CITY OF WILLIAMSPORT, PA
RESOLUTION

RESOLUTION # 10052 **DATE** 4-2-26

TITLE

RESOLUTION AUTHORIZING THE FILING OF A MUNICIPAL ASSISTANCE PROGRAM (MAP) GRANT APPLICATION THROUGH THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT (DCED), AND DESIGNATING THE MAYOR AND THE CITY GRANTS ADMINISTRATOR AS THE OFFICIALS TO EXECUTE ALL DOCUMENTS AND AGREEMENTS IN CONNECTION THEREWITH

WHEREAS, the City of Williamsport desires to undertake a project to complete a housing study; and

WHEREAS, the Pennsylvania Department of Community and Economic Development makes grants-in-aid available for such projects through the Municipal Assistance Program; and

WHEREAS, the grant application requires a local match for the project; and

WHEREAS, the Redevelopment Authority of the City of Williamsport has offered to provide the required match for the project, in an amount not to exceed $100,000, in lieu of the City providing such match;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Williamsport that the City hereby authorizes the submission of an application to the Municipal Assistance Program for funding for a housing study project; and

BE IT FURTHER RESOLVED that any required local match for said project shall be provided by the Redevelopment Authority of the City of Williamsport, in an amount not to exceed $100,000; and

BE IT FURTHER RESOLVED that the Mayor and the City Grants Administrator are hereby designated and authorized to execute all applications, certifications, agreements, and other documents required in connection with the grant application and any grant award, and to take such other action as may be necessary to carry out the intent of this Resolution.

I, Janice M. Frank, duly qualified Clerk of the City of Williamsport, Lycoming County, hereby certify that the forgoing is a true and correct copy of a Resolution duly to be adopted by a majority vote of the Williamsport City Council at a regular meeting held April 2, 2026 and said Resolution will be recorded in the Minutes of the City of Williamsport and will remain in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the City of Williamsport, this 2nd day of April, 2026. Janice M. Frank City of Williamsport, Lycoming County

Approved

Janice M. Frank
City Clerk

President

pennsylvania
DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

MUNICIPAL ASSISTANCE PROGRAM

Program Guidelines | March 2022

Commonwealth of Pennsylvania | Josh Shapiro, Governor
PA Department of Community & Economic Development | dced.pa.gov

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Section I – Introduction

The **Municipal Assistance Program** was created to help local governments efficiently and effectively plan and implement a variety of services, improvements, and soundly managed development. The program provides funding for two groups of activities – 1) shared service; and 2) community planning. The program is administered by the Governor's Center for Local Government Services (GCLGS) in the Pennsylvania Department of Community and Economic Development (DCED).

Grants under this program are processed under the authority of subsections (e), (h), (i) and (m) of Section 2501-C of the act of April 9, 1929, known as the Administrative Code of 1929, as amended, (71 P.S. Section 670-101), which authorizes the Department of Community and Economic Development to: (e) .... do any and all things necessary as an aid to better local and area government and community development; (h) coordinate and wherever provided by law supervise or administer the various programs of State and Federal assistance and grants, including but not limited to housing, redevelopment, urban renewal, urban planning assistance … and furnish comprehensive planning and technical assistance on any programs set forth in this subsection; and (i) furnish assistance to political subdivisions in the preparation of and advise on enforcement of codes and ordinances; and (m) make grants to two or more counties, cities, boroughs, incorporated towns, townships or any other similar general purpose unit of government; or to any body which is authorized to act in behalf of two or more units of government to assist them in acting in concert in the performance of any local governmental function or functions; or for the purpose of conducting studies and investigations to determine the feasibility and desirability of acting in concert in the performance of local government functions.

Section II – Shared Service and Community Planning Activities

A. Funding Principles and Objectives

The Municipal Assistance Program is created to carry out the DCED mission:

The mission of the Department of Community and Economic Development is to foster opportunities for businesses to grow and for communities to succeed and thrive in a global economy. Our mission is to improve the quality of life for Pennsylvania citizens while assuring transparency and accountability in the expenditure of public funds.

The Municipal Assistance Program has several strategic principles and objectives. Funding award decisions will be based on the degree to which proposed MAP-funded projects do the following:

- **Partnerships:** Projects should forge new partnerships with local governments, agencies, non- profits, and the private sector to advance community and economic development and encourage regional cooperation and delivery of services.
- **Performance:** Projects should advance performance-based initiatives which produce identifiable results and provide consistent and positive returns on investment for taxpayers.
- **Innovation:** Local governments are encouraged to use new approaches and methods, and to change operations and decision-making in order to achieve results that would be otherwise unattainable.

