

Pennsylvania Statewide Local Share Account (LSA) Grant Program FAQs



HARRISBURG REGIONAL
CHAMBER & CREDC SM

These FAQs pertain only to non-profit organizations with eligible projects applying through an eligible applicant such as an economic development agency like CREDC.

Eligibility

1. Who is eligible to apply for the Statewide LSA Grant?

Eligible applicants include counties, municipalities, municipal authorities, economic development agencies, redevelopment authorities, land banks, and councils of government. However, CREDC is working only on behalf of non-profits with eligible projects.

2. What types of projects are eligible for funding?

Eligible projects include:

- Acquisition of property
- Construction, renovation, or rehabilitation
- Demolition
- Purchase of vehicles, machinery, or equipment

❖ *It's important to note that the applicant must demonstrate ownership and control of the property where the eligible project will be conducted.*

3. What project costs are ineligible for funding?

Ineligible costs include:

- Operational and salary costs (except administrative costs directly related to grant administration)
- Furniture, training, uniforms, public relations, marketing, and lobbying fees
- Costs incurred before grant approval and grant contract

4. Is my organization eligible if we are not a Pennsylvania non-profit?

No, applicants must be registered as Pennsylvania non-profits to be eligible.

5. Is there a minimum or maximum project cost to be eligible?

No. While there is no maximum project cost, the grant request per project cannot exceed \$1,000,000, and the total eligible costs must be at least \$25,000.

6. Can an applicant submit multiple applications for different projects?

Yes, applicants may submit multiple applications as long as each is for a singular, cohesive project.

7. Can I apply if my project has already started?

No, projects cannot commence work prior to receiving CFA approval. Starting early will make the project ineligible for funding.

Compliance

1. What compliance measures are required after receiving an LSA grant?

- A. **Nondiscrimination**
- B. **Project Records**
- C. **Certification of Expenses**
- D. **Bidding Requirements**
- E. **Prevailing Wage**
- F. **Conflict of Interest**

2. What records must be maintained for compliance purposes?

Applicants must keep detailed records of all project work, invoices, payments, and relevant documentation. The CFA must have access to these records for inspection.

3. What are the competitive bidding requirements?

Open and competitive bidding procedures must be followed for contracts over \$10,000. This requires obtaining at least three bids from capable contractors.

4. Do prevailing wage laws apply to my project?

The Pennsylvania Prevailing Wage Act may apply to projects involving construction, demolition, renovation, or similar work with total costs exceeding \$25,000. Grantees are responsible for ensuring compliance.

5. What is the nondiscrimination requirement?

Applicants and project users must certify that they will not discriminate based on race, gender, creed, sexual orientation, gender identity, or any other category protected by law. All contracts using grant funds must include the official nondiscrimination clause.

6. What does certification of expenses involve?

Applicants are required to submit a payment request form certifying that all expenses were incurred in accordance with the approved project scope. Before the final grant closeout, they must provide cancelled checks or bank statements verifying the expenditure of LSA program funds.

7. How should conflicts of interest be handled?

If an officer, director, or employee has a personal interest in the project, they must disclose it to the applicant's governing body. They are also prohibited from voting or participating in any deliberations related to the project.

8. What happens if an applicant becomes noncompliant during the project?

Noncompliance could lead to forfeiture of the grant award or repayment of funds. Applicants must ensure ongoing compliance with program guidelines.

Application Process

1. How do I apply for the Statewide LSA grant?

Non-profits with eligible projects must use an economic development agency like CREDC who is certified for the county when their project is located to apply for funding. The economic development agency is the applicant and the grantee and the non-profit, if awarded, is the sub applicant and sub-grantee. The sub applicant will need to include all required supplemental information and pay a \$100 non-refundable application fee.

2. When is the application period?

Applications are accepted annually between September 1 and November 30. *CREDC's application window is between 9/1 and 11/15 to allow proper time for us to do our work before 11/30 deadline*

3. What information is needed to complete the application?

Information required includes project descriptions, addresses, contact information, financial data, project timelines, and detailed cost estimates.

4. Can I modify my application after submission?

Once submitted, the application is final, and changes cannot be made. Be sure to review your application carefully before submitting.

5. When will I find out if my project has been approved?

The review process can take up to one year. Applicants will be notified after the CFA has completed their evaluation and made funding decisions.

Post-Award

1. What are the reporting requirements after receiving the grant?

Grantees must submit regular progress reports and a final closeout report. These reports must document all expenditures, milestones, and the overall impact of the project. Sub-grantees, the non-profit, will be required to sign a cooperation agreement, binding them to all rules and requirements of the grant program and contract. As such, the non-profit is required to continually support all documentation and reporting requirements throughout the process.

2. Can grant funds be used for project contingency costs?

Yes, but contingency costs are limited to 5% of documented construction and infrastructure costs.

3. What are the allowable administrative costs?

Administrative costs directly related to the grant, such as legal fees, advertising, and documented staff expenses, may be reimbursed. However, these costs are limited to 2% of the total grant request.

4. Can I use grant funds to purchase real estate or equipment?

Yes, as long as the applicant retains full ownership and control of these assets in the non-profit's name.

5. What happens if my project is delayed?

Project timelines must be adhered to as part of compliance. If there are delays, you should contact CREDC to discuss.
