



Note: For information purposes only.
Program guidelines subject to change
prior to next funding cycle.



2017 Active Allegheny Grant Program Program Guidelines

Introduction

The Redevelopment Authority of Allegheny County (RAAC), in partnership with the Allegheny County Health Department (ACHD), is pleased to announce that funding is now available through the **Active Allegheny Grant Program (AAGP)**. The purpose of the AAGP is to provide financial assistance to communities to develop plans and design transportation projects that will, when implemented, provide bicycle and pedestrian connections to important local destinations and transportation systems and increase residents' opportunities for physical activity. In addition, a small amount of funding will be available to carry out educational activities, develop stakeholder outreach and materials, and conduct events that promote active transportation. RAAC staff will help grantees assess the appropriateness of different funding programs to obtain funding for subsequent phases of project implementation if necessary.

The AAGP seeks to implement projects that are identified in, or consistent with, *Active Allegheny*, the County's active transportation plan, and the transportation element of *Allegheny Places*, the County's comprehensive plan. In addition, by increasing opportunities for physical activity, the grant program expands the efforts of Allegheny County's *Live Well Allegheny* (LWA) campaign to address major risk behaviors that contribute to chronic disease in Allegheny County. By providing resources for the design and integration of active, safe, and walkable and bikeable spaces into neighborhoods, this effort also implements recommendations identified in *Plan for a Healthier Allegheny*, the recently adopted guide for health improvement in the county.

Eligible Applicants

Applications will be accepted from:

1. Allegheny County municipalities
2. Councils of Government applying on behalf of one or more of its members

Multi-municipal applications are allowed and strongly encouraged. Only one grant application will be considered per municipality, including joint applications.

Eligible Projects

For this cycle of funding, RAAC will consider the following types of projects:

1. **Planning** – Projects that seek to identify the needs of pedestrians and bicyclists and develop recommendations for addressing the needs. Examples of eligible projects include, but are not limited to, the following:
 - Create an active transportation plan to identify needed improvements, policies, and programs related to active transportation modes.
 - Conduct a planning effort to identify alternatives for addressing a specific walking or biking issue.
 - Develop community walking and/or bicycling routes.
 - Conduct a plan to develop a wayfinding system for active transportation modes.
2. **Engineering and Design** – Projects that seek to move a proposed project towards construction implementation. Examples of eligible projects include, but are not limited to, the following:
 - Complete engineering and design work on a pedestrian and/or bicycle improvement recommended in an existing plan (e.g., community comprehensive plan, bicycle and pedestrian plan, corridor plan, etc.).
 - Complete engineering and design work on a specific pedestrian and/or bicycle improvement highlighted in *Active Allegheny* and/or the transportation element of *Allegheny Places*.
Please note: Any design work involving a PennDOT- or County-owned facility must comply with the applicable requirements of the respective agency. Project sponsors **must** coordinate with either agency before submitting the grant application to ensure that the proposed project is allowed.
3. **Events, Education, and Outreach** – Projects and activities that seek to promote healthy living and walking and bicycling as a form of transportation and physical activity. Examples of eligible projects include, but are not limited to, the following:
 - Open streets events
 - Pop up / temporary installations of bike-ped and traffic calming infrastructure
 - Production and/or printing of community walking and biking maps
 - Bike and Walk to School / Work events, bike roadeos, etc.
 - Safe routes to school initiatives

Note: The grant program does not fund the planning and design of amenities and trails in parks.

Match Requirements

The minimum required local match ranges from 0% to 30% as shown in Exhibit 1.

1. If a match is required, it must be in cash (no in-kind services) and cannot be from other county funds.
2. Matching funds must be obtained or committed at the time of submittal of the application.
3. Municipalities participating in a multi-municipal project may have different match requirements. Municipalities must decide amongst themselves how to apportion the match, provided the overall amount of the match is provided.

Maximum Grant Request

1. For planning and engineering projects, the maximum allowable request per applicant, project, or application is \$50,000. RAAC will consider applications that exceed \$50,000 for projects that will significantly improve opportunities for physical activity, connect to major systems, and/or represent multi-municipal efforts.
2. For outreach/education/events projects, the maximum allowable request is \$5,000 for a single application and \$2,500 for each additional community that is part of a joint application up to a maximum award of \$10,000.
3. COGs administering a grant on behalf of a municipality/ies may include a fee not to exceed 2 percent of the grant amount. The administrative fee will be deducted from the total grant award. For example, a \$50,000 grant request less the 2% administration fee (\$1,000) leaves \$49,000 for conducting the work of the project.
4. A list of 2016 AAGP awards is provided in Exhibit 2.

