



# COUNTY TRANSPORTATION PROGRAM 2021 GUIDEBOOK

MAY 2021



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Visit the CTP website ([www.montcopa.org/CountyTransportationProgram](http://www.montcopa.org/CountyTransportationProgram)) to download the latest version of this program guidebook.



## Part I. Introduction

Montgomery County is dedicated to continually improving and maintaining a high-quality transportation network throughout its 62 municipalities. In 2018, the county established a new grant program, called the County Transportation Program (CTP), using revenues from the \$5 County Vehicle Registration Fee (County Fee For Local Use) to expand the reach of transportation investment and achieve the goals of the county's comprehensive plan, *Montco 2040: A Shared Vision*.

Pennsylvania's 2013 transportation funding law (Act 89) contains a provision that authorizes counties to add \$5 to each annual vehicle registration to fund critical county infrastructure. The money is restricted by state law to the maintenance and improvements of roads, bridges, and traffic signals. Montgomery County enacted this resolution in September 2016 and collects over \$3 million each year. Approximately \$1,000,000 will be available in 2021 to fund transportation projects throughout the county via the competitive CTP grant, while the remaining funds will go directly to county bridge replacements and rehabilitations.

The 2021 round of CTP grants will cover a broad range of potential transportation projects. Applications will be considered for funding if the proposed projects meet selected eligibility requirements for using Pennsylvania's County Fee For Local Use vehicle registration revenue. In addition to all municipalities in Montgomery County being eligible, non-profits and private entities are invited to partner with municipalities to pursue grant funds.

If a grant application is awarded funding by the Montgomery County Commissioners, the actual money will be presented on a reimbursement basis after construction is completed and PennDOT has signed off, subject to the rules established in this guidebook. The Montgomery County Planning Commission (MCPC) will administer the program. Any questions or concerns should be directed to Matthew Poppek, AICP, MCPC Assistant Section Chief of Transportation Planning, at [mpopek@montcopa.org](mailto:mpopek@montcopa.org).



## Part 2. Program Rules and Requirements

### A. APPLICANT ELIGIBILITY

For the 2021 round, all municipalities in Montgomery County are eligible to apply to the CTP. Non-profits and private entities may co-apply with municipalities, but the municipality must be the main applicant and will be responsible for administering any awarded funds.

### B. FUNDING AND PROJECT ELIGIBILITY

CTP grant funds will be awarded for projects that meet the requirements of the County Fee for Local Use Fund as established by PennDOT. These requirements were instituted with the passage of Act 89 of 2013, which states that acceptable expenditure types shall be consistent with other expenses eligible for the Liquid Fuels Tax Fund, as covered in section 9010(b) of the Vehicle Code.

PennDOT has prepared a guideline document, available at [https://www.dot.state.pa.us/public/Bureaus/MunicipalServices/Guidelines\\_CtyFee\\_LocalUse.pdf](https://www.dot.state.pa.us/public/Bureaus/MunicipalServices/Guidelines_CtyFee_LocalUse.pdf), which discusses the allowable uses for the Fee for Local Use. Montgomery County's policy will be to require grant applications from a subset of the overall list of allowable uses.

The following categories of project types are eligible for CTP funding. These types may be submitted as standalone projects or in combination with each other in one project:

- Construction, reconstruction, maintenance, and repair of public roads, streets, bridges, culverts, and drainage structures for which the county or municipality is legally responsible including a roadway open to the use of the public for vehicular travel on grounds of a college or university or public or private school or public or historical park
- Acquisition, erection, maintenance, repair, electrification, and operation of traffic signs, street name signs, and traffic signal control systems at intersections and/or railroad crossings
- Lane and crosswalk painting and marking
- Curb ramps to provide access by individuals with disabilities in accordance with the current Americans with Disabilities Act (ADA) and PennDOT standards
- Maintenance on alleys, ways, and courts in counties, townships, boroughs, and cities provided the municipality can demonstrate it has a legal responsibility for the alley, way, or court
- Construction of portions of pedestrian trails located within highway right-of-way

The following categories of project types are only eligible for CTP funding as part of a larger project:

- Street lighting, and bridge and interchange lighting
- Brush removal to improve sight distance
- Driveway grade adjustments due to construction or reconstruction
- Installation of curbs that are part of a drainage system

### C. PHASE ELIGIBILITY

CTP funding is for utility relocation and construction activities only. Applicants must undertake preliminary design and engineering tasks on their own, and are strongly encouraged to have completed them before submitting a CTP application, as project readiness will be a considerable factor in the review process.

