

STATEWIDE LOCAL SHARE ACCOUNT

GRANT PROGRAM FOR NON-PROFIT PROJECTS IN:
CUMBERLAND, DAUPHIN, or PERRY COUNTIES

APPLICATION DISCLOSURE FORMS

THROUGH
CAPTIAL REGION ECONOMIC DEVELOPMENT CORPORATION (CREDC)

Deadline to CREDC is November 11, 2024, at 4:00 P.M.

Full Statewide Local Share Account (LSA)
guidelines are available at:

<https://dced.pa.gov/programs/local-share-account-lsa-statewide/>

For information, contact:

CREDC

Phone: (717) 232-4099

Email: spearson@hbgrc.org

**** SPECIAL NOTE -** *This document provides information pertaining to projects in Cumberland, Dauphin & Perry Counties owned and maintained by private non-profit organizations applying for Statewide LSA grant funding through CREDC. It does not address any other eligible applicant or project under the Statewide LSA program or any other form of LSA grant funding.*

STATEWIDE LOCAL SHARE ACCOUNT

Statement of Purpose

The Statewide Local Share Account (LSA) has been established to support community and economic development through gaming revenues generated pursuant to the Pennsylvania Race Horse Development and Gaming Act. The Capital Region Economic Development Corporation (CREDC) is an eligible applicant on behalf of non-profit organizations which would like to apply for funding to support a project which they will own and maintain and is in the public interest by improving the quality of life in the community. LSA funds are distributed annually through grants from the Pennsylvania Department of Community and Economic Development (DCED) and evaluated and awards decided by the Commonwealth Financing Authority (CFA).

I. GENERAL ELIGIBILITY, REQUIREMENTS

- A. The entity requesting funds must be a non-profit entity with a project in Cumberland, Dauphin, or Perry County.
- B. The project must be **IN THE PUBLIC INTEREST** and improve the quality of life in the community.
- C. The LSA guidelines list many eligible project costs. Those easiest for non-profit projects include:
 - Acquisition of Real Estate
 - Construction to include renovation and rehabilitation
 - Demolition
 - Purchase of vehicles, machinery and/or equipment
- D. Each Project must be at least \$25,000.
- E. Each grant request may not exceed \$1,000,000.
- F. No matching funds are required for this program.
- G. Each application must represent one cohesive project scope based on a singular project, which may include multiple phases of the same project, but it must represent a clear start and full and complete finish of a final product.
- H. The project may not commence before receiving an award of grant funding from the Commonwealth. Beginning the project prior to receiving an approval will result in the project being ineligible for grant funding.
- I. Important additional compliance rules to follow should your application be awarded funds are listed below.

II. LOCAL SHARE ACCOUNT (LSA) PROGRAM REQUIREMENTS

If awarded funding the following compliance rules must be followed and documented in order to received funds:

- A. **Nondiscrimination**
Applicants and project users must certify compliance with nondiscrimination policies, ensuring no bias based on race, gender, sexual orientation, or other protected characteristics under state and federal laws. Contracts paid with grant funds must include the Commonwealth's nondiscrimination clause.
- B. **Project Records**
Applicants must maintain accurate project records, providing CREDC (ultimately the CFA) access to inspect work, invoices, and related documents as needed.
- C. **Certification of Expenses**
Applicants must certify expenses incurred align with the approved project scope. Before final closeout, they must submit canceled checks or bank statements verifying expenditure of grant funds.
- D. **Bidding**
Applicants subject to legal bidding procedures must comply with them. For competitive bidding for contracts over \$10,000, it is required to have at least three bids for eligible services funded at least 50% by the grant.
- E. **Prevailing Wage**
The Pennsylvania Prevailing Wage Act applies to projects exceeding \$25,000. The Grantee must include prevailing wage rates in all relevant bid documents and contracts. L&I determines wage applicability.
- F. **Conflict of Interest**
Officers or employers with a private interest in a project must disclose it to the applicant's governing body and refrain from voting or deliberating on the project.
- G. **Additional Items Determined by the Grant Contract**
Additional compliance requirements may be included in the grant contract if the project is awarded funding. Examples of additional compliance requirements as CREDC has seen in the past have included requirements for payment and performance bonds, certificates of property and liability insurance providing the Commonwealth as Additional Insured, and signage acknowledging funding from the Commonwealth of PA to name a few.

III. APPLICATION & REVIEW PROCESS

A. APPLICATION

A non-profit entity that desires to request funds from the Statewide LSA Program will provide information to CREDC through this application. Please complete the following Appendixes and attach the listed items and email to Seth Pearson at spearson@hbgrc.org starting 09/01/2024, but no later than 11/11/2024.

