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Contents

PART 1. INTRODUCTION ......................................................... 1

PART 2. PROGRAM SUCCESS STORIES ................................. 2

PART 3. PROGRAM RULES AND REQUIREMENTS .................. 4
A. Applicant Eligibility .................................................. 4
B. Funding and Project Eligibility ................................. 4
C. Phase Eligibility ...................................................... 5
D. Applicant Cost Share Requirements .......................... 5
E. Grant Limits .......................................................... 6
F. Focus Areas .......................................................... 6

PART 4. EXPLANATION OF REVIEW CRITERIA ..................... 7

PART 5. SELECTION AND ADMINISTRATION PROCESS ............ 8
A. Grant Application Process ......................................... 8
B. Application Timeline ................................................ 8
C. Administration for Approved Grants .......................... 9
D. Reimbursement Procedures ..................................... 10

PART 6. MAKING THE APPLICATION .................................. 12
A. Line-By-Line Application Instructions ...................... 12
B. Application Checklist ............................................... 12

APPENDIX A GRANT APPLICATION FORM .......................... 13

APPENDIX B STATUS REPORT FORM ............................... 17

APPENDIX C PAYMENT REQUEST FORM .......................... 21

APPENDIX D RESOLUTION ............................................... 25

Visit the CTP website (www.montcopa.org/CountyTransportationProgram) to download the latest version of this program guidebook.
Part 1. 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 2023 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 2023 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 funding 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 Popek, AICP, MCPC Transportation Planning Assistant Manager, at mpopek@montcopa.org.
Part 2. Program Success Stories

When the $5 Fee For Local Use ordinance passed in 2016, Montgomery County’s commissioners dedicated some of the revenues to a competitive grant program for municipalities to pursue projects on their own local roadways. This idea became known as the County Transportation Program (CTP) and was launched in 2018. It has provided five years of grant awards to municipalities for the maintenance and improvements of roads, bridges, and traffic signals.

In addition to using $5 Fee revenue to repair and replace county-owned infrastructure, the CTP was established with four goals in mind. After the first 5 years of the program, here is how the CTP is meeting those goals:

**Equitably distribute registration revenue** – Four municipalities without any county-owned facilities were awarded CTP project grants; these municipalities would not otherwise be able to receive funding from the $5 Fee.

**Fund projects throughout the county** – A total of twenty-eight municipalities have received CTP grants, covering the full geographic spread of Montgomery County from Upper Hanover to Narberth and Pottstown to Lower Moreland.

**Increase overall transportation investment** – The $5 million in CTP grant funding leverages an estimated total of $18,817,088.50 in transportation project costs.

**Meet the goals of Montco 2040: A Shared Vision** – CTP grants have been used to pursue the following county comprehensive plan goals:

- Modernizing our own network of roads and bridges
- Right-size roads, install traffic calming, build green streets, install sidewalks, and use other safety and environmental improvements
- Enhancing the quality of our transportation system by increasing road connectivity, upgrading traffic signal technology, and eliminating bottlenecks

42 projects have been funded throughout Montgomery County

$5,010,200.50 in total awards

A total of 28 municipalities have received CTP grants

The $5 million in CTP grant funding leverages an estimated total of $18,817,088.50 in transportation project costs
EXAMPLES OF CTP FUNDED PROJECTS

Pruss Hill Road Bridge Replacement in Lower Pottsgrove (Year 3)

7th and Main Rapid Flashing Beacons in Royersford (Year 2)

Windsor Avenue Stormwater Bumpouts in Narberth (Year 4)

Valley Forge/Stump Hall Traffic Signal Upgrades in Worcester (Year 1)
Part 3. Program Rules and Requirements

A. APPLICANT ELIGIBILITY
For the 2023 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.

The CTP may not be used as a substitute for a municipality's local match for another grant program. PennDOT has prepared a guideline document, available at 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 for select fundable activities from a subset of the overall list of allowable uses.

