

**ADAMS COUNTY PARKS, RECREATION AND GREEN SPACE
GRANT PROGRAM
APPLICANT PROCEDURAL CHECKLIST
- ALL LAND PROJECTS -
CONSERVATION EASEMENT OR FEE SIMPLE ACQUISITION**

Project Name: _____

Program Year: _____

This checklist is provided to assist the applicant in proposing and preparing an application and completing a project. The Program Coordinator and/or Technical Sub-Committee designee will be available to assist you in any way, from identifying an eligible project, completing the grant application form and preparing for settlement. *Please refer to the Grant Application Checklist (See: Appendix "A3") for materials which must be included to submit an application.*

PREPARE FOR THE MANDATORY PRE-APPLICATION MEETING

- Identify a project to determine if it will meet Program requirements (See: **Guidelines Sections 3**)
 - ___ Agricultural Land Preservation Project
 - ___ Open Space Land Preservation Project
 - ___ Parkland, Active or Passive Recreational Land or Land for Trails Preservation Project
 - ___ Historical or Cultural Resources Land Preservation Project

Identify potential project partners for match funds (See: **Guidelines Section 5.6**).

Complete **Application Form Section I** to the best of your ability (See: **Appendix "A5"**)

Complete **Application Form Section II - Conservation Easement or Fee Simple Acquisition Projects** (See: **Appendix "A6"**) to the best of your ability. Please be sure to provide a draft **Scope of Work** as detailed as you can. (See: **Guidelines Section 5.3 Project Description - Scope of Work**)

If the Applicant is a Municipality you may qualify for a one time Appraisal Reimbursement if your application is unsuccessful.

Are you a Municipal Applicant: Yes No

Have you received an Appraisal Reimbursement for a past application: Yes No

Schedule Pre-Application Meeting with Program Coordinator (please call 337-9824.)

MANDATORY PRE-APPLICATION MEETING DATE: _____

What to bring to the meeting:

___ Mandatory Pre-Application Meeting Form (See: **Appendix "A2"**)

___ Complete a **Draft** of the **Application Form Sections I and II as outlined above**

___ Locational map (tax parcel map) of the property (*Contact Program Coordinator if you need assistance*)

___ A Draft **Exhibit "A"** must be attached for review by the County. An **Exhibit A** will outline the proposed schedule of covenants, conditions, restrictions and permitted uses to be included in the Deed of Easement or incorporated into the Fee Simple Acquisition Deed. Contact the Program Coordinator for assistance in this regard.

DO NOT PROCEED FURTHER until you have a signed Mandatory Pre-Application Meeting Form, confirming the eligibility of the project. GRANT SUBMITTAL DEADLINES WILL BE ANNOUNCED WHEN APPLICATION CYCLES ARE OPENED.

If needed, please call the Program Coordinator at (717)337-9824 for verification of this deadline.

GRANT SUBMITTAL DEADLINE: _____

PREPARE FOR GRANT APPLICATION SUBMITTAL

Finalize **Section I and appropriate Section II of the Application Form** as noted on page 1 and based on suggestions from Program Coordinator. (See: **Appendix "A5 and A6"**).

If a not-for-profit organization provide proof of 501(c)3 tax exempt organization status (See: **Guidelines Section 2, Eligible Applicants and Eligible Partners**).

Stewardship and Environmental Matters:

— **1. Contact Program Coordinator to request site review:**

A site review of the property must be conducted to address any possible concerns. This review will be conducted by representatives of the Committee.

Agricultural Conservation Easement - A Resource Management System (RMS) Plan and Conservation Plan Agreement will be needed prior to settlement.

Fee Simple Acquisition - A Resource Implementation Schedule and Resource Implementation Agreement will be needed prior to settlement.

Please, initiate this process as soon as possible. You should inform your landowner immediately about this requirement. For information regarding these plans, contact the Adams County Office of Planning and Development at (717) 337-9824. (See: **Appendix "A8, A9 and A10"**)

— **2. All Projects:**

Determine how the Stewardship of the property will be maintained and the amount, source and management of the Stewardship Endowment and/or how the maintenance of the property or improvements will be permanently funded to keep the property safe, accessible and in a usable manner. (See: **Guidelines Section 5.2.3**)

— **3. Conservation Easements:**

Determine who will monitor the easement and discuss monitoring procedures with the Program Coordinator. A site inspection is required annually, and an Annual Inspection Report must be sent to the Program Coordinator by the end of each year. (See: **Section 10 of the Program Guidelines and Appendix "A11"**)

— **4. Fee Simple Acquisitions:**

Determine how the property will be maintained and discuss annual monitoring procedures with the Program Coordinator. A site inspection is required annually, and an Annual Inspection Report must be sent to the Program Coordinator by the end of each year. (See: **Section 10 of the Program Guidelines and Appendix "A11"**)

- Obtain an Appraisal to determine the value of the property (*See: Guidelines Section 5.7*) (**Appraisals shall be required for both Conservation Easements and Fee Simple Acquisitions; however, at the discretion of the Technical Sub-Committee, appraisals may not be required for existing nature preserves or existing Parkland or recreational land.**)
- Negotiate a purchase price with the landowner and all funding partners based on the property appraisal.
- Eligible Match** - Documentation and proof of match funding or application for match funding shall be provided at time of application. Obtain letters of financial commitment from any committed funding partners (*See: Guidelines Section 5.6*).
- Provide proof of Municipal Match funds when Municipal funds are a part of the Eligible Match.
- Obtain letters of support for the project, whether from adjacent landowners, businesses, organizations, Local/State/Federal government representatives, etc.
- Conservation Easements** - Obtain the Letter of Intent from the entity which will hold the easement; this could be the Township, Land Conservancy, County, etc. (*See: Guidelines Section 5.2.1*)
- Obtain signatures on the **Agreement of Sale** between the landowner and the entity which will hold the easement or own the land.
- Submit your completed application to the Program Coordinator. Please refer to this Applicant Procedural Checklist to ensure that your application is complete.

