



Lackawanna Environmental Conservation  
& Outdoor Recreation Partnership Program

# 2009

## Program Manual & Application Form

Prepared by  
*Lackawanna County Regional Planning Commission*

County Commissioners  
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## *Introduction*

The Lackawanna County Commissioners are proud to announce the establishment of the Lackawanna Environmental Conservation and Outdoor Recreation (LECOR) Partnership Program.

Beginning January 1, 2009, the Commissioners will be allocating \$500,000 from the Landfill Trust Fund to be made available to county municipalities, municipal authorities, and tax-exempt charitable and educational organizations on a competitive basis to promote local stewardship of the county's valuable natural resources.

Applicants will be eligible for 33% funding of a total project cost, up to a maximum county grant of \$50,000. The county monies may be used as a local match for state or Federal conservation, recreation, or planning grant applications.

## *Project Types*

LECOR funds may be used to

- Ø acquire and preserve open space resources;
- Ø acquire and construct greenways and trails;
- Ø acquire, develop, or rehabilitate outdoor recreational facilities;
- Ø prepare master site plans for local parks/outdoor recreational facilities;
- Ø prepare local or regional open space plans; or
- Ø update local land-use ordinances to incorporate environmental design standards.

## *Eligibility*

All Lackawanna County municipalities (cities, boroughs, and townships), municipal authorities, and tax-exempt charitable and educational organizations are eligible to receive funds under this program. Other government entities, such as commissions, boards, school districts, or other special government agencies, are not eligible to receive funds. Two or more municipalities may cooperate and jointly apply for the LECOR funds and are encouraged to do so.

## *Funding Cycle*

To be considered for 2009 funds, application packets must be received in person by the Lackawanna County Regional Planning Commission by 4:00 PM on Friday, March 6, 2009, or post-marked no later than March 6, 2009 if submitting by mail.

Submit to: Mary Liz Donato, Regional Planning Manager  
LECOR Coordinator  
Lackawanna County Regional Planning Commission  
507 Linden Street, Suite 501  
Scranton PA 18503  
Phone: 570-963-6400  
Fax: 570-963-6364  
Email: donatoml@lackawannacounty.org

## *Type of Funding*

Funding provided through the LECOR program will be reimbursable to the applicant, upon submission of project costs encumbered. An upfront payment of ten percent (10%) of the total LECOR funding approved may be requested by the applicant.

## *Application Packet*

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

- Ø Completed and signed 2009 Application (3 pages).
- Ø Location Map, showing the project property boundary lines (Not required for Planning Projects).
- Ø Resolution authorizing the applicant to apply for the LECOR funds and agreeing to the "Terms and Conditions of the Grant."
- Ø Copy(ies) of other Federal, state, or private-entity grant applications or grant agreements that are included in the overall project funding.

## *Selection Criteria for Applications*

The Lackawanna County Regional Planning Commission will evaluate and rank all of the applications received based on seven (7) factors from the Lackawanna-Luzerne Counties Open Space, Greenways, and Outdoor Recreation Master Plan and the Commonwealth's Growing Smarter initiative for a maximum of 25 points.

Project Type 1). For "Acquisition" projects, the evaluation factors and possible maximum points are as follows:

Located within "Proposed Conservation Area" Figure 6.8 of bi-county open space master plan	3
Located within "Open Space Priority by Ecological Value and Size Area" Figure 6.4 of bi-county open space master plan	5
Proximity to an existing Open Space/Recreation Resource	5
Consistency with local comprehensive plan	3
Cooperation of two or more municipalities	5
Additional funding sources pending	2
Additional funding sources secured	2
MAXIMUM POINTS	25

Project Type 2). For "Development, Rehabilitation, or Master Site Plan" projects, the evaluation factors and possible maximum points are as follows:

Project Schedule/Timeline (not to exceed a 3-year timeframe)	3
Project Site Compatibility (site location, environmental features, positive/negative impacts, public access)	5
Project Benefits (need, urgency, and/or justification)	5
Consistency with local comprehensive plan	3
Cooperation of two or more municipalities	5
Additional funding sources pending	2
Additional funding sources secured	2
MAXIMUM POINTS	25

