNICIPALITY OR A NON-PROFIT ORGANIZATION MAY SUBMIT

Municipalities and Non-Profit Organizations in partnership with a municipality are invited to apply for two projects. If the municipality or non-profit is applying for two grants, one of these two must be a project from the PLANNING & DESIGN category. The other grant application can be from one of the three additional categories: CONSERVE, CONNECT, or ENHANCE.

Does sponsoring a nonprofit count against a municipality's grant application cap?

No, sponsoring nonprofits does not count against the cap. The sponsoring municipality is still eligible for two grants; one in the planning category and one from any of the Conserve, Connect, Enhance categories.

If a municipality partners with a neighboring municipality for project, can it still apply for two grants on its own?

Yes. Multi-municipal projects are encouraged by this program. To remove program barriers for municipal partnering, any municipality partnering with another municipality for a project is still eligible to apply for two additional municipal projects (one in the planning category and one from any of the Conserve, Connect, Enhance categories).

MINI-PROS QUESTIONS

Does applying for a Mini-PROS (Park, Recreation, and Open Space Plan) count against a municipality's grant application cap?

No, it does not. Each municipality that is eligible for a Mini-PROS grant can still apply for two grants; one in the planning category and one from any of the Conserve, Connect, Enhance categories.

How much does a mini-PROS plan cost?

A sample Scope of Work is included in the application materials. The grant award is **up to \$50,000** and will cover the costs of the scope in qualified municipalities. Many of the eligible municipalities will be able to complete the Mini-PROS plans for less than \$50,000. If the applicant determines that it will only need an amount less than \$50,000, then the applicant should write that in the requested award section of the application.

Why should a municipality complete a Mini-PROS plan?

A Parks, Recreation and Open Space Plan is an effective tool for creating economically, socially and environmentally sustainable communities with a high quality of life. The goal of these plans is to create an action program that helps to foster livable communities that protect our natural resources and wildlife habitat, have clean air and water, are connected with multiple modes of transportation including bicycle and pedestrian networks, and provide high quality facilities and services.

In the absence of PROS Plans, which are publicly supported and administratively adopted plans for the future, there is no assurance that our municipalities can protect our green spaces and keep the parks safe, clean, and functional. Without PROS Plans, current and planned investments are in perpetual jeopardy. Likewise, without these plans there is nothing in place to protect open spaces and parks from being smothered by good intentions to place unwanted facilities in inappropriate locations.

APPLICATION MATERIALS

Can a Resolution be submitted after the application submission deadline of September 13, 2021?



Yes. Summer schedules can limit the ability to get a resolution signed by the September 13th deadline, so resolutions may be submitted after the deadline. The applicant should include a placeholder document to upload in the online application that is a statement of the expected Resolution date in the application.

In a trail construction project, what proof of easement acquisition does the County require in the application?

The County requires at least a letter of support from each of the property owners that the trail will be constructed on. The applicant must show that the property owners are supportive of the project.

Enhance Projects allow up to 15% to be Design and Engineering. Can the 15% be used for a different phase of the project than the phase outlined in the grant application?

No, the Design and Engineering funds included are intended to specifically cover design and engineering of the Enhance project outlined in the application. Design and Engineering of a different location or phase of the park should be submitted as a separate grant application in the Planning category. This will be covered in the Grant Agreement as well.

NONPROFIT QUESTIONS

How many grants may a non-profit apply for?

Nonprofits that are sponsored by a partnering municipality are invited to apply for two grants as project lead; one grant in the Planning & Design category and one grant from any of the Conserve, Connect, Enhance categories. To apply, the Non-Profit Organization must have a partnership with a municipality on the project. This partnership must be verified through a resolution adopted by the municipal partner. In addition to applying for up to two Green Ways grants, non-profit organizations are free to work on projects if selected by municipalities that secure Green Ways grants. The municipalities would go through their

designated professional services procurement process to select consultants including, non-profits, to work with them on the project.

Can the grant funds cover overhead, salaries, and/or administration?

No, the funds of the grant are not intended to cover overhead, salaries, and/or administration.

If a nonprofit is awarded funds, what are the requirements for fair bidding practices?

In the case of a nonprofit award, the nonprofit must adhere to the sponsoring municipality's regulations for fair bidding practices.

GENERAL PROJECT QUESTIONS

If the municipality is awarded funds, what are the requirements for fair bidding practices?

The County is providing the grant funds to the municipality and defers to that municipality's regulations for fair bidding practices.

What if part of the project area is outside of County boundaries?

The County expects that the funds will be expended within the County boundaries. If neighboring counties or other sources of funds contribute proportionally to a multi-county project, that would strengthen the application.

AMENDMENTS

The following question and answers were in response to inquiries from applicants after the grant period opened and were added to the Users' Guide on September 9, 2021, to benefit all interested applicants.

Is it possible to work on multiple online applications at the same time using one email address?

No, it is not possible to work on multiple forms simultaneously from the same email address. We suggest drafting your project description, scope of work, and criteria in a word document, and then copy and paste the text into the online application. Once you have finished your application and clicked submit, you will be able to start a new application.

Can the Resolution form in Appendix B be modified?

Yes, the Resolution form in Appendix B is intended to be used as a template and may be modified by applicants. The main point of the Resolution to show that the governing body authorizes the project application and intends to complete the project if the required funds are procured. The original Resolution Template (Appendix B) has been replaced with a simplified version as of September 9, 2021.

May I submit the Municipal Resolution after the application deadline?

Yes. Because meeting schedules can be complicated this time of year, we will be accepting signed municipal resolutions after the application deadline has passed. In the application form, please upload a document that states the date of the expected resolution in place of the resolution.

What should a Mini-PROS Plan budget cover? What about the budget for the Comprehensive PROS Plan?

We've added an Appendix H and I to the Users' Guide which provides applicants with a cost estimate template for Mini-PROS Plans and Comprehensive PROS Plans. The template is to be used as a guide and may be customized to meet your project and municipality needs.

GREEN WAYS



OTHER

What if my questions are not on this list?

If you have further questions, please do not hesitate to reach out to Steven Beckley at the Delaware County Planning Department, BeckleyS@co.delaware.pa.us or 610-891-5214.

Join us for a Zoom Q&A session on August 31, 2021, 2:00 – 3:30 P.M.

Visit the [Delco Green Ways webpage](#) to register.