

March 12, 2018

RE: County of Lehigh – 2019 Quality of Life Grants

Dear Quality of Life Grant Applicant:

Enclosed please find the 2019 County of Lehigh Quality of Life Grant application. Although we do not know the exact amount of funding available for grants in 2019 at this time, we are requesting applications to continue this valuable program. Funding for this grant may be requested for specific cultural, civic or recreational programs, new projects or events or for capital projects or operational support.

Organizations that have received funds previously may only request up to 5% more than their previous award and organizations applying for the first time may request up to \$5,000.00. Also, a grant request may be no more than 25% of their budget.

Additionally, enclosed is a copy of the County of Lehigh's Ordinance 2017-131. This Ordinance has revised the former grants policy and has also created specific procedures for the Quality of Life Grant, which are reflected in the application.

Requests must be received by Lehigh County's Community & Economic Development Office, Room 519 by 4:00 PM on Friday, April 27, 2018. The review committee's recommendations for awards will be included in the County of Lehigh 2019 budget that will be presented to the Board of Commissioners by August 31, 2018. Grantees will be notified of their awards in December 2018 and distribution of funds will occur after July 1, 2019.

The committee will give additional consideration to organizations that focus on children, senior citizens and cultural or civic organizations based in Lehigh County.

Lehigh County has continuously shown a strong commitment to the civic, cultural and recreational well-being of our communities. We are proud of the support we provide to organizations in the County. We look forward to your participation in this program. Please feel free to contact Virginia Haas at 610.782.3809 or virginiahaas@lehighcounty.org if you have any questions or if you would like additional information.

Sincerely,



Frank D. Kane
Director

Enclosures



**QUALITY OF LIFE PROGRAM
COUNTY OF LEHIGH 2019 GRANT APPLICATION**

Name of Organization: _____

Grant Request Amount: \$ _____ **Year Organization Established:** _____

Organization Address: _____

Mailing Address: _____

Contact Person: _____ **Title:** _____

Day Telephone: _____ **Fax:** _____ **Email:** _____

Under which definition does your organization qualify for a Quality of Life grant?

____ Arts and Cultural ____ Civic ____ Recreation (1-time grant only)

An organization may not be delinquent in paying Lehigh County taxes. Check One

Our organization has paid Lehigh County taxes Our organization is exempt from paying Lehigh County taxes

An organization must meet the non-profit status threshold. Check One

____ Our organization is non-profit under Section 501(c)3 (Enclose IRS Letter of Determination)

____ Our organization is a non-profit unit of the following local government: _____

An organization must meet the geographic threshold. Check One

____ We are based in Lehigh County and our project/program serves Lehigh County residents.

____ We are a cultural organization not based in Lehigh County, we serve the Lehigh Valley, AND we receive 1:1 matching support from another County government for a project/program.

County: _____ Amount: _____ (Enclose documentation from each county)

An organization may receive additional consideration from the Review Committee. Check if applicable.

____ We are an organization that focuses on children and/or senior citizens.

____ We are a Lehigh County-based cultural or civic organization that has obtained matching support from another County government(s) for a project that serves the Lehigh Valley region.

County: _____ Amount: _____ (Enclose documentation from each county)

Provide the following general budget information.

NOTE: This information is not a substitute for the specific budget information requested.

Organization's Fiscal Year (Month to Month):

From _____ To _____

Current Budget

Total Expenses \$ _____

Total Income \$ _____

Earned/Private Revenues \$ _____

Governmental Revenues \$ _____

Previous Fiscal Year's Budget

Total Expenses \$ _____

Total Income \$ _____

Earned/Private Revenues \$ _____

Governmental Revenues \$ _____
(excluding Quality of Life)

Quality of Life Request \$ _____

Matching Funds

(Must be \$3.00 for every \$1.00 of County funds if request is more than \$2,500.00)

Source(s): _____ Total Amount: _____

Answer the following questions as clearly and succinctly as possible on a separate sheet. Each answer should not exceed 400 words.