### D. APPLICANT COST SHARE REQUIREMENTS

Funding matches for Year 4 of the CTP will allow for smaller projects to take advantage of a larger share of county funding, while also creating flexibility for larger projects to receive funding with increased local support.

The first **\$200,000** of CTP funding per grant will be awarded with a minimum 20% local commitment. This will allow for total project costs of up to \$250,000 to be funded at an 80/20 cost share. For projects requesting greater than \$200,000 of CTP funding up to the maximum of \$500,000, the required local commitment is a minimum of 50% for the remainder of the project. This means the largest amount able to be covered with CTP grant funding matches is \$850,000: the first \$250,000 will be \$200,000 from the CTP and \$50,000 from local sources, with the final \$600,000 being \$300,000 from the CTP and \$300,000 from local sources. Projects with total costs over \$850,000 will be considered, but any funding above \$850,000 in total costs will be required to be provided 100% by the municipality.

Commitments of greater than 20% matches for project costs below \$250,000, as well as greater than 50% matches for project costs above \$250,000, are encouraged. Decisions regarding precise levels of funding and matching will be made on a case-by-case basis by the CTP selection committee.

Applicants **MUST** utilize capital or general funds (NOT Liquid Fuels funds) in order to pay for contracted work as invoices arrive. The CTP funding is delivered to the applicant once the project has been completed and closed out. Applicants may use funding from their general fund or liquid fuels allocation for their match commitment.

If municipalities partner with a private or non-profit firm to make a CTP application, a minimum of 50% of the match amount must come from the municipality. Exceptions on funding match details will be made on a case-by-case basis by the CTP selection committee.

### E. GRANT LIMITS

1. The maximum grant amount is \$500,000, though the typical award will be less.
2. There is no minimum grant amount.
3. Projects must start construction within 24 months and be completed within 36 months from the date the funding agreement contract is executed. Grant recipients may request no more than one twelve-month extension prior to the expiration of the grant. These extension rules apply to all grants awarded under the CTP program.

### F. FOCUS AREAS

Similar to the *Montco 2040* competitive grant program, the 2021 CTP has special focus areas in order to encourage project submissions that serve to implement the County's comprehensive plan. Projects are not required to meet one of the focus areas, but special consideration will be given during the review process to those applications that qualify under one or more focus areas. This year's focus areas are:

- Implementation of *Bike Montco's* Planned Bicycle Network and/or Complete Streets initiatives
- Connections on or to county-owned assets, or otherwise enhance the county owned infrastructure system
- Innovative approaches to traffic calming, safety, operations, or stormwater management

## Part 3. Explanation of Review Criteria

The following criteria will be used to evaluate grant applications. All criteria are not weighted equally, but the combination of relevant factors will determine the overall likelihood of funding. Projects should not be expected to score at a maximum level for all of the noted subfactors, nor will one particular low score necessarily prohibit any chance for funding. A committee of Montgomery County Planning Commission Board members, Montgomery County Transportation Authority (MCTA) Board members, county planning staff, and interdepartmental representation will review and score applications on a competitive basis.

1. Impact of Project – Projects should solve real-world problems in a particular place. The application should discuss the extent of the proposed project's benefit, transformative ability, longevity, and visibility to the overall public. Applicants are strongly encouraged to explain specific tangible benefits to transportation system users and use metrics.
2. County and Local Planning Consistency – A clear narrative showing consistency with the county comprehensive plan and, current local comprehensive plans and projects is a basic requirement. The more specifically a project is mentioned in a plan, the better. Special consideration may be given for municipalities that have had a county planning assistance contract active within the last year or are a member of a multi-municipal regional planning group.
3. Project Readiness – The closer a project is to starting construction, the better it will score. This criterion considers a variety of factors that affect a municipality's ability to complete the project, including:
  - Initiated or completed design and engineering work
  - Permits and clearances needed
  - Coordination with other agencies
  - Project timeline
  - Maintenance plan including frequency and funding
  - Past history with county-funded projects
4. Funding – This criterion will consider consider the proposed local match amount, with overmatching of local funds viewed favorably.
5. Focus areas – Special consideration will be given to projects that include elements of the focus areas described in Part 2, Section F.



