Livable Landscapes Grant Program Guidelines 2019

Northampton County Open Space Initiative
Northampton County 21st Century Open Space Initiative

Established in December 2004 after County voters by a majority of approximately 65%, approved a referendum in November 2002 to authorize **dedication of funds** for the purpose to **preserve and enhance the natural environment** of Northampton County.
15 Year Accomplishments

- Preserved 3,165 acres of natural areas
  - Total investment $5.20 million
- Awarded 79 municipal park grants
  - Total investment $7.7 million
- Selected in 2004 by DCNR top pilot new conservation landscape initiative - Lehigh Valley Greenways
- 160-acre Gall Farm was purchased by the County and is undergoing a Master Site Plan to develop a County Farm Preserve
- Regional trails are built
- Large conservation projects
Northampton County Parks and Recreation

On January 7, 2016, Northampton County Council adopted

- Ordinance #601-2015
  “Livable Landscapes” – An Open Space Plan Program for Northampton County
- Further providing for the administration of the 21st Century Open Space Initiative.

Livable Landscapes Action Plan recommendations:

- To modify the Open Space Program Guidelines
- Be consistent with the goals and implementation strategy
- Align grant funding program with current Park, Recreation, and Open Space Plan
2019 Livable Landscapes Grant Program

Northampton County Ordinance No. 673-2019 adopted the Livable Landscapes Grant Program Guidelines to replace the Environmental Services Assistance Grant Guidelines

- Adopted July 18, 2019
- Becomes effective August 21, 2019

Eligible Applicants

- Municipality
- Council of Governments within Northampton County
- Authorized Organizations (501c3 & Charitable)
- Institution of Higher Education
Grant Program Purpose

To protect the County’s important natural features by assisting municipalities and organizations to acquire, restore, and enhance permanently protected lands to conserve natural resources and provide outdoor recreation for future generations.
Eligible Projects

1. Land Preservation
2. Ecological Restoration
3. Planning, Education, and Outreach
4. Municipal Park Acquisition, Rehabilitation & Development

*need to be consistent with the Action Plan & Goals of the Livable Landscapes Plan; project falls within any topic area that best fits your project.
1. **Land Preservation Category**

- Fee simple acquisition
  - or
- Conservation easement

**Key points:**
- Within natural areas, greenways, trails, critical habitat, and open space
- Threats of development
- Connectivity to conserved lands
- Critical habitats at risk for degradation
- Public access
Conservation Priorities

- In current Comprehensive Plans and other state, county, and local plans
- Identify if land is within the Natural Heritage Inventory
- Important to preserve flora, fauna, native ecological systems, trails, open space, scenic features, etc.
- Preserve habitat for rare, threatened or endangered plant or animal species
- Ecological or natural communities at risk of destruction or degradation
Creative Conservation

- Parcels with Joint Conservation Efforts
  - Parcels that would fit into farmland and conservation easements
  - Create linkages to additional farmland and/or conservation easements
  - Parcels would not qualify totally under farmland preservation and/or conservation easements
2. Ecological Restoration Category

- Convert developed lands to natural areas
- Riparian buffers
- Meadows
- Woodlands
- Agricultural areas
- Open Space

Key points:
- Natural Areas
- Critical Habitat
- Sustainable stormwater management
- Best Management Practices
Streambank Stabilization Projects
3. Planning, Education, & Outreach Category

- Lay the groundwork for:
  - Future acquisitions
  - Open Space programs
  - Environmental regulations
  - Greenways
  - River/watershed conservation

LOWER SAUCON TOWNSHIP

OPEN SPACE ACTION PLAN
APRIL 4, 2007
4. Municipal Park Category

- Acquisition
- Rehabilitation
- Development

Key points:
- Conserve and improve
  - Parks
  - Outdoor recreation
  - Greenways & trails
  - Waterways
  - Natural areas
- Closing trail gaps
- Enhance outdoor recreation
- Upgrade park amenities
4. Municipal Park Category
Municipal Park Rehabilitation & Development Examples
Eligibility of Funds

Grant Funds may be used to pay for:

- Acquisition related administrative costs
  - No more than 5% of the County grant award
- For land preservation, the maximum grant request is no more than 50% of the appraised value or $300,000, whichever is less
- For construction projects, no more than 15% of the County grant award may be used for engineering, professional services, permitting
- Comply with public bidding process – professional services, consultant, and purchases
- MAY NOT be used to acquire structures of significant monetary value, but may be evaluated on a case by case basis
Program Requirements

