

**Mount Pocono Borough Council  
Work Session Meeting Agenda  
Borough Council Chambers  
February 18, 2025 | 6:00pm**

**Call To Order**

**Pledge of Allegiance**

**Roll Call:**

\_\_\_\_\_Norman DeLano, \_\_\_\_\_Debra Fulton, \_\_\_\_\_Erin Melbert, \_\_\_\_\_Joe Simeone,  
\_\_\_\_\_Ella Santiago, \_\_\_\_\_Claudette Williams, \_\_\_\_\_Jazmin Rivas, \_\_\_\_\_Mayor Altemose

**Public Comment (agenda items only):**

**New Business**

Equipment Acquisition Plan-Mini Excavator and Compact Track Loader  
Phase Three Memorial Park DCNR Grant  
WalkWorks Department of Health Grant-Active Transportation Plan/Walkability Plan  
Security Updates Discussion

**Committee Chair Reports:**

Budget- Debra Fulton  
COG-Ella Santiago  
Newsletter- Erin Melbert  
Parks and Recreation- Debra Fulton  
Human Resources- Norman Delano  
Public Infrastructure- Joe Simeone  
Regional Police- Randy Altemose  
100 Year Anniversary- Claudette Williams  
MPMA Liaison- Joe Simeone

**Public Comment**

**Adjournment**



# Mount Pocono Borough

Tel 570-839-8436  
Fax 570-839-0981

1361 Pocono Blvd., Suite100    www.mountpocono-pa.gov  
Mount Pocono, PA 18344

February 14, 2025

## Infrastructure Committee Recommendation for Proposed Equipment Acquisition Plan

Dear Borough Council,

The Infrastructure Committee met on February 7, 2025, at 1:30 PM with Brian Non from Medico Industries, Devin Frost, Road Crew Supervisor, Marissa Duffy, Borough Manager, and Randy Altemose, Mayor, to review a proposed equipment acquisition plan. During this meeting, we spoke on the opportunity to trade in the borough's 2004 backhoe loader for a 2024 mini excavator and compact track loader. The package includes a trade-in value of \$23,000 for the backhoe loader, which has remained largely unused in recent years and has a hydraulic leak.

The borough originally purchased the backhoe in 2004 for \$72,000, after trading in a 10-year-old backhoe at the time, resulting in a final cost of \$56,000. Given its age and current condition, the proposed trade-in value provides a reasonable return on the equipment.

The committee supports this equipment upgrade as it will significantly improve the efficiency and effectiveness of our road crew operations. The compact track loader and mini excavator will allow the crew to complete work more efficiently in tighter spaces, making roadway repairs, drainage improvements, and general maintenance projects more manageable. Furthermore, this equipment will be essential in assisting with park projects, allowing the road crew to undertake tasks that would otherwise require outsourcing through a competitive bid process, saving the borough both time and financial resources.

Given the expected utilization of this equipment for park-related projects, the Infrastructure Committee formally requests financial support from the Parks and Recreation fund. This investment will equip the borough with the necessary tools to efficiently execute in-house projects, such as improvements to the Knob Overlook trail, Phase 2 park updates, and other initiatives outlined in the Master Parks Plan. By eliminating the reliance on external contractors, this purchase will significantly reduce costs and accelerate project completion.

We respectfully recommend that Borough Council approve this purchase through a structured payment plan to ensure financial feasibility while securing these essential upgrades for the borough. Your support in this matter will enhance the borough's ability to efficiently manage projects, reduce costs, and improve overall service delivery.

Sincerely,

Joe Simeone-Chair, Infrastructure Committee



February 14, 2025

**Mount Pocono Borough**

**RE: 2024 Takeuchi 10V2CRHRP, 2024 Takeuchi TB-250CR, Felling FT-14 Trailer and Broce Broom**

Thank you for considering the \$1.00 buyout lease financing with 1<sup>st</sup> Equipment Finance, Inc. (Penn Security Bank & Trust). The terms as noted below are subject to final approval. A copy of Meeting Minutes or Township Authorization Letter authorizing the purchase and financing through 1<sup>st</sup> Equipment Finance, Inc. (Penn Security Bank & Trust) is needed prior to disbursement of funds.

Amount to Finance:	\$168,522.00
Rate:	5.99%
5 Year Annual Payment – 1 <sup>st</sup> Payment in Arrears	\$40,177.77

Documentation and UCC-1 Filing Fee total: \$550.00 **upfront**. (Can be added to finance amount if needed.)

Quote is valid for 30 days. Other terms and options available if needed.

Thank you for allowing us the opportunity to provide you with the \$1.00 buyout lease quotation. We look forward to working with you and servicing all of your equipment financing needs. For questions or additional information regarding this quote, please contact Gary Cook at 570-274-1303.

Sincerely,

Gary Cook  
Vice President, Equipment Sales Officer  
1<sup>st</sup> Equipment Finance, Inc  
1625 Wyoming Ave  
Exeter, PA 18643  
Cell: 570-274-1303  
E-mail: Gary.cook@psbt.com

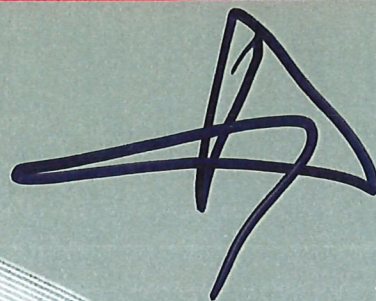


HYDRAULIC EXCAVATOR

# TB250-2

**Takeuchi**

*From World First to World Leader*







**2 YEAR**  
**2,000 HOUR**  
**FULL MACHINE**  
**WARRANTY**



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In accordance with our established policy of continued improvement, specifications and  
features are subject to change without notice. Pictures may show options other than  
standard equipment.

FORM: TB250-2 Compact Excavator Spec Sheet - Jan. 2019

**TAKEUCHI**  
From World First to World Leader



# Product Features & Specifications

## ENGINE

- U.S. EPA Final Tier 4 Compliant
- DOC+DPF Exhaust After Treatment
- Automatic Fuel Bleed System
- Dual Element Air Filter
- Automatic Idle
- Working Modes: Standard, Eco, and High Altitude
- Engine Preheat Starting Aid
- High Capacity Radiator and Hydraulic Oil Cooler
- High Capacity Fuel Filters

## ELECTRICAL

- Multi-Informational Display (canopy)
- 5.7" Color Multi-Informational Display (cab)
- Sealed Rocker Switches
- 12 volt System with 55 amp Alternator
- LED: Two Forward Facing and One on the Right and Left Sides
- Travel Alarm
- Horn

## TAKEUCHI FLEET MANAGEMENT

- 2 Year Standard Service
- Minimize Downtime
- Remote Diagnostics
- Utilization Tracking
- Proactive Maintenance
- Control Costs

## UNDERCARRIAGE AND FRAME

- Triple Flanged Track Rollers
- 2-Speed Travel with Automatic Shift
- High Torque Planetary Final Drive
- Heavy Duty Dozer Blade with Float
- Large Wrap Around Counterweight
- 15.7" Rubber Tracks
- 15.7" Steel Tracks (optional)
- Power Angle Blade with Float and Bolt-on Cutting Edge (optional)

## OPERATOR'S STATION

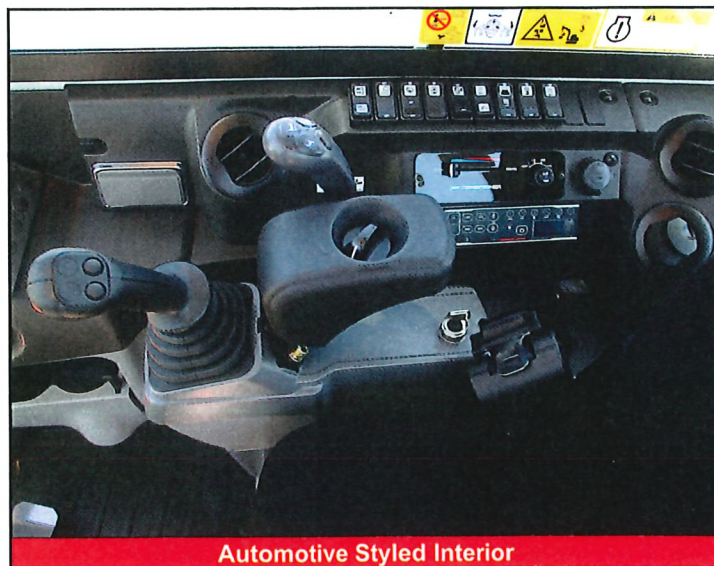
- ROPS / OPG Level 1 Four Post Canopy
- Deluxe High Back Suspension Seat
- Adjustable Arm Rests
- 12v Power Outlet
- 2" Retractable Seat Belt
- 3" Retractable Seat Belt (optional)
- Cab with Air Conditioner, Heat Defrost, Windshield Wiper and Washer, Skylight with Sunshade, AM / FM / MP3 / Bluetooth Radio (optional)