DO NOT PROCEED FURTHER with Project implementation until you have received written acknowledgement of project approval

- Receive written acknowledgement and proposed **Grant Agreement** (*See: Appendix "C1"*) from Program Coordinator.
- Sign and return the **Grant Agreement** with completed **Exhibit "A"**, outlining the proposed schedule of covenants, conditions, restrictions and permitted uses to be included in the Deed of Easement or Deed for a Fee Simple Acquisition, and attached Scope of Work.

DO NOT PROCEED FURTHER with project implementation until you have received a copy of the fully executed Grant Agreement.

- Stewardship and Enforcement Issues: This process may take up to 2 months to complete. Contact the Adams County Office of Planning and Development to complete this process at (717) 337-9824.
 - ___ Agricultural Easements: An RMS Plan and Conservation Plan Agreement (*See: Appendix "A8"*) will be needed **prior to settlement**.
 - ___ All other Easements and Fee Simple Acquisitions: A Resource Implementation Schedule Agreement (*See: Appendix "A10"*) will be needed **prior to settlement**.
- Complete a Title Search of the property to determine that the landowner can provide clear title.
- Does the property have a good legal description, or is a survey needed for an exclusion? Complete an Error of Closure Check on the most recent deed to determine if the property should be surveyed
Error of Closure: _____ **Is a Survey needed?** ___ YES ___ NO
- Once the survey is received, a new legal description for the property needs to be created. This is typically completed by an Attorney or Solicitor.

- Prepare the proposed final Fee Simple Acquisition Deed or Deed of Conservation Easement which will be signed by all parties at Settlement (**See Section 8.1.3 Pre-Settlement Requirements** for all documents which must be reviewed and approved by the Program Solicitor and Program Coordinator **prior to scheduling settlement**).

UNSUCCESSFUL MUNICIPAL APPLICANTS

Appraisal Reimbursement Form *only if applicable (See: Appendix "A4")*

This form must be submitted within 15 days of the receipt of written notification that an application was not approved.

PRE-SETTLEMENT REQUIREMENTS FOR ALL LAND PROJECTS (See Guidelines Section 8.1.3)

- Draft of the HUD 1 Settlement Statement
- Note:** All components of the required Match shall be documented and/or specifically set forth in and upon the HUD-1 Settlement Statement, prepared in connection with the purchase of the Conservation Easement or Fee Simple Acquisition.
- Final language for **Deed of Easement** (which will include all covenants, conditions, restrictions and permitted uses as approved in **Exhibit "A"**), or a new deed if it is a **Fee Simple Acquisition as approved by County Solicitor**
- Submit completed **RMS Plan and Conservation Plan Agreement** (when Deed of Easement) *or* a **Resource Implementation Schedule and Agreement** (when a Fee Simple Acquisition). These Agreements must be recorded with the new Deed or Deed of Easement. (*See: Appendix "A8, A9 or A10"*)
- Title Insurance Commitment including copies of any Mortgage Subordination Agreements(s), Mortgage/Lien Releases(s) and Satisfaction Piece(s), when applicable
- Copy of completed survey for the Project property, when required

COMPLETE THE REQUEST FOR DISBURSEMENT OF PAYMENT FORM (See: Appendix "D4")

**PRE-SETTLEMENT REQUIREMENTS FOR ALL LAND PROJECTS
(CONSERVATION EASEMENTS OR FEE SIMPLE ACQUISITIONS)**

During the period of time between the County's execution of the Grant Agreement and the settlement, the Grantee must submit a Project Progress Report Form (See: Appendix "D1") **every six months** to the Program Coordinator to update the County on the status of the Project. If an extension is needed, the applicant must contact the Program Coordinator immediately for assistance in completing the Project Extension Request Form. (See: Guidelines Section 8.3 and Appendix "D3")

Prior to scheduling settlement, The completed Pre-Settlement Report Form (See: Appendix "D2") along with the following documents must be submitted to the Program Coordinator at least fifteen (15) days in advance of a proposed date of settlement. All documents must be approved by the Program Solicitor and Program Coordinator prior to going to settlement. When you have received **WRITTEN NOTIFICATION** that all materials are satisfactory, you may then contact the Program Coordinator to schedule settlement. The Program Coordinator must attend the settlement.

