



County of Elk

Act 13 Program Guidelines

The Elk County Commissioners have established a grant program that will redistribute a portion of their allocation of the Act 13 Marcellus Shale Impact Fee for local projects. Act 13 Impact Fees are disbursed by the Pennsylvania Public Utility Commission (PUC) directly to local governments to mitigate the impacts of unconventional gas well drilling and may be used for a variety of projects.

Eligible applicants include municipal governing bodies, 501(c)(3) non-profit organizations or municipal authorities. **A written support letter from the local governing body will be required to show support of any projects. The letter should also contain information verifying how their own Act 13 money has been used in order to be eligible for this grant.** (Non profit 501(c)(3) organizations are exempt from this requirement).

Grant requests must be a minimum of \$1,000 up to the maximum amount of \$10,000.

This grant is an open application which will be **due by March 1st and September 1st** each year. In the event that the deadline falls on a weekend, the previous Friday will be the due date. Projects will be awarded by the last day of March and September. **Please Note:** the total maximum amount awarded during any one funding cycle will be \$50,000.

While multiple applications may be received from eligible applicants, each request must be a unique project activity. Only one project activity will be accepted within a twelve month period.

Eligible Project Activities Include:

- 1. Roads, bridges and public infrastructure: construction, reconstruction & maintenance.** *Please Note: Bridges must be locally-owned (over 20 feet in length) that are routinely inspected, are within the Bridge Management System (BMS) and are part of the overall transportation infrastructure.*
- 2. Water, storm water and sewer systems: construction, reconstruction, maintenance & repair.**
- 3. Emergency preparedness and public safety: law enforcement, fire services, hazardous material response, 911 equipment acquisitions.**
- 4. Environmental programs: trails, parks, recreation, open space, floodplain management, conservation districts and agriculture preservation.**
- 5. Surface water and groundwater: supply preservation and reclamation.**
- 6. Affordable housing projects that increase availability.**
- 7. Records management, GIS, and information technology (IT).**
- 8. Social services.**
- 9. Planning initiatives under the MPC.**
- 10. Career & Technical Centers for oil and gas industry training.**

During each funding cycle, the Elk County Commissioners and the Project Selection Committee will meet to determine project eligibility. While no one project will be judged a higher priority based on its eligibility, there may be other factors that will be considered during the review process.

Other factors that will be considered which include but are not limited to:

- Verification that all other monies necessary to complete the work have been committed.
- Commitment that the project will be completed within a twelve month period. Any project not completed within the 12 month period will risk forfeiture of the grant award.
- Demonstrate that the project will serve a broad public benefit, address a safety compliance issue, or meet an emergency need. At no time will requests be considered from municipalities that are intended to supplement or subsidize normal daily operations.

Project Awards

Grant award recipients will receive notification by letter that will include a cooperation agreement with the County of Elk stating their understanding of the Elk County Act 13 Program Guidelines. In addition, this agreement will verify that:

- the grant award will not deviate from the scope of work and;
- that no monies received will be used for expenses incurred prior to the county award letter and;
- the grant recipient will verify that all necessary permits, environmental studies, and similar regulatory requirements are met.

All grant award recipients will be expected to submit a grant close-out report that will include copies of invoices that were used in accordance with the grant requirements, copies of checks used to remit on said invoices, and photographs where applicable.

Grant applications are available online at www.co.elk.pa.us . Applicants are encouraged to review the application thoroughly and provide all of the information requested. Any application deemed incomplete will not be considered eligible for funding. For further information contact the Board of Commissioners at 776-1161 or by email at mquesenberry@countyofelkpa.com .

Elk County Act 13 Funding Application

Submitted to:

Elk County Board of Commissioners
 P.O. Box 448, 300 Center Street
 Ridgway, PA 15853

Date Submitted: _____

Section I - Applicant Information		
Applicants Name	Municipality/ Agency	
Contact Name	Title	Phone Number
Contact Email Address	Contact Mailing Address	
Section II - Project Overview		
Project Title		Project Location
Project Funding Category: Check one		
<ul style="list-style-type: none"> <input type="checkbox"/> Roads, bridges or public infrastructure: construction, reconstruction, maintenance and repair. <input type="checkbox"/> Water, storm water and sewer systems: construction, reconstruction, maintenance and repair. <input type="checkbox"/> Emergency preparedness and public safety, including law enforcement and fire services, hazardous material response, 911, equipment acquisition and other services. <input type="checkbox"/> Environmental programs, including trails, parks and recreation, open space, flood plain management, conservation districts and agricultural preservation. <input type="checkbox"/> Preservation and reclamation to surface and subsurface waters and water supplies. <input type="checkbox"/> Availability of safe and affordable housing to residents. <input type="checkbox"/> Records management, geographic information systems (GIS) and information technology. <input type="checkbox"/> The delivery of social services. <input type="checkbox"/> Planning initiatives under the MPC. <input type="checkbox"/> Career and Technical Centers for oil and gas industry training. 		
ESTIMATED COSTS	Funding Amount Requested: _____ Funding from other sources: _____ TOTAL PROJECT COSTS: _____	

Submit a budget in detail of the project including all cost from this grant and other sources. Include cost estimates for all work included in the project, define and itemize what each funding source will be paying for.

Section III - Project Budget

Breakdown of Costs: materials, labor, etc.	Act 13 Funding Requested	Municipality/ Applicant Match	Other Funding	Secured or pending	Total
Totals	\$	\$	\$	\$	\$

Section IV - Project Description (attach on separate sheet if necessary)

Section V - Briefly describe how your municipality has spent their local Act 13 funding (attach on separate sheet if necessary)

Section VI - Have you applied for or received Elk County Act 13 funds before? If so, briefly describe (attach on separate sheet if necessary)
