

**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, including funding and compliance requirements. As of the date of this application, CREDC's standard fee structure for serving as Grantee under the Statewide LSA program is as follows:

- An administrative fee equal to 1.25% of the total grant award;
- An additional 0.25% if the project is subject to open and competitive bidding requirements;
- An additional 0.25% if bidding occurs at the subcontractor level; and
- An additional 0.25% if the project is subject to prevailing wage requirements.

A minimum fee of \$2,500 shall apply unless this amount exceeds 3.5% of the total grant award, in which case the fee will be capped at 3.5%. All fees are subject to change.

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: \_\_\_\_\_

Title: \_\_\_\_\_