Project Type 3). For "Planning" projects to prepare a local or regional open space plan or update a land-use ordinance to incorporate environmental design standards, the evaluation factors and possible maximum points are as follows:

Consistency with bi-county open space plan and conservation-based planning tools	3
Highest priority level of open space ecological value and size within applicant municipality(ies) Figure 6.4 of bi-county open space master plan	5
Level of environmental standards and conservation-based planning tools that the project will incorporate	5
Consistency with local comprehensive plan	3
Cooperation of two or more municipalities	5
Additional funding sources pending	2
Additional funding sources secured	2
MAXIMUM POINTS	25



# LECOR

LACKAWANNA ENVIRONMENTAL CONSERVATION  
& OUTDOOR RECREATION PARTNERSHIP PROGRAM



## 2009 APPLICATION

### 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 & TYPE

Project Title:

Type of Project (Please Check One):

ACQUISITION AND PRESERVATION OF OPEN SPACE RESOURCE, OR ACQUISITION OF LAND FOR OUTDOOR RECREATIONAL FACILITY AND/OR GREENWAY OR TRAIL

DEVELOPMENT OR REHABILITATION OF OUTDOOR RECREATIONAL FACILITY AND/OR GREENWAY OR TRAIL, OR PREPARATION OF PARK/OUTDOOR RECREATIONAL FACILITY WASTE SITE PLAN

PLANNING: PREPARE LOCAL OR REGIONAL OPEN SPACE PLAN, OR UPDATE LAND-USE ORDINANCE TO INCORPORATE CONSERVATION BY DESIGN PRINCIPALS

DO NOT COMPLETE THE FOUR ITEMS BELOW IF APPLYING FOR A PLANNING PROJECT (CHECKED THIRD BOX ABOVE)

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

LECOR Funds Requested  
(33% of total cost, up to \$50,000 maximum): \$ \_\_\_\_\_

\* 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 brief description of how the project meets the seven (7) factors for Selection Criteria (Manual Page 2) for the type of project you are proposing for funding. Attach additional pages if necessary.

**SECTION 5. SELECTION CRITERIA (County Use Only – Do NOT Complete This Section)**

FUNDING EVALUATION FACTORS – MAXIMUM POINTS: 25

PROJECT TYPE: \_\_\_\_\_

Factor 1. **MAX 3 PTS** \_\_\_\_\_

Comments:

Factor 4. Is the project consistent with the municipality's(ies') comprehensive plan?  
**3 PTS**

- \_\_\_\_\_ Yes – 3 points
- \_\_\_\_\_ No, or no comp plan exists – 0 points

Factor 2. **MAX 5 PTS** \_\_\_\_\_

Comments:

Factor 5. Does the project involve the cooperation of two or more municipalities?  
**5 PTS**

- \_\_\_\_\_ Yes – 5 points
- \_\_\_\_\_ No – 0 points

Factor 3. **MAX 5 PTS** \_\_\_\_\_

Comments:

Factor 6. Has the applicant sought other funding sources for the project?  
**2 PTS**

- \_\_\_\_\_ Yes – 2 points
- \_\_\_\_\_ No – 0 points

Factor 7. Has the applicant secured other funding sources for the project?  
**2 PTS**

- \_\_\_\_\_ No – 2 points
- \_\_\_\_\_ Yes – 0 points

**APPLICATION POINTS AWARDED:** \_\_\_\_\_

**SECTION 6. PROJECT BUDGET**

Include ALL sources of funds and project costs.

<b>BUDGET ITEMS</b>	<b>SOURCES</b>				
	(1) LECOR	(2)	(3)	(4)	Total
<b>Planning</b> Consultant Services					
Other Related Project Costs					
<b>Aquisition</b> Land Costs					
Appraisals & Related Costs					
<b>Development or Rehabilitation</b> Design/Engineering Services					
Construction Contracts					
Non-Contract Labor Costs					
Materials Purchase					
Equipment Rental					
Purchase of Equipment					
<b>Total Budget</b>					

**SECTION 7. 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



*RESOLUTION*

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

*WHEREAS*, the Applicant desires to apply to the County of Lackawanna [*County*] for a Lackawanna Environmental Conservation and Outdoor Recreation Partnership (LECOR) 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 7 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 7 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 7 Certification and Acceptance" of the Application Form on behalf of the Applicant.