1. Briefly describe the goals of your organization.
2. Describe the project, program and operational costs for which funds are requested.
3. Describe the geographical area your project or program serves.
4. Number of people (audience) served by this project or program (excluding Staff).
5. Describe the manner in which attendance was calculated.
6. Describe the audience that benefits from your program.
7. Calculate the grant dollars sought per person served.
8. Describe the cultural, civic and/or recreational value of your program to the community.
9. Describe the educational value of your program to the community.
10. Describe how the community is involved in the planning and programming efforts of the program.
11. Describe how the project appeals to diverse constituencies.
12. Calculate the ratio of private dollars to grant dollars requested.
13. Describe your organization's capacity regarding this program, including your organization's success and the factors to which you attribute this success.
14. Describe the economic impact your program has on the community. (For example, do participants or vendors pay privilege taxes or licensing fees? What is the effect on other regional businesses or the surrounding area? How many people are employed as a result of your program?)
15. List all matching funds (if grant request is more than \$2,500). Note: As per County of Lehigh Ordinance 2017-131 Section 610.C.5: "Arts, cultural and historical organizations and civic organizations must provide, through private non-governmental funding sources, three dollars (\$3.00) for every one dollar (\$1.00) of County funds allocated."
16. Calculate the percentage of grant request compared to your organization's budget (May not exceed 25%).
17. Number of paid Staff _____ Number of Volunteers _____

I hereby certify that all information submitted by my organization to the Quality of Life Review Committee is true and correct to the best of my knowledge.

Signature

Date

2019 Grant Applications Due Friday, April 27, 2018.

CHECKLIST FOR COMPLETING AND SUBMITTING QUALITY OF LIFE APPLICATION

Applicants must submit ALL of the following information in the order indicated below:

An original and six (6) copies of the following:

- _____ The grant submission checklist.
- _____ Pages 1 and 2 of the completed application. Write or type directly on page 1 as provided. The questions on page 2 should be answered on separate paper.
- _____ As per County of Lehigh Ordinance No. 2017-131 Section 610.C.1:
 - _____ The current and previous fiscal year's budget, including the actual revenues and expenditures for the previous year. Do not submit bank statements, treasurer's reports or tax forms.
 - _____ Audited financial statements for the two (2) previous fiscal years.
 - _____ The positions of all employees, officers and board members who receive \$50,000.00 or more in annual compensation, including bonuses, from the requesting organization.
 - _____ The total compensation of the organization's five (5) highest compensated individuals.
 - _____ A list of all funding sources and the total amount received from each funding source for the previous year.
 - _____ A list of all funding sources for the current year, and a list of all pending applications for funding, including the amount requested.
- _____ EXCEPTIONS: As per County of Lehigh Ordinance No. 2017-131 Section 614.A: "The provisions of section 610.C shall not apply to organizations whose total amount of grant or grants received from the County in any one calendar year is two thousand five-hundred dollars (\$2,500.00) or less."
- _____ Optional: A maximum of 5 pages of supplemental information including brochures, articles or organizational information.

One copy of each of the following:

- _____ A current mailing list, including names and addresses, of staff and board members, with officers denoted.
- _____ A copy of the IRS letter certifying your organization has non-profit status under Section 501(c)3 of the Internal Revenue Code. If your organization qualifies because it is a non-profit unit of local government, name the government body on page 1 of the application.

ALL APPLICATION MATERIALS MUST BE RETURNED TO THE LEHIGH COUNTY COMMUNITY AND ECONOMIC DEVELOPMENT OFFICE, 17 SOUTH SEVENTH STREET, ROOM 519, ALLENTOWN, PA 18101, BY 4:00 PM, FRIDAY, ____.

**Applicants will be notified if their application is incomplete.
Missing information must be received within one week.**

FOR QUESTIONS OR REQUESTS FOR ADDITIONAL INFORMATION, PLEASE CALL VIRGINIA HAAS, COMMUNITY REVITALIZATION AND DEVELOPMENT MANAGER, OFFICE OF COMMUNITY & ECONOMIC DEVELOPMENT AT (610) 782-3809.

