

Appendix A

**Chester County Vision Partnership Program
Grant Application Form**

Applicant

Single Municipality Multi-Municipal/Regional

Municipality or Region _____

For Multi-Municipal/Regional Applications:

Lead Municipality _____

Other Municipal Participants _____

Municipal Contact

Contact Person*: _____

Title: _____

Address: _____

Email: _____

Phone #: _____

Fax #: _____

*Contact person must be from lead municipality for multi-municipal grants.

Consultant Contact (if applicable)

Consulting Firm(s): _____

Lead Planner: _____

Address: _____

Email: _____

Phone #: _____

Fax #: _____

Municipal Financial Contact**: _____

Title: _____ Email: _____

**Person responsible for invoice payments.

Project Type Please check the appropriate box below.

Plan or Ordinance to be adopted by municipality under the Municipalities Planning Code:

Plan (Specify) _____

Ordinance (Specify) _____

Planning Study or Historic Resource Survey to be accepted by Municipality:

Study (Specify) _____

Historic Resource Survey _____

Project Timing

Date of Pre-Application Meeting: _____

Estimated Number of Work Sessions: _____

Proposed Project Start Date: _____

Estimated Number of Public Hearings: _____

Estimated Months for Completion: _____

Estimated Number of Public Meetings¹: _____

¹ Public information or participation meetings other than task force work sessions or public hearings.

**Chester County Vision Partnership Program
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Amount Requested and Funding Sources

- Grant Amount Requested from County: \$ _____ %
Not to exceed the following limits: (of total project cost)

Plan or Ordinance (adopted):

Maximum 75% of total eligible project cost, not to exceed \$50,000 plus \$10,000 for each additional participating municipality

For example: Three municipalities = \$50,000 + (2 x \$10,000) = \$70,000 grant

Planning Study (accepted):

Maximum 75% of total eligible project cost, not to exceed \$30,000 plus \$5,000 for each additional participating municipality

For example: Three municipalities = \$30,000 + (2 x \$5,000) = \$40,000 grant

- Total municipal funds committed to Project: \$ _____ %
(shall equal no less than 10% of total eligible project cost)

- Total non-municipal funds available for Project: \$ _____ %
(other grants or funding sources)

Identify other source(s): _____

Total Project Cost: \$ _____ 100 %

Application Attachments

The following attachments should be provided in accordance with Section 6.3 of the Grant Manual:

- Detailed Scope of Work in the format described in Section 6.3.C.
- Municipal Letter of Commitment for financing and task force formation as described in Section 6.3.D.
- For multi-municipal projects, Municipal Endorsement Letters as described in Section 6.3.E.
- Consultant and lead planner qualifications (if applicable) as described in Section 6.3.F.

Application Submittal Instructions:

Please see page 10 for specific application submittal instructions.

**Chester County Vision Partnership Program
Grant Application Form**

Legal Understanding

The _____ hereby applies to the Chester County Board of Commissioners for a grant in the amount of \$_____, representing _____% of the total eligible project cost.

As the authorized municipal representative, I hereby submit the preceding data and information in support of our application. I understand the rules and procedures as written in the *Vision Partnership Program Planning Grant Manual*, as revised, and agree to be bound thereby. Further, if awarded a grant, I specifically agree to execute and deliver a Grant Contract, on forms provided by the County. I agree with the grant reimbursement process and the procedure for non-compliance as described in Section 9.0 of the *Grant Manual*.

Endorsement:

Date



Signature

Name & Title: Chairman/President of Governing Body

County Use Only

Application Received: _____

Application Score: _____

CCPC Review Date: _____

Contract Start Date: _____

Commissioner Approval Date: _____

Contract End Date: _____

**Chester County Vision Partnership Program
Grant Application Form**

Project Summary (Grant Manual Section 6.3.B.1)

Please provide a summary of the overall goal and nature of the project including a brief description of how the project will support and is consistent with the Chester County Policy Plan, *Landscapes2*.

Please limit your answer to the space provided.

