

# GREEN WAYS



**DELCO**  
GREEN SPACE  
AND TRAILS  
PROJECT

## GRANT ROUND 2 MINI-PROS PLAN APPLICATION

**\*\*THE FULL APPLICATION WILL BE AVAILABLE ON THE COUNTY'S WEBSITE IN AUGUST. CHECK BACK THEN. IN THE MEANTIME, USE THE INFORMATION BELOW TO SEE WHAT YOU WILL NEED TO PROVIDE.**

### SUBMISSION CHECKLIST

- \_\_\_\_\_ Letter of Transmittal
- \_\_\_\_\_ Section 1: Application Form
- \_\_\_\_\_ Section 2: Municipal Resolution(s)



**SECTION 1: APPLICATION FORM**

Single Municipality                       Multi-Municipal

Lead Municipality:

Participating Municipalities:

**Municipal Contact\***

|          |        |
|----------|--------|
| Name:    | Email: |
| Title:   | Phone: |
| Address: | Fax:   |

\*For lead municipality

**Project Information**

|                   |   |
|-------------------|---|
| Project Title:    |   |
| Project Type:     | Mini Park, Recreation and Open Space Plan |
| Project Location: |   |

**Scope of Work:**

Check here to indicate that you have read Appendix A: Delaware County Mini-Municipal Parks, Recreation, & Open Space Plan – Minimum Scope of Work, and that you understand that your project will contain these elements at minimum.

Please describe how the municipality(ies) intends to undertake the project; issues and opportunities that will be addressed; and how you will involve the public. Please include any additional or customized elements that you know at this time that you may want in your scope.

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|  |
|--|
|  |
| <p><b>Previous Planning Efforts</b></p> <p>Please identify any previous planning efforts that identify and support municipal planning for open space, parks, recreation, and/or trails in your municipality.</p> |
|  |

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Project Funding Request

| Source  | Dollar Amount | Percent of Total Cost | Status (pick one)   |
|---|---------------|-----------------------|---------------------|
| Delaware County Green Ways Program  | \$            | 100%                  |                     |
| Source 2 if any other funding sources will be used. NO MATCH IS REQUIRED. | \$            |                       | (Committed/Pending) |
| Source 3  | \$            |                       | (Committed/Pending) |
| Source 4  | \$            |                       | (Committed/Pending) |
| <b>TOTAL</b>  |               | <b>N/A</b>            | <b>N/A</b>          |

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## SUPPORTING DOCUMENTS

### Section 2: Municipal Resolution

Resolution from municipal governing body (one for each municipality participating if it is a multi-municipal project) stating that they are in support of the project and commit to administering the project. Use template found in Appendix B.

## APPENDICES

**Appendix A: Delaware County Mini-Municipal Parks, Recreation, & Open Space Plan – Minimum Scope of Work**

**Appendix B: Municipal Resolution Template**

*Delco Green Ways  
Open Space and Recreation Municipal Grant Program*

**MINI-MUNICIPAL PARKS, RECREATION, & OPEN SPACE PLAN**

**Minimum Scope of Work**

**INSTRUCTIONS:** The following information and examples of specific work tasks are provided to assist in the development of a scope of work for a minimum Parks, Recreation, and Open Space Concept Plan project. This is intended for communities with a population under 8,000 or with an area of 1.5 miles or less. Please use this information to develop a proposed scope of work for your project. *If your project is selected for a grant, a detailed project scope of work, tailored to meet the planning needs of your community, must be submitted to the Delaware County Planning Department for review and approval before proceeding with the project.*

**INTRODUCTION**

The Delaware County Mini-Municipal Parks, Recreation, & Open Space Plan (Mini-PROSP) minimum scope of work is based upon a planning format developed by the Pennsylvania Department of Conservation and Natural Resources (PA DCNR). We are grateful for their work and support in advancing planning in Delaware County. There are several reasons for communities to consider developing a Mini-PROSP, as described below, as opposed to a full-blown comprehensive open space, park and recreation park.

The first has to do with the present and projected population of your community. Generally speaking, communities under 8,000 in population and not facing a significant increase in growth rate will find the Mini-PROSP well suited to their purposes. This is particularly true for communities that have no or few public parks, have no recreation and park staff and have no intention of hiring staff in the next five years. Likewise, communities with populations above 8,000, with large parks and recreation needs, and facing rapid growth will need more extensive planning efforts.

Typically, comprehensive recreation and park plans that are stand-alone documents address not only the “Mini Recreation and Park Plan” items below, but also include discussions on recreation programs, maintenance needs, personnel, finances, public relations, and other administrative issues. Secondly, the Pennsylvania Municipalities Planning Code mandates that municipalities have a recreation and park plan first if they want to pass an ordinance requiring mandatory dedication of parkland by developers.

**SCOPE OF WORK ELEMENTS**

The scope of work below represents the elements suggested as the contents of each chapter of an overall municipal comprehensive plan dealing only with the planning for park lands, conservation areas, and trail connections – the “Mini-Municipal Parks, Recreation, & Open Space Plan”.

## 1. INTRODUCTION

- A. How to use the plan
- B. Purpose of the study

## 2. GOALS AND OBJECTIVES

- A. Study Goals – developed with local study committee
- B. Goals and objectives for the preservation of open space and development of park facilities.