## Part 4. Selection and Administration Process

### A. GRANT APPLICATION PROCESS

1. The application must be submitted by a representative of the municipality and approved by the governing body. The municipality will bear all responsibility of completing and maintaining a project if a grant is awarded.
2. No more than one grant will be awarded to a municipality in one annual program cycle.
3. Municipalities may submit a multi-municipal application for projects that straddle or cross local boundaries. An awarded multi-municipal grant *will* count towards the one maximum annual grant that a municipality is allowed to receive.
4. All applications must be submitted online at [www.montcopa.org/CountyTransportationProgram](http://www.montcopa.org/CountyTransportationProgram).
  - a. An online form allows municipalities to input the required information.
  - b. Municipalities must create an attachment file in order to supply the required narrative and supplemental information in the application.
  - c. All attachments must be condensed into a single PDF file no larger than 15 MB and uploaded with the application. The attachment file should be named under the following formula: “(municipal name)\_(project name)\_CTP2021”. For example: HatboroBoro\_TrafficSignals\_CTP2021.pdf . If the upload dialog box in the application does not work, please email the attachment to [CountyTransportationProgram@montcopa.org](mailto:CountyTransportationProgram@montcopa.org).
5. An official resolution authorizing the municipality to submit an application is also one of the requirements. If a scheduling conflict prohibits a resolution prior to the application submission, contact Matthew Popek to determine the feasibility of a delayed resolution submission.

See Appendix B for a copy of the application form and its requirements.

### B. APPLICATION TIMELINE

The timeline for the 2021 CTP grant application process is as follows:

1. The program will be formally announced on or about April 1, 2021, with the guidebook available online on or about this date.
2. The application period will be open from June 1 to July 30, 2021. Applications may be submitted at any time up to the deadline.
3. Staff will review the applications and follow up with the applicant as necessary during August and September 2021. PennDOT must sign off on all projects receiving CTP funding. PennDOT will require their own administrative information directly from municipalities.
4. The County Transportation Program Grant Committee will review and score the applications and forward along recommendations to the County Commissioners in September 2021.
5. The County Commissioners will approve the grants in the fall of 2021.
6. Notifications will be sent to municipalities for grants approved by the County Commissioners, and a funding agreement will be sent with a signed and returned copy expected within 45 days. Funding agreements should be returned to the Montgomery County Planning Commission. Applicants who are not approved for funding will also be notified.

## C. ADMINISTRATION FOR APPROVED GRANTS

### 1. Funding Agreement

For all approved project applications, a funding agreement between the county and the applicant must be signed. This serves as the formal contract between the county and the applicant and will include the terms and conditions for the funding, as well as a project description, project timeline, and budget summary. Funding Agreements include both the contract and several exhibits. Exhibits include:

- a. A narrative summary detailing the project's implementation. This will be based on the project description provided in the application; however, if partial funding is approved the applicant will be required to submit a revised project description. This shall be Exhibit A.
- b. A budget summary that lists the project costs in detail. This will be based on the project budget provided in the application; however, if partial funding is approved, applicants must submit a revised project budget. This shall be Exhibit B.
- c. A list of documentation that must be submitted to receive reimbursement. This shall be Exhibit C.

### 2. Timeframe for Using Funds

The timeframe for each implementation grant begins on the date shown in the fully executed Funding Agreement.

- a. Funding Agreements must be signed by the primary municipal contact person listed on the application. The agreements must be returned to MCPC within 45 days of mailing by the county.
- b. When the agreement is returned to the MCPC office, it will be executed and notice will be given to the municipality that the timeframe has begun.
- c. Applicants not continuing with a project or using less than their contracted county funds for a project shall notify the MCPC in writing of the amount of funds that will not be used.

### 3. Status Reports

Project status reports shall be submitted by the municipality at the end of each project phase, as well as within the first two months of each calendar year. Status report forms are located in Appendix B but may be submitted online. If a municipality is requesting an extension near the end of a project period, a status report must also accompany the request.

### 4. Recapture of Funds

The county, at its discretion, may recapture funds and void grants for violations of the procedures in this guidebook or in the funding agreement, for failure to complete a project, or for inability to comply with the timeframes in this guidebook.