2. If this official signed "Section 7 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 7 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 \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Secretary

## *GRANT TERMS AND CONDITIONS*

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 be incorporated in the Grant Agreement, and SECTION 7. CERTIFICATION & ACCEPTANCE included in this application package (Page 7) will become the 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 a grant applicant that has been awarded a 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 \$\_\_\_\_\_. The GRANTEE shall use the grant money, additional local matching funds, and other Federal or state conservation, recreation, or planning grant monies, if any, specified in SECTION 6. PROJECT BUDGET of the application package (Page 7) 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 all required signatories 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 the Grant Agreement(s) of the Federal or state conservation, recreation or planning grant monies secured for the project. If no Federal or state grant monies are being utilized, the GRANT AGREEMENT period shall be three (3) years 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, including but not limited to:

- American with Disabilities Act
- Competitive Bidding and Prevailing Wages
- Uniform Construction Code
- Development or rehabilitation projects must provide construction drawings sealed by a licensed design professional
- Approvals as required by the PA Departments of Environmental Protection, Agriculture, Health, Historical and Museum Commission, Labor and Industry, and Transportation
- Approvals as required by the County Conservation District
- Nondiscrimination/Sexual Harassment
- Local land-use ordinances, including zoning, subdivision and land development, storm water management, and flood plain management

### ARTICLE IV

#### PAYMENTS

The COUNTY will issue payments to the GRANTEE upon submission of a "Request for Payment" from the GRANTEE for project costs encumbered. The GRANTEE'S Request for Payment 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.

The COUNTY will issue, upon request from the GRANTEE, an upfront payment not to exceed ten percent (10%) of the amount approved 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 conservation, recreation or planning 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.