The eligible projects should achieve any or all of the following:

- Improve mobility
- Reduce congestion
- Bring facilities up to a state of good repair
- Reduce lifecycle costs

While the eligibility for CTP funding flows from Fee For Local Use guidelines, in order to emphasize projects that best reflect the needs of transportation users in Montgomery County, the following categories of project types are being made eligible for CTP funding in Year 6 of the program. These types may be submitted as standalone projects or in combination with each other in one project.

- New construction or full-depth reconstruction of public roads, streets and alleys for which the county or municipality is legally responsible
- New construction, complete reconstruction, or rehabilitation of bridges, culverts, and drainage structures for which the county or municipality is legally responsible
- Purchase, erection, replacement, repair, and upgrades of traffic signal control systems at intersections and/or railroad crossings
- Roadway mill and overlay that includes bicycle lane and crosswalk painting and marking
The following categories of project types are only eligible for CTP funding as part of a larger project from a category listed above:

- Street lighting, and bridge and interchange lighting
- Curb ramps to provide access by individuals with disabilities in accordance with the current Americans with Disabilities Act (ADA) and PennDOT standards
- Driveway grade adjustments due to construction or reconstruction
- 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 only for utility relocation and construction activities performed by a contractor (construction inspection and management costs are ineligible). 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 is a considerable factor in the review process.

D. APPLICANT COST SHARE REQUIREMENTS

Funding matches for Year 6 of the CTP allows for smaller projects to take advantage of a larger share of county funding, while creating flexibility for larger projects to receive funding with increased local support.

The first $200,000 of CTP grant funding will be awarded with a minimum 20% local match. This means total project costs of up to $250,000 will be funded at an 80/20 cost share. For projects requesting between $200,000 and the maximum of $500,000 of CTP funding, the required local commitment is a minimum of 50% for the remainder of the costs after the initial $200,000. 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 must be borne by the municipality.

Municipal matches of greater than 20% for project costs below $250,000, as well as matches greater than 50% 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.

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.

Grant funding will be awarded based on actual project construction costs; each project is only eligible for reimbursement up to the original grant award amount. The county understands that the application process requires a cost estimate instead of an actual bid amount, and encourages applicants to balance the competing needs of requesting enough funding to cover the project and submitting a proposal that is competitive with other grant applications.
• If a project's final construction costs EXCEED the original estimate, the county will pay according to the originally agreed upon match levels. For example, if a project was estimated to cost $250,000, and the county committed a grant award of $200,000, but the ending construction cost amount was $275,000, the county will only commit the original $200,000 in funding and the municipality is responsible for the $25,000 balance.
• If a project's final construction costs ARE LESS THAN the original estimate, the county will participate in matching of actual incurred construction costs. For example, if a project was estimated to cost $250,000, and the county committed a grant award of $200,000, but the ending construction cost amount was $200,000, the county will commit 80% of the final construction cost, or $160,000. This way, both the county and the municipality participate in the cost savings.

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 with 36 months from the date the funding agreement contract is executed. Grant recipients may request in writing no more than one 12-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 2023 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 these focus areas, but special consideration will be given to 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 addition of new bike lanes on local roads
• Connections on or to county-owned assets, or otherwise enhance the county-owned infrastructure system
• Innovative approaches to traffic calming, safety, operations, stormwater management, or other Complete Streets initiatives
Part 4. Explanation of Review Criteria

The following criteria, which are not weighted equally, will be used to evaluate grant applications. Projects are not expected to score at a maximum level for all of the subfactors, nor will one low score 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. **Project Impact & Equity (45%)** – 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. Explain how installing this project would make the community it serves better, especially for historically underserved and disadvantaged populations. Applicants are strongly encouraged to explain specific tangible benefits to transportation system users and use metrics.

2. **County and Local Planning Consistency (25%)** – A clear narrative showing consistency with the county comprehensive plan and, current local comprehensive plans and projects is a basic requirement. Projects specifically mentioned in a plan will score better.