- **Commitment:** Applications should demonstrate real and long-term commitments to sustain cooperative ventures or implement plans funded by MAP.
- **Results:** Projects should achieve measurable cost savings, cost avoidance, or improvement in levels of service (at affordable cost); create attractive and livable communities; and/or promote sound land use practices.
- **Competition:** Due to limited commonwealth resources, DCED will seek to fund the most competitive applications in terms of proposed results, impact, innovation, and return on investment.

Section III – Eligible Applicants

Applicants for the Municipal Assistance Program may be any municipality – a city, borough, town, township, home-rule municipality, or county. Applicants may also be a public or quasi-public organization duly authorized to act on behalf of one or more municipalities.

For shared service activities, applications shall involve two or more participating municipalities.

For community planning activities, applications may involve single or multiple municipalities. Multi-municipal planning is encouraged because development markets, social and cultural character, infrastructure networks and environmental systems are not limited by municipal boundaries. Single-municipal activities may be funded where the project scope is appropriately narrow, where a multi-municipal partnership is not workable, or where another compelling rationale exists. The application should state the case for and provide factual evidence in support of a single-municipal project.

Section IV – Program Activities

A. Shared Service Activities

MAP funding may be used for four categories of shared service activities:

1. **Regionalization/Consolidation/Sharing of Services**
   Grants may be awarded to defer a portion of start-up or service expansion costs associated with groups of two or more municipalities/counties working jointly or cooperatively by intergovernmental agreement in performance of any government function. Common examples are regionalization of public safety (police or fire), codes enforcement, and public works operations. Applications may include shared vehicles and motorized equipment where it is clearly demonstrated that the item is either necessary for start-up of a new intergovernmental initiative or is part of an expansion of a previously established regional effort where the added vehicle or equipment is necessary to provide increased service. Applications will not be considered for replacement of existing vehicles or equipment. Applicants must also clearly demonstrate that a formal partnership has been created to address the proposed use and maintenance of the equipment. Projects meeting this description must provide at least 50% cash match. The maximum award per vehicle or motorized equipment will be no greater than $25,000 or 50% of the cost of the vehicle or equipment, whichever is less.

2. **High Impact Projects**
   Priority consideration will be given to Regionalization/Consolidation/Sharing of Services projects that will provide significant service or problem-solving impacts for a large geographic area and/or a large population base.

3. **Shared Capacity**
   Grants may be awarded to defer costs associated with a group of two or more municipalities/counties who seek to create by intergovernmental agreement a shared position that will perform specific functions or services for all partners. Grant funding will not be provided to fund current positions. Requests of this nature require the creation of a job description and measurable objectives that will be attained as a result of DCED grant funding support. Past examples have included shared planners, shared codes enforcement officers and shared fire chiefs in newly merged volunteer fire companies.

4. **Boundary Change**
   Applications for funding for financial analyses, feasibility studies, and public outreach and education programs for locally initiated boundary change activities will receive priority consideration and consideration for a reduced local match.

B. Community Planning

MAP funding may be used for three categories of planning activities:

1. **Community Plans**, including but not limited to:

   a. Comprehensive plans, including traditional functional elements and non-traditional works such as market analysis, feasibility analysis of development opportunities and scenarios, sustainability assessment, and design concept renderings. Comprehensive plans must contain minimum content required by the PA Municipalities Planning Code.

   b. Functional or area plans like economic development plans, redevelopment plans, downtown or neighborhood plans, corridor development plans, etc.

2. **Plan Implementation**, including but not limited to:

   a. ~~A zoning, subdivision and land development, or official map ordinance.~~

   b. Development of a regulatory or program tool such as traditional neighborhood development, planned residential development, or transferable development rights.

   c. Transportation capital improvements plan and impact fee ordinance.

   d. Effort to implement a multi-municipal comprehensive plan under Article XI of the PA Municipalities Planning Code, like a specific plan or tax revenue and fee sharing program.

   e. Design guidelines.

   f. Advisory guidelines (required by the PA MPC) published by county planning commissions to promote general consistency with an adopted county comprehensive plan.

   g. Implementation activities will be given greater consideration for funding if recommended in the adopted comprehensive plan of participating municipality(ies).