DATE OF GRANT AGREEMENT: _____

DATE PROJECT PROGRESS REPORT FORM WAS FIRST SUBMITTED: _____

PROPOSED SETTLEMENT DATE: _____

PROJECT PROGRESS REPORT MUST BE SUBMITTED EVERY 6 MONTHS UNTIL PROJECT IS COMPLETED, PLEASE NOTE DATES OF SUBSEQUENT SUBMISSIONS:

DATE OF PROJECT EXTENSION REQUEST (if applicable): _____

DATE FINAL PACKET SUBMITTED TO PROGRAM COORDINATOR: _____

DATE SUBMITTED TO PROGRAM SOLICITOR (minimum 15 days prior to settlement): _____

DATE OF WRITTEN NOTIFICATION TO SCHEDULE SETTLEMENT: _____

DATE OF SETTLEMENT: _____

**POST-SETTLEMENT REQUIREMENTS FOR ALL LAND PROJECTS
(CONSERVATION EASEMENTS OR FEE SIMPLE ACQUISITIONS)**

Within **ten (10) days** following settlement, the Grantee shall submit the following to the Program Coordinator:

- Fully executed HUD-1 Settlement Statement
 - Copies of any type of media coverage regarding the grant award
 - Copy of recorded **Fee Simple Acquisition Deed**, as well as any other recorded documents
- ~ OR

Copy of recorded **Deed of Easement** (which will include all covenants, conditions, restrictions and permitted uses as approved by the County Solicitor) as well as any other recorded documents

Within **thirty (30) days** following settlement, the Grantee shall submit the following to the Program Coordinator:

- Final Title Insurance Policy with all Exhibits

**ADAMS COUNTY PARKS, RECREATION AND GREEN SPACE
GRANT PROGRAM
APPLICANT PROCEDURAL CHECKLIST
PARK AND RECREATION PROJECTS**

Project Name: _____

Program Year: _____

This checklist is provided to assist the applicant in proposing and preparing an application and completing a project. The Program Coordinator and/or Technical Sub-Committee designee will be available to assist you in any way, from identifying an eligible project, completing the grant application form and preparing for settlement. *Please refer to the Grant Application Checklist (See: Appendix "A3") for materials which must be included to submit an application.*

PREPARE FOR THE MANDATORY PRE-APPLICATION MEETING

- Identify a project to determine if it will meet Program requirements
(See: **Guidelines Section 4**)
- Identify potential project partners for match funds (See: **Guidelines Section 5.6**).
- Complete **Application Form Section I** to the best of your ability
(See: **Appendix "A5"**)
- Complete **Application Form Section II - Park and Recreation Projects** (See: **Appendix "A7"**) to the best of your ability. Please be sure to provide a draft Scope of Work as detailed as you can. (See: **Guidelines Section 5.3 Project Description - Scope of Work**)
- Schedule Pre-Application Meeting with Program Coordinator (please call 337-9824.)

MANDATORY PRE-APPLICATION MEETING DATE: _____

What to bring to the meeting:

- ___ Mandatory Pre-Application Meeting Form (See: **Appendix "A2"**)
- ___ Complete a **Draft** of the **Application Form Sections I and II as outlined above**
- ___ Locational map (tax parcel map) of the property (*Contact Program Coordinator if you need assistance*)
- ___ For Parks, Recreation or Trail Development Projects, include professional drawings and specifications.

DO NOT PROCEED FURTHER until you have a signed Mandatory Pre-Application Meeting Form, confirming the eligibility of the project. GRANT SUBMITTAL DEADLINES WILL BE ANNOUNCED WHEN APPLICATION CYCLES ARE OPENED.

If needed, please call the Program Coordinator at (717)337-9824 for verification of this deadline.

GRANT SUBMITTAL DEADLINE: _____

PREPARE FOR GRANT APPLICATION SUBMITTAL

- Finalize **Section I and appropriate Section II of the Application Form** as noted on page 1 and based on suggestions from Program Coordinator. (See: **Appendix "A5 and A7"**).
- If a not-for-profit organization provide proof of 501(c)3 tax exempt organization status (See: **Guidelines Section 2**).

- Stewardship and Environmental Matters:
 - Contact Program Coordinator to request site review:
A site review of the property must be conducted to address any possible concerns. This review will be conducted by representatives of the Committee.
 - Determine how the Stewardship of the property will be maintained and the amount, source and management of the Stewardship Endowment and/or how the maintenance of the property or improvements will be permanently funded to keep the property safe, accessible and in a usable manner. (See: **Guidelines Section 5.2.3**)
- Eligible Match - Documentation and proof of match funding or application for match funding shall be provided at time of application. Obtain letters of financial commitment from any committed funding partners (See: **Guidelines Section 5.6**).

- Provide proof of Municipal Match funds when Municipal funds are a part of the Eligible Match.
- Obtain letters of support for the project, whether from adjacent landowners, businesses, organizations, Local/State/Federal government representatives, etc.
- Submit your completed application to the Program Coordinator. Please refer to this Applicant Procedural Checklist to ensure that your application is complete.

DO NOT PROCEED FURTHER with Project implementation unless you have received written acknowledgement of project approval

- Receive written acknowledgement and proposed Grant Agreement (See: **Appendix "C1"**) from Program Coordinator.
- Sign and return the Grant Agreement with attached Scope of Work.

PRE-PROJECT COMPLETION REQUIREMENTS FOR PARK AND RECREATION PROJECTS

During the period of time between the County’s execution of the Grant Agreement and the settlement/ disbursement of Grant funds, the Grantee must submit a **Project Progress Report Form (See: Appendix “D1”)** every six months to the Program Coordinator to update the County on the status of the Project. If an extension is needed, the applicant must contact the Program Coordinator immediately for assistance in completing the **Project Extension Request Form (See: Program Guidelines Section 8.3 and Appendix “D3”)**.