### 5. PennDOT Involvement

PennDOT is responsible for handling Montgomery County's Fee For Local Use funds, and as such will require municipalities to complete project initiation and completion forms before any funding is released by the County. In addition, municipalities should be enrolled with PennDOT's dotGRANTS program in order to manage these projects.

## D. REIMBURSEMENT PROCEDURES

Reimbursement for all County Transportation Program grants will be handled by the Montgomery County Planning Commission in accordance with the requirements listed in this section. Submit requests to:

For Mail: Montgomery County Planning Commission  
PO Box 311  
Norristown, PA 19404-0311

For UPS/Fed-Ex: 425 Swede Street, Suite 201  
Norristown, PA 19401

1. Timing of Reimbursements
  - a. The timing for all reimbursements will be at the discretion of the county.
  - b. Reimbursements will be made at the end of the construction phase once projects have been completed and closed out by PennDOT.
  - c. Funds will not be advanced for any work or stage of work before it is completed, and the county may re-appropriate funds or cease distributing funds if requirements are not being met.
2. Reimbursement Details

Reimbursements will only be made for project costs that are specifically set forth in Exhibit B, Budget Summary, of the Funding Agreement, and only up to the originally agreed upon amount of the county grant award. Applicants will be required to comply with all requests for documentation and submissions from PennDOT as part of the project approval and closeout process. Applicants requesting reimbursement must provide the following information to the County:

- a. Any documents needed to support the reimbursement request, as outlined in Exhibit C of the Funding Agreement. All bidding documents listed on Exhibit C must be on file at MCPC prior to processing reimbursement requests.
- b. A detailed budget outlining all costs associated with the project, particularly in the case where the grant amount is less than the amount on the original application. This should be completed as part of the Funding Agreement.
- c. One copy of the Request for Payment form, with original signatures and documentation needed to support the request.
- d. Copies of cancelled checks, front and back, if any, or copies of the face of the check issued and a bank statement.
- e. When the funded activity is carried out by a party other than the applicant, a copy of the agreement (to be known as a third party agreement) between the applicant and the third party.

## Part 5. Making The Application

### A. LINE-BY-LINE APPLICATION INSTRUCTIONS

#### *Applicant and Contact Information*

**Applicant (Municipality):** List the municipality responsible for the project. This should be the name of the lead municipality for multi-municipal projects.

**Name of Chief Elected Official:** This should be the name of the chair of the Board of Supervisors/Commissioners, the president of the Borough Council, or another similar position.

**Name of Chief Municipal Staff Person:** This should be the name of the township or borough manager, township secretary, or other official authorized to execute documents for the municipality.

**Primary Contact Person for this project:** This should be the name of the person who will be the day-to-day liaison with the county for the project.

**Primary Contact Person's title:** Identify the title of the contact person.

**Mailing address/telephone number/email:** List contact information for the municipal contact person.

**Partners or third parties involved with the project:** List any committed planning/engineering firms that will be overseeing design or construction, as well as additional municipalities if the project is multi-municipal.

#### *Funding Request Information*

**What is the official name of this project?** List the title of the project.

**In which municipality(ies) is this project located?** List one or multiple municipalities based on project location.

**Provide a project location (street address, intersection, limits):** Provide an explanation of what areas will be affected, including corridor limits, signal locations and numbers per intersection, and general location within the municipality.

**What is the requested County Transportation Program grant amount (up to 80 percent of the total project amount for the first \$200,000 of requested funds, and up to 50 percent of the total project amount, not to exceed \$500,000):** Provide the amount of requested CTP funding. This should be between 50 percent and 80 percent of the total project amount, depending on actual project size, though the CTP selection committee will make all final decisions regarding exact grant amounts.

**Provide a brief description of this project:** Explain what will be done with the grant funding.

**What are the estimated construction start and completion dates?** List projected (or actual) commencement and conclusion dates.

**Has this project, or a related project, previously received county funding?** Check the relevant box.

**If yes, what was the name of the project, and what was the amount and source of the funding?** Explain which county program granted funding and how much.

