



Active Allegheny Grant Program

Application Form

GENERAL INSTRUCTIONS

- Please read the Active Allegheny Grant Program (AAGP) guidelines for program purpose, eligibility, funding, and selection criteria.
- Please complete all applicable sections on the application form. Allegheny County Economic Development (ACED) reserves the right to reject any and all applications that are incomplete at the time of submittal.
- All responses must be typewritten. No handwritten applications will be accepted.
- The grant application and supporting documentation should be emailed to:

Mr. Anthony Schneider, AICP
Planner II - Transportation
Allegheny County Economic Development
Anthony.Schneider@alleghenycounty.us
(412) 350-1360

- Applications will be accepted until **4:00 p.m. on Friday, May 27, 2022**. Applications received after the deadline will not be accepted.

General Information

1. Project Title:

2. Type of Project (check one):

Planning

Engineering and Design

3. Legal Name of Lead (or Sole) Applicant

4. Participating Municipalities:

5. Lead or Sole Applicant Information:

Address

City

State

Zip Code

Contact Person

Title

Phone

Fax

Email

Municipal Information

For joint municipal applications, list all participating municipalities.

■ **Municipality 1**

Contact

Title

Address

Phone

Email Address

■ **Municipality 2**

Contact

Title

Address

Phone

Email Address

■ **Municipality 3**

Contact

Title

Address

Phone

Email Address

Note: Copy this page as needed to provide a complete list of all participating municipalities

Project Description

In this section, please provide a complete description of the proposed project by answering the following questions. You may attach additional information if you need more space.

1. Project Description

- Describe the scope and nature of the proposed project.
- What is the goal of the project?
- Describe the reason for undertaking the project at this time.
- Describe how this project will result in increased opportunities for physical activity and create pedestrian and bicycle connections to existing transportation systems and community destinations?
- What is the target population of potential beneficiaries of this project?

2. Is the project identified in and/or consistent¹ with a local plan such as comprehensive plan or a local bicycle and pedestrian plan? Please describe the connection.

3. Is the project consistent with, or recommended in, *Active Allegheny* or the transportation element of *Allegheny Places*? Please describe the connection.

¹ Consistency is defined as “an agreement or correspondence between matters being compared which denotes a reasonable, rational, similar connection or relationship.” (PA Municipalities Planning Code, 2015, page 2)

4. Describe how citizen participation will be obtained and/or has already been obtained through earlier phases of the project.

5. Describe the stakeholders that will be engaged in the project and/or have already been engaged through earlier phases of the project.

6. Provide a detailed project schedule with a timeline of activities including beginning date, key milestones, and estimated completion date.

Project Budget Worksheet: Sources and Status

In addition to providing budget information in the table below, please provide a brief budget narrative, including detailed explanation of additional sources of funding. Expand on budget line items if necessary and explain how estimates were derived.

Budget Narrative:

Budget Item	Source: AAGP	Source:	Source:
Admin Fee (if applicable)			
Total			

Certification

The _____ of _____ certifies
the following:

1. All information contained in this document and attachments is true and correct to the best of our knowledge.

2. If the grant is awarded, the required matching funds, if any, will be immediately available or available according to the schedule submitted with this application.

3. The _____ agrees to all conditions of this grant application and related documents.

Signature of PRESIDENT/CHAIRMAN

Date

Typed Name & Title of PRESIDENT/CHAIRMAN

Grant Application Checklist

CHECK IF ATTACHED:

- | | |
|--|--------------------------|
| 1. Grant Application General Project Information | <input type="checkbox"/> |
| 2. Project Description | <input type="checkbox"/> |
| 3. Project Budget | <input type="checkbox"/> |
| 4. Applicant Certification | <input type="checkbox"/> |
| 5. Appropriate Resolution(s) | <input type="checkbox"/> |
| • Lead Applicant Multi-municipal Application | |
| • Participating Municipality Multi-municipal Application | |
| • Sole Municipal Applicant Resolution | |
| • Sole Municipality Agency Applicant on Its Behalf | |

IF AN ITEM IS NOT ATTACHED, PLEASE EXPLAIN:

Sample resolution for Multi-Municipal Applications. Must be provided by the lead municipality or COG/Non-Profit acting as the Applicant.