APPROVED

Deferred: 09/13/17
First Reading: 09/27/17
Approved 9-0: 10/11/17

**COUNTY OF LEHIGH, PENNSYLVANIA
COMMISSIONERS BILL 2017-34
SPONSORED BY COMMISSIONER NOTHSTEIN
REQUESTED DATE: SEPTEMBER 6, 2017
ORDINANCE NO. 2017 - 131**

**AMENDING THE ADMINISTRATIVE CODE TO INCLUDE A REVISED
LEHIGH COUNTY GRANTS POLICY AND REPEALING PRIOR
ORDINANCES**

WHEREAS, the County of Lehigh (County) approves funding for a number of organizations and entities each year, either through the budget or the grant process; and

WHEREAS, it is the intent of the Board of Commissioners to provide more transparency for the taxpayers concerning the recipients of funding approved by the County, whether sourced from County tax dollars, or pass-through funding from other entities; and

WHEREAS, the Board of Commissioners desires to amend the Lehigh County Administrative Code to establish certain financial information requirements for those recipients of County-approved funding; and

WHEREAS, the County has enacted several ordinances which regulate the process by which the County distributes grant funds; and

WHEREAS, the general County Grants policy comprises Ordinances 1979-154; 1979-164; 1981-127; 1991-151; 1993-126; 1995-120; 1996-113; 1997-166; 2006-107; 2010-213; and 2013-127; and

WHEREAS, in addition to the general County grants policy, the County also has specific policies for Affordable Housing grants (Ordinance Nos. 1996-120 and 2007-

182), and Gaming grants (Ordinance No. 2009-118); and

WHEREAS, it is the desire of the Board of Commissioners to consolidate and revise the Grants policy, and incorporate it into the Administrative Code; and

WHEREAS, Ordinance approval is required to amend the Administrative Code.

NOW, THEREFORE, IT IS HEREBY ENACTED AND ORDAINED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF LEHIGH, PENNSYLVANIA, THAT:

1. The foregoing Whereas clauses are incorporated herein as if set forth in their entirety.

2. The Administrative Code is hereby amended by adding the following sections to Article VI – Budgetary and Financial Policies and Procedures:

Section 610 – GRANTS – GENERAL PROVISIONS.

A. Definitions

1. Grant - funds or other aid of value, including services provided by the Lehigh County inmate work program, given to an organization for a particular purpose or purposes, but the usage of the term shall not include funds or other aid of value paid to an organization pursuant to a contract.

2. Organization – a domestic or foreign corporation for profit or not-for-profit, association, general or limited partnership, limited liability company, sole proprietorship, political subdivision or municipal authority.

B. All grants, unless otherwise specified herein, shall be allocated through the budget process or by ordinance.

C. The following requirements are applicable to all grants made by Lehigh County, including those specified in Sections 611, 612 and 613:

1. All organizations requesting grant funding from Lehigh County, whether funded by real estate tax dollars, other County revenues or pass-through funding shall provide the following information as part of the request for funding:

a. The current and previous fiscal year's budget, including the actual revenues and expenditures for the previous year.

b. Audited financial statements for the two (2) previous fiscal years.

c. The positions of all employees, officers and board members who receive \$50,000.00 or more in annual compensation, including bonuses, from the requesting organization.

d. The total compensation of the organization's five (5) highest compensated individuals.

e. A list of all funding sources and the total amount received from each funding source for the previous year.

f. A list of all funding sources for the current year, and a list of all pending applications for funding, including the amount requested.

2. This required information shall be submitted to the County Department head responsible for administering the grant, and shall be

posted on the County's website.

3. Organizations which cannot comply with these provisions must obtain a waiver recommended by the County Executive and approved by motion of the Board of Commissioners to be eligible to be considered for grant funding.

4. Commissioner Liaisons

a. If the Board of Commissioners specifically so requires, the appropriate authorities of the organization shall provide a written agreement that at least one (1) member of the Board of Commissioners of Lehigh County is to serve as a liaison between the organization's governing board and the Board of Commissioners, and will be entitled to receive advance notice of all meetings, to attend all meetings as an invited guest and to receive copies of the organization's minutes. As liaison to the organization, the designated commissioner will not be a voting member of the organization's governing board. This subsection shall only apply to organizations which receive more than Two Thousand Five Hundred Dollars (\$2,500.00) during a County fiscal year. This subsection shall not apply to municipalities.

b. The member of the Board of Commissioners selected to serve as liaison to the governing board of an organization shall be chosen by a majority of the members of the Board present at

the meeting at which the selection is made.