(County Use Only):

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Project Evaluation Criteria (Grant Manual Section 6.3.B.2)

Projects will be reviewed and scored on the basis of the following eight criteria. The weight indicates the maximum number of points that can be scored in each category. Please indicate how your project will address each of the following criteria, *limiting your answers to the space provided*:

Criteria 1: Alignment with <i>Landscapes2</i> policies and actions and the Chester County Commissioners’ Strategic Plan Priority Areas including clear demonstration of policies, goals, and actions supported by the project. Include specific citations where appropriate to <i>Landscapes2</i> , <i>Watersheds</i> , or <i>Linking Landscapes</i> . (<i>Landscapes2</i> is available at www.landscapes2.org . The county strategic plan (“Managing for Results”) is available at www.chesco.org/commissioners .)	Weight	Score
	25	

(County Use Only):

**Chester County Vision Partnership Program
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Criteria 2: Project implements specific recommendations of a prior VPP funded plan or other municipal plans or studies that are aligned with <i>Landscapes2</i> . Individual municipal implementation of regional planning goals may be considered under this criteria. <i>Please limit your answer to the space provided.</i>	Weight	Score
	10	

(County Use Only):

**Chester County Vision Partnership Program
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Criteria 3: Creativity and innovation; promotion of sustainability; transferability of products to other applications; ability to be implemented. <i>Please limit your answer to the space provided.</i>	Weight	Score
	10	

(County Use Only):

**Chester County Vision Partnership Program
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Criteria 4: Multi-municipal versus single municipality project. (Indicate multi-municipal participants if applicable.) <i>Please limit your answer to the space provided.</i>	Weight	Score
	10	

(County Use Only):

Criteria 5: Age of current comprehensive plan; urgency of project in achieving local planning goals. <i>Please limit your answer to the space provided.</i>	Weight	Score
	5	

(County Use Only):

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Criteria 6: Public participation process and plan for involvement of elected officials. <i>Please limit your answer to the space provided.</i>	Weight	Score
	5	

(County Use Only):

Criteria 7: Completeness of application submission; detail, quality and format of scope of work, and (where applicable) qualification of the consultant for work proposed. <i>Please limit your answer to the space provided.</i> (Note: Please attach scope of work (in the format required by Section 6.3.C) and consultant qualifications separately.)	Weight	Score
	20	

(County Use Only):

**Chester County Vision Partnership Program
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Criteria 8: Funding support, cost effectiveness, and economic factors - higher municipal matching funds; ability to leverage other grants; cost of project versus what it will achieve; economic need of municipality. <i>Please limit your answer to the space provided.</i>	Weight	Score
	15	

(County Use Only):

Consistency with MPC (Grant Manual Section 6.3.B.3): For projects adopted under the Pennsylvania Municipalities Planning Code, include a brief narrative describing how the project will comply with the requirements of the MPC, including applicable MPC section references.

(County Use Only):

Application Submittal Instructions: Please submit this signed grant application along with the following attachments via USPS mail or in person to the Chester County Planning Commission, 601 Westtown Road, Suite 270, PO Box 2747, West Chester, PA 19380, attn: Susan Elks:

- Detailed Scope of Work in the format described in Section 6.3.C.
- Municipal Letter of Commitment for financing and task force formation as described in Section 6.3.D.
- For multi-municipal projects, Municipal Endorsement Letters as described in Section 6.3.E.
- Consultant and Lead Planner Qualifications (if applicable) as described in Section 6.3.F.

Important - PDF Application Submittal:

In addition to the above materials, the completed fillable PDF application form must be submitted via email to selks@chesco.org. The form submitted by email must be provided in its original fillable format and does not require a signature.

Appendix B

East-West Trail Plan

Scope of Work

Preliminary Draft – August 20, 2015

1.0 Project Tasks

1.1 **Task 1 - Project Management /Administration**

Prepare an initial project schedule with key milestones, including necessary meetings with the Study Advisory Committee (SAC). The consultant will maintain and monitor the schedule and budget on a monthly basis. The consultant will submit monthly status reports and invoices to East Brandywine Township and the Chester County Planning Commission.

Deliverables: Initial project schedule; Monthly status reports and invoices

1.2 **Task 2 - Existing Conditions Inventory and Data Collection**

The consultant will review and analyze the following readily available data to identify opportunities and constraints for implementing the East/West Trail:

- **Relevant Plans and Studies:** Review previous and current plans related to the East/West Trail, such as Municipal Comprehensive Plans, *Brandywine Greenway Strategic Action Plan*, land development plans, and PennDOT Right-of-Way plans.
- **Base Map:** Develop a base map illustrating existing conditions using readily available data and an aerial image background. The base map will incorporate available GIS data from the Chester County Planning Commission, such as parcels, contours, streams, parks, open space, roads, bus routes, sidewalks, existing and planned trails, and cultural features. Additionally, the base map will identify key destinations for walking and biking trips along the corridor and potential regional trail connections beyond the project area.
- **Field Inventory:** Conduct a field visit to inventory existing transportation facilities, key land uses, environmental features, cultural features, and other visible physical features. The field visit will include inventorying existing trails and pedestrian facilities, as well as roadway travel lanes and shoulder areas. Photographs will be taken to document existing features, opportunities, and constraints.

