

Chester County Vision Partnership Grant Manual

Errata Sheet

August 2022

Key: New Text
Deleted Text

Page 3

Table 3-1 Eligible Projects
Comprehensive Plan
Open Space, Park, and Recreation Plan (to include a greenway plan)
Zoning Ordinance and Amendments (to include amendments specific to topic areas such as agriculture, historic resources, natural resources, housing, traditional neighborhood development, form based code, and transfer of development rights, and establishing mixed-use, diverse, walkable communities, and establishing mixed-use, diverse, walkable communities)
Subdivision and Land Development Ordinance and Amendments (to include amendments specific to topic areas such as bicyclist/pedestrian circulation, natural and cultural resource protection, woodland inventories, and reforestation/woodland management plans)
Official Map and Ordinance
Urban Center Revitalization Plan
Resource Protection/Stewardship Plan (addressing topics such as open space, natural resources, parks, scenic resources, historic and cultural resources, woodland inventories, and reforestation/woodland management plans)
Environmental and Community Sustainability/Resilience Plan/Study (to include energy conservation, clean energy transition)
Community Design Guide (addressing topics such as housing, historic resources, and villages)
Village Master Plan
Heritage Interpretation Plan (in accordance with <i>Preserving Our Places</i> , CCPC, 1998)
Historic Resource Survey (in accordance with PHMC standards)
Housing Plan/Study
Economic Development Study
Transportation Corridor Plan/Study
Streetscape Master Plan
Multimodal Plan/Study
Trail Feasibility Study
Plans/Ordinances that support transition to renewable or alternative energy
Agricultural Economic Development Plan
<p><i>Note:</i></p> <ul style="list-style-type: none"> - <i>Projects not adopted under the provisions of the MPC are defined as “Planning Studies” for the purposes of VPP.</i> - <i>Project types not specifically identified in this table may be considered on a case-by-case basis.</i>

Chester County Vision Partnership Grant Manual
Errata Sheet
August 2022

Page 5

Table 4-1		Weight
Project Evaluation Criteria		
1	Consistency and advancement of Landscapes3	20
	Address the proposed project's primary consistency with and/or advancement of each of the following Landscapes3 elements: 1 - goals (Preserve, Protect, Appreciate, Live, Proper, Connect); 2 - map designations (such as Urban Center, Suburban Center, etc.); 3 - recommendations; focusing on the specific goals, map designation/s, and recommendations that are most appropriate to the proposed project	
2	What achievements and impacts	20
	Address what the project will achieve , including the degree and extent of positive impact the project will accomplish for the community, noting the populations served, community goals advanced (such as those identified in a comprehensive plan or other plan/study), and anticipated future conditions	
3	Why needed now	10
	Address why the project is needed now , including the reasons that create urgency in undertaking a planning project at this point in time	
4	How implemented	10
	Address how the project will be implemented after completion, including timing and specific methods to advance implementation	
5	Multi-municipal	10
	Address whether the project is being proposed by a multi-municipal group, the geographic extent that the project will serve and/or benefit, and coordination with any non-applicant municipality	
6	Outreach and engagement process	10
	Describe the outreach and engagement process for municipal officials (elected and appointed), the public, and partners for development of the plan/ordinance/study	
7	Tasks, deliverables, and schedule	10
	Describe the primary project tasks to achieve the project, the key deliverables to be developed, reviewed, and finalized, and the overall schedule , including key milestones (tasks and deliverables shall be described in the criteria response; schedule only may be uploaded as a separate document)	
8	Cost-effectiveness and economic factors	10
	Describe the cost-effectiveness and economic factors of the project, including a comparison of the impact/return of the project relative to the overall cost, the impact/return relative to the county funding sought (including information on any municipal match contribution above the required minimum and any funding other than county or municipal contributions), and the economic need of the municipality	
	Total	100

Chester County Vision Partnership Grant Manual
Errata Sheet
August 2022

Page 6

Table 5-1 Funding Levels		
Type of Project	Adoption vs. Acceptance	Level of Total Possible Funding Award
Plans or Ordinances*	Adopt	\$50,000 plus \$10,000 for each additional municipality
Planning Studies**	Accept	\$30,000 plus \$5,000 for each additional municipality
<p><i>Notes:</i> *Eligible projects such as comprehensive plans, revitalization plans, open space plans, and ordinances adopted under the provisions of the MPC. **Eligible projects that are not adopted under the provisions of the MPC.</p>		

5.1.C. Matching Funds

1. The minimum required local match shall be forty (40) percent of the total eligible project cost for single or multi-municipal group projects.
2. Non-municipal funds are permitted to be part of the overall local match, provided that a minimum of ten (10) percent of the total eligible project costs shall be provided directly by the municipality or multi-municipal group.

Page 9

6.3.C. Letters of Commitment:

Letters of commitment shall be uploaded as part of the application process. Applications submitted without letters of commitment shall be considered incomplete.

1. Municipal: For a single municipality project, one letter is required, and shall be signed by a member of the governing body. Municipal letters of commitment shall include:
 - a. A commitment to forming a project task force (see section 8.2.B.5 for recommended VPP task force composition); that includes at least one (1) member of the governing body and at least one (1) member of the planning commission, with information on who other potential members of the task force may be (such as municipal staff, representative from other municipal commissions or committees, business owners, residents, etc.);

Chester County Vision Partnership Grant Manual
Errata Sheet
August 2022

Page 14

8.2.B. Project Correspondence and Coordination:

1. To provide for adequate review by the task force, **it is strongly recommended that materials be provided by the municipality or consultant to all task force members no less than one week prior to the scheduled work session at which the material will be discussed.** Failure to follow this recommendation may jeopardize the ability of the project to be completed on schedule. Draft materials, including maps, shall be dated.
2. An Initial Briefing Meeting shall be held at the kick-off of the project with the Grant Monitor in attendance. The purpose of the initial briefing meeting is to ensure that all parties, including the project task force, are fully aware of the project scope, VPP administrative procedures, and project benchmarks. The initial briefing meeting may be held concurrent with the first task force meeting. The meeting participants shall include, but need not be limited to:
 - a. Municipal representatives, including task force members, municipal administrative/financial officer, and the manager or secretary;
 - b. The lead planner from the consulting firm; and
 - c. The Grant Monitor.
3. Representatives of the municipality, the lead planner, and County Planning Commission may call for an Interim Briefing Meeting as necessary to assess the progress of the work program, resolve any contract compliance issues, review the product-to-billing ratio, ensure consistency with *Landscapes3*, and determine any revisions to the scope of work or the project timeframe. Attendance of all parties is required at such meetings.
4. Municipalities and the consultant may be contacted during the course of the project regarding updates and reminders concerning VPP procedures and requirements. The Grant Monitor and Grant Administrator are available throughout the process to answer questions regarding VPP procedures and requirements.
5. **VPP Task Force Composition –The municipal planning commission should take primary responsibility for the preparation of comprehensive plans, zoning ordinances, subdivision and land development ordinances, and official maps. Section 209.1 of the PA Municipalities Planning Code assigns responsibility to the appointed municipal planning commissions for preparing and presenting to the governing body, the municipal comprehensive plan, zoning ordinance, and subdivision and land development ordinances and for making recommendations on official maps. The Chester County Planning Commission will provide guidance in regard to task force composition on a case-by-case basis including participation of other stakeholders and steps to ensure regular communication with members of the governing body.**