5. Matching Funds

Arts, cultural and historical organizations and civic organizations must provide, through private non-governmental funding sources, Three Dollars (\$3.00) for every One Dollar (\$1.00) of County funds, be it in real dollars or services, which they are allocated to receive in order to be eligible to receive County funds or services. A maximum limit for the amount of County funds or services which will be provided to each organization under this paragraph shall be passed annually and shall be contingent upon the availability of County resources, considering total County needs at the time proposed for the actual expenditure of County funds or provision of services to the organization concerned.

Organizations receiving Two Thousand Five Hundred Dollars (\$2,500.00) or less from the County in real dollars or services are exempt from the matching requirement of this subsection. The value of service to be provided shall be calculated based on the cost to the County providing the service. Organizations receiving grants of services may be exempt from the matching requirement if cause is shown that the matching requirement would impose a hardship. Such hardship determination shall be made in writing by the County Executive or his/her designee and approved by motion of the Board of Commissioners.

6. Tax Delinquency

a. Grants shall not be given to an organization that is delinquent on any taxes due the County until the taxes are paid in full. Delinquent shall herein be defined as the point when the taxes owed shall become the responsibility of the Tax Claim Bureau to collect.

b. If an organization becomes delinquent on taxes owed the County during a year when said organization is budgeted to receive a grant, grant funds shall be withheld in lieu of taxes until taxes are paid in full.

c. The Department of Administration shall issue written notice to the Board within sixty (60) days of the end of the fiscal year if a grant recipient is found to be delinquent on any taxes due the County. The County shall withhold payments until the taxes are paid in full.

d. The County of Lehigh shall not give grants to an organization that is also a lessee of the County until the rent due the County is paid in full as provided for in the terms of the lease agreement.

e. Lehigh County's application form for grants shall require applicants to certify that they are not delinquent on taxes or other obligations owed to the County, and shall describe the requirements of this section.

D. Failure to comply with these provisions shall disqualify an organization from receiving the grant requested and from receiving any grants from the County for a period of five (5) years.

Section 611 - QUALITY OF LIFE GRANTS.

A. Each grant is a single-year commitment and is subject to the availability of funds.

B. Quality of Life Grants may be awarded for specific cultural, civic or recreational programs, projects or events or for capital projects or operational support.

C. The following definitions shall apply to this section:

1. Civic: promoting, providing opportunities for or developing community well-being and/or the betterment of citizens through volunteer-based service activities.

2. Cultural: promoting, providing or developing an awareness of and/or stimulating participation in artistic or intellectual activities.

3. Recreational: promoting, providing or developing non-passive or passive sporting and/or leisure activities and opportunities that enhance physical or mental well-being.

D. The County Executive, through the Department of Community and Economic Development, shall coordinate the application, evaluation and award process for the Quality of Life program.

E. An Evaluation Committee shall be organized to work with the Department of Community and Economic Development for the purpose of evaluating grant

applications. The Committee shall consist of the following members: the County Executive, the Chair of the Board of Commissioners, two (2) members of the Board of Commissioners appointed by the Chair of the Board of Commissioners and two (2) members appointed by the County Executive.

F. The following organizations are eligible to request Quality of Life grant funding:

1. Cultural, civic or recreational organizations based in Lehigh County;
or
2. Cultural organizations not based in Lehigh County which serve the Lehigh Valley region and receive a minimum of one to one matching support from the County government(s) in the other counties served.

G. In addition to the requirements set forth in §610, grant applications must meet the following four (4) requirements in order to be considered:

1. A grant request may be no more than 25% of an organization's budget;
2. A grant request may be no more than 25% of the Quality of Life fund;
3. A grant request may not exceed the prior year's grant by more than 5%; and
4. An organization requesting a grant from the Quality of Life program must be a cultural, civic or recreational organization as previously defined, and be recognized as either a nonprofit organization under Section 501(c)

of the Internal Revenue Code or a non-profit organization affiliated with a unit of local government.

