



Venango County Regional Planning Commission

Planning **Tomorrow**
Together

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TO: Venango County Municipal Officials

DATE: July 13, 2026

RE: County Aid (Liquid Fuels) – Application Solicitation Notice

The Venango County Commissioners are collecting applications for the County Aid Program to provide reimbursable grants to the municipalities within Venango County in an effort to more quickly fund eligible and necessary construction, maintenance, and repairs to local roads and bridges. The County has chosen to allocate \$250,000 of County Liquid Fuels funds in the 2026 budget to be used for the County Aid Program. **This amount is subject to change if there is any reduction in Liquid Fuels funding to the County.**

Applications for County Aid must be submitted to the County by **September 25, 2026**, giving ample time to 1) obtain the required information and completed application forms, 2) request and complete the required site visit with PennDOT, and 3) have the application submission approved by your Board or Council at a public meeting. **If a project has not completed all three of those requirements, the application will be considered incomplete and will not be reviewed or considered for funding.** The following application materials are enclosed with this solicitation notice:

- (1) A list of example eligible and ineligible expenses which should inform project activities considered for reimbursement (taken from PennDOT Pub 9, Section 1.6.6.3).
- (2) A copy of the first page of the County Aid Form (MS-339). This is required by PennDOT and **must be signed and sealed by the appropriate municipal official** to be considered a valid submission. Once projects are awarded, a full copy of this form must be submitted online through the PennDOT dotGrants platform in accordance with Pub 9 and will be processed electronically for projects that receive grant awards.
- (3) The supplemental application information packet that must be completed and submitted to the County for review. Please be sure to include information such as itemized cost estimates, budgets, digital photographs, site layouts and any other information to assist in the consideration of the project. **PennDOT has offered to provide cost estimates directly this year, so keep that in mind as well.** In the project narrative, it is encouraged to indicate whether or not the proposed project can be completed with a smaller dollar amount than the full amount requested. **Please note that Treasury Reports will also now be required, which should consist of the last two (2) recent reports to the local elected officials (such as during a public meeting). This information will be considered as further assessment of need when deciding on allocations between eligible projects.**

Funding requests from the municipalities historically exceed the funds available for disbursement, which highlights the importance of thorough application submissions to allow for proper evaluation. Staff from the Planning Commission, the Conservation District, and PennDOT will once again be assisting with project evaluation and ranking for funding eligibility and prioritization. As requested in the past, it is important that overarching plans, timelines, and expectations for projects are established, communicated, and followed as these Municipal priorities provide evaluators with an understanding of the larger impact of the project on the community and County as a whole. **Please note that in consideration of all municipal funding requests, the Commissions have also elected to institute an expenditure deadline starting this funding year, and awarded projects will need to be completed by the following calendar year to be eligible for reimbursement (December 31, 2027).** If projects are not able to be completed, they may be asked to forfeit their remaining allotment and reapply in a future funding year.

All questions regarding program administration and application processing should be directed to the Venango County Regional Planning Commission by phone at 814-432-9689. For specific technical assistance with the application, you may contact Alex Shreffler directly via email at Alex.Shreffler@VenangoCountyPA.gov or by phone at 814-432-9676. The deadline to request technical assistance is three weeks prior to the submission deadline to allow for proper attention. As such, all requests for assistance must be received prior to **September 04, 2026**. If requests are not received by this date, staff may not be able to provide assistance.