3. **Transit Revitalization Investment District (TRID) Planning Studies** prepared as prescribed by Act 238 of 2004.

C. Ineligible Activities

1. Construction, renovation or purchase of buildings and/or infrastructure.
2. Costs of general administration of the MAP grant.
3. Costs of procuring lobbying services or paying fines or reparations resulting from lawsuits, citations, or regulatory actions.

Section V – Funding

DCED may fund up to 50% of the total cost of an approved application. The grantee is required to provide the remaining 50% or greater, normally as a cash match. At least 25% of the total cost must be funded from non-state sources. DCED will consider exceptions to the 25% non-state minimum where applicants present the case of an exceptional fiscal or other hardship. Applications that will include in-kind match and/or professional services of a grantee's staff should be discussed with the GCLGS prior to submission of the application. Match must pay for a project activity included in the approved MAP Budget Narrative specified in the grant contract Appendix A. Grantee cash or in-kind expenditures for work not specified in the grant contract Appendix A, whether or not related, will not be eligible as match.

A. Cash Match Requirements

1. Cash match may include general funds of the grantee, any participating municipality(ies), or any other organization that is partner to the project, or funding awards from federal, state, or local government or from private sources such as foundations.
2. Cash match may include labor costs – professional or support services of the applicant or its partners, and sub-professional services such as college student work, where such individuals receive compensation for the work. Labor costs must be supported by timesheets and hourly rates and properly documented at closeout.
3. Applications including a reasonable level of cash match from funds of the applicant and participating municipalities are preferred and will receive more favorable review.

B. In-kind Match Requirements

1. In-kind match may include donated products or services, such as GIS files and mapping, reproduction, equipment, etc., where the cost cannot be tracked back to a cash transaction.
2. Value of in-kind contributions must be properly documented and reflect the actual, regular, or fair-market value of the contribution.
3. Unpaid work of interns, volunteers, advisory committees, and planning commissions is not eligible as in-kind match.

C. Consideration of Reduced Match

The GCLGS reserves the right to reduce local match requirements under certain circumstances. DCED may reduce a grantee's required match if the municipality(ies) can provide written evidence documenting one of the following situations:

1. Applications that identify a formally designated Act 47 distressed municipality as the applicant or as a project partner will receive priority funding consideration as well as consideration for reduced matching requirements.

2. Applications from municipalities that are in the process of a consolidation/merger or boundary change or from communities that were recently formed as a result of one of these two processes shall provide a minimum of 25% match. If a boundary change is approved by voters, DCED staff may consider waiving this match requirement so that transition costs may be funded.

3. Applications which demonstrate a significant hardship in terms of municipal finances or other unique circumstances.

Section VI – Evaluation Criteria

A. General

MAP-funded projects must address the strategic principles and objectives on pages 1-2. Applications should indicate how and the degree to which proposed projects will do this. Funding award decisions will also consider the following:

1. **Need.** Is there a significant need for the project, problem to be solved, or opportunity to be pursued? Is the need regional? Is MAP funding integral to making the project happen, or to yielding a critical level of results not achievable without MAP funding?

2. **Overall Quality of Project.** Does the project appear to be well planned and ready to undertake? Is it a sound, well-thought out, and workable plan for addressing the stated need? Will the project address long-term solutions?

3. **Local Commitment and Partnerships.** Will applicant municipalities be participating both financially and otherwise in the project? To what extent? What partnerships have been established as part of the project? Does the project reflect a broad community commitment to the proposed activity? Are documents included that reflect broad community/regional support for the project?

4. **Funding Adequacy, Source and Timetable.** Is the amount of money applied for and the grantee contribution a reasonable amount to complete the project? Are there alternative means or sources of funding available? Does the project outline an implementation time schedule? Is it a reasonable project within the contractual time frames of the program?

5. **Past Performance.** If the applicant has received previous DCED grants, how have the grants benefitted local municipalities? Have grant funds been spent properly? Have projects been implemented and completed in a timely manner?

6. **Financial Disadvantage.** Will the project benefit municipalities that are designated as distressed under Act 47 or experiencing a degree of fiscal distress as identified in the Survey of Financial Condition or through participation in DCED's Strategic Management Planning Program?

