



## **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. RAAC 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. To request a digital copy of the application **e-mail Ann Ogoreuc at [Ann.Ogoreuc@alleghenycounty.us](mailto:Ann.Ogoreuc@alleghenycounty.us)**.
- **One** original grant application, supporting documentation, and **one** copy should be mailed or delivered to:

Ms. Ann M. Ogoreuc, AICP  
Manager, Transportation Initiatives  
Allegheny County Economic Development  
One Chatham Center, Suite 900  
112 Washington Place  
Pittsburgh, PA 15219

- Applications must be received in hard copy by the deadline. Applications received by email will not be accepted.
- Applications will be accepted until **4:00 p.m. on Friday, April 13, 2018**. Applications received after the deadline will not be accepted.

## General Information

1. Project Title:

2. Type of Project (check one):

Planning

Engineering and Design

Events, Education, and Outreach

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. Attach additional pages if you need more space for your responses.

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 consistent<sup>1</sup> with a local plan such as comprehensive plan or a local bicycle and pedestrian plan? Please describe the connection.

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<sup>1</sup> 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)



**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:
Close-out Audit Fee	\$500.00		
Admin Fee (if applicable)			
<b>Total</b>			

## Certification

The [governing body] of [applicant] 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 [applicant] 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
2. Project Description
3. Project Budget
4. Applicant Certification
5. Appropriate Resolution(s)
  - 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 acting as the Applicant.

**[RESOLUTION NUMBER AND DATE]**  
**[NAME OF LEAD MUNICIPALITY OR COG]**

WHEREAS the Redevelopment Authority of Allegheny County (RAAC) has established the Active Allegheny Grant Program, AND

WHEREAS the [name of lead municipality or COG] 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] 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] is hereby authorized to enter into a Grant Contract between the Applicant and RAAC 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 the Redevelopment Authority of Allegheny County (RAAC) 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] 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 Redevelopment Authority of Allegheny County (RAAC) 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 RAAC 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 to apply on its behalf.

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

WHEREAS Redevelopment Authority of Allegheny County (RAAC) has established an Active Allegheny Grant Program, AND

WHEREAS the [name of COG] 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] 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] to make application for such grant on our behalf.

Enacted this \_\_\_\_\_ [date] \_\_\_\_\_ \_\_\_\_\_ [legal name of Municipality] \_\_\_\_\_

Attest \_\_\_\_\_ [signed] \_\_\_\_\_ \_\_\_\_\_ [signed] \_\_\_\_\_  
Name/title of authorized official