H. Grant applications will be evaluated by the Evaluation Committee according to the following ten (10) criteria, which will be defined on the grant application:

1. Actual number of people served;
2. Actual geographic service area;
3. Grant dollars sought per person served;
4. Cultural value to the community;
5. Educational value to the community;
6. Community involvement in planning and programming;
7. Appeal to diverse constituencies;
8. Ratio of private dollars to grant dollars requested;
9. Administrative ability of the organization, including the organization's track record for success; and
10. Economic impact on the community of the particular project or program.

I. The Evaluation Committee shall give additional consideration to cultural or civic organizations based in Lehigh County which obtain matching support from other County governments for projects serving the entire Lehigh Valley region.

J. Funds will be distributed after July 1 of the County budget year for which grant funding has been approved.

K. A list of organizations receiving grants awards will be distributed and

reviewed by the Board of Commissioners during the budget process.

L. A list of organizations recommended to receive grant awards and their respective grant amounts will be included in the appendices of the proposed budget.

Section 612 - AFFORDABLE HOUSING GRANTS.

A. Purpose: The County Commissioners of Lehigh County intend to utilize the revenue from fees charged by the Recorder of Deeds to enable County residents to purchase or rent quality residential housing. Lehigh County established its Affordable Housing Fund pursuant to Ordinance Nos. 1996-120 and 2007-182.

B. Definitions: The following words and phrases when used in this section shall have the meaning given to them in this section unless the context clearly indicates otherwise:

1. "Affordable housing effort" – Any program or project duly approved by the County which increases the availability of quality housing, either sales, or rental or rehabilitation, to any Lehigh County resident whose annual income is less than the Lehigh County median income.

2. "County" – The County of Lehigh.

C. Disposition of Proceeds: All moneys raised for the recording of each deed and mortgage as provided in Ordinance No. 1996-120, shall be deposited in the general fund of the County and shall be allocated as follows:

1. A minimum of eighty-five (85%) percent of the moneys shall be set aside in a separate account to be used to fund affordable housing

efforts in the County;

2. The remainder of the fees may be used by the County for administrative costs associated with the affordable housing efforts.

D. Affordable Housing Effort: Affordable housing efforts may include, but shall not be limited to:

1. Providing local matching funds to secure National Affordable Housing Act of 1990 HOME funds;

2. Assisting or supporting housing efforts, by the Pennsylvania Housing Finance Agency and by commercial and thrift institutions;

3. Supporting second soft mortgage programs;

4. Providing funds for the development of affordable housing units or programs through a Request for Proposal (RFP) process;

5. Providing grants and disbursing funds for homeowner and housing rehabilitation programs that increase the availability of quality housing.

Over each five (5) year period, twenty percent (20%) of the moneys set aside for affordable housing efforts shall be directed to non-profits to be used for individual homeowner housing projects, including soft second loan programs for individual homeowners;

6. Supporting employee assistance housing programs.

E. The Lehigh County Department of Community and Economic Development shall create and work with a formal housing advisory committee which shall consist of not less than thirteen (13) people with expertise in regional housing

programs, finance, administration, county government and planning. This advisory committee will meet no more than quarterly to review proposals and make recommendations to the County. Any member of the advisory committee eligible to receive funding will not be entitled to vote on funding recommendations. The housing advisory committee shall include two (2) members of the Lehigh County Board of Commissioners: the Chair of the Board's Development Committee and a member of the Board selected by the Board.

F. Disbursal of Affordable Housing Funds

1. The Lehigh County Department of Community and Economic Development, with the assistance of the Housing Advisory Committee, is hereby authorized to administer and disburse the affordable housing moneys in accordance with this section.

2. For any month in which there has been disbursal activity, the Department of Community and Economic Development shall provide a monthly disbursal report regarding affordable housing funds to the Board of Commissioners.

3. Ordinance approval by the Board of Commissioners is required to disburse fund for any program or project involving more than three (3) housing units.

Section 613 - GAMING GRANTS.

The County of Lehigh's grant program for municipalities impacted by the South Bethlehem casino shall be administered as follows:

A. The County Executive, through the Department of Community and Economic Development, shall coordinate the application, evaluation and award process for gaming funds.