## HYDRAULIC & WORKING EQUIPMENT

- Variable Displacement, Open Center Hydraulics
- Cushioned Boom, Arm, and Swing Cylinders
- Hydraulic Pilot Controls
- Proportional Auxiliary Controls with Detent
- Adjustable Auxiliary Flow
- Large Hydraulic Reservoir with Fluid Level Sight Gauge
- Primary Auxiliary Hydraulic Circuit Plumbed to Arm
- Multiple Attachment Presets
- Flow Selector Valve, Primary Auxiliary Circuit
- Pattern Change Valve (ISO or SAE)
- Boom Holding Valve with Lift Overload Alarm
- Pilot Accumulator
- Main Boom Cylinder Guard
- Long Arm with Integrated Thumb Mount
- Dual Pin Position Bucket (optional)
- Mechanical Bucket Quick Coupler (optional)
- Main Pin Hydraulic Thumb (optional)



Spacious Cabin



Automotive Styled Interior



## OPERATING PERFORMANCE

Operating Weight - Canopy	10,957 lb	(4,970 kg)
Cab	11,288 lb	(5,120 kg)
Maximum Bucket Breakout Force	10,430 lb	(4,731 kg)
Maximum Arm Digging Force	5,261 lb	(2,386 kg)
Arm Length	5 ft 9.2 in	(1,760 mm)
Slew Speed	9.5 rpm	
Traction Force	12,320 lb	(5,588 kg)
Ground Pressure - Canopy	4.2 psi	(29.0 kPa)
Cab	4.4 psi	(30.0 kPa)
Max Travel Speed		
Low Range	1.7 mph	(2.8 km / hr)
High Range	3.2 mph	(5.2 km / hr)

## HYDRAULIC SYSTEM

Total Hydraulic Flow	40.9 gpm	(155.3 Lpm)
Auxiliary Flow - Primary Circuit	24.2 gpm	(91.7 Lpm)
Hydraulic System Pressure	3,481 psi	(24.0 MPa)

## ENGINE

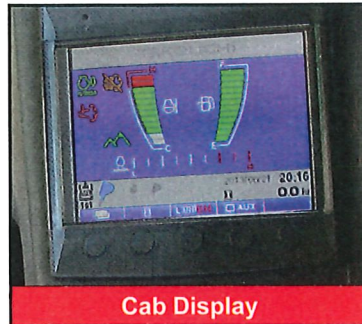
Make / Model	Yanmar / 4TNV88C-PTB	
Displacement	133.6 cu in	(2.2 L)
Horsepower @ 2,400 rpm	39.0 hp	(29.1 kW)
Maximum Torque @ 1,440 rpm	106.9 ft-lb	(144.9 Nm)

## FLUID CAPACITIES

Engine Lubrication	7.8 qt	(7.4 L)
Cooling System	7.4 qt	(7.0 L)
Fuel Tank Capacity	18.5 gal	(70.0 L)
Fuel Consumption (65% of Full Load)	gal / hr	(L / hr)
Hydraulic Reservoir Capacity	11.9 gal	(45.0 L)
Hydraulic System Capacity	25.1 gal	(95.0 L)



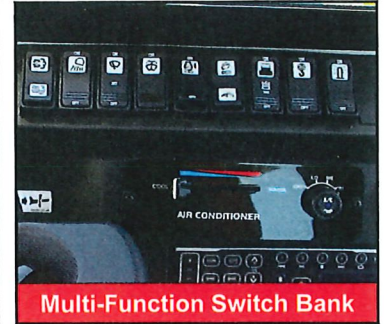
Canopy Display



Cab Display



Long Arm with Thumb Mount



Multi-Function Switch Bank

## TB250-2 Lifting Capacities at Ground Level\*

Lift Point Radius from Rotation Axis		9 ft (2,743 mm)		12 ft (3,657 mm)	
	Lifting Capacities Over Front, Blade Down	5,611 lb	(2,545 kg)	3,661 lb	(1,638 kg)
	Lifting Capacities Over Side	2,517 lb	(1,142 kg)	1,683 lb	(763 kg)

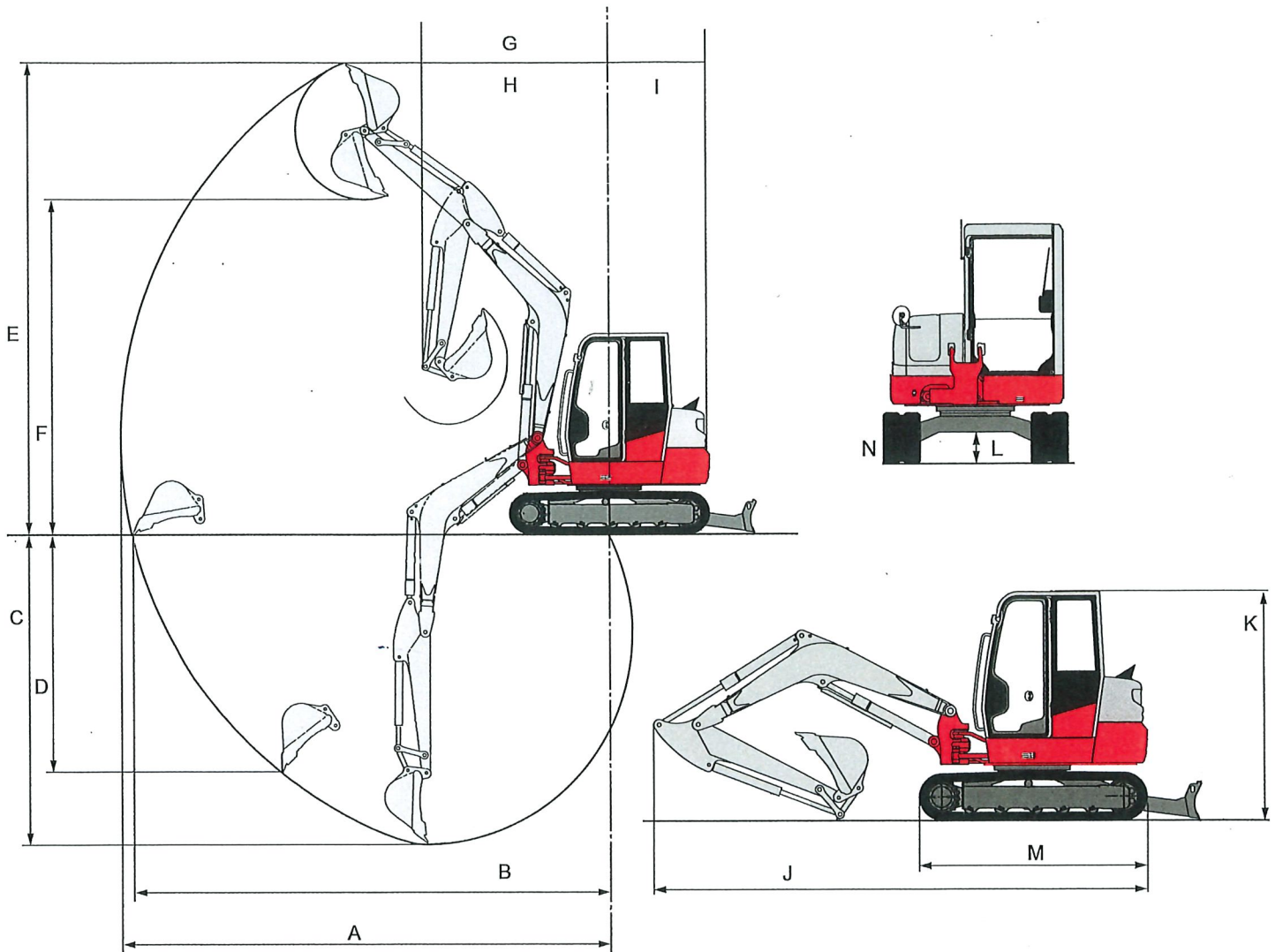
\* Ratings based on ISO10567 and do not exceed 87% of hydraulic lift or 75% of tipping load.

## ATTACHMENTS

Takeuchi now offers attachments for all of your Takeuchi equipment.  
See your authorized Takeuchi dealer for additional information and attachment options.