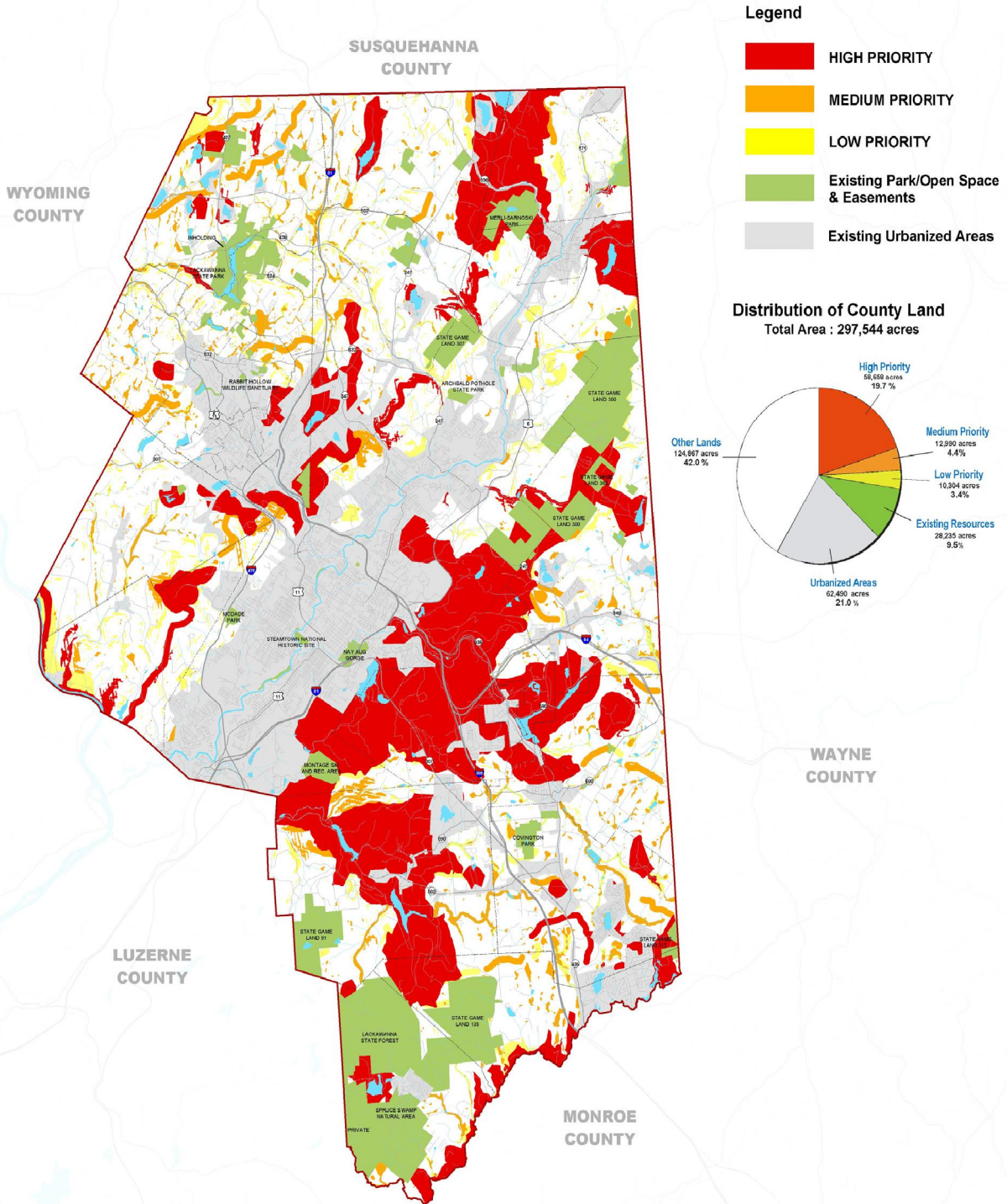
#### ARTICLE VI AUDITS

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 shall be performed by a certified public accountant in accordance with procedures and standards specified by the COUNTY.

#### ARTICLE VII REFUND OF GRANT FUNDS

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

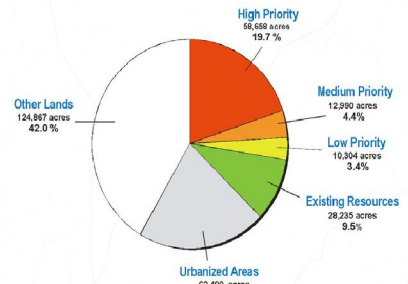
# Open Space Priority by Ecological Value and Size



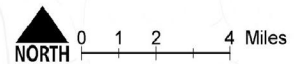
### Legend

- HIGH PRIORITY
- MEDIUM PRIORITY
- LOW PRIORITY
- Existing Park/Open Space & Easements
- Existing Urbanized Areas

### Distribution of County Land Total Area : 297,544 acres



## LACKAWANNA COUNTY, PA OPEN SPACE, GREENWAYS & OUTDOOR RECREATION PLAN



Date: December 2003  
 Sources: Administrative Boundaries - PennDOT  
 Hydrology - ERRI, NIM  
 Roads - PennDOT  
 Existing Resources - ERRI  
 Trails - Wilkes University  
 Urban Land - Interpolated from USDA SCS Map & Local Resources



