

Contract and Grant Criteria

Plan Implementation Projects

Upper Delaware Council

The Upper Delaware Council intends to achieve many of its goals in direct and active cooperation with local governments, and through the use of consulting services to expand and improve the ability of local governments and the UDC to develop information and programs for the achievement of the river management plan. The following criteria are the factors that will be used by the Upper Delaware Council for the allocation and commitment of UDC funds to member towns and to other entities in furtherance of the plan. The criteria consist of three sections:

1. **Qualifications and Restrictions** - The qualifications and restrictions are conditions that must be satisfied by any proposal, project, grant, contract, and by each applicant for proposals, projects, grants or contracts.
2. **Purposes** - A project must fulfill or be designed to meet at least one of the conditions listed in the purposes section to merit consideration by the UDC. The UDC may use these purposes as preliminary ranking factors for determining the relative merit of competing proposals.
3. **Procedures** - These are the actual guidelines that the UDC will follow in order to decide upon the awarding of grants and contracts, and provide procedures for public notification, application, review, decision making, contract supervision, and final review and reporting.

Qualifications and Restrictions

Grants must adhere to the following qualifications in order to be considered for award:

1. Grants to governments are limited to UDC member governments and affected counties.

Grants from the UDC to local governments, agencies, or other governmental bodies will be limited to such local governments, agencies, and other governmental bodies that are members of the UDC. Any town that is not a member of the UDC shall not be eligible for grants or contracts from the UDC.

2. Grants must be for research, planning, or other assistance in plan implementation, not for capital projects.

These grants and contracts shall be for planning, study, legal research and drafting, and other research related to the UDC Management Plan. These funds are intended to assist in the efficient governmental implementation of the UDC management plan. No funds may be granted or contracts undertaken for such activities as land acquisition, construction, or other "bricks and mortar" capital improvements.

3. Proposals must relate to the Upper Delaware River Management plan.

All proposals must relate directly to and support the implementation of the Upper Delaware Management Plan, including the assistance of UDC member towns in reach substantial conformance requirements with or in furtherance of the plan.

4. Deadline for Agreements

All contracts or grants under this section must be agreed to and work started no later than September 30 of the current fiscal year. Actual work under the terms of the contracts or grants may take place after that date, but all legal commitments between the UDC and the grantees must be completed by September 30 of the current fiscal year. *(NOTE: dates were changed from specific to generic July 1995)*

Purposes

There are three categories of purposes for which grants, awards and contracts may be considered by the Upper Delaware Council.

1. Projects or issues specifically targeted for study in the Management Plan. Two such issues are (there may be other such needs):
 - a. A study of the development of a canoe-in campground in Westfall Township.
 - b. A study of the traffic problems at the Pond Eddy Bridge in Lumberland Township.
2. Projects for the preparation, revision, or publication of rules, laws, plans, maps, or ordinances for the implementation of the Upper Delaware River Management Plan by participating town governments.
3. Other projects that relate to or will further the implementation of the Management Plan.

Contract and Grant Procedures

I. Statement of Procedures

So that all eligible towns and individuals may understand the purposes and procedures to be used by the UDC in awarding grants and contracts, the UDC shall provide to all member towns, and to all interested individuals a statement of procedures that will detail the process for the application, review and award of contracts and grants by the UDC. This Statement of Procedures shall consist of the Upper Delaware Council Contract and Grant Criteria, together with any further explanatory material that the UDC may develop. The UDC may choose to provide the Statement of Procedures as well to non-member towns located in the UDC region in order to familiarize them with the purposes and procedures of grant and contract awards under the UDC plan.

II. Notice of Availability, Statement of Purposes

When the UDC is prepared to begin the process for the review and awarding of grants, the Council shall send to each eligible town a notice of availability and shall publish by press release such notice of availability in the Council's official newspapers of general circulation in the UDC region. The Notice of Availability shall contain:

Statement of Eligibility and Purposes

This statement shall briefly describe what kind of grant or award is available, what entities are eligible for consideration (i.e. town governments, planning boards, county agencies, consultants) and what specific purposes or parts of the UDC management plan the grants or awards are intended to support.

Notice of Procedures

This statement shall provide information on where to get further application information, forms, and what dates or deadlines have been set for the completion of applications, review, and decision by the UDC.