Appendix A: Fillable Checklist

Appendix B: Fillable Application

- (1) Project Facts & Details (fillable)
- (2) Project Need (written)
- (3) Project Expected Outcomes (written)
- (4) Project Schedule & Timeline (written)

Appendix C: Engagement Agreement (must be signed)

Provide the following attachments as applicable:

Basis of Costs

Documentation to support the project budget. Examples include copies of bids, quotes, contractor estimates, engineer estimates, sales agreements, appraisals, etc. There should be documents to support the full amount of the project budget you list in Section 1 of Appendix B (the Fillable Application form). Other project phases previously completed or planned can be described in the application narrative.

Evidence of Matching Funds

Documentation confirming other funds necessary to complete the full project budget (funds other than grant funds being requested) are secured and available for the project. These are considered matching funds. Matching funds are not required for any project unless a total project exceeds the amount of grant funds the entity can request. Examples of documentation of matching funds may include commitment letters for financing, bank statements showing available funds, pledge commitments from donors

B. REVIEW

Each email submission will be reviewed by the CREDC team in the order it is received. If you have concerns about whether your application was received, we ask that you call our general phone number listed on the front page of this document to inquire.

If the submission demonstrates likely eligibility, CREDC Will schedule a consultation meeting to discuss further steps and information needed for a full application to be submitted on your behalf. Additional information and project briefings may be requested if needed to fully determine an entity's or project's eligibility. Each non-profit should be prepared to promptly answer all questions and provide additional documentation as required.

If the information submitted indicates that the entity or the project is not eligible as described here, CREDC will notify the submitter what points do not qualify. If any information was provided in error, the entity may resubmit the full package for reconsideration. The resubmitted package will be considered in the order it is received.

IV. SUBMISSION TO DCED

- A. Once a project is determined to meet all requirements of the program, CREDC will, in accordance with the DCED requirements, prepare and submit an Electronic Single Application on the non-profit's behalf.
- B. A fee for service will be required prior to CREDC taking this action. The fee for service will be \$600, \$100 of which goes to DCED.
- C. If all information is received before our deadline of November 11, 2024, including the fee for service of \$600, the Electronic Single application will be submitted to DCED before the Commonwealth's deadline of November 30, 2024.
- D. DCED does not adopt or formally endorse CREDC's local application document. This document serves only as an organized process to collect, review, and process project proposals and applications.
- E. CREDC does not apply bias to any eligible project as described here. If a non-profit presents an eligible project and follows the processes described here, CREDC will submit the application for funding to DCED for further consideration. Therefore, it is up to the non-profit to consider by what means or methods they want to advocate for their project to be awarded funding. Including letters of support from the community and legislators is one option. Working with their legislators after the application is submitted to DCED is another option. Presenting strong arguments within the application CREDC submits for the project displaying how the project is in the interest of the community and improves the quality of life should add to how it is evaluated by decision makers in DCED and the CFA. All data that the non-profit can supply in support of that approach will help the application.
- F. There is no guarantee of any application being awarded funding. There is no guarantee of when DCED and CFA will review and consider applications for awarding funds. There is no guarantee of when announcements of any awards will be made.

V. IF AWARDED

- A. Should your project be awarded funds, notice of the award will be produced to CREDC as the applicant and your non-profit as the sub-applicant. Next a grant contract for the funding will be executed by the Commonwealth as the Grantor and CREDC as the Grantee.
- B. It is CREDC's responsibility as Grantee to ensure that all conditions of the grant contract are met including requirements for competitive bidding, prevailing wage, conflict of interest notices and anything else the contract may require. It is then also the non-profit's responsibility as the Sub-Grantee to do the same.
- C. A cooperation agreement binding the non-profit as the sub-grantee to these responsibilities will be executed. This agreement will also provide for the flow of grant funds from the Grantee to the Sub-Grantee. Lastly, it will lay out the fees for service that CREDC will require for serving in this capacity. At the time of this document's writing, CREDC's fees for serving as a Grantee for an LSA grant is 2% of the Grant amount, but never less than \$5000. This is subject to change.
- D. If your application is awarded funding, the grant contract between DCED and CREDC is good for three years. During the contract term, your project may incur expenses and request payments from the grant if evidence of complying with all Grant contract terms has been provided. Projects must be finished and funds fully expended within this three-year time frame.
- E. CREDC reserves the right to conduct an audit of any LSA project requiring the Sub-Grantee's cooperation.
- F. This document serves an informational purpose only and in no way constitutes a final agreement or contract for funding and administrative services. If your organization wishes to pursue funding, filling out the application and submitting the required documentation does require a signature by an authorized signer of the organization. That signature attests that all information provided is true and correct to the best of the signer's knowledge and ability and further agrees that if the application is eligible and both CREDC and the non-profit agree to proceed is submitting the application to DCED that the non-profit will pay to CREDC a sum of \$600 to cover DCED's charge of \$500 and cover CREDC's cost of time and expenses. It does not obligate either organization to go forward with a full application to DCED at this time.