**Expected life of improvement?** How long will this improvement last before needing full replacement?

### B. APPLICATION CHECKLIST

- Obtained municipal resolution authorizing grant submittal
- Filled out and submitted the 2021 CTP Grant Application Form
- Compiled project narrative into single PDF, answering all listed questions
- Emailed project narrative PDF to [CountyTransportationProgram@montcopa.org](mailto:CountyTransportationProgram@montcopa.org)

# Appendix A Grant Application Form





# Grant Application Form

2021 County Transportation Program  
Montgomery County, Pennsylvania

Applications must be filled out and submitted online with appropriate attachments at  
[www.montcopa.org/CountyTransportationProgram](http://www.montcopa.org/CountyTransportationProgram)

*We suggest only using Internet Explorer when filling out and submitting forms.*

## Applicant and Contact Information

Applicant (Municipality): \_\_\_\_\_

Name of Chief Elected Official: \_\_\_\_\_

Name of Chief Municipal Staff Person: \_\_\_\_\_

Primary Contact Person for this Project: \_\_\_\_\_

Primary Contact Person's Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

## List any partners or third parties involved with the project:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## Funding Request Information

What is the official name of this project? \_\_\_\_\_

In which municipality(ies) is this project located? \_\_\_\_\_

Provide a project location (street address, intersection, limits): \_\_\_\_\_

\_\_\_\_\_

What is the requested County Transportation Program grant amount (up to 80 percent of the total project amount for the first \$200,000 of requested funds, and up to 50 percent of the total project amount, not to exceed \$500,000): \_\_\_\_\_

Provide a brief description of this project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is the estimated construction start date? \_\_\_\_\_

What is the estimated construction completion date? \_\_\_\_\_

Has this project, or a related project, previously received county funding?      yes      no

If yes, what was the name of the project, and what was the amount and source of the funding? \_\_\_\_\_

\_\_\_\_\_

Expected life of improvement? \_\_\_\_\_



### Project Narrative

*A project narrative, including maps, plans, photos, and other attachments must be submitted online with this application. This narrative must include the information listed below in a numbered report that follows the order outlined. All attachments should be grouped into a single PDF file no larger than 15 MB and given a name in the following format: “(municipal name)\_(project name)\_CTP2021.pdf”*

1. Provide a complete narrative description of the project and its expected benefits. As part of this description, address the following points, which will be used to review and score projects:
  - a. Project Impact – describe with metrics how the project is solving a real-world problem the extent of the project’s benefit, transformative ability, longevity, and visibility to the general public.
  - b. County and Local Planning Consistency – provide a clear narrative showing the project’s compatibility with *Montco 2040* and local comprehensive plans or transportation studies, its location in a municipality with a county planning assistance contract (if applicable), and its proximity or connection to other county-owned assets.
  - c. Project Readiness – describe the project’s status towards implementation, including whether design and engineering work are completed, all necessary permits and clearances have been obtained, plans for future maintenance and upkeep, and whether any other agencies have been contacted for coordination work.
  - d. Funding – list the committed municipal match amount.
  - e. Focus areas – describe whether the project contains elements that address the specified focus areas for the current application year.
2. Include a map and photos of the project location(s) and the project municipality. The map should be on an 8½ by 11 inch page. Photos are very useful in conveying the location and context of the proposed improvement.
3. Include any relevant information regarding the facilities where the project will be implemented, such as traffic counts for impacted roadways, age of traffic signals, and/or availability of nearby fiber interconnections.
4. Current engineering plans for the project, if available. Plans should be reduced to fit on an 8½ by 11 inch page; full sized plans may be submitted as an addendum.
5. A list and explanation of any parties responsible for implementing the project.
6. An explanation of permits needed and their status.
7. A description of public outreach to date on this project, including any letters of support.
8. A detailed maintenance plan for the project including frequency, cost, and how it will be funded.
9. Discuss the municipality’s plans for the local match savings created by this grant.
10. If necessary, expand on the timeline submitted as part of the online form. Explanations and details are appreciated.
11. A resolution from the municipal governing body authorizing the project application.



# Appendix B Status Report Form





# Status Report Form

County Transportation Program  
Montgomery County, Pennsylvania

Please fill out a separate status report for each project.

An update on the status of approved and ongoing projects must be sent annually to the Montgomery County Planning Commission upon the anniversary of the grant funding agreement execution date. Please fill out both sides of this form and attach any supporting documentation as necessary, including photographs and plans.

