

For ALOM use only

Application Received Date: _____ Program Requirement Review Date: _____



2022 BANNER COMMUNITY PROGRAM APPLICATION
(Recognizing municipal achievements from the 2021 calendar year)

Contact Information

Please list the name, email and phone number of your Banner Community Application contact person.

Municipality: _____ Email: _____

Contact Name: _____ Phone: _____

SECTION I – INTERGOVERNMENTAL COOPERATION

Be an active member in good standing – ALOM, County Association and Council of Governments:

Part A

Appoints a Delegate to serve as liaison to County Association (ALOM, Association of Township Officials, Boroughs Association, Allegheny County/Western Pennsylvania Association of Township Commissioners, etc.)

Delegate Name: _____

Name of Association: _____

Part B

Appoints a Delegate to serve as representative to - and regularly attend meetings of - the affiliated Council of Governments:

Delegate Name: _____

Name of COG: _____

Participate in Joint Purchasing Program _____ *Yes; Name Program:* _____

Participate in a shared service/initiative _____ *Yes; Name Service:* _____

SECTION II – PROFESSIONAL DEVELOPMENT

PART A

Send **at least one** representative to the ALOM Annual Spring Conference:

Attended 2021 ALOM Conference *Attendee Name:* _____ and/or
Commitment to attend 2022 Spring Conference ____ *Yes Attendee Name:* _____

PART B

Participate in **two or more** of the following professional development opportunities:
(in person or virtual trainings are acceptable):

Graduated from the Local Government Academy Newly Elected Officials Course or participated in another training offered via the Local Government Academy Course Catalog:
Attendee Name: _____ *Program Description:* _____ *Date:* _____

Attend the Allegheny County and Western Pennsylvania Association of Township Commissioners Fall Conference. *Attendee Name:* _____

Attend a municipal educational conference or training event sponsored by a Pennsylvania State Municipal Association:
Attendee Name: _____ *Name of Association:* _____
Program Description: _____ *Date:* _____

Attend an educational training focused on local government and sponsored by a Pennsylvania State Agency (DCED, PennDOT, DEP, etc.)
Attendee Name: _____ *Name of Department:* _____
Program Description: _____ *Date:* _____

Participate in another municipal training program sponsored by another local government organization or related entity:
Attendee Name: _____ *Name of Organization:* _____
Program Description: _____ *Date:* _____

SECTION III – PENSION, FINANCE AND EMPLOYEE BENEFITS

PART A - Pension and Employee Benefits - Implements a sustainable employee benefits program by completing at least 3 requirements from the category below.

Municipality strives for a pension funding ratio of 100% by maintaining a minimum funding level of 80% or more, or demonstrates a sustainable trend of increasing funded ratios:
Non-Uniform ____% and/or Uniform ____%

Municipality makes 100% of any actuarially recommended plan contribution. *Yes* ____

Municipality participated in ALOM 2021 Compensation and Benefits Survey: *Yes* ____

Municipality conducts fiduciary due diligence by meeting at least annually with retirement plan advisors to assess fees, risk, plan design and regulatory compliance. *Yes* ____

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PART B – Municipal Finance - Implements prudent financial management by completing at least 4 requirements from the category below:

Municipal staff reconciles bank statements on a monthly basis and provides corresponding reports to the governing elected officials. Board ensures discrepancies are addressed in a timely manner. *Yes* _____

Municipality develops a capital improvement plan to strategically plan for future needs. *Yes* _____ *Plan Adoption Date* _____

Municipality undergoes an annual audit completed by independent CPA Firm, and subsequently reviews all management comments and recommendations on internal controls procedures, etc. *Yes* _____ *Completion Date of Last Audit* _____

Municipality develops and maintains a fund balance policy. *Yes* _____

Municipality has made arrangements to procure eligible stimulus funding and has developed a plan for prudent spending of such monies in accordance with program guidelines. *Yes* _____

SECTION IV. COMPREHENSIVE PLANNING

Implements sustainable governing practices by completing at least 3 requirements from the category below:

Earned certification or pledged to become certified via Sustainable Pennsylvania Community Certification. *Yes* _____

Maintain an updated Comprehensive Plan pursuant to the Pennsylvania Municipalities Planning Code. *Yes* _____ *Plan Adoption Date* _____

Partner with Allegheny County (or municipality Home County) to engage in joint programming. *(examples include, but are not limited to; Allegheny Places, Main Street Program, Recycling/ Yard Waste, Vacant Property, Open Streets, Live Well Allegheny, Multi-Municipal Planning)*
Yes _____ *Name of Program* _____

Municipality adopts a Road Management Plan to appropriately deploy infrastructure funding and improvements, along with associated public works resources. *Yes* _____

SECTION V – EMERGENCY PREPAREDNESS

Completes essential requirements to ensure the Health, Safety and Welfare of the community.

Drafts and maintains an Emergency Operations Manual outlining procedures for responding to a disaster. *(Must be updated and submitted to Emergency Management Agency)* *Yes* _____

Drafts their own or adopts the county’s FEMA approved Hazard Mitigation Plan? *(This is required by PEMA in order to be eligible for disaster funding.)* *Yes* _____

Municipality has appointed an Emergency Management Coordinator who has completed training and education courses as required. *Yes* _____

SECTION VI – COMMUNICATIONS AND COMMUNITY OUTREACH

Engages community members and external stakeholders by conducting an effective and sustained communications program

Part A

Keeps residents and community stakeholders informed through a comprehensive and sustained communications program by completing at least 2 of the following requirements:

Create and distribute a Municipal Newsletter, Annual Report, or special purpose publication either in print or online: *Yes* ____ (*Attach newsletter and/ or provide web links*)

Municipality strives for transparency by complying with PA Act 65 of 2021 to post meeting agendas as required and regularly updates Municipal website to advertise such meetings and post associated minutes and other public information. *Yes* ____

Utilizes Social Media and/or Mobile/Email alerts for keeping residents informed regarding critical information and other important municipal matters: *Yes* ____

Part B

Works with school district and other community stakeholders to better engage residents with the good work being done at the local level by completing 3 of 4 of the following requirements:

Conducts an activity in support of Local Government Week*
(* *Local Government Week is usually held in Pennsylvania during the 2nd week of April. Municipalities are encouraged to pass a resolution/proclamation, draft a letter to the editor, share information on website, newsletter, etc.*) *Yes* ____ *Describe:* _____

Partners with school district stakeholders on a joint initiative
(*Class Discussion, Career Day, DARE Program, Junior Council Member, Joint Planning Initiative, etc.*)

Program Name: _____
Participant Name(s): _____ (*Municipality*)
Participant Name(s): _____ (*School*)
Name of School: _____

Serves as representative to a Civic Group on behalf of municipality and/or attends a civic group meeting to educate attendees on local government operations, news or achievements.
Yes ____ *Name of Civic Group:* _____

Hosts a Community Day Celebration/Festival for residents and stakeholders
Yes ____ *Date:* _____