Deliverables: Summary of opportunities and constraints related to implementing the East/West Trail; Base map depicting the existing conditions inventory

1.3 Task 3 – Bicycle and Pedestrian Facilities Conceptual Plan

The Consultant will develop a colored schematic conceptual plan for bicycle and pedestrian facilities for segments of the East-West Trail corridor identified on the attached map as “Task 3 – Conceptual Plan.”

The conceptual plan exhibit will be based on available aerial photography and information gathered during Task 2 - Existing Conditions Inventory. The conceptual plan will include the type, width, surface and horizontal geometry of bicycle and pedestrian facilities, as well as pavement markings and signage. It may also include access management and traffic calming features, fencing/barriers, and other streetscape elements to create a safe and comfortable environment for walking and biking along the trail.

The conceptual plan will highlight improvements for key intersections, trail crossings, and trail bridges. The Consultant will present a draft conceptual plan to the SAC, PennDOT, Chester County, and the public and refine the plan based on their input. The final conceptual plan will be appropriate for presenting to other interested stakeholders, including PennDOT, property owners, and the public.

Deliverables: Draft and final conceptual plan of bicycle and pedestrian facilities for selected segments of the East-West Trail

1.4 Task 4 – Shared Roadway Design Treatments and Guidelines

The Consultant will identify appropriate design guidelines and standards for signage and striping of shared roadway bicycle (and pedestrian) facilities for segments of the East-West Trail corridor identified on the attached map as “Task 4 – Design Guidelines.”

The consultant will identify and evaluate design options for on-road bicycle (and pedestrian) facilities using existing roadways. Options to be evaluated include, but are not limited to: striped travel lanes/shoulders, striped bicycle lanes, sharrow pavement markings, bicycle boulevard signage and pavement markings, share the road signage, and wayfinding signage. The Consultant will present design guidelines in a graphical format as a typical sections with text descriptions. The Consultant will present draft options to the SAC and public for their input and selection of preferred design treatments. For the preferred design treatments, the consultant will prepare order of magnitude cost estimates and recommended next steps that will be included in the Implementation Plan (See Task 6).

Deliverables: Typical section(s) and text description(s) of shared road roadway facilities for the selected segments of the East-West Trail corridor

1.5 Task 5 – Alignment Evaluation and Property Owner Engagement

The Consultant will evaluate preliminary alignments for trail segments shown on the attached map as “Task 5 – Alignment Evaluation.”

The Consultant will coordinate with key property owners, sponsor municipalities, and the SAC regarding potential alignments and trail features. (See Task 7.) The Consultant will identify key constraints and opportunities to implementing the preliminary alignments. The Consultant will identify a preferred alignment for the trail segments based on input from the SAC, property owners, and public. The Consultant will identify key next steps and potential phasing that will be included in the Implementation Plan (See Task 6).

Deliverables: Summary text and map depicting the preferred alignment and trail features for the selected segments of the East-West Trail corridor

1.6 Task 6 – Implementation Plan and Funding Strategy

The Consultant will develop an implementation plan, with a particular focus on providing a realistic funding strategy for advancing the recommendations from Task 3 – Bicycle and Pedestrian Facilities Conceptual Plan and Task 4 – Shared Roadway Design Treatments and Guidelines. This implementation plan will serve as a blue print for the municipalities to implement the identified bicycle and pedestrian facilities. The Consultant will identify how the bicycle and pedestrian facilities can be segmented into specific capital projects that can be implemented in a phased approach over time. For each capital project, the consultant will identify the priority level, responsible parties, potential timeframes for implementation, next steps, and opinions of cost and potential funding sources, as further described below.