# TB250-2 Compact Excavator



## MACHINE DIMENSIONS

A	Maximum Reach	20 ft 1.0 in	(6,120 mm)
B	Maximum Reach at Ground Level	19 ft 7.6 in	(5,985 mm)
C	Maximum Digging Depth	12 ft 4.8 in	(3,780 mm)
D	Maximum Vertical Digging Depth	9 ft 9.5 in	(2,985 mm)
E	Maximum Dig Height	18 ft 6.6 in	(5,655 mm)
F	Maximum Dumping Height	13 ft 3.3 in	(4,045 mm)
G	Front Swing Radius	7 ft 7.7 in	(2,330 mm)
H	Front Swing Radius with Boom Offset	6 ft 0.8 in	(1,850 mm)
I	Tail Swing (Slew) Radius	4 ft 5.5 in	(1,360 mm)
J	Transport Length	18 ft 0.3 in	(5,495 mm)
K	Transport Height	8 ft 5.2 in	(2,570 mm)
L	Ground Clearance	13.2 in	(335 mm)
M	Undercarriage Length	8 ft 2.4 in	(2,500 mm)
N	Track Width (Rubber)	15.7 in	(400 mm)
O	Undercarriage Width	6 ft 0.0 in	(1,839 mm)



# TOUGH, POWERFUL, RELIABLE



Large Floor with Foot Rest



Wraparound Counterweight



Triple Flanged Track Rollers



Work Lights

With a proven pedigree and design philosophy, the TB250-2 delivers excellent performance and durability in a 5t excavator. The TB250-2's feature set allows it to perform a wide range of tasks. Standard long arm enables the TB250-2 to have a dig depth of over 12 ft 4 in and a max reach of 20 ft 1 in. The primary auxiliary circuit delivers over 24 gpm, has a detent mode for continuous flow attachments, and a proportional thumb wheel provides precise control increasing attachment versatility and functionality. Hydraulic flow rates are adjusted from the comfort of the cabin and allow for

multiple attachment presets. The cabin is spacious and features a deluxe high back suspension seat with adjustments for height, weight, fore and aft position, and tilt. Controls are intuitive and include a multi-function monitor, rocker switches for various machine functions, dial type throttle, and low effort pilot joysticks. All steel construction and a wraparound counterweight provide excellent protection and durability, and overhead opening service hoods enhance and simplify access to key daily inspection points.



Large lockable service hoods provide vandalism protection and outstanding maintenance access.



COMPACT TRACK LOADER

# TL10V2

**Takeuchi**

*From World First to World Leader*





# Product Features & Specifications

## ENGINE

- EPA Final Tier 4 Emission Compliant
- Turbocharged
- High Pressure Common Rail Injection System
- DOC+DPF Exhaust After Treatment
- Automatic Fuel Bleed System
- Active Power Control Power Management System
- Working Modes - Standard and ECO
- Dual Element Air Filter
- Dial and Foot Throttle Control
- High Capacity Radiator, Hydraulic Oil Cooler Mounted Side-by-Side on Swing Out Frame

## ELECTRICAL

- 5'7" Multi-Informational Color Display
- Sealed Rocker Switches
- 12 volt System with 60 amp Alternator
- LED Work Lights: Two Front and Two Rear
- Engine Preheat
- Hour Meter
- Back-up Alarm
- Horn

## UNDERCARRIAGE AND FRAME

- Double Planetary Reduction Drives
- Permanently Sealed Track Rollers with Metal Face Seals
- Fully Welded Frame with Integrated Cross Members
- Two-Speed Travel
- 15.7" Rubber Track
- Grease Type Track Adjuster
- Front and Rear Tie-Down Points and Lift Points
- Rear Bumper Integrated into Frame

## OPERATOR'S STATION

- Tilt-up Operator's Station
- Deluxe High Back Suspension Seat
- Rear View Camera
- Rear Pivoting Lap Bar with Arm Rest
- ROPS / FOPS Structure
- Retractable 2" Seat Belt
- Pressurized Cab with Roll-up Door, A/C, Heat, Defrost and Front Wiper, and AM / FM / MP3 Radio with NOAA Weatherband (optional)
- Retractable 3" Seat Belt (optional)
- 3 Point Retractable Seat Belt (optional)
- Polycarbonate Door and Level 2 Guard (High Flow Only)

## HYDRAULIC & WORKING EQUIPMENT

- Vertical Lift Design
- Pilot Hydraulic Controls
- Boom Float with Detent
- Cushioned Boom Cylinders
- Hydraulic Self Leveling
- Proportional Auxiliary Hydraulic Controls with Detent
- Pressure Relieving Flat Faced Coupler Body
- 14-Pin Connector with Push Button Control
- High Capacity Steel Hydraulic Tank
- Mechanical Quick Coupler
- Hydraulic Quick Coupler
  - Cab - Standard Equipment
  - Canopy - optional
- High Flow Auxiliary Hydraulics 32.8 gpm (optional)
- Ride Control (optional)
- Pattern Change Valve (ISO or H) (optional)

## TAKEUCHI FLEET MANAGEMENT

- 2 Year Standard Service
- Minimize Downtime
- Remote Diagnostics
- Utilization Tracking
- Proactive Maintenance
- Control Costs

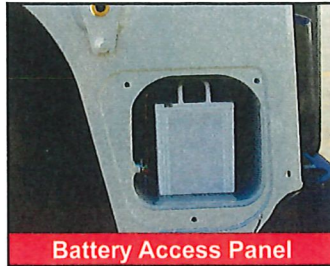




# TOUGH, RUGGED, EFFICIENT



Pilot Operated Controls



Battery Access Panel



Lower Cross Member & Step



Oversized Lift Cylinders

The TL10V2 vertical lift track loader delivers excellent functionality, performance, comfort, and serviceability. It features a completely redesigned operator's station with a 5.7" color multi-information display and updated rocker switches that control a wide range of machine functions. Cab models have a smooth, low effort overhead door that improves entry and egress and enables the loader to be operated with the door in the raised or lowered position. An updated undercarriage with a wide block quiet ride track system provides better flotation, improved ride quality, and a reduction in noise and vibration. A powerful 74.3 horsepower engine meets the latest

EPA Tier 4 emissions standards while delivering an outstanding blend of power and torque for impressive performance in the most demanding applications.

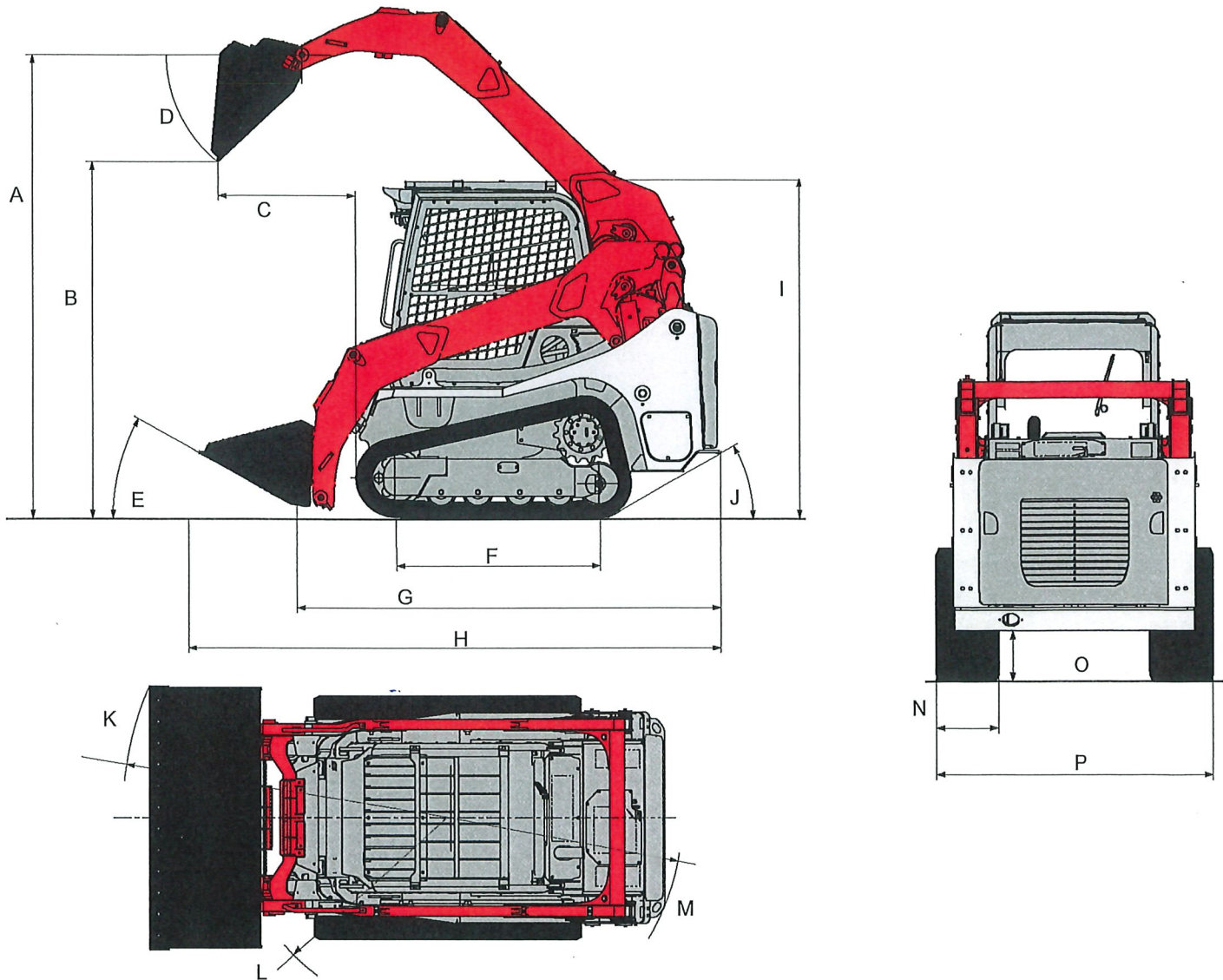
Equipped with the Takeuchi Fleet Management (TFM) telematics system critical information such as machine health, condition, diagnostics, and location can be viewed remotely providing valuable real time machine information that will help control costs and keep downtime to a minimum. The Takeuchi Fleet Management system is a real value as the service is free for the first two years of machine ownership.