Once match funding is in place, the Adams County Commissioners may issue payments to the Grantee either with an **Advance Payment Request**, a **Partial Payment Request** and when the Project is complete, a **Final Payment Request**.

DATE OF GRANT AGREEMENT: _____

PROPOSED COMPLETION DATE: _____

DATE PROJECT PROGRESS REPORT FORM WAS FIRST SUBMITTED: _____

PROJECT PROGRESS REPORT MUST BE SUBMITTED EVERY 6 MONTHS UNTIL PROJECT IS COMPLETED, PLEASE NOTE DATES OF SUBSEQUENT SUBMISSIONS:

DATE FINAL PACKET SUBMITTED TO PROGRAM COORDINATOR: _____

DATE OF PROJECT EXTENSION REQUEST (if applicable): _____

DATE EXTENTION REQUEST WAS APPROVED TO: _____

- Advance Payment Request:** Request for advanced payment of funds should be based upon the estimate of funds required to meet current needs. If the Applicant is requesting an advance payment, a Request for Disbursement of Grant Funds **Advance Payment Request (See: Appendix “D6”)** must be provided to the Program coordinator with a **Project Progress Report Form (See: Appendix “D1”)** attached outlining the status of the Project and the need for the Advance.
- Partial Payment Request:** Request for a partial payment shall be made only after the Grantee has received written approval of specific eligible project costs incurred. If the Applicant is requesting a partial payment, a Request for Disbursement of Grant Funds **Partial Payment Request Form (See: Appendix “D7”)** must be provided to the Program Coordinator with a **Project Progress Report Form (See: Appendix “D1”)** attached outlining the status of the Project and the need for the Partial Payment.

PROJECT COMPLETION REQUIREMENTS FOR PARK AND REC PROJECTS

Prior to submission of the **Final Payment Request Form (See: Appendix “D8”)** the applicant must schedule an appointment with a Representative from the Green Space committee to inspect the Completed Project and attach a **Project Completion Inspection Report (See: Appendix “D5”)**

DATE PROJECT COMPLETION INSPECTION SCHEDULED: _____

DATE OF PROJECT COMPLETION INSPECTION REPORT: _____

- Submit Final Payment Request:** Request for final payment of funds shall be contingent upon completion of the Project Scope of Work and adherence to all Program requirements including **Project Completion Inspection and Report. (See Appendix “D5” and “D8”)**

POST-SETTLEMENT REQUIREMENTS FOR PARK AND RECREATION PROJECTS

Projects will be inspected annually. (See **Section 10 Annual Inspections and Appendix “A11” Annual Inspection Report**)

**ADAMS COUNTY PARKS, RECREATION AND GREEN SPACE
GRANT PROGRAM
MANDATORY PRE-APPLICATION MEETING FORM**

Project Name: _____

Program Year: _____

ATTACH THIS FORM TO THE GRANT APPLICATION FORM SECTION I

To be completed by Program Coordinator

Is the Project consistent with the following? Review requested (date): _____

- Adams County Vision for Parks, Recreation and Open Space Study
- Adams County Greenway Plan
- Other County Policies
- Municipality Recreation Plan if applicable
- Comments received by Comprehensive Division of ACOPD (date): _____
Recommendation: _____

Has the Applicant supplied the following?

- Grant Application Form Section I** (*See: Appendix "A5"*) completed to the best of your ability
- Scope of Work** for all Projects (*See Guidelines Section 5.3*)
- Exhibit "A"** for Land Projects (Deed of Easement or Fee Simple Acquisition Projects)
- Location map of property

Pre-Application Meeting Date: _____

Program Coordinator or
Designee Name: _____

Signature: _____

Program Coordinator or Designee Comments:

ADAMS COUNTY PARKS, RECREATION AND GREEN SPACE GRANT PROGRAM - APPLICATION CHECKLIST

Project Name: _____

Program Year: _____

Prior to submission of this application package, a MANDATORY pre-application meeting must be held. The purpose of this meeting is to determine if the proposed project generally meets Program guidelines prior to any expenses being incurred by the applicant. Contact the Program Coordinator at (717)337-9827 to schedule this pre-application meeting. (See: Appendix "A-2" - Mandatory Pre-Application Meeting Form)

Assemble your application package in the following order prior to submission:

<u>ITEM</u>	<u>PROJECT TYPE</u>
<input type="checkbox"/> 1. This Checklist	All Projects
<input type="checkbox"/> 2. Mandatory Pre-Application Meeting Form	All Projects
<input type="checkbox"/> 3. Grant Application Form (Sections I and II)	All Projects
<input type="checkbox"/> 4. Proof of Match funds	If Applicable
<input type="checkbox"/> 5. Appraisal Reimbursement Form	If Applicable
<input type="checkbox"/> 6. Letters of Financial Support for Match	All Projects
<input type="checkbox"/> 7. Letter of Intent from entity which will hold the easement	Conservation Easement Projects
<input type="checkbox"/> 8. Appraisal (<i>See Guidelines Section 5.7</i>)	Conservation Easement or Fee Simple Acquisition Projects
<input type="checkbox"/> 9. Location Map showing property	All Projects
<input type="checkbox"/> 10. Site Review and Resource Implementation Schedule Report when needed (contact Program Coordinator to schedule)	All Projects
<input type="checkbox"/> 11. Letters of Support	All Projects
<input type="checkbox"/> 12. Copy of Agreement of Sale with Landowner	Land Projects
<input type="checkbox"/> 13. Copy of Long-Term Lease Agreement (minimum 25 years)	If Applicable
<input type="checkbox"/> 14. Copy of Current Deed / Title / Survey	All Projects
<input type="checkbox"/> 15. Copy of IRS 501c(3) Approval Letter	Non-Profits