- Reimbursement grant
  - 50% match by the grant of the total project cost
- Eligible total project costs effective by the County Resolution and/or County Agreement approval and end date
- Detailed letters of commitment for match are required
- For all development projects – local match can be combination of cash and/or in-kind match
  - In-kind labor and/or equipment can be included in the 50% match
  - Up to 35% of the match is allowable
Planning & Permitting Requirements

- Applicable federal, state, or local planning or permit approvals are required
- Must state in the grant application that applicant will secure all necessary planning & permitting approvals
  - Submit documentation of approvals prior to construction
- Document in grant close-out report all applicable bidding, design, engineering, and permitting was conducted
  - Evidenced by a letter from the appropriate agency
# PNDI Receipt

## 1. PROJECT INFORMATION

**Project Name:** Walnutport Veterans Memorial Park Restoration  
**Date of Review:** 6/14/2017 01:30:42 PM  
**Project Category:** Development, Additions/maintenance to existing development facilities  
**Project Area:** 0.49 acres  
**County(s):** Northampton  
**Township/Municipality(s):** WALNUTPORT  
**ZIP Code:** 18088  
**Quadrangle Name(s):** PALMERTON  
**Watersheds HUC:** 8. Lehigh  
**Watersheds HUC 12:** Fireline Creek-Lehigh River  
**Decimal Degrees:** 40.750523, 75.597209  
**Degrees Minutes Seconds:** 40° 45’ 2.2419" N, 75° 35’ 49.9514" W

## 2. SEARCH RESULTS

<table>
<thead>
<tr>
<th>Agency</th>
<th>Results</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA Game Commission</td>
<td>No Known Impact</td>
<td>No Further Review Required</td>
</tr>
<tr>
<td>PA Department of Conservation and Natural Resources</td>
<td>No Known Impact</td>
<td>No Further Review Required</td>
</tr>
<tr>
<td>PA Fish and Boat Commission</td>
<td>No Known Impact</td>
<td>No Further Review Required</td>
</tr>
<tr>
<td>U.S. Fish and Wildlife Service</td>
<td>No Known Impact</td>
<td>No Further Review Required</td>
</tr>
</tbody>
</table>

As summarized above, Pennsylvania Natural Diversity Inventory (PNDI) records indicate no known impacts to threatened and endangered species and/or special concern species and resources within the project area. Therefore, based on the information you provided, no further coordination is required with the jurisdictional agencies. This response does not reflect potential agency concerns regarding impacts to other ecological resources, such as wetlands.

**Note** that regardless of PNDI search results, projects requiring a Chapter 105 DEP Individual permit or GP 5, 6, 7, 8, 9 or 11 in certain counties (Adams, Berks, Bucks, Carbon, Chester, Cumberland, Delaware, Lancaster, Lebanon, Lehigh, Monroe, Montgomery, Northampton, Schuylkill and York) must comply with the bog turtle habitat screening requirements of the PASFGP.
Grant Requirements

- County Review
- Ownership of Land
- Professional Services
- Project Records
- Phase I Environmental Assessment (if applicable)
- Final Close-out Report
  - Cover letter and one page summary of work completed
  - Before & after photographs
  - Summary of total cost expenditures and breakdown
  - Copy of secured permits, design, specifications, and compliance with bidding
  - Certification letter construction was completed according to design & specifications
Additional Close-out Items - Land Preservation

- Signed Agreement of Sale or Conservation Easement
- Legal or deed description
- Survey plan/site plan - 24”x36” size
- Written management plan with Best Management Practices, maintenance, and public access
- Phase I Environmental Assessment or letter of condition (as needed)
Public Access

- Is REQUIRED for all projects
- Address the following:
  - Type of uses
  - How will the property be accessed
  - When can the property be accessed
  - Who will have access
- If the applicant clearly identifies a safety hazard or other consideration, consideration will be reviewed to limit or deny public access
- Need to protect critical habitat can override interest in providing public access
- Reasonable restrictions for protecting or restoring land are acceptable
- Multiple activities should be considered on various portions of the land
Accessibility

Northampton County Parks and Recreation
Grant Administration

- Use of grant funds only for projects in Northampton County
- For eligible reimbursement, grantee will need to:
  - Expend 100% of eligible total project costs
  - Cash and/or in-kind match
  - 50% local match provided by grantee (1:1 ratio)
  - All match commitment letters need to submitted with application
  - Any changes to match commitment needs to be submitted with new commitment letters and budget
- Grants shall not exceed $300,000
  - Acquisition is up to 50% of the appraised land value or up to $300,000
- Eligible contract time period = contract start and end date
  - Established in the County Resolution and/or Agreement
Grant Review Process