B. Shared Service Activities

In addition to general criteria, shared service projects should address:

1. **Overall Quality of Project.** Will municipalities actually be working together rather than merely performing independent tasks concurrently? Will the project strengthen the capacity to provide municipal services or improve the quality of services? Will the project explore a new area of intergovernmental cooperation? Will the project address long-term solutions to service delivery issues?

2. **Cost Savings Potential.** Can participating municipalities expect to reduce expenditures or increase revenues as a result of the project? Will it contribute to the financial efficiency of local government? Are actual or estimated project cost savings or cost avoidance provided? Does applicant describe methodology for estimating cost savings or cost avoidance?

C. Community Planning

In addition to general criteria, community planning projects should address:

1. **Practical Value, Implementation** – Will the planning activity produce critical information and/or workable plans and ordinances that will be put to use to achieve desired development or community improvements? What steps will the applicant municipality (and partner municipalities, if any) take to ensure the plan or ordinance prepared with MAP funding will be implemented? Applications will receive more favorable consideration if they utilize the "implementable plan" approach promoted by DCED.

2. Emphasis will be given to plans and ordinances that are **"entrepreneurial"** or **"innovative"** in provoking community and economic development and improvements to community assets.

D. Nondiscrimination

No assistance shall be awarded to an applicant under this program unless the applicant certifies that the applicant shall not discriminate against any employee or against any person seeking employment by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the Pennsylvania Human Relations Act, which prohibits discrimination on the basis of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, or in violation of any applicable federal laws. All contracts for work to be paid with grant funds must contain the commonwealth's official nondiscrimination clause.

E. Conflict of Interest Provision

An officer, director, or employee of an applicant who is a party to or has a private interest in a project shall disclose the nature and extent of the interest to the governing body of the applicant, and may not vote on action of the applicant concerning the project, nor participate in the deliberations of the applicant concerning the project.

F. Project Records

The applicant must maintain full and accurate records with respect to the project and must ensure adequate control over related parties in the project. The program office requires access to such records, as well as the ability to inspect all work, invoices, materials, and other relevant records at reasonable times and places. Upon request of the program office, the applicant must furnish all data, reports, contracts, documents, and other information relevant to the project.

G. Pennsylvania Prevailing Wage Act

The Pennsylvania Prevailing Wage Act (43 P.S. §165-1 et. seq.) may be applicable to a project funded under this program. Prevailing Wage requirements are generally applicable to grants for construction, reconstruction, demolition, alterations, repair work, renovations, build-out and installation of machinery and equipment in excess of $25,000. If applicable, the applicant is responsible for including prevailing wage rates in all bid documents, specifications, and construction contracts pertaining to the project funded under this program. The Department of Labor and Industry (L & I) has final authority to make prevailing wage applicability determinations. Questions may be directed to (717) 787-3681.

Section VII – Application Process

A. General Information

1. All applications for the Municipal Assistance Program must be completed and submitted online using DCED's Single Application, which can be accessed at dced.pa.gov or www.esa.dced.state.pa.us. Paper applications will not be accepted. Applicants should carefully follow instructions outlined in the on-line Single Application and provide requested information. Help can be obtained by contacting DCED Customer Service at 1-800-379-7448 or ra-dcedcs@pa.gov.

2. While not a requirement, the applicant is encouraged to discuss its project with a representative from the GCLGS prior to submitting an application. Contact the Center at 1-888-223-6837 or 717-787-8158. This preliminary step permits the Center's staff to offer technical assistance, alerts the staff to upcoming Single Application submissions, and provides an opportunity to identify other potential funding sources.

B. Submission Requirements

1. Complete the Project Narrative in the Single Application. The applicant should describe the project and make the case why it should be funded. If the Single Application does not provide enough space, a separate narrative document should be attached. Information should include:

   a. Full and clear description of the project and its component activities.

   b. How the proposed project will meet MAP's funding principles and objectives (pages 1-2), and address evaluation criteria (page 5).

2. Complete the Program Budget in the Single Application.

   a. In the Spreadsheet tab, enter budget amounts in MAP grant and match columns for line items appropriate for the project. If listed line items do not match proposed project activities, feel free to create one or more new line items in blank lines under "Other". Make budget entries in even hundred dollar increments and no cents.

   b. In the Basis of Cost tab, provide a Budget Narrative that describes and supports the line item expenditures listed in the Spreadsheet. There should be details telling how project funds will be spent. If the Single Application does not provide enough space, a separate narrative document should be submitted. For ALL community planning applications and other applications involving consulting services, attach a separate file with an itemized scope of services describing the nature or scope of the consulting services and the expected results or deliverables from such services. Include a breakdown of costs by major work tasks. (Four to six major work tasks is a reasonable number.)