All applications must be received or postmarked by Grant Submittal Deadline

Submit two copies of the complete grant application package to:

Adams County Parks, Recreation and Green Space Grant Program
Adams County Office of Planning and Development
670 Old Harrisburg Road - Suite 100 - Gettysburg, PA 17325

**ADAMS COUNTY PARKS, RECREATION AND GREEN SPACE
GRANT PROGRAM
APPRAISAL REIMBURSEMENT REQUEST FORM
MUNICIPAL APPLICANTS ONLY ~ EASEMENTS AND FEE SIMPLE ACQUISITIONS ONLY**

Project Name: _____ **Program Year:** _____

1. APPLICANT INFORMATION

Legal Name of Applicant:			
Mailing Address:			
Phone Number:	()	Fax Number:	()
Email Address:			

2. CONTACT INFORMATION:

Project Coordinator:			
Title:			
Mailing Address:			
<input type="checkbox"/> Same as Above			
Phone Number:	()	Fax Number:	()
Email Address:			

Applicant Classification - Please check all that apply:

Municipality Multiple-Municipal (please list) _____

3. GENERAL PROJECT INFORMATION

Property Tax Parcel ID Number: _____

Please note acquisition method:

Conservation Easement acquisition
What organization will hold the easement? _____

Fee Simple Acquisition

Category:

Please check all that apply to your project:

Agricultural Land Preservation Parkland, Active or Passive Recreational Land or Land for Trails Preservation

Open Space Land Preservation Historical or Cultural Land Preservation

On behalf of the applicants, I hereby make the above appraisal reimbursement request and understand that the following applies:

As funds are available, an appraisal reimbursement may be granted as determined by the Committee and ACC for a one time reimbursement to assist Municipalities with the cost of an appraisal. This reimbursement shall not exceed \$2,000 or 50% of the total cost of the appraisal, whichever is lesser. Previously successful applicants may not apply for this reimbursement. This reimbursement will only be made available to Municipalities if the project is **not** funded. If an applicant withdraws its application for any reason, potential eligibility for such reimbursement will be forfeited.

Appraisal Invoice Attached

Printed name of Person making the request for Applicant

Signature of Person making the request for Applicant

Date

For Office Use Only

I verify that the applicant has not previously received an Appraisal Reimbursement

Signature of Program Coordinator

Date of Approval

Recommendation of the Adams County Parks, Recreation and Green Space Advisory Committee

Approve Appraisal Reimbursement Request

Reject Appraisal Reimbursement Request

Signature of Program Coordinator

Date of Action

Action by the Adams County Commissioners

Appraisal Reimbursement Request recommended for approval

Appraisal Reimbursement Request recommended for rejection

Chairman, Adams County Commissioners

Date of Action

ADAMS COUNTY PARKS, RECREATION AND GREEN SPACE GRANT PROGRAM - APPLICATION FORM

SECTION I

Project Name: _____ **Program Year:** _____

1. APPLICANT INFORMATION

Legal Name of Applicant:			
Federal Employer ID Number:			
Mailing Address:			
Phone Number: ()		Fax Number: ()	
Email Address:			
Website (if applicable):			

2. CONTACT INFORMATION:

Project Coordinator:			
Title:			
Mailing Address:			
Phone Number: ()		Fax Number: ()	
Email Address:			

Applicant Classification - Please check all that apply:

- Municipality
 Multiple-Partner
 Not for Profit
 Multiple-Municipal
 Recreation Authority
 Other: _____

Please list secondary applicants:

Name:			
Address:			
Phone Number: ()		Fax Number: ()	
Email Address:			
Name:			
Address:			
Phone Number: ()		Fax Number: ()	
Email Address:			

3. GENERAL PROJECT INFORMATION

Project Name: _____

Property Tax Parcel ID Number: _____

Eligible Projects and Funding Allocations are presented in two sections:

- 1. Land – Conservation Easement or Fee Simple Land Acquisition Projects
- 2. Park and Recreation Projects

Please note Project type (check all that apply):

Agricultural Land Preservation

Conservation Easement Acquisition * (See Section 3.1)

Open Space Land Preservation (See Section 3.2)

Fee Simple Acquisition

Conservation Easement Acquisition *

Parkland, Active or Passive Recreational Land or Land for Trails (See Section 3.3)

Fee Simple Acquisition

Conservation Easement Acquisition *

Historical or Cultural Resources Land Preservation See Section 3.4)

Fee Simple Acquisition

Conservation Easement Acquisition *

Park and Recreation Projects

Park or Recreation Facilities or Trail Design and Development Project (See Section 4.1)

Master Site Plan, Municipal Plan or Feasibility Study Project (See Section 4.2)

*** For Easement Acquisitions, what organization will hold the easement?**

Organization: _____ Contact: _____

Is an Appraisal needed? Yes No (See: Section 5.7 Price of Land – Appraisal Process)