Spacious operator's platform with easy to reach controls and switches.



# TL10V2 Compact Track Loader



## MACHINE DIMENSIONS

A	Maximum Lift Height to Bucket Pin	10 ft 4.8 in	(3,169 mm)
B	Dump Height Fully Raised	7 ft 11.9 in	(2,435 mm)
C	Dump Reach Fully Raised	3 ft 1.4 in	(950 mm)
D	Dump Angle	40°	
E	Rollback Angle	30°	
F	Track Ground Contact Length	4 ft 7.9 in	(1,419 mm)
G	Machine Length	9 ft 7.2 in	(2,925 mm)
H	Transport Length	12 ft 1.0 in	(3,680 mm)
I	Transport Height	7 ft 5.4 in	(2,270 mm)
J	Departure Angle	30°	
K	Clearance Circle with Bucket	7 ft 8.5 in	(2,350 mm)
L	Clearance Circle without Bucket	5 ft 0.0 in	(1,535 mm)
M	Clearance Circle Rear	5 ft 5.2 in	(1,655 mm)
N	Track Width	15.7 in	(400 mm)
O	Ground Clearance	12.6 in	(320 mm)
P	Overall Width without Bucket	5 ft 8.5 in	(1,740 mm)





QUOTE

TERMS: VALID FOR 30 DAYS

1510 Highway 315 - Wilkes-Barre, PA 18702

TOLL FREE 1-800-633-0027 FAX (570) 824-1169

Rte. 611 Stroud Twp. (570) 420-0877

SOLD TO  
MMO102 MOUNT POCONO BOROUGH  
1361 POCONO BLVD  
SUITE 100  
MT POCONO, PA 18344

SHIP TO

Sold By: BPN PO #: TB250  
Ship By: Tax #:

Date 2/14/25 QUOTE

QT02673  
Open

Tax	D	Qty	Description	Price	Amount
N			EQUIPMENT SALE		
			R50495 TAKEUCHI TB250-2CR C EXCAVATOR		82346.50
			SER#:125104955		
			cab equipped with rubber tracks, enclosed cab with air conditioner, heater, defrost, slide back window with removable lower section, windshiel wiper and washer, skylight with sunshade, AM/FM/MP3 radio, 12v power outlet; Color gauge panel with multi-function operator information center, High back adjustable suspension seat, Pilot operated joystick control with pattern change valve, EPA Final Tier 4		
			compliant engine with DPF and engine monitoring system, self-bleeding fuel system with ground level fuel fill, sight gauge and lockable door Side by side industrial type radiator and hydraulic oil cooler, Primary 2-way auxiliary hydraulic circuit w/adjustable flow control system, proportional slide switch, one-way mode and continuous detent mode, Safety features include: Travel alarm, retractable seat belt, control lockout, pilot accumulator, and lights, variable displacement axial piston pump, Auto Idle;		
			TFM hardware standard equipment, service included through the standard warranty period		
			A11260 TAKEUCHI FOR TB250 CPLR QC		INCLUDED
			SER#:431945-79		
			A11261 TAKEUCHI FOR TB250 THUMB H WR		INCLUDED
			SER#:433895-91		
			A11262 TAKEUCHI 24" TB250 BKT TR WR		INCLUDED
			SER#:433890-124		
			** TOTAL EQUIPMENT SALE		82346.50
N			COMMENT		
N			FREIGHT		1907.63
N			PREP		3500.00
N			DELIVERY		1000.00
N			TAG 36" BUCKET		8496.16
N			COSTAR DISCOUNT		12211.35
N			MEDICO DISCOUNT		2000.00
N			COSTAR #4400027914		

**SALES - SERVICE - RENTALS - PARTS**

QUALITY PRODUCT + QUALITY PEOPLE = CUSTOMER SATISFACTION

www.medicocce.com







QUOTE

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1510 Highway 315 - Wilkes-Barre, PA 18702

TOLL FREE 1-800-633-0027 FAX (570) 824-1169

Rte. 611 Stroud Twp. (570) 420-0877

SOLD TO  
MMO102 MOUNT POCONO BOROUGH  
1361 POCONO BLVD  
SUITE 100  
MT POCONO, PA 18344

SHIP TO

Sold By: BPN PO #: TB250 Date 2/14/25 QUOTE QT02673  
Ship By: Tax #: Open

Tax	D	Qty	Description	Price	Amount
N			MEDICO DEALER #553236		
N			TRADE OF CASE 580		23000.00
			** TOTAL COMMENT		22307.56

**SALES - SERVICE - RENTALS - PARTS**

QUALITY PRODUCT + QUALITY PEOPLE = CUSTOMER SATISFACTION

www.medicocce.com

\*\* SUBTOTAL 60038.94

X Charge Sale

Phone: (570) 839-8436  
Page 2 Last Page

PAY THIS  
AMOUNT

\$60038.94





QUOTE

TERMS: VALID FOR 30 DAYS

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Rte. 611 Stroud Twp. (570) 420-0877

SOLD TO  
MMO102 MOUNT POCONO BOROUGH  
1361 POCONO BLVD  
SUITE 100  
MT POCONO, PA 18344

SHIP TO

Sold By: BPN PO #: FELLING FT14 Date 2/14/25 QUOTE QT02744  
Ship By: Tax #: Open

Tax	D	Qty	Description	Price	Amount
N			EQUIPMENT SALE		
N			R50740 FELLING FT-14 IT-I TRAILER		14790.00
			SER#:5FTCE2520S1022149		
			COMMENT		
N			COSTAR DISCOUNT		1479.00
N			FREIGHT		1500.00
N			PREP		1500.00
N			DELIVERY		800.00
N			COSTAR #4400027914		
			** TOTAL COMMENT		2321.00

**SALES - SERVICE - RENTALS - PARTS**

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\*\* SUBTOTAL 17111.00

X \_\_\_\_\_ Charge Sale

Phone: (570) 839-8436

PAY THIS  
AMOUNT

\$17111.00





QUOTE

TERMS: VALID FOR 30 DAYS

1510 Highway 315 - Wilkes-Barre, PA 18702

TOLL FREE 1-800-633-0027 FAX (570) 824-1169  
Rte. 611 Stroud Twp. (570) 420-0877

SOLD TO  
MMO102 MOUNT POCONO BOROUGH  
1361 POCONO BLVD  
SUITE 100  
MT POCONO, PA 18344

SHIP TO

Sold By: BPN PO #: BROCE Date 2/14/25 QUOTE QT02767  
Ship By: Tax #: Open

Tax	D	Qty	Description	Price	Amount
N			EQUIPMENT SALE		
			A11331 BROCE 84" PWR ANGLE BROOM		11000.00
			SER#:700103		
			BBA84H hydraulic angle attachment, 84" poly brush,		
			hydraulic angle control, 40 gallon water system for skid		
			steer		

**SALES - SERVICE - RENTALS - PARTS**

QUALITY PRODUCT + QUALITY PEOPLE = CUSTOMER SATISFACTION

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\*\* SUBTOTAL 11000.00

X \_\_\_\_\_ Charge Sale

Phone: (570) 839-8436

PAY THIS  
AMOUNT



\$11000.00





QUOTE

TERMS: VALID FOR 30 DAYS

1510 Highway 315 - Wilkes-Barre, PA 18702

TOLL FREE 1-800-633-0027 FAX (570) 824-1169  
Rte. 611 Stroud Twp. (570) 420-0877SOLD TO  
MMO102 MOUNT POCONO BOROUGH  
1361 POCONO BLVD  
SUITE 100  
MT POCONO, PA 18344

SHIP TO

Sold By: BPN		PO #: TL10	Date 2/14/25 QUOTE	QT02671
Ship By:		Tax #:		Open
Tax	D	Qty Description -----*	Price	Amount
N		EQUIPMENT DESC		
N		COMMENT R50433 TAKEUCHI 10V2CRHRP		90429.00
N		COSTAR DISCOUNT		13480.05
N		ATTACHMENTS		2415.48
N		FREIGHT		1757.63
N		PREP		1500.00
N		DELIVERY		750.00
N		MEDICO DISCOUNT		3000.00
N		COSTAR CONTRACT #4400027914		
N		DEALER #553236		
			** TOTAL COMMENT	10056.94

**SALES - SERVICE - RENTALS - PARTS**QUALITY PRODUCT + QUALITY PEOPLE = CUSTOMER SATISFACTION  
www.medicocoe.com

\*\* SUBTOTAL 80372.06

X \_\_\_\_\_ Charge Sale

Phone: (570) 839-8436

PAY THIS  
AMOUNT

\$80372.06



## Park and Recreation – Development Projects

This section provides more detailed grant information and guidance for development projects involving the rehabilitation and development of public parks, indoor and outdoor recreation facilities, greenways and river conservation projects.