## 3. NEEDS ASSESSMENT & PUBLIC INVOLVEMENT

A. Public participation is required throughout the planning process to help determine and prioritize the types of facilities and activities at the site. Community involvement must prioritize diversity, equity, and inclusion to ensure feedback and recommendations that are comprehensive, accountable and appropriate. The plan must include a detailed summary of public participation methods, results and conclusions.

**A.** At minimum, public participation must include:

1. Study Committee (5-9 people) – A representative and diverse study committee must be formed and meet with the planning consultant on a regular basis to provide guidance and review of the work. Consider appointing 5-9 people to the committee.
2. Public Meetings (2 meetings) – At least two public meetings must be held and at least one must be with elected officials. The appropriate number and type of meetings will vary depending on the project scope and community needs.
3. Key Person Interviews – A key person interview is a one-on-one discussion about a specific topic with an individual recognized or designated as a community leader. The Study Committee should help to determine potential interviewees. Consider conducting 5-10 interviews.

**B.** Additional recommended for public participation could include:

- a. Online Citizen Survey – An opinion poll that asks residents for their perspectives on specific topics related to the plan.
- b. Focus Groups – A focus group provides community input from individuals with common interests. Consider focus groups comprised of neighborhood residents, elected officials, organized sports organizations, friends-of park or trail groups, heritage & environmental organizations, etc.
- c. Planning Document Review – Review previous planning documents and consider the results of recent public participation efforts regarding parks, recreation, and open space.

## 4. INVENTORY OF NATURAL AND CULTURAL FEATURES

Mapping

- A. Flood plains, wetlands, scenic rivers
- B. Historic/cultural site
- C. Natural and man-made barriers
- D. Steep slopes
- E. Archaeological resources
- F. Unique geological features such as caves

5. INVENTORY OF PARK AND RECREATION FACILITIES AND PROGRAMS
  - A. Inventory of indoor and outdoor recreation facilities owned and operated by municipality, school district, non-profits, and private sector that have relevance to the plan.
  - B. Inventory of recreation programs available in the community.
  
6. DEMOGRAPHIC STUDIES
  - A. Current population and projected growth for at last 10 years
  - B. Population by age groups
  - C. Socioeconomic Data – income level, education, gender, per capita, race, ethnicity etc.
  - D. [DVRPC IPD](#) (Indicators of Potential Disadvantage) Score
  
7. OPEN SPACE, PARK, and TRAIL INVENTORY and ANALYSIS
  - A. Regional parks
  - B. Community parks and design standards
  - C. Neighborhood parks and design standards
  - D. Linear parks, conservation areas, etc.
  - E. Open spaces with extent of analysis to be determined by community opportunities and challenges
  - F. Potential for trails and connections – not a detailed analysis, conceptual only.
  
8. CRITICAL ANALYSIS
  - A. Strengths, Challenges, Opportunities, Threats
  - B. Identification of key critical actions that the community needs to take for five to seven priorities.
  
9. RECOMMENDATIONS TO PROVIDE NEEDED PARK LANDS AND FACILITIES
  - A. Recommendations for open space and natural resource conservation
  - B. Recommendations for potential trails and future study of trails
  - C. Park improvements with a general Capital Improvement program for five years
  - D. Projected maintenance needs
  - E. Recommendations on operating funds and revenue sources for a parks, recreation, and open space budget
  - F. Municipality’s role in the provision of recreation programs and services
  - G. Partnerships and future engagement
  - H. A five-year action plan
  - I. A one-year plan of action shown as a work program.

**Deliverable:** Electronic version of the plan report with an executive summary.



**RESOLUTION**

(Submit with original signatures as part of grant application)

**RESOLUTION NO.** \_\_\_\_\_

**MUNICIPALITY OF** \_\_\_\_\_

**DELAWARE COUNTY, PENNSYLVANIA**

WHEREAS, Delaware County Council has established an Open Space and Recreation Municipal Grant Program to be utilized by the municipalities of Delaware County; and

WHEREAS, the planning grants may be used by the municipality for planning services related to conservation, trails, park improvements, maintenance, stewardship, natural resource management, design, feasibility studies, and other related planning activities for open space conservation, trails, and park and recreation facility improvements; and

WHEREAS, the municipality of \_\_\_\_\_, Delaware County Pennsylvania desires to participate in the Delaware County Open Space and Greenways Municipal Grant Program in order to help fund

\_\_\_\_\_.

(project name)

WHEREAS, the municipality commits to undertaking the development of the \_\_\_\_\_ Plan,  
(project name)

NOW, THEREFORE, by the governing body of \_\_\_\_\_, Delaware County, Pennsylvania, as follows:

1. That the municipality of \_\_\_\_\_, Delaware County, Pennsylvania, hereby approves the filing of an application for Delaware County Municipal Grant Program assistance.
2. That \_\_\_\_\_ is hereby authorized and directed to execute and file the appropriate forms with the Delaware County Planning Department.

Duly presented and adopted by the Governing Body of \_\_\_\_\_ in public meeting held this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Municipality of \_\_\_\_\_  
Delaware County, Pennsylvania

By: \_\_\_\_\_  
Chairman/President

Attest: \_\_\_\_\_  
\_\_\_\_\_