

Appendix C

Chester County Vision Partnership Program Grant Application, Award, and Reimbursement Steps

Grant applications will be accepted by the Chester County Planning Commission following the announcement of the opening of a grant round. The following steps outline the grant process from pre-application through project completion and reimbursement. (*See Section 6.5 regarding the timing and announcement of grant rounds.*)

Grant Application Steps

- Step 1. Determine project eligibility** - Contact the VPP Grant Administrator to determine if the proposed project is eligible for funding under the grant program. (*Section 5.0*)
- Step 2. Develop draft scope of work** – Develop a draft scope of work addressing the contents outlined in Section 6.3.C of the Grant Manual. If the consultant is chosen in advance of the grant application they may assist the applicant with the development of the scope of work. (*Section 4.0 and Section 6.3*).
- Step 3. Pre-application meeting** - A pre-application meeting with the municipality, consultant (if chosen in advance), and Grant Administrator is highly recommended prior to the submission of a formal VPP application. The purpose of this meeting is to review the requirements of the grant application and accompanying information. An incomplete application will reduce the overall score of the application once submitted. (*Section 6.1.E*)
- Step 4. Submit grant application** - Submit the completed grant application, including a finalized scope of work and other required materials, prior to the grant round deadline. (*Section 6.5*) After the grant review and award process is complete, the municipality will be notified by the Grant Administrator concerning the status of their grant application. (*Section 6.0 and Appendix A*)

Steps following Grant Award

- Step 5. Consultant Selection (if applicable)** – If a consultant was not selected prior to the application submission, there is a four month window in which to select the consultant for single municipality project (six month window for multimunicipal). Contracts will not be finalized and provided to the applicant prior to consultant selection. The applicant should contact the Grant Administrator to ensure the consultant meets the minimum consultant qualifications. (*Section 4.1.B*)
- Step 6. Contract Preparation** - A VPP Grant Contract will be prepared for those municipalities that have been awarded grants. (*Section 7.1.A.2*)
- Step 7. Sign and return grant contracts** - The contracts must be signed by both the municipality and the consultant prior to being returned to the Grant Administrator. (*Section 7.1.A.3*)
- Step 8. Contracts go to Commissioners for final approval and signature** - Upon receipt of the signed contracts from the municipality, the contracts will be placed on the next available County Commissioner’s meeting for approval and signature. **Please note:** Grants do not have official final approval until signed by the Commissioners. (*Section 7.1.A.4*)

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Steps following Contract Signature

- Step 9. Begin work on project** - Following the signature of the contracts by the County Commissioners, the municipality may begin work on the project on or after the start date specified in the contract. Work begun prior to the contract start date or after the end date is not reimbursable. *(Section 8.3.H)*
- Step 10. Initial Briefing Meeting with municipal task force** - The Grant Monitor assigned to the project will meet with the task force at their first available meeting to review the contract requirements, project scope, and project benchmarks. *(Section 7.1.C)*
- Step 11. Interim Briefing Meetings** - During the course of the work program, interim briefing meetings will be held as needed with the municipality to assess progress of the work program and resolve any contract compliance issues. *(Section 7.1.D)*
- Step 12. Submission of invoices for review** - All invoices must be submitted to the Grant Monitor for review and approval prior to payment by the municipality. *(Section 7.2)*

Final Review and Reimbursement Steps

- Step 13. Final VPP review of completed project** - Upon completion of the project, but prior to adoption or acceptance by the municipality, the Grant Monitor will complete the final VPP review. If applicable, the Act 247 review will also be completed at this time. *(Section 7.3)*
- Step 14. Project adoption or acceptance** - Following the final VPP review, and after addressing any major issues identified in the review, the municipality may proceed with adoption or acceptance of the project as applicable. *(Section 7.4)*
- Step 15. Request for reimbursement** - The municipality must file for reimbursement within 120 days of adoption or acceptance of the project. *(Section 9.0 and Appendix B)*
- Step 16. Grant reimbursement by County** - Upon receipt of a complete grant reimbursement request package, the qualifying funds will be sent by check to the municipality. *(Section 9.3)*

The *Grant Administrator* is the CCPC staff person responsible for the administration of the VPP grant program, generally the Planning Services Director.

The *Grant Monitor* is the CCPC staff planner assigned to monitor a specific municipal grant after it has been awarded.