### Ready-To-Go Checklist

This Checklist is to be used by the applicant to ensure the Development Project is “Ready-To-Go”. The items below need to be addressed, included and/or uploaded in the application. It will be used by DCNR in the grant application evaluation process. Only projects that are Ready-To-Go will be given consideration for grant awards. If you have questions regarding this Checklist, please contact the [DCNR Regional Advisor](#) assigned to the region in which your project is located.

**\* Ready-to-Go Status is worth 15 points. It is essential to provide high quality, well-defined and/or detailed information for these items.**

Yes	Item
<input checked="" type="checkbox"/>	Contacted Regional Advisor
<input checked="" type="checkbox"/>	Eligible Applicant
<input checked="" type="checkbox"/>	Appropriate Applicant
<input checked="" type="checkbox"/>	Eligible Project
*	<input checked="" type="checkbox"/> Applicant owns the project site or controls through a lease (minimum 25 years)
*	<input checked="" type="checkbox"/> Project site is open to the public
	<input checked="" type="checkbox"/> Property has no known environmental hazards
*	<input checked="" type="checkbox"/> Match secured and Letters of Match Commitment stating amount and source uploaded
*	<input checked="" type="checkbox"/> Detailed list of eligible cash match and non-cash match included
*	<input checked="" type="checkbox"/> Site Development Drawing(s) completed by a licensed design professional and consistent with the <a href="#">DCNR Park Site Development Drawing (SDD) Checklist</a> uploaded
*	<input type="checkbox"/> Realistic, accurate, and detailed cost estimate/budget outlining all cash costs, non-cash value, and/or land donation value uploaded
*	<input type="checkbox"/> Clear, concise, and detailed scope of work included
	<input type="checkbox"/> <a href="#">PA Natural Diversity Inventory (PNDI) Receipt</a> uploaded
	<input checked="" type="checkbox"/> Accurate project site location map(s) uploaded
	<input checked="" type="checkbox"/> County/Municipal notification letter(s) uploaded
	<input checked="" type="checkbox"/> Reviewed the <a href="#">Sample Development Project Timeline</a> and agree that the project can be completed within 4 years from date of grant award.
	<input checked="" type="checkbox"/> Copy of lease or easement uploaded (if applicable)
	<input checked="" type="checkbox"/> If Land Donation is part of the match: Upload a Full Appraisal Report by a state certified <b>General</b> Real Estate Appraiser for the land defined in the project scope and any donated parcels. Appraisal to be ordered by and prepared for the applicant. Review the <a href="#">DCNR Requirements for Property Appraisals</a> for more information.
	<input type="checkbox"/> Properly completed Resolution Page uploaded





**Applicant:** Mount Pocono Borough  
**Project Title:** Mount Pocono Borough Hall Park Phase Three  
**Grant Program:** Park Rehabilitation and Development  
**Date Submitted:**

**Advisor:** Christine Dettore  
**Phone:** +1 610-746-5608  
**Email:** cdettore@pa.gov  
**Web ID:** 2011485

#### Project Introduction

Web ID	2011485
Project title	Mount Pocono Borough Hall Park Phase Three
Grant opportunity	Park Rehabilitation and Development
Project type	Community Program - Park Rehabilitation and Development
Advisor contacted	Christine Dettore
Attended grant workshop?	Yes

#### Applicant Information Details

Project applicant	Mount Pocono Borough
Federal ID	24-6000634
Vendor ID	141668
Address line 1	1361 POCONO BLVD STE 100
Address line 2	
City	MOUNT POCONO
State	PA
Postal code	18344-1045
Locality	Mount Pocono Boro

#### Applicant Type Details

Applicant type	Municipality
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#### Project Coordinator Details

Project coordinator	Marissa Duffy
Organization	Mount Pocono Borough
Title	Borough Manager
Prefix	Ms.
First name	Marissa
Last name	Duffy
Suffix	
Address line 1	1361 Pocono Boulevard, Suite 100
Address line 2	
City	Mount Pocono
State	PA
Postal code	18344
Phone	(570) 839-8436 ext. 301
Cell	(570) 954-8804
Email	mduffy@mtpoconoboro.org



## Chief Elected Official Details

Chief elected official	Randy Altemose
Organization	Mount Pocono Borough
Title	Mayor
Prefix	Mayor
First name	Randy
Last name	Altemose
Suffix	
Address line 1	1361 Pocono Boulevard, Suite 100
Address line 2	
City	Mount Pocono
State	PA
Postal code	18344
Phone	(570) 839-8436
Cell	
Email	office@mountpocono-pa.gov

## Project Details

### Brief project description

Borough Hall Memorial Park Phase Three is the final phase of the park's rehabilitation, transforming it into a vibrant community hub. This phase will replace an unused Little League field with a basketball court, two pickleball courts, and an upgraded playground for ages 5–12. Building on the success of Phase One, the enhanced playground will feature unique equipment and pour-in-place surfacing, creating an elite play space that stands out in the region. This park will be a dynamic, all-day destination, offering diverse recreational activities for the community.

Is statewide?	No		
Primary location	Monroe		
What best describes the majority of the work for this application?			
Development	No	Rehabilitation	Yes
Is this a phase of a larger project?	Yes		
If yes, this is phase number	3	of the total number of phases	3
Will your project result in a new neighborhood, community, or regional park?	No		

## Project Locations

### Borough Hall Memorial Park

Description	The project site is Borough Hall Memorial Park, a centrally located community park adjacent to Borough Building. It serves as a key recreational space for residents, featuring open green areas, existing playground equipment, and underutilized spaces, including a former Little League field. The park is easily accessible to the public and is positioned to become a vibrant hub for outdoor activities, fostering community engagement through its upgraded recreational amenities and enhanced play spaces.		
Site ID	02	Leased	No
Parcel #		Owner	Mount Pocono Borough
Address 1		Latitude	-59.95028428
Address 2		Longitude	45.19080452
City		Acres	2.13
State		Length	
Zip Code		Other Agr?	No



## Project Criteria Questions

**Briefly describe your project needs, benefits, and urgencies and how they will be addressed through your proposed scope of work.**

Phase Three addresses the urgent need to revitalize underutilized park space and enhance recreational opportunities for the community. The project will replace an unused Little League field with high-demand amenities, including a basketball court and two pickleball courts, significantly increasing the park's recreation value by offering diverse options for physical activity and community engagement. Additionally, an upgraded playground for ages 5–12 will provide inclusive play opportunities.

These new courts will promote active lifestyles, foster social connections, and support the growing popularity of basketball and pickleball, appealing to a wide range of age groups and skill levels. The upgraded playground will feature ADA-compliant equipment and surfacing, ensuring accessibility for all.

The urgency lies in addressing outdated infrastructure and maximizing park usage to meet current recreational trends. The proposed scope of work includes sustainable design, inclusive play features, and durable materials to ensure long-term community impact and ease of maintenance. This comprehensive approach will create a vibrant, multi-use park that serves as a key community hub.

**Describe how your project will help to reduce the severity of current and future climate impacts through green and sustainable practices. Green and sustainable practices should be referenced in the project budget, scope of work, and site plan as applicable.**

The project will feature native landscaping to promote biodiversity, reduce heat islands, and support pollinator habitats. The upgraded playground will utilize eco-friendly, pour-in-place surfacing for improved stormwater management. Additionally, shade trees will be planted to mitigate rising temperatures, and energy-efficient lighting will be installed to reduce energy consumption. Sustainable construction practices and materials will be prioritized to enhance resilience against severe weather events, supporting long-term environmental health.

**Describe how your project will improve access for people of all abilities and comply with the 2010 ADA Standards for Accessible Design.**

Borough Hall Memorial Park Phase Three is designed to improve access for people of all abilities, fully complying with the ADA Standards for Accessible Design. The project will feature ADA-compliant pathways with appropriate slopes, widths, and smooth, stable surfaces for easy navigation by individuals using wheelchairs, walkers, or strollers. The upgraded playground will include inclusive play equipment designed for children of all abilities, with accessible transfer platforms, sensory-rich activities, and ground-level components. Additionally, the pour-in-place surfacing will provide a firm, slip-resistant foundation for safe mobility. Accessible seating, parking spaces, and clear signage will further enhance usability, ensuring the park is welcoming and inclusive for everyone.