Municipality: \_\_\_\_\_

Primary Contact Person for this Project: \_\_\_\_\_

Primary Contact's Email Address and Phone Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location, with Street Address if applicable: \_\_\_\_\_

Initial Project Funding Date: \_\_\_\_\_

Project Number (if one has been assigned by the county): \_\_\_\_\_

Brief Project Description: \_\_\_\_\_

### Overview of the Project to Date

Describe progress made on the project and the next steps, including the expected timing of these next steps. Photographs of completed work are encouraged as part of this description.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any difficulties with the project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List the concrete benefits that have been realized to date (if any) as a result of this project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please have the Primary Contact Person sign this form.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



Please fill out the below matrix to track the phases of your project. Some projects will include all of these phases, while others will only include a couple of these phases. Please cross out any phases that are not applicable to your specific project

Phase	Month/Year to be Completed (from Exhibit B of the Funding Agreement)	Month/Year Actually Completed (or expected to be completed)
<b>Construction</b>		
Preliminary Design Complete		
Final Design Complete		
All Permits Acquired		
Land Development Approval Obtained		
Bid Package Ready to Go Out		
Bid Accepted		
Demolition, if necessary		
Infrastructure and Site Improvements		
Construction Begins		
Construction Finishes		
<b>Acquisition</b>		
Appraisal of Property		
Condemnation Proceedings Initiated, if applicable		
Agreement of Sale		
Property Obtained		

Please remit this form to:  
 Montgomery County Planning Commission, PO Box 311, Norristown, PA 19404-0311

If you have any questions regarding the status update, please contact Matthew Popek at the Planning Commission, [mpopek@montcopa.org](mailto:mpopek@montcopa.org), or 610-278-3730.



# Appendix C Payment Request Form





# Payment Request Form

County Transportation Program  
Montgomery County, Pennsylvania

Please remit this form to: Montgomery County Planning Commission

PO Box 311, Norristown, PA 19404-0311

Project Name: \_\_\_\_\_

Project Number (if a number has been assigned by the county): \_\_\_\_\_

Brief project description: \_\_\_\_\_

Municipality Name: \_\_\_\_\_

Municipal Contact's address, email address, and phone number: \_\_\_\_\_

Date of executed funding agreement: \_\_\_\_\_

Amount of total invoice(s) (attach copies of invoices and cashed checks): \$ \_\_\_\_\_

Reimbursement percentage and amount of payment request \_\_\_\_\_% \$ \_\_\_\_\_

I hereby certify that I have reviewed the attached invoice(s) and find that, to the best of my knowledge, this payment request is an accurate and complete documentation of the project costs and complies fully with all the requirements of the County Transportation Program and is in accordance with the provisions of the Funding Agreement for this project. Accordingly, I have enclosed one copy of the subject invoice and do hereby request reimbursement/authorize payment on behalf of the above named Grantee.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_ Title: \_\_\_\_\_

**For Montgomery County Use Only**

*Compliance Documentation*

Contract Documentation Received: \_\_\_\_\_ Grant Amount: \$ \_\_\_\_\_

Project Up to Date: \_\_\_\_\_ Previous Payments: \$ \_\_\_\_\_

Project Problems: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

\_\_\_\_\_ Request this Payment: \$ \_\_\_\_\_

\_\_\_\_\_ Payment Authorized Hereby: \$ \_\_\_\_\_

Project Manager: \_\_\_\_\_ Date: \_\_\_\_\_ Remaining Funds: \$ \_\_\_\_\_

Program Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

*Funding Documentation*

Payment Number: \_\_\_\_\_

*Financial Accountant*

*Date*







# Appendix D Resolution





## A RESOLUTION AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION FOR THE 2021 ROUND OF THE COUNTY TRANSPORTATION PROGRAM

Whereas, Montgomery County has established the County Transportation Program as a competitive funding program to assist municipalities with improving transportation infrastructure throughout the county; and

Whereas, the County is accepting grant applications to fund transportation projects that meet the eligibility requirements for County Fee for Local Use funds, including construction and repair of public roads and bridges, acquisition and maintenance of traffic signs and signals, lane and cross-walk painting and marking, and curb ramps; and

Whereas, (Municipality) wishes to obtain \$(grant dollar request) from the 2021 County Transportation Program to match the local funding commitment for (title of CTP project); and

*Additional clauses may be added as necessary to establish any other municipal conditions or statements, such as the project's scope or purpose, references to local plans or public meetings, importance to the municipal traffic network, etc.*