Appendix A. Fillable Checklist

Local Share Account (LSA)

State Application Window

09/01/2024 - 11/11/2024

Project Name:

Requesting Entity:

| <u>Included</u> | <u>N/A</u> | <u>Required Submission Items</u> |
|-----------------|------------|--|
| | | Checklist Form |
| | | Fillable LSA Application |
| | | Budget basis of costs documentation |
| | | Documentation/letter confirming matching funds (if applicable) |
| | | |
| | | |
| | | |
| | | |
| | | |

Appendix B. Fillable Application

Local Share Account (LSA) State Application Window 09/01/2024 - 11/30/2024

1. Project Facts & Details

| | |
|--|------------------------|
| Project Name: | |
| Project Location (exact address): | |
| Project Municipality: | Project County: |
| Requesting Entity: | |

Employment and Revenue

| |
|---|
| Number of Full-Time Employees in PA: |
| Number of Full-Time Employees Worldwide: |
| Total Annual Revenue: |

Primary Contact Person Information

| | |
|-----------------------|------------------------------|
| Contact Name: | Chief Executive Name: |
| Address: | Full-Title: |
| Phone Number: | Phone Number: |
| Email address: | Email address: |

Chief Executive Information

| Project Funding: | 2024 |
|----------------------------|-------------|
| Total Request of LSA Funds | \$ |
| Total Other Funds * | \$ |
| Total Project Budget | \$ |

| | | | | |
|--|--------------------------|-----|--------------------------|----|
| * Are other funds secured? (please check one) | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
|--|--------------------------|-----|--------------------------|----|

Tax ID number: _____

2. Project Description

Please provide a brief description of the project. Describe what project you aim to accomplish, the plan to accomplish the project, and how the funds will be used. Please limit response to one page.

3. Project Need

Please describe the project need, **including the community impact**. Please limit response to one page.

4. Project Expected Outcomes

Please describe the expected outcomes for the project, including anticipated job creation. Please limit response to one page.

5. Project Schedule & Timeline

Please describe the timeline for the project including project milestones. Please consider that the project must not commence before the application is awarded funding by the Commonwealth. Awards are expected in the Fall of 2024, but no guaranteed timetable has been announced by the Commonwealth. I would suggest you start with a Generic "Month 1 after Award Announcement and Grant Contract" and list all months after as "Month 2" "Month 3", etc. Please limit response to one page.

DO NOT FORGET TO

PROVIDE THE FOLLOWING ATTACHMENTS ON YOUR EMAIL SUBMISSION AS APPLICABLE TO YOUR PROJECT:

- BASIS OF COSTS – support documentation
- MATCHING FUNDS – evidence of matching funds secured if your project budget exceeds the amount of grant funds

Engagement Agreement

(Between CREDC & the Applicant)

Attestation:

I, _____
[name of Applicant's Authorized Representative],
certify that all information provided in this application is true and correct to the best of my knowledge.

I acknowledge that if CREDC and the non-profit proceed to apply for LSA funds from the Pennsylvania Department of Community and Economic Development (DCED), that I will pay CREDC \$600 (\$100 will go to the Commonwealth of Pennsylvania).

I agree to provide all necessary information for CREDC to complete the application if my organization and project are deemed eligible.

I will cooperate with and respond to CREDC in a timely manner to meet application requirements and deadlines.

I acknowledge that if this application to CREDC is eligible and complete, and if it is then submitted to DCED for consideration for a grant award by the CFA, and if a grant is awarded, that CREDC will be the grantee for funding and the nonprofit will be the sub-grantee.

I acknowledge that as a sub-grantee, the nonprofit will be required to sign a cooperation agreement, binding the representatives to adhere to all rules and requirements of the grant program and contract.

I acknowledge that the sub-grantee will pay CREDC for its responsibilities in administering all aspects of the grant contract, funding and compliance requirements which will be determined at the time of the award, and as of the date of today's application are 2% of the grant amount awarded with a minimum fee being \$5,000.

I acknowledge that I have reviewed and understand the compliance requirements of the program and agree to abide by those requirements, providing all required evidence of compliance.

Signature: _____

Date: _____

Print Name: _____

Title: _____