Municipalities Only: Please note if **Appraisal Reimbursement Form** is applicable only when Project is not funded. (See: **Appendix 'A4'**)

Please complete this section if this is for an Agricultural Land Preservation Easement Project

Minimum Criteria:

- Yes No Is the property in a recorded Agricultural Security Area (ASA)?
(Please provide a copy of the recorded ASA.)
- Yes No Is the property over 50 acres in size?
_____ If less than 50 acres, is it adjacent to preserved land *or*
_____ If less than 50 acres, are crops grown which are unique to the region?
Please describe: _____

- (For a unique crops listing, contact ACALP Program at 717-337-5859)
- Yes No Are 50% of the soils in Classes I - IV? **(Please attach soils map*)**
- Yes No Is more than 50% of the land used for cropland or pasture?
(Please attach aerial map*)
- Yes No Is the property located within the 1990 Federally established boundary of the Gettysburg National Military Park?
- Yes No Is there a Clear Title to the property or a Long-term lease where the Project will be located?
- Yes No Is there a recent survey of the property? (If so, please attach copy of survey)
- Yes No Are you aware of, or have knowledge of, any environmental issues (ie underground storage tanks, previous commercial industrial activities, gas pumps, dumping issues, etc.) on the property where the Project will be located?

4. PROJECT DESCRIPTION - SCOPE OF WORK

(See: Section 1.3 Definitions and Guidelines Section 5.3)

NOTE: FOR THE MANDATORY PRE-APPLICATION MEETING PLEASE FILL OUT QUESTIONS "A - J" IN DRAFT FORM TO THE BEST OF YOUR ABILITY. FINAL DETAILS OF YOUR PROJECT WILL BE FILLED OUT AFTER YOU ARE APPROVED TO SUBMIT A COMPLETE APPLICATION.

PLEASE ATTACH ADDITIONAL PAGES AS NECESSARY.

A. Describe in detail how the Project will help achieve the objectives of the *Adams County Parks, Recreation and Green Space Grant Program* and include a **detailed timeline/schedule** for project implementation. Please describe how the public will be informed about the project.

B. Does your Project allow for public access? Yes No
When the Project has a Public Access component, please specifically define the types of Active or Passive uses, including months and hours of operation, safety components, etc. Please specify how the maintenance of the property will be undertaken, addressing safety concerns, etc.

C. Attach a detailed budget including the fee for each major task, work product and deliverable.

D. For Easements or Fee Simple Projects: Describe the area to be acquired in terms of location, acreage and number of parcels. If any land is being excluded from the applicant property, please include a map depicting the excluded area and note reasons why.

E.	For <u>Easements or Fee Simple Project</u> : Describe the proposed restrictions and permitted uses to be imposed upon the land in connection with the Project.
F.	For <u>Parks, Recreation and Trail Development Projects</u> : Describe the facilities to be developed or rehabilitated. Attach a location map of the property, and photos of existing structures or facilities if they exist and a site plan for the project.
G.	Describe the benefits of the Project to the implementing community and county as a whole.
H.	Describe how the applicant will maintain and/or monitor the property and how to permanently fund the stewardship or maintenance of the property. Please identify an overall source and permanency of funding and the entity assigned to monitor the Project and/or maintain the property.
I.	Describe how the Project involves partnership efforts among governmental, non-profit or other public or private entities.
J.	Please describe the agricultural value, natural and manmade features, surrounding land uses, historic significance, the relation to existing parks and open space areas, neighborhoods, etc. as they would apply to your specific Project.

**ADAMS COUNTY PARKS, RECREATION AND GREEN SPACE
GRANT PROGRAM - APPLICATION FORM**

CONSERVATION EASEMENTS OR FEE SIMPLE ACQUISITION PROJECTS

SECTION II

Project Name:	Program Year:
PROPOSED PROJECT MATCH FUNDS	
<i>Attach letters of financial commitment from <u>local</u> match source(s)</i>	
Value of Donated Land <i>or</i> Value of Donated Easement (Bargain Sale)	\$
Applicant Match	\$
Proposed Federal Program Grant Funds (Specify Program: _____)	\$
Proposed State Grant Funds (Specify Program: _____)	\$
Other Cash Match: _____	\$
TOTAL PROPOSED PROJECT MATCH FUNDS (A)	\$

PROPOSED EXPENSES TO BE USED ONLY WHEN ADDING TO APPLICANT MATCH

List the approximate eligible expenses (up to \$5,000) related to the acquisition if needed to reach your desired match.

Please see section 5.6 Eligible Project Match in program guidelines

Type of Expense	Name of Vendor	Proposed Amount
Appraisal		\$
Survey		\$
Legal Fees		\$
Title Search		\$
Title Insurance		\$
Stewardship Endowment		\$
TOTAL PROPOSED EXPENSES		\$
<i>ONLY TO BE USED IF NEEDED FOR APPLICANT MATCH (B)</i>		
TOTAL OF PROPOSED PROJECT MATCH: TOTAL OF (A) + (B) = (C)		\$

Project Acreage	Total Appraised Value (100%) of the property	Total of Proposed Project Match (C)	Amount of Grant Request *	Cost Per Acre to the Program **
	\$	\$	\$	\$ / Acre

* Amount of Grant Request should equal: Total Appraised Value of the property minus the Total of Proposed Project Match = Amount of Grant Request