Selection Criteria

The following criteria illustrate how applications will be evaluated for funding:

- **For All Applications:**
 - Is the project consistent with, or recommended in, a local plan such as comprehensive plan or a bicycle and pedestrian plan?
 - Is the project consistent with, or recommended in, *Active Allegheny* or the transportation element of *Allegheny Places*?
 - Does the application demonstrate involvement of local stakeholders such as public safety officials, school district representatives, business owners, municipal staff representing community facilities (e.g., public works, libraries, recreation centers, etc.), and local health and human service agency representatives, among others?
 - Is the estimated cost of the proposed project reasonable and in line with costs for other, similar projects?
 - Is the application complete at the time of submittal to RAAC?
 - What is the timeline for project completion?

- **For Planning Applications:**
 - Does the proposed scope of work include an assessment of pedestrian and bicycle needs?
 - Does the proposed scope of work include an identification of potential connections to existing transportation systems such as sidewalks, transit, and trails and to community destinations such as schools, local businesses, libraries, parks and recreation facilities, grocery stores/markets, medical facilities, and local attractions?
 - Does the proposed scope of work include an identification of proposed projects and policies, a prioritization of projects, a timeline for implementation, preliminary cost estimates for implementation, and an implementation strategy?
- **For Design and Engineering Applications:**
 - Will construction of the proposed design result in increased opportunities for physical activity?
 - Will construction of the project create connections to existing transportation systems such as sidewalks, transit, and trails and to community destinations such as schools, local businesses, libraries, parks and recreation facilities, grocery stores/markets, medical facilities, and other local attractions?
- **For Events, Education, and Outreach activities:**
 - What is the potential reach / target audience for such activities?
 - What are the short- and long-range goals of the activity?
 - Is it part of a larger, on-going initiative?
 - How will the initiative be publicized?

Grant Requirements

- Preparation of plans and designs must be undertaken by a professional planning and/or engineering consultant with the requisite experience.
- RAAC requires project sponsors to conduct a fair and open process for selecting consultants and vendors. At a minimum the following requirements apply:
 - Procurement of all planning and engineering professional services will require a request for proposals (RFPs). RFPs must be sent to at least three firms and at least one Minority, Women, Disadvantaged Business Enterprise or Veteran Owned Small Business (MBE/WBE/DBE/VOSB) entity. Grantees will have a method for conducting technical evaluations of the proposals received and selecting awardees. Awards will be made to the responsible firm whose proposal is most advantageous to the program with price and other factors considered.
 - Grantees with bids requiring small purchases of less than \$10,000 may make a small or negotiated purchase with a local vendor that is most advantageous to the grantee with price and other considerations being factors. Though not required, grantees are encouraged to obtain multiple quotes, including one that is from an MBE/WBE/DBE/VOSB entity. The grantee must document who it contacted and the quote it received.
- A breakdown of the proposed project costs must be provided at a level of detail sufficient to justify the amount of grant funds requested.

- RAAC reserves the right to request additional information about the estimated costs of a proposed project.
- Resolutions are required to be submitted with the application form. If the project is a multi-municipal application, resolutions must be provided by all municipalities. In addition, if a COG is the applicant, resolutions from all participating municipalities are required. Sample resolutions are provided in the application.
- Program funds are provided on a reimbursement basis. Grantees must submit invoices with proper documentation of expenses in order to be reimbursed.

Contact Information

Questions regarding the grant program can be directed to Ann Ogoreuc at Ann.Ogoreuc@allegHENYcounty.us or (412) 350-4549.

Application Deadline

One original grant application and **one** copy along with supporting documentation must be submitted to Allegheny County Economic Development by **Friday, May 19, 2017 at 4:00 p.m.** Please mail or deliver the application to the address below. Applications received by email will not be accepted.

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

Grant Awards Timeline and Process

RAAC will award grants during the summer and early fall of 2017.

Resources

- **Active Allegheny:** www.allegHENYplaces.com/allegHENYportal/public/ActiveAllegheny.pdf
- **Allegheny Places Transportation Element:**
www.allegHENYplaces.com/pdf/TransportationElement2014Update.pdf
- **Plan for a Healthier Allegheny:** www.achd.net/pha/Allegheny_County_PHA.pdf
- **Live Well Allegheny:** www.livewellallegHENY.com/