**Describe in detail how the public has been and/or will be engaged in the planning, design, implementation, long-term maintenance, and/or stewardship of your project (i.e. - public meetings, press releases, volunteer days, etc.).**

The planning, design, and implementation of Borough Hall Memorial Park Phase Three have been guided by extensive public engagement to ensure the project reflects the community's needs and desires. As part of the recently completed Master Parks Plan, a comprehensive survey was conducted to gather input from residents on their priorities for park improvements. This survey provided valuable insights into the recreational amenities, accessibility features, and environmental considerations that matter most to the community.

In addition to the survey, public meetings were held to present design concepts, discuss project goals, and gather feedback directly from residents. These meetings fostered open dialogue, allowing community members to voice their opinions, ask questions, and contribute ideas. The feedback received was carefully reviewed and integrated into the final park design, ensuring that the project aligns with the community's vision.

Moving forward, continued public involvement will be prioritized throughout the implementation phase. This includes regular updates via public meetings, borough communications, and opportunities for residents to engage with project milestones, ensuring transparency and fostering a sense of ownership within the community.

**Explain how your project will implement the Actions in *Recreation For All*, the 2020-2024 PA Outdoor Recreation Plan, pages 85-91 and/or the 2020-2024 Pennsylvania's Land and Water Trail Network Strategic Plan.**



Our project directly supports the goals of Recreation For All as outlined in the Pennsylvania Outdoor Recreation Plan. By transforming an underutilized space into Borough Hall Memorial Park Phase Three, we are enhancing recreational amenities to meet the diverse needs of our community. The addition of a basketball court, two pickleball courts, and an upgraded playground with inclusive equipment and ADA-compliant features reflects universal design principles to improve access for people of all abilities.

We've engaged the community through public meetings and surveys during the Master Parks Plan process, ensuring the park's design is responsive to local needs. The project promotes health and wellness by encouraging active outdoor recreation, provides equitable access for underserved populations, and fosters community connections. Additionally, our collaboration with local organizations aligns with the plan's emphasis on partnerships to expand recreation opportunities and inclusive programming

**Do you have written operations and maintenance plan or stewardship plan for your park(s), trail(s), property (ies), and/or equipment?**

Yes

**The Department requires that the site be properly maintained, kept in reasonable repair, and open and accessible to the public throughout its useful life. For equipment purchases, the Department requires that the equipment be properly maintained and kept in reasonable repair throughout its useful life. Please describe your strategy to operate, maintain, and/or provide stewardship to your project.**

Phase Three will be operated and maintained with a comprehensive stewardship strategy to ensure its long-term sustainability, accessibility, and safety. The borough's Public Works Department will oversee routine maintenance, including regular inspections, repairs, and cleaning of all park facilities, playground equipment, courts, and pathways.

As a Certified Playground Safety Inspector (CPSI) and Borough Manager, I will provide oversight to ensure that all playground equipment meets safety standards. A scheduled maintenance plan will be implemented, focusing on key areas such as playground safety inspections, surface repairs, landscaping, and waste management. Public Works staff will receive training in proper equipment care and ADA compliance to maintain accessibility standards. Additionally, a budget allocation for ongoing maintenance and repairs will be included in the borough's annual operating budget to ensure resources are consistently available.

**Project Plans**

Priority	Date	Title
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**Project Partners**

Organization	Financial	Technical	General
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**Agricultural Land Policy**

Active agricultural use?	No
Agricultural use in last 3 years?	No
Prime agricultural land?	No
Cause irreversible conversion?	No
Only feasible site available?	Yes
Not enough space in any other parks or boro owned property	

**Project Budget**

DCNR Request
Match Amount

**Total Project Cost**

**Percentage of Match**

#Error

**Project Authorization**

Appointed Title

Borough Manager

Appointed Email

mduffy@mtpoconoboro.org

Signed by

Marissa Duffy

Date signed





**Funding Opportunity Announcement  
for the  
Development of Active Transportation Plans  
to Guide the Establishment of Activity-Friendly Routes  
that Connect to Everyday Destinations**

January 15, 2025

**Pennsylvania Department of Health  
Bureau of Health Promotion and Risk Reduction  
Division of Nutrition and Physical Activity**

**Pennsylvania Downtown Center**

Funding is provided by the Pennsylvania Department of Health  
through the Preventive Health and Health Services Block Grant  
from the Centers for Disease Control and Prevention.



**Pennsylvania  
Department of Health**



## **Funding Opportunity for the Development of Active Transportation Plans to Guide the Establishment of Activity-Friendly Routes that Connect to Everyday Destinations**

### **1. Background**

The Pennsylvania Department of Health (DOH), Division of Nutrition and Physical Activity, in collaboration with the Pennsylvania Downtown Center (PDC), continues its mission to increase opportunities for physical activity utilizing the built environment. WalkWorks offers grants to public entities, such as municipalities (for the purpose of this opportunity, defined as: boroughs, towns, townships, cities, and counties) and planning organizations, for the development of Active Transportation Plans (ATP). It has helped 60 communities develop and adopt 57 plans to date. For more information about WalkWorks, including listings of previously funded entities, please visit [pawalkworks.com](http://pawalkworks.com).

The Centers for Disease Control and Prevention (CDC) recommends community design as a primary means of increasing physical activity, improving population health, and advancing health equity within a community.<sup>i</sup> CDC's proposed strategies and available resources for states and communities to increase physical activity are designed to advance the findings of the U.S. Community Preventive Services Task Force.<sup>ii</sup> This Task Force recommends built environment approaches that combine land use and community design interventions to improve transportation systems as a way to increase physical activity at the population level. The Task Force defined transportation system interventions as projects and policies designed to increase or improve:

- Street pattern design and connectivity;
- Pedestrian infrastructure;
- Bicycle infrastructure; and
- Public transit infrastructure and access.

The combined interventions connect active means of traveling to everyday destinations so that it is safe and convenient for people of all ages and abilities to walk, bike, and use wheelchairs in the course of daily life. The focus on creating healthier places and networks overall as opposed to individual projects, trails, or sites represents a shift in past practices and requires support. This is why WalkWorks is investing in the development of plans that will, when implemented, improve walking, bicycling, using a wheelchair, and connecting with transit to everyday destinations and increase safe and accessible opportunities for everyone to be physically active.

This announcement marks the ninth cycle of planning funding from WalkWorks.

### **2. Purpose of Funding Opportunity**

Creating healthier places for all is the basis for the program's funding. Investing in pedestrian-, bicycle-, ADA accessibility-, and public transportation-supportive plans and facilities will create opportunities for people to engage in physical activity as they travel to everyday destinations. Physical activity helps to maintain a healthy weight and reduces risk for many chronic diseases. The

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<sup>i</sup> [Strategies for Physical Activity Through Community Design](#)

<sup>ii</sup> [Community Preventive Services Task Force](#)



prevalence of obesity and overweight for both adults and children has reached epidemic proportions throughout the nation, as well as in Pennsylvania. In addition, many people suffering from anxiety, depression, and mood swings find walking has a calming effect on mood. The Pennsylvania State Health Improvement Plan<sup>iii</sup> (SHIP) identifies a goal to increase the population at a healthy weight through increasing availability and accessibility of physical activity.

- 33.3 percent of adults had obesity in 2022.
- 34.3 percent of adults were overweight in 2022.
- Of adults in Pennsylvania reporting obesity in 2022, 34.1 percent were White, non-Hispanic; 38.3 percent were Black, non-Hispanic; and 36.1 percent were Hispanic.<sup>iv</sup>
- During the 2020-2021 school year, among school-age children in Pennsylvania:
  - 20.3 percent had obesity; and
  - 16.9 percent were overweight.<sup>v</sup>
- 13.1 percent of children between 2 and 4 years of age, participating in the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), had obesity in 2020.<sup>vi</sup>

Not everyone has the same access to opportunity, including access to a safe and healthy community setting. In recent years planners and health officials have begun to increase their focus on how communities grow and develop, for whom they are designed, and how policies and planning practices can promote healthier and more equitable versions of them. The COVID-19 pandemic showed the true importance of active transportation, underscoring the critical role that walking, biking, using a wheelchair, and accessing public transportation have for both personal and public health. It also highlighted the degree to which public health issues impact various demographic groups differently. Everyone needed more physical activity and more time outdoors, but not everyone had access to such opportunities. People with lower incomes and racial minority groups were more exposed to the virus by virtue of the places they lived and worked.

Those same groups are also – again, by virtue of physical, social, and economic circumstances – less likely to have safe, accessible, pleasant, and well-maintained active transportation opportunities at their disposal. Whereas all tiers of society in the US are potentially exposed to limiting and dangerous transportation systems, wealthy and more likely white communities can mitigate that impact by relying on private vehicles and seeking out supplemental exercise opportunities away from dangerous traffic, poorly designed and inhospitable streets, and noxious emissions. Low-income, often Black, Indigenous, and People of Color (BIPOC), community members, in contrast, are less likely to be able to avoid walking or biking where others would consider such activities impossible and more likely to lack convenient access to active recreational opportunities. Equity in active transportation planning, therefore, stands to have significant impacts on the daily lives and long-term health outlook for individuals with the greatest level of need.

