

CUMBERLAND PLANS GRANT PROGRAM



PROGRAM GUIDELINES

January 2021

Cumberland County Planning Department
310 Allen Road, Suite 101
Carlisle, PA 17013
(717) 240-5362
www.ccpa.net/planning

TABLE OF CONTENTS

1	INTRODUCTION	3
2	PROGRAM OBJECTIVES	3
3	ELIGIBLE APPLICANTS	3
4	ELIGIBLE ACTIVITIES	3
5	ELIGIBLE COSTS	4
6	INELIGIBLE COSTS	4
7	REQUIRED MATCH	4
8	APPLICATION PROCESS	4
8.1	APPLICATION PERIOD	4
8.2	PRE-APPLICATION MEETING	4
8.3	APPLICATION REVIEW PROCESS	5
8.4	PROGRAM EVALUATION CRITERIA	5
8.5	APPLICATION COMPONENTS	5
9	PROGRAM ADMINISTRATION	6
9.1	CONTRACT ACTIVITY PERIOD	6
9.2	GRANT AGREEMENTS	6
9.3	REPORTING REQUIREMENTS	6
9.4	PAYMENT FOR SERVICES	6
10	CUMBERLAND PLANS GRANT APPLICATION	7

1 Introduction

The Cumberland County Commissioners adopted the Cumberland County Comprehensive Plan on November 30, 2017. Adoption of the plan marks the completion of the planning process and the starting point for plan implementation.

The goals, objectives and strategies included in the plan will be pursued by the county independently or in cooperation with other stakeholder organizations. The Cumberland County Board of Commissioners created the Cumberland Plans Program (CPP) which provides funding for county and local planning projects to achieve the goals, objectives and strategies outlined in the Comprehensive Plan. The Cumberland County Planning Commission (CCPC) has been designated as the lead agency to implement the CPP.

2 Program Objectives

The CPP enables eligible applicants to conduct planning studies, update comprehensive plans and develop ordinances that are consistent with the county comprehensive plan. The objectives of the CPP are to:

- Improve consistency between municipal and county plans.
- Update local plans and ordinances to reflect current planning practices and address emerging trends.
- Incentivize actions among federal, state, county and local governments, non-profit organizations, businesses and landowners that implement the shared vision found in the comprehensive plan.

3 Eligible Applicants

The following entities are eligible to apply for funding under the CPP program:

- Any municipality in Cumberland County
- Not-for-profit organizations with 501(c)3 status

4 Eligible Activities

CPP funding may be used to support the following eligible activities:

- New or updated comprehensive plans
- New or updated zoning ordinances
- New or updated subdivision and land development ordinances
- New or updated official maps
- Planning studies (i.e. transportation, economic development, market analysis, revitalization, etc)
- Other planning tasks as deemed eligible by the CCPC

5 Eligible Costs

The following costs shall be considered eligible under this program:

- Professional planning consultant fees
- Mapping and graphics directly related to the approved project
- Review of materials by professionals, such as attorneys and engineers, and drafting of enabling documents
- Printing of the adopted document
- Advertising costs

6 Ineligible Costs

The following costs shall not be eligible under this program:

- Grant preparation costs
- Project administration and overhead costs of applicant
- Rental or meeting facilities and food expenses

7 Required Match

Cumberland County generally will not fund more than 50% of the total cost of an approved project. The grantee is required to provide the remaining contribution through a cash match or in-kind contributions. Proposals to substitute some or the entire required local cash match with in-kind contributions must be discussed with the Cumberland County Planning Department staff during the required pre-application meeting. Other local, state, federal or private funding sources are eligible matches to the county funding. Applications that exceed the 50% local match will receive priority consideration.

8 Application Process

Applicants must comply with all components of the application process in order to be eligible for funding.

8.1 Application Period

The CPP has an open, rolling application period. Applications may be submitted at any time. Applications will be reviewed in the order they are received. Applications must be submitted electronically using the link found in Section 10 on page 7. Paper or scanned applications will not be accepted.

8.2 Pre-Application Meeting

Potential CPP applicants must meet with a member of the CCPC staff to discuss the application, its eligibility, and funding plan. The pre-application meeting provides a forum for the applicant to understand program requirements and gain insight on the elements required for a successful application.

8.3 Application Review Process

The CPP is a competitive grant program. Awards will be made based upon a project's merit and consistency with program evaluation criteria (see Section 8.4). The CCPC serves as the reviewing agency for all grant applications. Applicants will meet with a CCPC subcommittee to provide an overview of their application and answer any clarifying questions. The CCPC will make a funding recommendation to the Cumberland County Commissioners who will make final award decisions.

