

<b>Title:</b> Waiver for Retroactivity		
<b>Issued by:</b> Tarentum Borough Council	<b>Effective Date:</b> 02/13/2024 <b>Scheduled Review:</b> Annual	<b>Document Number:</b> 24-01
<b>Reviewed:</b>		<b>Revised:</b>
<b>Approved By:</b> Scott Dadowski, Council President		<b>Program Area:</b> Façade Improvement

**SCOPE**

Provides directive for administration of the Tarentum Borough Façade Improvement Grant Program.

**PURPOSE**

Grants are awarded to assist with projects to be undertaken after the award of a grant rather than to pay or reimburse grantees for projects that have begun or are completed prior to the award of a grant. In special situations, the Borough may allow grant funds or approve expenses for projects where costs were incurred before the grant award date. This action is referred to as a "Waiver for Retroactivity."

Per the Grant Agreement and Borough policies, presuming a grant is awarded, certain costs incurred prior to a grant award for “due diligence” or other necessary expenses are deemed eligible for reimbursement without a waiver of retroactivity if they are for items necessary to submit a grant application.

**POLICY**

- A. The applicant shall submit all letters requesting waivers for retroactivity to the Borough Manager. Requests must be signed and dated by the applicant.

Tarentum Borough Manager  
 Façade Improvement Grant  
 318 East 2<sup>nd</sup> Avenue  
 Tarentum, PA 15084

- B. A waiver does not guarantee or in any way affect the chances of a project being selected for funding. It merely gives the applicant a project start date to which grant funds would be applied retroactively, should the project be selected for funding.
  - 1. The waiver must be approved in writing by the Borough prior to costs being incurred.
  - 2. A grant applicant who wishes to request a waiver must contact the Borough Manager for preliminary directions prior to submission of the written request to the Borough Council. The request shall include the following:
    - a. The applicant's complete contact information.
    - b. **A description of the project and the need for the waiver; and**
    - c. **Any additional information to justify the project/waiver request.**
    - d. Other information that would help explain the project, including acreage, project site location, timeline for settlement (urgency), other funding time constraints, etc.
- C. The planning committee will review the request, and a recommendation will be made to the applicant, the Borough Manager, and the Borough Council.
- D. When waivers are granted, applicants are still responsible for completing and submitting a complete grant application.
- E. Borough Council will vote on approval or denial of waiver within 45 days of waiver application being submitted to the Borough.

**EFFECTIVE DATE**

Immediately. This policy is to be reviewed and updated every year.

**EXPIRATION**

This policy remains in effect until revised or rescinded.

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Scott Dadowski, Council President

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Date