[RESOLUTION NUMBER AND DATE]
[NAME OF LEAD MUNICIPALITY OR COG/Non-Profit]

WHEREAS Allegheny County Economic Development (ACED) has established the Active Allegheny Grant Program, AND

WHEREAS the [name of lead municipality or COG/Non-Profit] has agreed to act as the Applicant on behalf of the following municipalities: [names of participating municipalities] for the proposed [project title], AND

WHEREAS the [name of lead municipality or COG/Non-Profit] intends to apply for funds from the Active Allegheny Grant Program in the amount of \$_____ for said Proposal,

NOW THEREFORE BE IT RESOLVED that the [name of individual municipality/ies] hereby allocates \$ [local share] of matching funds to said project,

NOW THEREFORE BE IT FURTHER RESOLVED that the [name of lead municipality or COG/Non-Profit] is hereby authorized to enter into a Grant Contract between the Applicant and Allegheny County and to provide any and all documents relating to the Grant Contract as may be required or necessary.

Enacted this _____ [date] _____ [legal name of Applicant]

Attest _____ [signed] _____ [signed]
Name/title of authorized official

Sample resolution for multi-municipal applications. Must be provided by each participating municipality.

[RESOLUTION NUMBER AND DATE]
[NAME OF MUNICIPALITY]

WHEREAS Allegheny County Economic Development (ACED) has established the Active Allegheny Grant Program, AND

WHEREAS the [names of participating municipalities] intend to request funds from the Active Allegheny Grant Program in the amount of \$_____ for the proposed [project title], AND

WHEREAS the [name of individual municipality] acknowledges it is a participant in said project,

NOW THEREFORE BE IT RESOLVED that the [name of individual municipality] hereby allocates \$ [local share] of matching funds to said project,

NOW THEREFORE BE IT FURTHER RESOLVED THAT the [name of individual municipality] has authorized the [name of lead municipality or COG/Non-Profit] to make application for such grant on our behalf.

Enacted this _____ [date] _____ [name of municipality]

Attest _____ [signed] _____ [signature of head of governing body]
Print Name/Title

Sample resolution for sole municipal applications.

[RESOLUTION NUMBER AND DATE]
[NAME OF SOLE MUNICIPALITY]

WHEREAS Allegheny County Economic Development (ACED) has established the Active Allegheny Grant Program, AND

WHEREAS the [name of municipality] intends to apply for funds from the Active Allegheny Grant Program in the amount of \$_____ for the proposed _____ [project title],

NOW THEREFORE BE IT RESOLVED that the [name of sole municipality] hereby allocates \$ [local share] of matching funds to said project,

NOW THEREFORE BE IT FURTHER RESOLVED that the [name of sole municipality] is hereby authorized to enter into a Grant Contract with Allegheny County and to provide any and all documents relating to the Grant Contract as may be required or necessary.

Enacted this _____ [date] _____ [legal name of Applicant]

Attest _____ [signed] _____ [signed]
Name/title of authorized official

Sample resolution for sole municipality authorizing a COG/Non-Profit to apply on its behalf.

[RESOLUTION NUMBER AND DATE]
[NAME OF SOLE MUNICIPALITY]

WHEREAS Allegheny County Economic Development (ACED) has established an Active Allegheny Grant Program, AND

WHEREAS the [name of COG/Non-Profit] has agreed to act as the Applicant on behalf of [name of sole municipality] for the proposed _____ [project title] _____, AND

WHEREAS the [name of COG/Non-Profit] intends to apply for funds from the Active Allegheny Grant Program in the amount of \$_____ for said project,

NOW THEREFORE BE IT RESOLVED that the [name of sole municipality] hereby allocates \$ [local share] of matching funds to said project,

NOW THEREFORE BE IT FURTHER RESOLVED that the [name of sole municipality] has authorized the [name of COG/Non-Profit] to make application for such grant on our behalf.

Enacted this _____ [date] _____ [legal name of Municipality] _____

Attest _____ [signed] _____ [signed] _____
Name/title of authorized official