- **Opinions of Cost:** The Consultant will develop order of magnitude cost estimate by phase (i.e. design, right-of-way, utilities, and construction) for the recommendations from Task 3 – Bicycle and Pedestrian Facilities Conceptual Plan and Task 4 – Shared Roadway Design Treatments and Guidelines. These estimates will reflect rough approximations of material quantities and unit costs from recently bid similar projects. The estimates will be appropriate for budgeting purposes and to pursue future grants.
- **Funding Strategy:** The Consultant will identify potential funding sources and grant opportunities for property acquisition, design, and construction of the improvements. For each viable grant opportunity, the Consultant will

identify next steps to build support for project funding and position the project to be successful in competitive application processes. Additionally, the Consultant will identify key information and materials that may be necessary for grant applications, based on previous guidelines. The funding strategy will be presented in the Final Report.

Deliverables: Implementation plan in tabular or graphical format, including a summary of opinions of cost and the funding strategy

2.0 Public Participation, Meetings, and Hearings - Public Involvement (Task 7)

The Consultant will facilitate the stakeholder and public meetings outlined below and summarize the public involvement activities in the Final Report.

2.1 Study Advisory Committee (SAC)

The Consultant will prepare materials and facilitate up to four SAC meetings. The SAC will include one elected official and one other representative from each of the three participating municipalities and a representative from the Chester County Planning Commission.

2.2 Public Meetings

The Consultant will prepare materials and facilitate up to three public meetings to present draft materials and solicit feedback.

2.3 PennDOT Coordination Meeting

The Consultant will facilitate one technical coordination meeting with representatives of PennDOT District 6-0 to review the draft conceptual plan for bicycle and pedestrian facilities on the state owned roadways along the East-West Trail corridor.

2.4 Alignment Evaluation/Property Owner Coordination Meetings

The Consultant will facilitate two coordination meetings with key stakeholders for the segments of the East-West Trail corridor identified in Task 5, including representatives from the major property owners. The Consultant will also conduct individual meetings with key property owners to discuss trail alignments and design features for the selected segments.

2.5 Online Community Engagement

To complement the public meetings, the Consultant will post draft materials online and provide an opportunity for members of the public to review and offer comments electronically.

Deliverables: Presentation materials for SAC, PennDOT, property owner, and public meetings

3.0 Products - Draft and Final Report (Task 8)

The Consultant will prepare a Draft and Final Report with text, pictures, maps, conceptual plans, and tables to summarize Tasks 2–7. The Draft and Final Report will be concise and focused on presenting a blueprint for implementation of the recommended bicycle and pedestrian facilities and trail connections. The Draft Report will be circulated to the SAC and posted for public comment and review. The Consultant will revise the Draft Report based on SAC and public comment and produce a Final Report for municipal acceptance.

Deliverables: PDF of the Draft Report for SAC and public review; Ten hard copies and a PDF of the Final Report

4.0 Timetable for Completion of Tasks

Assuming a 2015 Round 2 VPP grant award and January 2016 start-up, the proposed timeline for completion of the East-West Trail Plan is as follows:

January 2016 – March 2016

Prepare and issue RFP; review proposals; consultant interviews; sign contract.

March 2016 – April 2016

Task 2 - Existing Conditions Analysis
Study Advisory Committee Meeting #1
Public Meeting #1

April 2016 – June 2016

Task 3 – Bicycle and Pedestrian Facilities Conceptual Plan
Task 4 – Shared Roadway Design Treatments and Guidelines
Task 5 – Alignment Evaluation and Property Owner Engagement
Study Advisory Committee Meeting #2 and #3
Public Meeting #2