3. **Project Readiness (20%)** – 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
   - The number and types of permits and clearances needed
   - Coordination with other agencies
   - Project timeline
   - Maintenance plan including frequency and funding
   - Past history with county-funded projects

4. **Funding (10%)** – This criterion will consider the proposed local match amount, with overmatching of local funds viewed favorably.
Part 5. 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 via resolution. The municipality is responsible for 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 each municipality is allowed to receive.

4. All applications must be submitted online at 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. Attachments must be condensed into a single PDF file no larger than 15 MB and uploaded with the application. The attachment file must use the following naming convention: “(municipal name)_(project name)_CTP2023”. For example: HatboroBoro_TrafficSignals_CTP2023.pdf. If the upload dialog box in the application does not work, please email the attachment to CountyTransportationProgram@montcopa.org.

5. An official resolution authorizing the municipality to submit an application is required. If a municipal board scheduling conflict interferes with application submission before the deadline, 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 2023 CTP grant application process is as follows:

1. The program will be formally announced on or about April 1, 2023, and the guidebook available online on or about this date.

2. The application period will be open from June 1 to July 28, 2023.

3. Staff will review the applications and follow up with the applicant as necessary during August and September 2023. PennDOT will provide a cursory review of all projects receiving CTP funding. PennDOT will require their own administrative information directly from municipalities. See “PennDOT Involvement” in Section C, Part 5.

4. The County Transportation Program grant committee will review and score the applications and forward their recommendations to the County Commissioners in September 2023.

5. The County Commissioners will approve the grants in the fall of 2023.

6. Notifications will be sent to municipalities for grants approved by the County Commissioners, along with a funding agreement. Signed funding agreements should be returned to the Montgomery County Planning Commission within 45 days. Applicants 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. Coordination with PennDOT is highly recommended prior to bidding the project in order to ensure that correct procedures are followed.
PennDOT will require the following list of documents from the municipality in order to create a project in the state system, similar to requirements for projects funded by liquid fuels allocations:

- Proof of bid advertisement, notarized by newspaper
- Bid tabulation & response summary from PennBID
- Contracts
- Performance & workman's comp bonds
- Insurance certificates
- Prevailing wage determination
- E-verify form
- Bid results by line item

These documents will need to be submitted after a project is awarded, but before a notice to proceed is granted.

PennDOT will require all contractor's invoices and canceled checks to be submitted by the municipality once the project is completed.

**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:

Montgomery County Planning Commission
For Mail: 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 6. 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. (See page 3 for further information.)

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 2023 CTP Grant Application Form
• Compiled project narrative into single PDF, answering all listed questions
• Emailed project narrative PDF to CountyTransportationProgram@montcopa.org
Appendix A  Grant Application Form
Grant Application Form

2023 County Transportation Program
Montgomery County, Pennsylvania

Applications must be filled out and submitted online with appropriate attachments at
www.montcopa.org/CountyTransportationProgram

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: 


Montgomery County Planning Commission

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)_CTP2023.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 & Equity— 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, 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. If necessary, expand on the timeline submitted as part of the online form. Explanations and details are appreciated.

10. 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 within the first two months of each calendar year. 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.

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

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, matthew.popek@montgomerycountypa.gov, 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: ________________________________
Project Up to Date: ________________________________
Project Problems: ________________________________

Project Manager: __________ Date: __________
Program Administrator: ______ Date: __________

Grant Amount: $___________
Previous Payments: $___________
Balance: $___________
Request this Payment: $___________
Payment Authorized Hereby: $___________
Remaining Funds: $___________

Financial Accountant ______ Date __________
Appendix D  Resolution
A RESOLUTION AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION FOR THE 2023 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 crosswalk painting and marking, and curb ramps; and

Whereas, (Municipality) wishes to obtain $(grant dollar request) from the 2023 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.