3. Submit resolution(s) from the applicant's governing body or board indicating authorization and commitment of match for the application. See sample resolution in Attachment A.

   a. If a multi-municipal project, each participating municipality must submit a resolution.

   b. If the applicant is a Council of Governments (COG), the COG must submit the resolution and may submit a letter of certification (see Attachment B) on behalf of participating municipalities in lieu of resolutions from each municipality.

   c. If the applicant is another public or quasi-public organization on behalf of one or more municipalities, the organization and participating municipalities must submit resolutions.

4. Support letters may be submitted from other organizations (e.g., school districts, chambers of commerce, colleges/universities) where such letters attest to the need for the project or value of the outcome, and/or commit the organization to participate in the project. Generic support letters are discouraged.

5. For community planning projects only, the applicant must provide a letter of comment from the respective county planning agency verifying that the proposed project as detailed in the submitted scope of work is consistent with the county comprehensive plan.

C. Application Submission Timeframe/Application Review Period

1. Application Window – The DCED Single Application process permits applications to be submitted at any time.

2. Application Review – After reviewing the Single Applications, subject to availability of funds, DCED will determine which proposals will be given further consideration. These applicants may be requested to submit additional documentation pertaining to the Department's review of the proposal. Funding decisions will be made subject to availability of funds. Applicants whose projects are not selected for funding will be notified in writing by the GCLGS.

3. Program inquiries should be directed to:

   Department of Community & Economic Development
   Governor's Center for Local Government Services
   Commonwealth Keystone Building
   400 North Street, 4th Floor
   Harrisburg, PA 17120-0225

   Telephone: 888-223-6837 or 717-787-8158
   Email: ra-dced-kcp@pa.gov

Attachment A – Sample Resolution

For Shared Service or Planning applications only.

If the application is for a multi-municipal project, each municipality must submit a resolution. One municipality would serve as the applicant.

If the applicant is a Council of Governments (COG), the COG must submit a resolution and may submit a letter of certification (see Attachment B) on behalf of the participating municipalities in lieu of resolutions from each municipality.

If the applicant is another public or quasi-public organization on behalf of one or more municipalities, the organization and participating municipality(ies) must submit resolutions.

RESOLUTION AUTHORIZING AN APPLICATION TO THE PENNSYLVANIA MUNICIPAL ASSISTANCE PROGRAM

RESOLUTION NO. _____
(NAME OF MUNICIPALITY, COG, OR OTHER ELIGIBLE APPLICANT)

WHEREAS, *(name of municipality or municipalities)* will be undertaking a project to *(brief description)*; and

WHEREAS, the Pennsylvania Department of Community and Economic Development makes available grants-in-aid to such projects through the Municipal Assistance Program;

NOW THEREFORE BE IT RESOLVED that the *(governing body)* of *(name of applicant or participating municipality)* hereby authorizes submission of an application to the Municipal Assistance Program; and

BE IT FURTHER RESOLVED that the *(governing body)* of *(name of applicant or participating municipality)* hereby commits municipal resources in the amount of *(amount of local share)* as match for said project.

Adopted by the *(governing body)* of *(name of applicant or participating municipality)* this _____ day of _____, 20____.

ATTEST:

_____
(Title of secretary or other signer)

(NAME OF APPLICANT OR PARTICIPATING MUNICIPALITY)

_____
(Title of chief official)

Attachment B – Sample Letter of Certification

For Shared Service or Planning applications only.

Use only if the applicant is a Council of Governments (COG). The COG must submit a resolution and may submit a letter of certification on behalf of the participating municipalities in lieu of resolutions from each municipality.

LETTER OF CERTIFICATION FOR AN APPLICATION
TO THE PENNSYLVANIA MUNICIPAL ASSISTANCE PROGRAM

I hereby certify that the *(name of)* Council of Governments is actively operating and meeting on a regular basis at the present time. The following municipalities are active members of the *(name of)* Council of Governments and desire to participate in a project funded by the Municipal Assistance Program.

(List all participating municipalities)

ATTEST:	SIGNED
_____	_____
(Title of secretary or other signer)	*(Title of chief official)*
_____	_____
(Date)	*(Date)*