July 2016 – August 2016

Task 6 – Implementation Plan and Funding Strategy

September 2016 – October 2016

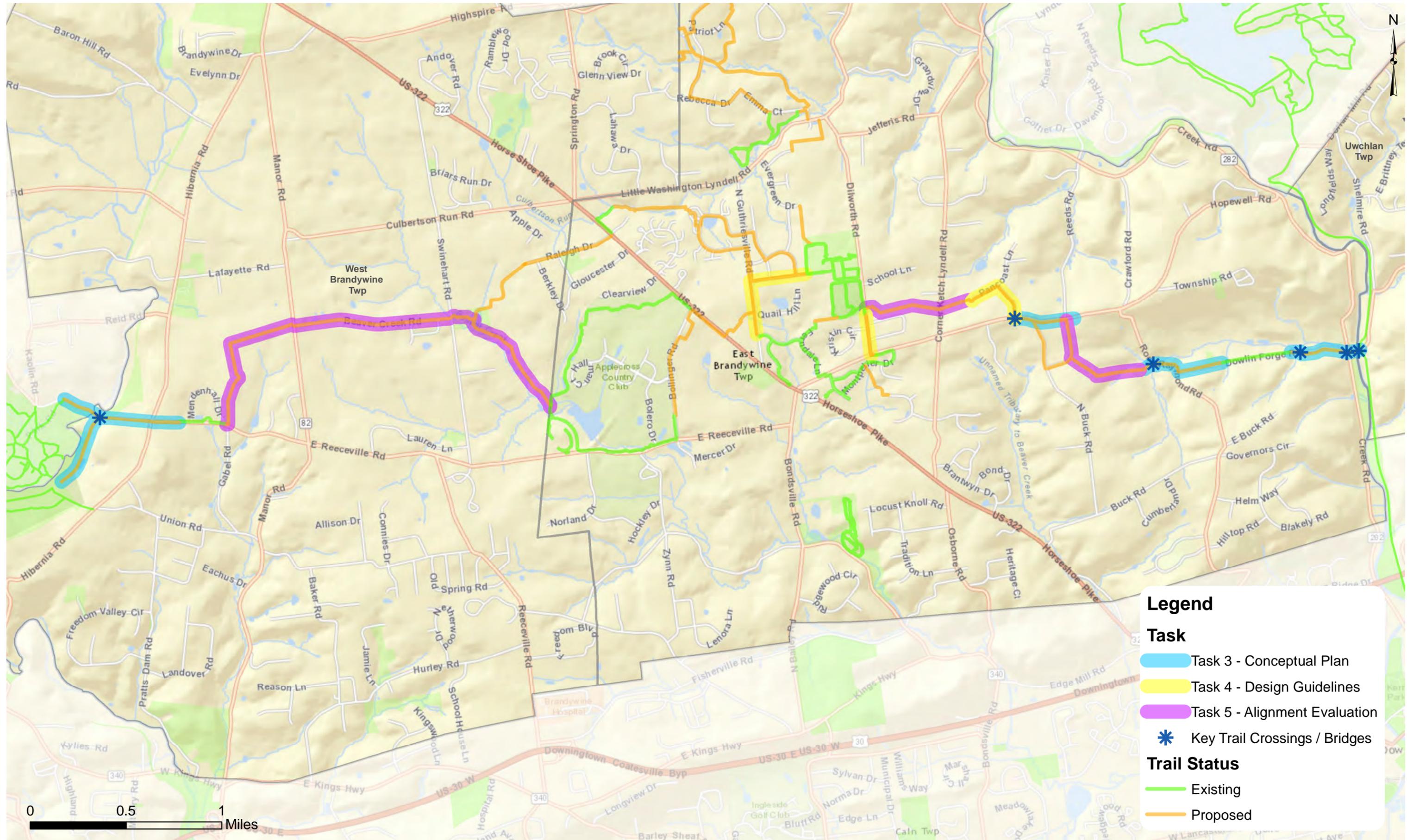
Task 8 – Draft and Final Report
Study Advisory Committee Meeting #4
Public Meeting #3

November 2016 - December 2016
Board of Supervisors review and adoption process.

5.0 Cost Summary

Task	Cost
Task 1 - Project Management	\$ 1,200
Task 2 - Existing Conditions Analysis	\$ 6,000
Task 3 - Bicycle and Pedestrian Facilities Conceptual Plan	\$ 13,000
Task 4 - Shared Roadway Design Treatments and Guidelines	\$ 3,000
Task 5 - Alignment Evaluation and Property Owner Engagement	\$ 4,500
Task 6 - Implementation Plan and Funding Strategy	\$ 7,000
Task 7 - Public Involvement	\$ 8,000
Task 8 - Draft and Final Report	\$ 7,000
Expenses	\$ 300
TOTAL	\$ 50,000

East - West Trail: Scope of Work



**Chester County Vision Partnership Program
Grant Application Form**

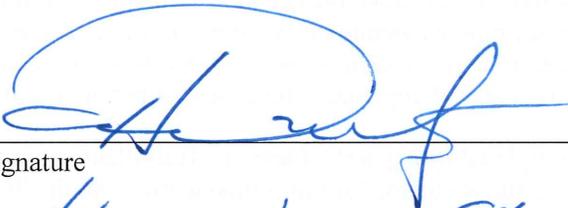
Legal Understanding

The East Brandywine Township hereby applies to the Chester County Board of Commissioners for a grant in the amount of \$35,000, representing 70% of the total eligible project cost.