8.4 Program Evaluation Criteria

The CCPC and County Commissioners will use the following criteria to evaluate each CPP application:

- Consistency of the project with the Cumberland County Comprehensive Plan and the comprehensive plan in the municipality where the project is located.
- Benefits of the project to the community and county as a whole.
- Technical feasibility as determined by the scope of work submitted with the grant application that outlines the work tasks and expected outcomes of the project.
- Financial feasibility of the proposed project in terms of identifying and accurately estimating eligible, ability to provide the required local match, and financial need of the community.

8.5 Application Components

Only applications deemed administratively complete by the CCPC staff will be accepted for further funding consideration. An administratively complete application includes the following elements:

- **CPP application** in electronic format (see Section 10, page 8).
- **Local match commitment letter** from governing body (municipal applicants) or board of directors (non-profit applicants) certifying cash or in-kind local match availability. The letter should also indicate the date of availability for the required local match
- **Scope of work** that outlines the basic tasks, level of effort per task, and expected outcomes from the proposed project. The scope of work should be prepared by a responsible professional who is familiar with the proposed work.
- **Cost estimate** from a responsible professional identifying the project costs by project task.
- **Letters of support** as necessary to identify other project supporters. Letters of support are optional and not a required element of the CPP application.

All applications must be emailed in Microsoft Word or pdf format to Kirk Stoner, AICP, Director of Planning for Cumberland County. Paper or scanned, handwritten applications will not be accepted. The file size for the entire CPP application package shall not exceed 1 MB in size. Applicants are requested to keep application components simple and concise.

9 Program Administration

Grantees must designate a point of contact who will serve as the grant administrator. That person will be responsible for complying with the following administrative requirements and coordinating with CCPC staff.

9.1 Contract Activity Period

Grant funds should be expended within a two (2) year time period from the date of grant contract execution. Extensions to the 2 year timeframe will be considered on a case by case basis as requested.

9.2 Grant Agreements

Municipalities must enter into an intergovernmental agreement with Cumberland County in order to be eligible to receive program funds. The intergovernmental agreement must be authorized by an intergovernmental cooperation ordinance adopted by both the county and the municipality. The agreement will state the municipality's intent to participate in the CPP through implementation of the eligible activities contained therein.

A municipality will need to pass one intergovernmental agreement to participate for the life of the CPP. Municipalities that have already passed an intergovernmental ordinance to participate in the Land Partnerships Program are exempt from passing another ordinance to participate in the CPP. Separate contracts, outlining the terms and conditions of that particular project, will be required for each project receiving program funds.

Eligible not-for-profit organizations are required to enter into a contract agreement with Cumberland County that outlines the terms and conditions for each project funded through the program.

9.3 Reporting Requirements

A meeting between the applicant, the consultant (if appropriate), and CCPC staff is required after the project begins. The meeting will ensure that all parties are fully aware of the project requirements and administrative procedures before any work begins. The applicant, the consultant, and staff of the CCPC will meet periodically according to the project schedule. The CCPC staff will monitor progress of the work and review draft documents as set by the project schedule. The applicant shall provide written progress reports on a semiannual basis to the CCPC staff to update the County on the status of the project. The County reserves the right to withhold grant funds should the project not proceed to completion in a reasonably timely manner, as determined in the sole discretion of the County.

9.4 Payment for Services

The grantee shall submit a disbursement request to the CCPC staff for costs incurred. Grant funds will generally be released through two requests from the grantee. The first payment (50% of approved grant) shall occur following execution of the contract. The second payment (50% of approved grant), shall occur at project closeout upon receipt of the final request for disbursement and the following information:

- Completed Request for Disbursement Form
- A copy of the applicants cancelled check(s) in payment of eligible expenses and copies of all invoices or a letter from the consultant stating they have been paid in full.
- Summary of in-kind services provided, including participant hours and assigned volunteer hourly rates. (as necessary).
- Proof of CCPC approval and municipal adoption or acceptance of plan/ordinance/study.
- An electronic copy of the final adopted product in Word and pdf format.
- Final documents prepared using CPP shall include the following statement:
 - *“This document was prepared in part using funding provided by Cumberland County’s Cumberland Plans Grant Program.”*
- Grant application materials and associated final products shall be retained in accordance with the document retention standards of the applicant organization.

10 Cumberland Plans Grant Application

Applications must be completed online at <https://lfforms.ccpa.net/Forms/tiUjE>
 Paper applications will not be accepted.