** Amount of Grant Request divided by Project Acres

<input type="checkbox"/>	Please attach an Exhibit "A" (which, in final form would be incorporated into the final Deed of Easement or Fee Simple Deed) which outlines the proposed schedule of covenants, conditions, restrictions, and permitted uses to be included in the Deed of Easement or Deed for a Fee Simple Acquisition.
--------------------------	---

**ADAMS COUNTY PARKS, RECREATION AND GREEN SPACE
GRANT PROGRAM - APPLICATION FORM
PARK AND RECREATION PROJECTS**

SECTION II

Project Name: _____ **Program Year:** _____

PROPOSED PROJECT MATCH FUNDS FROM OUTSIDE SOURCES

Attach letters of financial commitment from applicant match source(s)

Proposed Federal Program Grant Funds (Specify Program: _____)	\$
Proposed State Grant Funds (Specify Program: _____)	\$
Other Cash Match: _____	\$
TOTAL PROPOSED MATCH FUNDS FROM OUTSIDE SOURCES (A)	\$

PROPOSED PROJECT APPLICANT MATCH

Please see section 5.6 Eligible Project Match in Program Guidelines

Type of Match	Attach Worksheets found in Appendix A7	Proposed Amount
Cash	N/A	\$
In-Kind Services	Worksheet 1	\$
Donated Professional Services	Worksheet 2	\$
Volunteer Services	Worksheet 3	\$
Equipment Use	Worksheet 4	\$
In-House Professional Services	Worksheet 5	\$
TOTAL PROPOSED PROJECT APPLICANT MATCH (B)		\$

TOTAL OF PROPOSED PROJECT MATCH: TOTAL OF (A) + (B) = (C) \$

**PROPOSED DEVELOPMENT AND CONSULTANT/PROFESSIONAL SERVICES COSTS
OUTSIDE OF PROJECT APPLICANT MATCH**

Please refer to Section 4. Park and Recreation Projects

List all development and consultant or professional services costs directly related to the development and construction of the Project. Use additional sheets if necessary.

Item Description	Amount Paid
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL PROPOSED PROJECT COSTS OUTSIDE OF APPLICANT MATCH (D)	\$

Total of Proposed Project Costs (D)	Total of proposed Project Match (C)	Amount of Grant Request (D - C)
\$	\$	\$

WORKSHEET 3. Volunteer Services:

Project Name: _____ Program Year: _____

Please use this worksheet to show the sources of Volunteer Services in detail.

Additional information may be supplied by listing the information on the back of this form, or by attaching a separate sheet of paper.

NAME OF PERSON OR ORGANIZATION VOLUNTEERING SERVICE AND DESCRIPTION OF SERVICE PROVIDED	DATE RANGE	NUMBER OF HOURS	HOURLY VALUE OF VOLUNTEERS	TOTAL DONATED VALUE (Dollars) (Hours x Rate)
	_____ to _____			
	_____ to _____			
	_____ to _____			
	_____ to _____			
	_____ to _____			
	_____ to _____			
	_____ to _____			
	_____ to _____			
	_____ to _____			
	_____ to _____			
	_____ to _____			
	_____ to _____			
	_____ to _____			
	_____ to _____			
	_____ to _____			
	_____ to _____			
	_____ to _____			
TOTAL:				

Adams County Parks, Recreation and Green Space Grant Program Conservation Plan Agreement

Landowner: _____ Operator: _____

Address of Property: _____

Telephone No: (____) _____ Telephone No: (____) _____

Township: _____ Easement Acres: _____

WHEREAS, the Deed of Agricultural Conservation Easement (Easement) requires that all agricultural production on the subject land shall be conducted in accordance with a Conservation Plan;

WHEREAS, a Conservation Plan for the subject land has been prepared by _____, dated _____, and identified as tract number _____, or as amended, and located on file in the Adams County office of the United States Department of Agriculture Natural Resources Conservation Service (NRCS) and a copy of which is maintained in the landowners file in the Adams County Parks, Recreation and Green Space Grant Program (PRGS) office.

WHEREAS, the Grantor(s) do hereby agree to voluntarily accept the terms of the Conservation Plan and implement the said plan according to the implementation schedule contained in the plan;

NOW, THEREFORE, this plan conforms to the technical requirements of the NRCS Field Office Technical Guide (FOTG) and the terms of the Deed of Agricultural Conservation Easement.

AND, In Witness Whereof, the undersigned have agreed to the following:

I/we acknowledge and agree to comply with the conservation practices and the implementation schedules as written and agreed upon prior to settlement on the easement, as indicated in the Conservation Plan identified as Tract Number(s) _____. If the management or operation of this property changes, I/we will contact the PRGS Coordinator and/or the conservation plan preparer to modify the Conservation Plan as necessary. I/we hereby agree to give permission to the plan preparer to release a copy of said plan, as well as any updates to that plan, on an as-needed basis to the Adams County Parks, Recreation and Green Space Grant Coordinator.

Owner	Date	Witness	Date
-------	------	---------	------

Operator	Date	Witness	Date
----------	------	---------	------

I acknowledge that a completed Conservation Plan as prepared by _____ has been approved by the Adams County NRCS District Conservationist and is on file in the Gettysburg NRCS Field Office.