The aim of this funding opportunity is to facilitate the development of land use plans and policies at the local and regional levels that allow for the development of activity-friendly routes connecting to everyday destinations. It is important that those considering this opportunity recognize the source

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<sup>iii</sup> [Pennsylvania Statewide Health Improvement Plan \(SHIP\) 2023-2028.pdf](#)

<sup>iv</sup> [BRFSS Prevalence and Trends Data](#)

<sup>v</sup> Pennsylvania Department of Health. 2020-2021 Growth Screens/BMI-for-Age Percentiles. *Pennsylvania Department of Health School Health Statistics* (Unpublished)

<sup>vi</sup> [State of Childhood Obesity](#)

of funding – the Centers for Disease Control and Prevention – and its commitment to improving health throughout the lifespan. In addition to supporting healthy development, health maintenance, and aging, CDC recognizes the sweeping benefits of safe and accessible physical activity on both the individual and community levels, including improvements to mental health, health equity, public safety, economic vitality, healthcare costs, environmental health, social engagement, employment opportunities, connection to nature and the outdoors, and overall quality of life.

### 3. Eligible Applicants and Priority Status

Eligible applicants are municipalities, namely boroughs, townships, cities, or counties (hereinafter referred to as municipalities or applicants), and Metropolitan and Rural Planning Organizations (MPOs/RPOs) – in other words, those with the capacity to adopt and implement the proposed project. Note that applications must be submitted by these entities, not by consultants or non-governmental organizations, such as local or regional non-profits. While other groups, whether consultants or non-profits, may be involved in the development and process of the application and/or project, the municipalities must be the leads and the contractual signatories.

Priority will be given to communities located in PA DOH State Physical Activity and Nutrition (SPAN) priority counties or with an overall percentile rating above 60 in the Pennsylvania Department of Environmental Protection's (DEP) PennEnviroScreen Tool. The 10 current SPAN target counties are: Clearfield, Erie, Fayette, Greene, Lawrence, Luzerne, Lycoming, Mercer, Northumberland, and Philadelphia. To check a community's DEP Environmental Justice EnviroScreen percentile rating, please refer to [this link](#) and look for the Final Score Percentile under the Tract Info. Both DOH priority counties and DEP Environmental Justice communities most often have well-documented health disparities and/or are communities located in counties that have documented health disparities.

As a given municipality will include multiple Census Tracts that may have different Final Score Percentiles in the DEP PennEnviroScreen Tool, questions of interpretation of priority status may arise. If the area of focus for the proposed plan or the preponderance of the municipal population is in a priority area, the municipality may qualify for priority status even if the rest of the municipality is not so mapped. Conversely, if only a small portion or an area with few municipal residents is in a priority area, the municipality may not qualify for priority status. Please reach out to [pawalkworks@padowntown.org](mailto:pawalkworks@padowntown.org) for guidance in such partial coverage cases.

### 4. Eligible Projects

Funds will be available to a limited number of MPO/RPO, municipal, and/or multi-municipal applicants to assist with the development of a plan, which will identify and prioritize projects related to modes of active transportation with an emphasis on walking, biking, using a wheelchair, and accessing public transit.

The Active Transportation Plan may be a component of a comprehensive plan as required by the Municipal Planning Code, or a standalone document. Engineering design for an individual project is not eligible. See Appendix E for detailed guidelines.



The proposal is not required to address the municipality in its entirety; designated areas of a municipality are acceptable. For example, it might focus on a small number of important corridors in a community, look at a population center like a village in a larger township, or serve largely as a Safe Routes to School or Safe Routes to Parks Action Plan.

The proposal may be termed an Active Transportation Plan, a Vision Zero Action Plan, a Comprehensive Safety Action Plan, a Complete Streets Implementation Plan, a Safe Routes to School Plan, a Safe Routes to Parks Plan, or a Bicycle and Pedestrian Safety Action Plan.

In some cases, an applicant may submit more than one application. For example, an MPO or county may submit applications on behalf of two or more municipalities. However, only one application may be submitted for a local municipality. In other words, a municipality cannot submit its own application for funds to assist with the development of an Active Transportation Plan *and* be part of an application on behalf of multiple municipalities for a regional plan in the same funding round.

## 5. Funding Levels and Match Requirements

Funding for the awards is made possible by the Pennsylvania Department of Health through the Preventive Health and Health Services Block Grant from the Centers for Disease Control and Prevention and by the Pennsylvania Department of Conservation and Natural Resources through the Community Conservation Partnerships Program under the Environmental Stewardship Fund and will be administered by the Pennsylvania Downtown Center.

Funding is based off both priority status (see Section 3) and population size of the applying municipality, according to [US Census Bureau Quickfacts](#).

Applications from communities/counties identified as priority areas in Section 3 **are not** required to provide cost sharing/matching funds. Applications from communities/counties not identified as priority areas in Section 3 **are** required to provide a cash match equal to the requested award. Documentation of the match must be provided with the application.

Population	Priority Area		Non-Priority Area	
	Funding Cap	Match Required	Funding Cap	Match Required
<b>Up to 4,999</b>	Up to \$30,000	No match	Up to \$15,000	Equal to ask
<b>5,000 – 12,499</b>	Up to \$40,000	No match	Up to \$20,000	Equal to ask
<b>12,500 or more</b>	Up to \$50,000	No match	Up to \$25,000	Equal to ask

Example 1: A community of 4,337 residents that consists of Census Tracts with PennEnviroScreen Final Score Percentiles ranging from 63 to 87 is eligible to apply for up to \$30,000 for their plan and they are not required to provide any match. If they are proposing to do a Safe Routes to Parks Action Plan, they might choose to apply for a lesser amount, such as just \$18,000.

Example 2: A township of 16,942 residents that is not in either a SPAN priority county or a DEP PennEnviroScreen Final Score Percentile above 60 is eligible to apply for up to \$25,000 and must provide a match equal to their ask. If they apply for the full \$25,000 to do an Active

Transportation Plan for the entire jurisdiction, they must also have committed and documented cash match of \$25,000 for a total project cost of \$50,000.

The number of awards will be dependent on how many applications are received, the amounts requested, and each applicant's documented ability to meet the criteria set forth in this announcement.

Funding is provided on a reimbursement basis after an initial disbursement of 50% of the grant amount. The initial payment will be provided up front once the grantee subaward agreement with the Pennsylvania Downtown Center has been finalized. The remaining 50% of funds will be furnished once the total grant amount has been expended. Documentation of expenses and proof of payment must be submitted in keeping with the project budget when requesting final disbursement. Disbursement must be complete by the end of the project period.

The Pennsylvania Downtown Center will provide selected applicants notice of their award by June 16, 2025, to be followed by notice to unfunded applicants. The anticipated term of the award is July 2025 through June 2026.

#### 6. Application Submission Procedures

- a. Applicants are required to either use the application form that is included with this announcement and submit it via email to [pawalkworks@padowntown.org](mailto:pawalkworks@padowntown.org), or submit the same information through the online submission platform using [this link](#). Regardless of the submission method utilized, applications are due **no later than 5:00 p.m. on March 21, 2025**. Applications received at 5:01 p.m. or later will not be considered. See Appendix B for application.
- b. The application process timeline is as follows:

MILESTONE	DATE
FOA release	January 15, 2025
FOA Intro Webinar	February 4, 2025
Deadline for Questions on FOA	March 7, 2025
Application Submission Deadline	March 21, 2025
Application Review Team Meeting	April/May 2025
Awardees Notified	June 16, 2025 or earlier

- c. The decision of the Pennsylvania Downtown Center with regard to selection of grantees is final.

#### 7. Evaluation of Applications

Applications will be reviewed by a team of representatives from the Pennsylvania Departments of Health, Transportation, Conservation and Natural Resources, and Community and Economic Development, the Pennsylvania Downtown Center, and others whose input is determined, by DOH and the Pennsylvania Downtown Center, to be objective and valuable.