Qualifications for Grantees, Ranking Factors

In order to ensure that grant funds are directed toward organizations and individuals who will efficiently and professionally accomplish the purposes of a grant proposal, the UDC and its Project Review Committee shall apply the following factors to its decision making process:

1. Is the town a member of the UDC?
2. If a government or agency is applying, do they have the ability to staff, supervise, and complete the project based upon the budget submitted, and other resources available to the project?
3. If a private consultant is applying, or if the work is ultimately to be done by consultants working for the applicant, are the experience, staff size, and professional reputation of the consultants such that the UDC can be confident of the successful completion of the project?

III. Qualifications of Projects and Proposals, Ranking Factors

The UDC and its Project Review Committee shall consider the following factors in ranking project applications for funding by the UDC:

1. Does the applicant lack the resources to accomplish this project without the assistance of the UDC?
2. Is the project crucial to the accomplishment of the goals of the UDC?
3. Is the project crucial to the accomplishment of the goals of the UDC this year?
4. Is the project one that will be applicable in more than one jurisdiction. Will the results be transferable and potentially applicable to other towns or situations?

IV. Application Procedures

Applications shall be in legible form and shall be submitted to the UDC office. Each application shall contain:

1. The name of the town, government body, or other organization or individual applying for funds.
2. The purpose of the project and how it relates to plan goals.
3. The project work plan.
4. The project's time duration, goals, and expected end result.
5. The name of any staff, subcontractors, consultants or individuals who will be working on the project for the applicant.
6. The qualifications and experience of the staff, subcontractors, consultants or individuals who will be working on the project for the applicant.
7. Budget

V. Procedures for Review of Proposals

The UDC Project Review Committee will review grants, contracts, or award applications.

The committee shall examine applications before it for basic eligibility, priority of purpose, and qualifications of the proposed agency or contractor. The committee shall review the budget for the proposed project. The committee may contact and question applicants directly, and the committee may seek references and other information in the case of applications from private individuals and consultants, or from government agencies when the actual project will be completed by private individuals or consultants.

When the committee has completed its review of an application it will report its findings and recommendations to the Upper Delaware Council. The committee may vote to recommend acceptance, rejection, or acceptance with conditions of an application.

VI. Award Decisions, Notification of Awards

The Project Review Committee shall present its recommendations to the Upper Delaware Council for decision. The UDC shall discuss the applications, recommendations, and upon motion of the Project Review Committee or any UDC member, shall vote on each application. A simple majority of the full UDC is sufficient to agree to award a contract, grant, or award. The UDC may vote to accept, reject, or accept with conditions any application presented to it by the committee. The Chairperson shall notify the applicant by letter of the result of the vote of the UDC. This letter shall be for informational purposes only and shall not be legally binding upon the UDC.

VII. Drafting and Review of Grants and Contracts

Upon the decision of the UDC to grant an award, contract or grant, the resolution by which the UDC decision was made will be forwarded to the UDC Legal Counsel, together with copies of the grant application and other documents that may be required by Counsel. Counsel will draft the appropriate contract or other documents of agreement for the fulfillment of the grant, contract, or award. Counsel shall submit the draft contract to the UDC for its review at least one week prior to the next meeting of the UDC. The contract or other document shall then be submitted to the grantee, contractor, or other person or organization for execution unless a majority of the UDC objects to the contract at the next meeting of the UDC after the draft agreement has been submitted to the UDC by counsel.

VIII. Amendments to Established Procedures

These procedures may be modified by the Council as circumstances warrant. Where modifications to the granting procedures are made, these modifications shall apply only to new projects reviewed under these criteria and shall not affect ongoing projects.

IX. Contract Supervision

The UDC shall for each contract or grant appoint a staff member and a committee of three Council members who shall supervise the execution of the contract or grant. Unless specifically approved elsewhere, this shall be the Project Review Committee. This supervision shall consist of regular (at least monthly) consultation with the grantee for the purpose of assessing the progress, problems and preliminary results of the grant program or project. The supervisory group may require other interim reporting by the grantee as they deem necessary. The UDC may call upon the supervisory group or the grantee for interim progress reports on the progress of the project.

X. Project Evaluation

At the conclusion of the work by a grantee, the supervising UDC staff and UDC committee shall prepare a report to the UDC on the results of the project. The report shall include an assessment of the conclusions, results, or product of the project, a budgetary assessment, and an assessment of the need and benefit of the continuation of the project, or the initiation of similar projects in other jurisdictions, or within the entire UDC management region.

XI. Public Reporting of Project Evaluation

The UDC shall make available to the public and the press a summary and evaluation of the results of each contract or grant awarded by the UDC at the conclusion of the work by the grantee. The purpose of this section is to make available to other governments and citizens the results and conclusions that are developed by any single grantee, in order that the benefits of the award may be disseminated as widely as possible.