

TO: Pembina County City Auditors and Mayors  
FROM: Angelle French, Pembina County JDA  
DATE: May 9, 2023  
RE: Pembina County 2023 Self-Help Program

Pembina County is currently accepting applications from cities for the county's Self-Help Program. The goal of the program is to utilize county funds to support community betterment projects in Pembina County cities. The Red River Regional Council manages the program on behalf of the county.

There are many ways communities can use these county funds for betterment projects. Examples of projects Pembina County communities have used the funds toward include playground equipment purchase, sidewalk replacement, city beautification, and city sewer line maintenance.

The main objective of this program is to promote development within the communities of Pembina County. **Each city may submit up to two applications for *two separate projects*.** Both projects are not required to be city projects. For example, the park district or other non-profit organization can apply for a project if agreed to by a city. *However, a Pembina County city must be the applicant.*

Program specifics include:

1. Requests cannot exceed one-half of the total project cost, nor can the request exceed \$1,500. The maximum county match for each application is \$1,500.
2. The county funds must be matched 1:1. Funds will be released on a reimbursement basis with supporting documentation, including itemized invoice and cancelled check.
3. A copy of a resolution or minutes of the meeting when the applicant authorized the project must be included with the application. Please note: The City council meeting minutes must reflect what project is being applied for, regardless of whether it is a city project or a project of another non-profit organization.
4. Any change in scope of the awarded project or if a City would like to use funds for a different project than awarded, the change must first be approved by the County.
5. Projects can be located outside city limits provided a Pembina County city agrees to be the applicant.
6. Should more than 11 applications total be received in any program year, the County Commission will determine which projects receive the matching county funds. **Cities submitting two applications are asked to identify which application is the priority on the application form.**

7. The county is not obligated to allocate the entire \$16,500 budgeted annually for this program.

An application form is enclosed. You will need to make a copy of the form if your city plans to submit two applications. There is also a fillable application available on our website ([redriverrc.com/helping-business-thrive/pcjda/](http://redriverrc.com/helping-business-thrive/pcjda/)). Please complete the application(s) and send along with a copy of the minutes or resolution when the project(s) was/were authorized via mail to the address above or email to [Angelle@redriverrc.com](mailto:Angelle@redriverrc.com). Applications must be received by **December 15, 2023** and will be presented to the Pembina County Commissioners for review and funding decisions in January 2024.

**Also, if your city received 2022 self-help funds, you have until December 1, 2023 to submit your request for reimbursement to Pembina County Auditor Linda Schlittenhard.** Any reimbursement request received after that date may not be funded.

Please do not hesitate to contact me at (701) 331-2121 or [Angelle@redriverrc.com](mailto:Angelle@redriverrc.com) if you have any questions.