Applicants must include the following elements on which all proposals will be evaluated:



- a. **Narrative** – Outline a proposed scope of work that addresses the following topics, with reference to resources listed in Appendix C as needed:
- Community demographics and population health data (e.g., an overview of demographic characteristics and health needs of the community to be served. Applicants may refer to the Community Health Needs Assessment(s) for the geographic area to obtain population health data);
  - Health, social, and economic inequity within the community (i.e., what economic, social, and other obstacles to health and healthcare exist within the community?);
  - Existing pedestrian and bicycle infrastructure and general trends or highlights of community crash data;
  - How the plan will enhance the built environment to increase opportunities for physical activity through connectivity (i.e., compared to current infrastructure, how will potential connections of transportation systems such as sidewalks, bicycle facilities, public transit, and trails to everyday destinations – including but not limited to residences, workplaces, and grocery stores – increase opportunity for physical activity for the target community? How will these connections benefit residents and visitors of all ages? How will the plan improve upon existing infrastructure and reduce traffic-related incidents, injuries, and fatalities?);
  - The need for and anticipated benefits of the plan with regard to community health and health equity (i.e., how will the plan help to address the health needs of the community and reduce or eliminate health, economic, and social disparities so all individuals can attain their highest level of health and well-being?); and
  - Local and regional support for the proposal (i.e., what community partners are already supporting these efforts? How are they moving active transportation forward on their own and how do they propose to partner on this plan? Are they providing letters of support for this application? Will they participate in the steering committee?).
- Please note that commitment to incorporating consideration of health needs and disparities, equitable access, and opportunity for vulnerable communities is **integral** to the process of advancing active transportation and should be clearly addressed within the project proposal.
- b. **Planning context** – Describe how the proposal addresses or aims to advance relevant and/or related plans (e.g., a comprehensive plan, regional transportation plan, recreation plan, and the statewide Active Transportation Plan) and include:
- Whether plan will be a standalone document or a component of a larger plan;
  - If a component piece, the title, year, and specific references to existing plans; and
  - How the proposal reflects PennDOT district and statewide active transportation priorities.
- PennDOT administers roadway projects, coordinates funding, and provides technical assistance both in response to localized issues through the Local Technical Assistance Program (LTAP) and to more comprehensive planning-scale topics through [PennDOT Connects](#). The proposal should describe any previous, related LTAP or Connects technical assistance requests on the part of the municipality. The proposal should also identify how its goals align with the [Pennsylvania Active Transportation Plan](#)'s six themes (see Appendix E for additional information).
- c. **Plan for data collection and community engagement** – Indicate categories of data to be collected and the way stakeholders and the public-at-large will be engaged. The application

should indicate plans to spur interest, involvement, and input from diverse local stakeholders such as health, planning, transportation, education, advocacy groups, business owners, and the public. Stakeholders should reflect the racial, ethnic, and other dimensions of diversity of the community. Applications can also be strengthened through early engagement with and input from such groups and examples of past success with such outreach. These efforts can be documented in letters of support (refer to item f. below). See Appendix A for Obligations of Grantees related to Steering Committee composition.

- d. **Proposed budget** – Outline the use of project funding, detailing:
- Estimated project costs that are consistent with the proposed scope and justify the amount of requested WalkWorks funds; and
  - Any additional (non-WalkWorks) funding sources and amounts to be applied to the project, whether required match or supplemental.
  - Establishing a reasonable and appropriate scope of work is key to a successful application and eventual plan. This may best be achieved by working with a qualified design or planning consultant, such as the municipal engineer. Such assistance can often be obtained at no cost, in collaboration with either a municipal engineer or a design firm with which the municipality already has an established relationship.
  - Regarding match funding requirements, please note that:
    - Match for non-priority communities must equal the requested grant amount;
    - No match is required for priority communities; and
    - Match may include local, state, federal, foundation, or private funds.
    - If the WalkWorks grant is intended to provide required match for another source(s), federal funds must be an eligible option.
- e. **Resolution by or letter from the governing body** – Document support for the application and commitment to carry out the project and adopt the resulting plan, if awarded the grant.
- f. **Letters of support from community partners** – Provide two to four letters from partners such as educational institutions, local businesses, nonprofits, etc. in support of the application and proposal for establishment of an Active Transportation Plan.
- g. **Local and regional planning body support** – Provide evidence that the proposal has the support of the local planning commission, county planning department, and the applicant's MPO/RPO (i.e., letters of support), and, if applicable, is in compliance with an existing comprehensive or other relevant plans of the municipality, county, and/or MPO/RPO (e.g., if the comprehensive plan recommends that the municipality develop an Active Transportation Plan, the application should provide a link and the specific citation [i.e., page number] for the recommendation).
- h. **Agency outreach verification** – Note when regional planners/key points of contact from relevant state agencies were notified (email is sufficient) of the intention to apply, including:
- The Pennsylvania Department of Transportation (PennDOT) **District** Bike/Ped Coordinator (*not* the Statewide Bike/Ped Coordinator);
  - The Pennsylvania Department of Transportation (PennDOT) District Planner/Connects Coordinator;
  - The Department of Conservation and Natural Resources (DCNR) Regional Representative; and
  - The Department of Community and Economic Development (DCED) Regional Advisor.
- i. **Realistic timeline** – Describe activities and milestones consistent with this announcement (i.e., draft by April 30, 2026 and adoption by the governing body no later than June 30, 2026).



- j. **Future performance measure reporting** – Commit to collect and report on the data elements and metrics outlined under Performance Measures in Appendix F.
  - o All grant recipients will be asked to share *actual* numbers of miles, destinations, and enhanced sites that have been implemented as a result of their Active Transportation Plans **once a year for the five years following the grant period.**

Finally, it is expected that a large number of applications will be received. Incomplete applications, including those that lack required supporting documents such as letters of support, are not guaranteed consideration.

#### 8. Overview Webinar

A 1-hour webinar to review the goals of this funding opportunity, the application process, expectations of grantees, and questions from interested parties is scheduled to be held on **February 4, 2025, at noon**. Zoom will be used to administer the web conference. To register in advance, [click here](#). Participation in the webinar is optional.

#### 9. Contact Information/Questions

Questions about this FOA should be directed to Samantha Pearson, Healthy Communities Program Manager, Pennsylvania Downtown Center: [pawalkworks@padowntown.org](mailto:pawalkworks@padowntown.org). Questions may be submitted up to 5 p.m. on March 7, two weeks prior to the application deadline. Responses to all questions will be emailed to webinar attendees/registrants.

## Appendix A – Obligations of Grantees Receiving WalkWorks Funding

If selected, it is required that:

- a. The grantee will enter into an agreement with the Pennsylvania Downtown Center.
- b. The grantee will assume responsibility for tasks outlined in a letter of commitment provided by the Pennsylvania Downtown Center.
- c. The grantee will assemble a steering committee that should include, though need not be limited to, representatives from the following sectors to the extent possible:
  - i. Health;
  - ii. Education;
  - iii. Economic development;
  - iv. Planning (municipal, at a minimum; county, if deemed appropriate);
  - v. Department of Conservation and Natural Resources or local parks and recreation official;
  - vi. Transportation (local transportation engineer/consultant and/or PennDOT District Office representative, such as Bike/Ped Coordinator, Planner, or Connects staff);
  - vii. Advocacy groups (e.g., bicycle, pedestrian, disability/special needs);
  - viii. Community-at-large (this could consist of multiple seats representing Black, Indigenous, and People of Color and age categories from youth to aging adults who may not already be cross-represented by people serving in a different capacity);
  - ix. Public Safety; and
  - x. The governing body (i.e., a minimum of one member of the council or board of commissioners/supervisors of the municipality).
- d. The grantee will participate in bi-monthly (twice monthly) calls with the Pennsylvania Downtown Center.
- e. The grantee will engage the community both in data collection and with/at public events.
- f. The grantee will submit brief progress reports (template to be provided) in accordance with the following dates:

### Reporting Period

July 1, 2025 – September 30, 2025

October 1, 2025 – December 31, 2025

January 1, 2026 – March 31, 2026

### Report Due

October 10, 2025

January 9, 2026

April 30, 2026\*

\*Draft of plan is to be submitted to the Pennsylvania Downtown Center by April 30, 2026 and may be submitted in lieu of the final progress report.

- g. The final plan, as adopted by the governing body, will be due June 30, 2026. Final Active Transportation Plans will include, though not be limited to: identification and prioritization of proposed projects and policies; a timeline for implementation; indication of rough scale/scope/cost; an implementation strategy; and a statement related to the frequency of reviewing and updating or, based on accomplishments and/or changes to priorities, modifying the plan. Required metrics will include potential linear miles and potential new or improved sites and destinations corresponding to all proposed projects. See Appendix E for an account of expectations and objectives of funded plans.
- h. The grantee must commit to responding to future inquiries (for five years) on metrics, such as: the number of linear miles of multi-use paths, sidewalks, bike lanes, and public transit routes connecting everyday destinations that have been implemented over time; new or enhanced



sites, identified in the plan or policy, that are connected by activity-friendly routes; and subsequent planning and implementation funding opportunities applied for and/or received.

- i. WalkWorks will provide a press release to grantees after receiving official written notification of acceptance of the award. Grantees will not issue local public notice of the award prior to the official press release. Any publication or media release issued by the grantee about the project throughout the life of the grant must include the following language: *Funding is provided by the Pennsylvania Department of Health through the Preventive Health and Health Services Block Grant from the Centers for Disease Control and Prevention.*