

PEMBINA COUNTY SELF-HELP PROGRAM GUIDELINES

(Adopted 4-18-17)

(Revised 7-6-21)

The following constitutes the Guidelines of the Pembina County Self-Help Program as revised on July 6, 2021.

PROGRAM PURPOSE

The Pembina County Self-Help Program began in the 1990s and its primary purpose is the use of county funds to support community betterment projects in eligible Pembina County cities. The program is managed by the Red River Regional Council (RRRC) on behalf of the County.

PROGRAM CRITERIA

The four program criteria include:

1. Requests cannot exceed one-half of the total project cost, nor can the request exceed \$1,500.
2. County funds must be matched 1:1. Funds will be released on a reimbursement basis with supporting documentation, including an 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. The City must include in its minutes that it plans to apply for self-help funds for a specific project.
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.

APPLICATION PROCESS, FUNDING RECOMMENDATION & REIMBURSEMENTS

All Pembina County cities will receive a self-help program application from the RRRC in the second quarter of each year. The deadline to apply will be on or about December 15, with the exact date specified in the application.

All applications with required supporting documentation received by the deadline will be reviewed for funding commitments by the Pembina County Commission in the first quarter of the year following the December deadline. Grant awards and amounts are at the County's discretion. Upon funding determination, the RRRC will notify each city by mail of its grant award.

Cities will have until December 1 to seek reimbursement from the county auditor for the awarded project. Copies of the itemized invoice(s) and cancelled check(s) must be submitted to the County when seeking reimbursement. Any cities not providing the required documentation by December 1 are not guaranteed reimbursement.

GUIDELINE AMENDMENTS

The Guidelines may be amended or added to by the Pembina County Commission. Cities will be provided written notice of any changes to the Guidelines that affect the applicant.

Amendment #1: July 7, 2021

Due to lack of interest of some cities in recent years, the Pembina County Commission would like to allow participating cities to submit more than one application. The County budgets a total of \$16,500 each year to support projects in Pembina County cities, however in recent years \$4,500-\$6,000 has been left unutilized based on a lack of applications. Beginning with the 2021 program, updates include:

- Each City can submit up to two applications for two separate projects. Both applications do not have to be for City projects. For example, the park district or other non-profit organization can apply for a project if agreed to by City. A Pembina County City must be the applicant.
- 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.
- Projects can be located outside City limits provided a Pembina County City agrees to be the applicant.
- Should more than 11 applications total be received in any program year, the County Commission will determine which projects receive the matching county funds.
- The County is not obligated to allocate the entire \$16,500 budgeted annually for this program.

ADOPTION

These Guidelines shall be effective upon the approval of the Pembina County Commission:

DATE

LAVERNE "MANNY" DOYLE, CHAIR
PEMBINA COUNTY COMMISSION