- Northampton County Parks & Recreation internal review
- Northampton County Parks, Recreation and Open Space Advisory Board (PROSAB) review
- A recommendation of approval/disapproval will be provided to the County Council Energy, Environment, and Land Use Committee
- Committee recommendation to County Council via County Resolution

Grant Submission Timeline:
- Land conservation - open grant round monthly throughout year
- All other projects - at designated times each year
  - September 26, 2019 by 3:00 PM
Grant Review Process & Evaluation

- Evaluated on competitive basis and availability of funding
- Completeness of application
- Project implements goals of the Livable Landscapes Plan
- Consistency with other plans
- How well the project aligns with:
  - Natural resource conservation and enhancement
  - Provides and maintains exemplary parks
  - Supports quality of life
  - Conserves and connects greenways, trails, and blueways
  - Improves BMPs
  - Improves municipal parks, trails, natural areas
Project Narrative

- Detailed scope of work
- Project timeline
- Current conditions
- Project need
- Expected results & benefits
- Livable Landscapes goals
- Plan consistency
- Sustainability
- Restore waterways or natural habitat
- Regional impact
## Sample Grant Project Budget Spreadsheet

**August 2019**

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit Cost</th>
<th>Quantities</th>
<th>Cash*</th>
<th>In-kind**</th>
<th>Total</th>
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<tr>
<td>Shatz Construction - clear, grub tree &amp; stump removal</td>
<td>$50/hr</td>
<td>48 hours</td>
<td>$1,400.00</td>
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<tr>
<td>Purchase native trees (10)</td>
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<td>10</td>
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<tr>
<td>Schatz Construction - materials for sidewalk</td>
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<td>150</td>
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<td>$</td>
<td>$3,000.00</td>
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<tr>
<td>Schatz Construction - labor for sidewalk</td>
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<td>160 hrs.</td>
<td>$4,000.00</td>
<td>$4,000.00</td>
<td>$8,000.00</td>
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<td></td>
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<td>$12,400.00</td>
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<tr>
<td>Total project cost</td>
<td></td>
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<td>$17,400.00</td>
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<tr>
<td>County grant</td>
<td>$8,700.00</td>
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<td>$</td>
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<tr>
<td>Borough local match</td>
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*Cash expenditures by the Borough upfront

**Services (labor) and donations**
<table>
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<tr>
<th>Category of Match</th>
<th>Range of Dates</th>
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**Grantee Name:**

**Project Title:**

**County:**

**Grant Agreement Number:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of Person Performing Work</th>
<th>Type of Equipment Used; Person or Company making the Donation</th>
<th>Day of Work</th>
<th>Description of Work Performed; List of Donated Goods &amp;/or Services</th>
<th>Hours Worked</th>
<th>Hourly Rate of Lump Sum Donation</th>
<th>Total Value of Work or Donation</th>
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**TOTAL:**
# Borough of Northampton #500-1153

## Project City, State

### Cost Estimate

**Borough of Northampton #500-1153**

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<tr>
<th>Ref. No.</th>
<th>Part No.</th>
<th>Qty.</th>
<th>Description</th>
<th>Unit List Price</th>
<th>Total List Price</th>
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<tr>
<td>57</td>
<td>Z228590</td>
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<td>THE START JUMP</td>
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<td>THE CUBBY HIDE</td>
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<td>$199.30</td>
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<tr>
<td>64</td>
<td>Z228597</td>
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<td>THE ARCHWAY DECK</td>
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<td>$199.30</td>
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<tr>
<td>65</td>
<td>Z228598</td>
<td>1</td>
<td>THE ARCHWAY DECK</td>
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<td>$199.30</td>
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<tr>
<td>66</td>
<td>Z228599</td>
<td>1</td>
<td>THE ARCHWAY DECK</td>
<td>$199.30</td>
<td>$199.30</td>
</tr>
</tbody>
</table>

**Units & Accessories**

- **PLAYSIGHTS**: $199.30
- **PLAYSIGHTS**: $199.30
- **PLAYSIGHTS**: $199.30

**Additional Tool & Maintenance Kits**

- **PLAYSIGHTS**: $199.30
- **PLAYSIGHTS**: $199.30

**Total:** $1,045.90

**Grand Total:** $1,045.90

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Northampton County Parks and Recreation
Site Location Map

Exhibit 5
Nehoda Property
Site Plan/Levels of Protection Map

Exhibit 3
Nehoda Property
Site Location Map
Site Photographs

Photograph 1: Standing in the northern portion of the property looking at the pond that is fed by the tributary of Frye's Run.

Photograph 2: Standing in the northwestern portion of the property at the grassland meadow area.