_____ Adams County PRGS Grant Program Coordinator,	_____ Date
---	---------------

**Adams County Parks, Recreation and Green Space Grant Program
Site Review and Resource Implementation Schedule**

Landowner: _____ **Telephone No: (____)** _____

Address of Property: _____

Township: _____ **Acres:** _____

Date of Site Visit: _____

Check one:

_____ At the time of the site visit no obvious concerns were identified.
(Please refer to Program Guidelines)

_____ At the time of the site visit the following concerns were identified and will be required to be addressed:

Concern: _____

Type of Correction Required and Implementation Schedule:

Is an outside Contact Needed: _____ Yes _____ No

Contact: _____

Signature of authorized person completing inspection: _____

Date: _____

Signature of landowner agreeing to this schedule: _____

Date: _____

For Office Use Only:

Resource Concerns resolved: _____

Date

Signature

Resource Implementation Schedule Preparer

Comments: _____

**Adams County Parks, Recreation and Green Space Grant Program
Resource Implementation Schedule Agreement**

Landowner: _____ Operator: _____

Address of Property: _____

Telephone No: (____) _____ Telephone No: (____) _____

Township: _____ Easement Acres: _____

WHEREAS, the Deed of Conservation Easement (Easement) requires that all of the subject land shall be conducted in accordance with a Resource Implementation Schedule;

WHEREAS, a Resource Implementation Schedule for the subject land has been prepared by _____, dated _____, and identified as tax parcel number _____, or as amended, and located on file with Adams County Parks, Recreation and Green Space Grant Program (PRGS) Office.

WHEREAS, the Grantor(s) do hereby agree to voluntarily accept the terms of the Resource Implementation Schedule and implement the said schedule as outlined.

NOW, THEREFORE, this Resource Implementation Schedule conforms with Best Management Practices (BMP's) as identified by the NRCS Field Office Technical Guide (FOTG) or other technical guidance documents and the terms of the Deed of Easement.

AND, In Witness Whereof, the undersigned have agreed to the following:

I/we acknowledge and agree to comply with the Resource Implementation Schedule as written and agreed upon prior to settlement on the easement, as indicated in said schedule and identified as Tax Parcel Number(s) _____. If the management or operation of this property changes, I/we will contact the PRGS Coordinator and/or the Adams County Conservation District for technical assistance availability or information to modify the Resource Implementation Schedule as necessary. I/we hereby agree to give permission to the Resource Implementation Schedule preparer to release a copy of said schedule, as well as any updates to that schedule, on an as-needed basis to the PRGS Coordinator.

Owner Date Witness Date

Operator Date Witness Date

I acknowledge that a completed Resource Implementation Schedule as prepared by _____ has been received.

_____, Coordinator, PRGS Date

**Adams County Parks, Recreation and Green Space Grant Program
Annual Inspection Report**

Landowner's Last Name: _____

Property Address: _____

Owner Address: _____

Monitor(s): _____

Date: _____ Time spent on property by monitor(s): _____

Did owner/caretaker accompany inspection? _____ Specify: _____

Contact Person (if different from owner): _____

**Monitoring Questions:
(Changes since last annual inspection visit)**

Has the property or part of the property been transferred, leased or sold?

Has the property been subdivided?

Have there been any man-made alterations of the property, such as construction of any buildings, structures, ponds, trails, roads or other improvements, or any filling or excavation?

Is the property being actively timbered?

Is there a different caretaker/manager for the property?

Have there been any changes in any commercial use of the property?

Have there been any changes in the agricultural uses of the property?

Have there been any alterations to the property caused by natural causes such as fire, flooding, wind damage or erosion?

Have there been any changes in the recreational uses or public access to the property?

Have there been any increases in impervious site coverage?

Are there any concerns of the landowner to be addressed at this site visit?

Areas in need of discussion or examination of easement language: (check and describe)

- | | |
|--|--|
| <input type="checkbox"/> Industrial/commercial activity | <input type="checkbox"/> Excavation (soil, rock...) |
| <input type="checkbox"/> Home occupation | <input type="checkbox"/> Pond construction |
| <input type="checkbox"/> Building/Structure Construction | <input type="checkbox"/> Tree/shrub removal or timbering |
| <input type="checkbox"/> Depositing/Dumping | <input type="checkbox"/> Road/driveway construction |
| <input type="checkbox"/> Wetland or Stream alteration | <input type="checkbox"/> Recreational or public uses |
| <input type="checkbox"/> Other _____ | |

Notes:

Areas for possible follow-up for land management suggestions or information (check and/or describe below)

- | | |
|---|---|
| <input type="checkbox"/> Erosion | <input type="checkbox"/> Encroachment |
| <input type="checkbox"/> Water Quality | <input type="checkbox"/> Over-grazing |
| <input type="checkbox"/> Sensitive Areas | <input type="checkbox"/> Rare Species Habitat |
| <input type="checkbox"/> Sustainable Forestry | <input type="checkbox"/> Invasive plant control |
| <input type="checkbox"/> Other _____ | |

Notes:

General impression of inspected area:
(i.e. quality of vegetation, biodiversity, well maintained land uses and structures)

Notes:

Any other observations:

Post-Monitoring:

Any follow-up required? Specify:

Any actions needed regarding land management practices information? Specify:

Please indicate the number of the following attached to this report:

- _____ Aerial photos
- _____ Ground photos
- _____ Maps
- _____ Illustrations

Annual Inspection visit completed by:

Monitor	Position	Date
---------	----------	------