As the authorized municipal representative, I hereby submit the preceding data and information in support of our application. I understand the rules and procedures as written in the *Vision Partnership Program Planning Grant Manual*, as revised, and agree to be bound thereby. Further, if awarded a grant, I specifically agree to execute and deliver a Grant Contract, on forms provided by the County. I agree with the grant reimbursement process and the procedure for non-compliance as described in Section 9.0 of the *Grant Manual*.

Endorsement:

9/8/15
Date


Signature
Hudson L. Voltz - CHAIRMAN
Name & Title: Chairman/President of Governing Body

County Use Only

Application Received: _____	Application Score: _____
CCPC Review Date: _____	Contract Start Date: _____
Commissioner Approval Date: _____	Contract End Date: _____

RESOLUTION 11 of 2015
Chester County Vision Partnership Program Grant
Multi-Municipal East/West Trail Bicycle and Pedestrian Facilities Plan
Chester County, Pennsylvania

WHEREAS, the Commissioners of Chester County have established a Vision Partnership Grant Program to be utilized by the municipalities of Chester County; and

WHEREAS, the grants may be used to foster multi-municipal planning efforts to effectively address planning issues facing Chester County municipalities; and

WHEREAS, the municipality of East Brandywine, Chester County, Pennsylvania desires to participate in the Vision Partnership Grant Program; and

WHEREAS, the municipality will have available \$7,000 to complete this project;

NOW THEREFORE BE IT RESOLVED by the governing body of East Brandywine, Chester County, Pennsylvania, as follows:

1. That the municipality of East Brandywine, Chester County, Pennsylvania hereby approves the filing of a multi-municipal application for Chester County Vision Partnership Grant Program assistance as lead municipality and in cooperation with West Brandywine Township and Uwchlan Township.
2. That Luke D. Reven, Assistant Township Manager, is hereby authorized and directed to file an executed Municipal Letter of Commitment dated August 19, 2015 with the Chester County Planning Commission.

Duly presented and adopted by the Governing Body of East Brandywine in a public meeting held this 19th day of August, 2015.

BY THE BOARD OF SUPERVISORS OF
EAST BRANDYWINE TOWNSHIP

Absent
Hudson L. Voltz, Chairman

Jay G. Fischer
Jay G. Fischer, Vice-Chairman

Arnold Kring
Arnold Kring, Member

Attest:

Mary Beth Smedley
Mary Beth Smedley
Township Secretary/Treasurer
East Brandywine Township





East Brandywine Township

1214 Horseshoe Pike
Downingtown, PA 19335

Telephone (610) 269-8230 Fax (610) 269-4157

Board of Supervisors

Hudson L. Voltz, Esq.
Chairman

Jay G. Fischer, Esq.
Vice-Chairman

Arnold M. Kring
Member

Office Hours: Monday through Friday 9:00 a.m. to 5:00 p.m.

Scott T. Piersol, Township Manager

Luke D. Reven, Assistant Township Manager

Matthew T. VanLew, Township Roadmaster

Mary Beth Smedley, Township Secretary/Treasurer

Norann King, Zoning/Permit Administration

August 19, 2015

Ms. Susan Elks, AICP
Chester County Planning Commission
601 Westtown Road, Suite 270
West Chester, PA 19380-0990

Re: Municipal Letter of Commitment: Vision Partnership Program Grant Application for Multi-Municipal East/West Trail Bicycle and Pedestrian Facilities Plan

Dear Ms. Elks:

On behalf of the Board of Supervisors, please note that East Brandywine Township is fully committed to serving as lead municipality should our multi-municipal application for Vision Partnership Program Grant funding be awarded. Specifically, East Brandywine Township will:

1. **Form a task force for the project.** The task force will include municipal representatives from East Brandywine Township, West Brandywine Township, and Uwchlan Township. Representatives from East Brandywine Township will include individuals from the Board of Supervisors, Planning Commission, Township Staff, as well as members of our newly-formed Trails Committee. A chairperson will be elected from the multi-municipal task force to guide the task force through the planning process.
2. **Finance the project.** Our Board of Supervisors has committed \$7,000 from the FY 2016 Budget as a local match to partially fund the proposed work with the understanding that the cash grant awarded for a multi-municipal project will be administered directly by the Chester County Planning Commission, including payouts of invoices to the Consultant. East Brandywine Township will be billed by the County for the thirty (30) percent portion of the matching grant when each consultant invoice is paid.