Photograph 3: Standing in the woodlands along a the headwater tributary of Frye's Run.
Site Plans
Funding Commitment Letters

April 2, 2018

Ms. Ellen Lott
Project Manager
The Nature Conservancy
1507 Long Pond Road
P.O. Box 55
Long Pond, PA 18334

RE: Collura parcel, Upper Mount Bethel Township

Dear Ms. Lott:

Audubon Pennsylvania has identified Collura parcel CR 14 1 0131 in Upper Mount Bethel Township as a high priority for protection on the Kittatinny Ridge. The Kittatinny Ridge, which stretches more than 185 miles across Pennsylvania, is a treasure — a globally significant migration corridor for raptors and other birds, an oasis of forested public land for hiking and hunting, and a source for countless headwater streams. Audubon Pennsylvania is working with several partners, including The Nature Conservancy to protect high-priority parcels along the Ridge, which is critical to long-term sustainability.

Audubon Pennsylvania supports protecting large parcels on the Ridge, like the Collura property, because it helps to protect this extraordinary bird migration flyway, which is used annually by millions of raptors, vultures and songbirds. Protecting large parcels on the Ridge, like the Collura property, will help protect this extraordinary resource.

Sincerely,

[Signature]

Greg Goldman
Executive Director, Audubon Pennsylvania
Vice President, National Audubon Society
Resolution
Authorizing Grant Application Submission

Appendix III – Recommended Official Resolution

Northampton County Open Space Initiative
Livable Landscapes Grant Program
Resolution XX – 201X

WHEREAS, the Board of Supervisors/Council/Directors of the Municipality/Agency/Organization of _____________ recognizes that the Municipality/Agency/Organization contains natural areas that contribute to the quality of life and economic health of our community which are worth for preservation and/or restoration; and

WHEREAS, the Northampton County Council adopted Ordinance #603-2015, titled, “AN ORDINANCE ESTABLISHING ‘THE LIVABLE LANDSCAPES – AN OPEN SPACE PLAN PROGRAM FOR NORTHAMPTON COUNTY AND FURTHER PROVIDING FOR THE ADMINISTRATION OF THE 21ST CENTURY OPEN SPACE INITIATIVE’” on January 7, 2016; and

WHEREAS, the program provides funding grants that may be used by the municipality to acquire land to protect significant natural areas and rehabilitate degraded and underutilized lands that are important examples of Northampton County’s natural heritage; and

WHEREAS, the Municipality/Agency/Organization of _____________, wishes to participate in the Livable Landscapes Grant Program; and

WHEREAS, the Municipality/Agency/Organization will have the required match of $__________.  

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Municipality/Agency/Organization as follows:

1. That the Municipality/Agency/Organization hereby approves the filing of an application for funds under the Livable Landscape Grant Program.

2. That _____________ is hereby authorized and directed to execute and file the appropriate forms with the Northampton County Conservation Coordinator.

This Resolution has been duly prepared and adopted by the Governing Body of the Municipality/Agency/Organization of _____________ in public meeting held this _______ day of _____________, 201_.

SIGNATORIES

________________________

ATTEST: ___________________

________________________
Link to Livable Landscapes Grant Program Documents

https://www.northamptoncounty.org/PUBWRKS/Pages/default.aspx
Appendix IV – Grant Application Checklist

Documentation to be submitted with a grant application:

- Completed Grant Application Form - Appendix I
- Completed Supplemental Information – Appendix II
- Supporting documents that relate to Appendix II
- Adopted Resolution – Appendix III
- Letter(s) of local match commitment (cash and in-kind contributions)
- Letter(s) of support
- Real Estate appraisal for fee simple acquisition or conservation easement
- Copy of Sales agreement (if completed)
## Northampton County Parks and Recreation