**Proposed Conservation Areas**

**LEGEND**

**Categories**

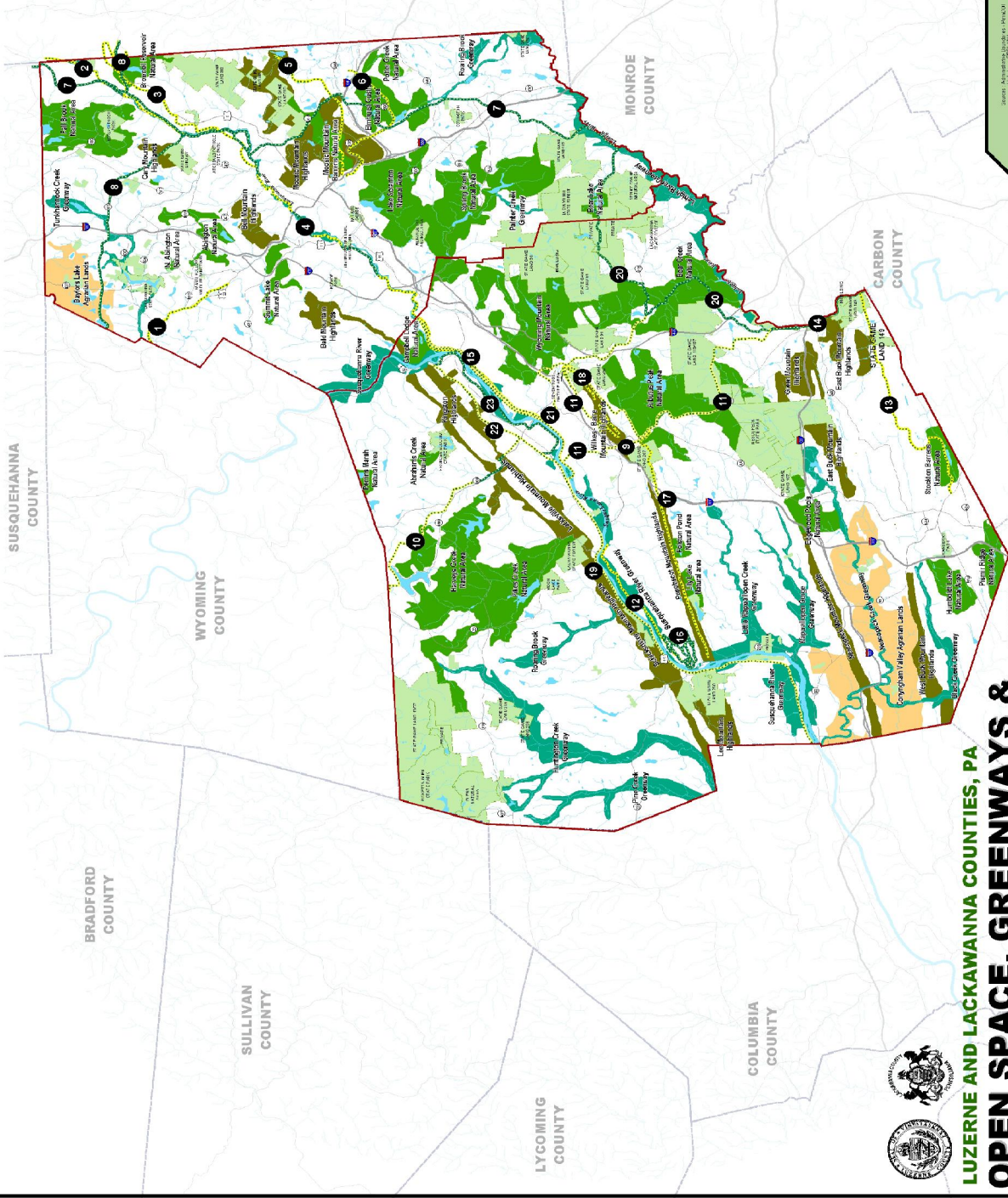
- Existing / Protected Resource
- Greenway
- Highlands
- Natural Area
- Agrarian Lands

**Trails**

- Existing
- In Progress
- County Boundaries

- 1 Countryside Conservancy Trolley Trail
- 2 D & H Trail
- 3 D & H Gravity Trail
- 4 Lackawanna River Heritage Trail
- 5 Pennsylvania Coal Co. Gravity Trail
- 6 Roaring Brook Corridor
- 7 Route L Trail \*
- 8 Route Y Trail
- 9 Ashley-Planes Trail
- 10 Back Mountain Trail
- 11 Black Diamond Trail
- 12 Escarpment Trail
- 13 Greater Hazleton Rail Trail
- 14 Lehigh Gorge Trail
- 15 Luzerne County Rail with Trail
- 16 Mocanqua Loop Trail
- 17 Penobscot Ridge/Wikes Barre Mountain Trail
- 18 Seven Tubs Trail
- 19 Susquehanna Warrior Trail
- 20 Route L Trail \*\*
- 21 Route L Spur
- 22 West Side Trail
- 23 Wyoming Valley Levee System Trail

\* Lackawanna County  
\*\* Luzerne County



**LUZERNE AND LACKAWANNA COUNTIES, PA  
OPEN SPACE, GREENWAYS &  
OUTDOOR RECREATION PLAN**



EDAW  
GREENWAYS  
L U Z E R N E C O U N T Y  
L A C K A W A N N A C O U N T Y