Lastly, a note on the proportional share of financial commitment for our multi-municipal grant application: Our proposal includes letters of financial commitment from our partners that total \$15,000: East Brandywine Township, \$7,000; West Brandywine Township, \$7,000; and Uwchlan Township, \$1,000.

We look forward to continuing to work with the Chester County Planning Commission. Please direct any questions regarding this letter or our application to Luke Reven, Assistant Township Manager, at (610) 269-8230 or lukereven@ebrandywine.org.

Sincerely yours,



Hudson L. Voltz, Chairman
Board of Supervisors

Cc: Board of Supervisors, West Brandywine Township
Board of Supervisors, Uwchlan Township

West Brandywine Township

Board of Supervisors

O. Douglas Smith – *Chairman*

Joseph M. Morris – *Vice-Chairman*

Josef G. Obernier, Sr. – *Member*

Dale Barnett – *Township Manager*

September 3, 2015

Mr. Luke Reven, Assistant Manager
East Brandywine Township
1214 Horseshoe Pike
Downingtown, PA 19335

**Re: East/West Trail Bicycle and Pedestrian Facilities Plan
Vision Partnership Program Grant Proposal - Letter of Support**

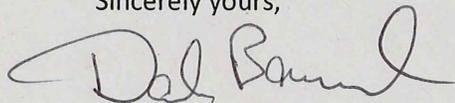
Dear Mr. Reven:

On behalf of the Board of Supervisors, West Brandywine Township is pleased to endorse East Brandywine Township's grant submission to the Chester County Vision Partnership Program requesting \$35,000 to complete East/West Trail Bicycle and Pedestrian Facilities Plan. This multi-municipal project includes East Brandywine Township, West Brandywine Township, and Uwchlan Township and will be a critical step towards implementing a regional facility that would connect Hibernia County Park trails to the County's Struble Trail and trails in Marsh Creek State Park in Uwchlan Township.

We fully support your effort and are committed to a \$7,000 cash match for the project. We will also actively participate in the work program by designating representatives from the Board of Supervisors and the Planning Commission to serve on the task force.

We wish you success in your grant.

Sincerely yours,



Dale Barnett
Township Manager

Cc: WBT BoS
Uwchlan Township Board of Supervisors
WBT PC & OSRB
file

Uwchlan Township

715 North Ship Road
Exton, PA 19341-1940

(610) 363-9450 FAX (610) 363-0518

Chester County, Pennsylvania

August 26, 2015

Mr. Luke Reven, Assistant Manager
East Brandywine Township
1214 Horseshoe Pike
Downingtown, PA 19335

**Re: East/West Trail Bicycle and Pedestrian Facilities Plan
Vision Partnership Program Grant Proposal - Letter of Support**

Dear Mr. Reven:

At a public meeting on August 24, 2015, the Board of Supervisors of Uwchlan Township unanimously passed a motion to support East Brandywine Township's grant submission to the Chester County Vision Partnership Program requesting \$28,000 to complete the East/West Trail Bicycle and Pedestrian Facilities Plan (the "Project"). The Board agreed to contribute a total of \$1000.00 as matching funds to the planning stage of the Project. Uwchlan Township is not committing additional funds to the Project at this time and this initial support does not imply that additional funds will be committed to planning, design, implementation or construction in the future.

We understand this multi-municipal project will include East Brandywine Township, West Brandywine Township and Uwchlan Township and will be a critical step towards implementing a regional facility that would connect Hibernia County Park trails to the County's Struble Trail, the Uwchlan Trail and trails in Marsh Creek State Park in Upper Uwchlan Township.

As noted above, Uwchlan Township supports East Brandywine Township's effort in leading the Project and is committed to a \$1,000 cash match for the Project. We will also actively participate in the planning stage by designating Township representatives to serve on the proposed Study Advisory Committee.

Sincerely yours,



Doug Hanley
Township Manager

Cc: West Brandywine Township Board of Supervisors