### Sample Grant Closeout Financial Report

#### Road Department

<table>
<thead>
<tr>
<th>Description</th>
<th>Date of Work</th>
<th>Hours</th>
<th>FEMA Schedule of Equipment Rates (2017)</th>
<th>Total Cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012 John Deere Backhoe, MDL 510605, SW918463</td>
<td>9/26/2018</td>
<td>5</td>
<td>$21.21</td>
<td>$106.05</td>
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<tr>
<td>2003 John Deere Backhoe, MDL 510605, SW918463</td>
<td>9/26/2018</td>
<td>5</td>
<td>$33.50</td>
<td>$167.50</td>
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<tr>
<td>2016 Ford F-550 Dump Truck</td>
<td>9/26/2018</td>
<td>5</td>
<td>$48.90</td>
<td>$244.50</td>
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<table>
<thead>
<tr>
<th>Description</th>
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<th>Hours</th>
<th>FEMA Schedule of Equipment Rates (2017)</th>
<th>Total Cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016 Ford F-550 Dump Truck</td>
<td>9/27/2018</td>
<td>6</td>
<td>$48.90</td>
<td>$293.40</td>
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<td>2003 John Deere Backhoe, MDL 510605, SW918463</td>
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<table>
<thead>
<tr>
<th>Description</th>
<th>Date of Work</th>
<th>Hours</th>
<th>FEMA Schedule of Equipment Rates (2017)</th>
<th>Total Cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016 Ford F-550 Dump Truck</td>
<td>10/9/2018</td>
<td>3</td>
<td>$40.90</td>
<td>$123.00</td>
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<tr>
<td>2016 893D Slad Steer</td>
<td>10/9/2018</td>
<td>3</td>
<td>$37.00</td>
<td>$111.00</td>
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<tr>
<td>2003 John Deere Backhoe, MDL 510605, SW918463</td>
<td>10/9/2018</td>
<td>3</td>
<td>$38.60</td>
<td>$115.80</td>
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</table>

### Project Location and Scope of Work

#### Sunfield Community Park at Kedersville Improvements

<table>
<thead>
<tr>
<th>Description</th>
<th>Total Cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storm Water Basin</td>
<td>$12,300.00</td>
</tr>
<tr>
<td>Parking Lot Rebuilding</td>
<td>$23,400.00</td>
</tr>
<tr>
<td>Ball Fields Reconstruction</td>
<td>$15,000.00</td>
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<tr>
<td>Sodding</td>
<td>$12,000.00</td>
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<tr>
<td>Paving</td>
<td>$2,400.00</td>
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<tr>
<td>Cost (Total)</td>
<td>$20,000.00</td>
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### Engineering/Design Inspection of Trail

<table>
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<tr>
<th>Description</th>
<th>Cost ($)</th>
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<tbody>
<tr>
<td>Anchor for Ornamental Trees</td>
<td>$2,000.00</td>
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<tr>
<td>Ornamental Trees/Recycling Expenditures</td>
<td>$12,000.00</td>
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<tr>
<td>Cost (Total)</td>
<td>$14,000.00</td>
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### Totals

<table>
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<tr>
<th>Description</th>
<th>Cost ($)</th>
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<tbody>
<tr>
<td>Totals</td>
<td>$44,365.30</td>
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### Project Actual Cost Total

<table>
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<tr>
<th>Description</th>
<th>Cost ($)</th>
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<tbody>
<tr>
<td>TOTAL</td>
<td>$44,365.30</td>
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</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost ($)</th>
</tr>
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<tbody>
<tr>
<td>NORTHAMPTON COUNTY PROJECT GRANT AWARD (10%)</td>
<td>$41,075.00</td>
</tr>
<tr>
<td>TOWNSHIP GRANT REQUIRED MATCHING FUNDS (20%)</td>
<td>$41,750.00</td>
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<tr>
<td>TOWNSHIP ACTUAL MATCHING FUNDS (CASH AND IN-KIND)</td>
<td>$49,809.31</td>
</tr>
<tr>
<td>DIFFERENCE (or =)</td>
<td>$7,054.21</td>
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<table>
<thead>
<tr>
<th>Description</th>
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<tr>
<td>SUNFIELD TOWNSHIP 304 OPEN SPACE INITIATIVE GRANT</td>
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### Total

<table>
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<tr>
<th>Description</th>
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<tbody>
<tr>
<td>TOTAL</td>
<td>$50,513.21</td>
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# Sample Grant Closeout In-kind Report

## Road Department

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<tr>
<th>Employee</th>
<th>2018 Total Hourly Rate ($)</th>
<th>Fringe Benefit Percentage (%)</th>
<th>Total FEMA Force Account Labor Rate</th>
<th>Date(s) of Work</th>
<th>Hours</th>
<th>Total Amount</th>
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<tbody>
<tr>
<td></td>
<td>$24.61</td>
<td>78.22%</td>
<td>$43.86</td>
<td>9/26/2018</td>
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<td></td>
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<th>Total FEMA Force Account Labor Rate</th>
<th>Date(s) of Work</th>
<th>Hours</th>
<th>Total Amount</th>
</tr>
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<tbody>
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<th>Employee</th>
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Close-out Report After Photos
Good luck with your application!

GRANTS ARE DUE:
September 26, 2019 by 3 PM

Contact:
Sherry Acevedo
Conservation Coordinator
Northampton County Parks
sacevedo@northamptoncounty.org
610-829-4872