B. An Evaluation Committee shall be organized to work with the Department of Community and Economic Development for the purpose of evaluating grant applications. The Committee shall consist of the following members: the County Executive, the Director of Community and Economic Development, the Chair of the Board of Commissioners and one (1) member of the Board of Commissions appointed by the Chair of the Board of Commissioners. The Evaluation Committee shall present its grant recommendations to the Board of Commissioners.

C. Grants may be requested for capital projects, transportation needs of the municipality due to increases in traffic, safety and crime prevention programs needed to combat documented increases in crime or other requests as defined by the municipality, and which are needed as a result of the location of the casino in South Bethlehem.

D. Each grant may be for a single-year or multi-year commitment and will be subject to the availability of funds.

E. Each municipality receiving a grant shall post the information required by Section 610.C.1 on its municipal website.

F. The Board of Commissioners shall approve the grants by ordinance.

Section 614 – EXCEPTIONS.

A. The provisions of section 610.C shall not apply to organizations whose total amount of grant or grants received from the County in any one calendar year is

Two Thousand Five Hundred Dollars (\$2,500.00) or less.

B. Grants distributed pursuant to the Community Development Block Grant Program (“CDBG”), or pursuant to the HOME Investments Partnerships Program (HOME) for either for sewer and water lateral connections or for housing rehabilitation, shall not be subject to the requirements of section 610.C, so long as all federal and state requirements are met and ten (10) days prior written notice of each grant is provided to the Board of Commissioners.

C. A CDBG or HOME grant which has as its purpose payment for sewer and/or water lateral connections or for housing rehabilitation benefiting an individual homeowner may be paid directly to the contractor who has performed the work, under the following conditions:

1. The homeowner has received, and accepted by signature, the conditions of the grant;
2. The homeowner has solicited a minimum of three (3) written bids for the work performed, and provided them to the Lehigh County Department of Community and Economic Development (LC-DCED);
3. A fully executed agreement between the homeowner and the contractor has been provided to the LC-DCED; and
4. The homeowner has approved the work and provided written notice of the approval to the LC-DCED.

Section 615 – AUDIT.

The Controller may audit any organization receiving grant funds pursuant to his

or her duties under the Home Rule Charter and Section 502.a of this Administrative Code.

3. The County Executive shall distribute copies of this Ordinance to the proper officers and other personnel of Lehigh County whose further action is required to achieve the purpose of this Ordinance.

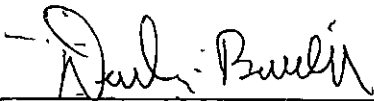
4. The proper officers and other personnel of Lehigh County are hereby authorized and empowered to take all such further action and execute additional documents as they may deem appropriate to carry out the purpose of this ordinance.

5. Any Ordinance or part of any Ordinance conflicting with the provisions of this Ordinance is hereby repealed insofar as the same affects this Ordinance. Specifically repealed are Ordinance Nos.: 1979-154; 1979-164; 1981-127; 1991-151; 1993-126; 1995-120; 1996-113; 1997-166; 2006-107; 2010-213; and 2013-127.

6. This Ordinance shall become effective January 1, 2018.

ADOPTED this 11th day of October, 2017, by the following vote:

<u>Commissioners</u>	<u>AYE</u>	<u>NAY</u>
Geoff Brace	X	
Thomas C. Creighton, III	X	
Percy H. Dougherty	X	
Dan Hartzell	X	
Amanda Holt	X	
David S. Jones, Sr.	X	
Marty Nothstein	X	
Brad Osborne	X	
Michael P. Schware	X	

ATTEST: 
Clerk to the Board of Commissioners

APPROVED this 18th day of October, 2017.

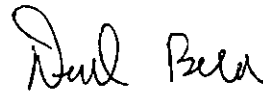

Thomas S. Muller
Lehigh County Executive

ENACTED this 18th day of October, 2017.

COUNTY OF LEHIGH ORDINANCE 2017 – NO. 131

CERTIFICATION

I, DAVID BARILLA, Clerk to the Board of Commissioners of Lehigh County, do hereby certify that the attached is a true and correct copy of the ordinance adopted at a regular meeting of the Commissioners of Lehigh County held on the 11th day of October, 2017, and approved on the 18th day of October, 2017 by the Lehigh County Executive, and effective on the 28th day of October, 2017.



DAVID BARILLA, Clerk
Board of Commissioners