



Eligibility Checklist

Purpose: This checklist is designed to help nonprofit organizations assess preliminary eligibility for the Pennsylvania Statewide Local Share Account (LSA) Grant Program when applying through an eligible applicant, such as an economic development agency like CREDC.

Instructions: Before applying for the Pennsylvania Statewide Local Share Account (LSA) Grant Program, review each question below. You should be able to answer “Yes” to all questions. A “No” response may indicate that the organization or project is not eligible for the program.

1. Are you a not-for-profit business entity registered and eligible to do business in Pennsylvania?
☐ Yes ☐ No
2. Is your project in the public interest and intended to improve the quality of life in the community?
☐ Yes ☐ No
3. Do you currently have, or will you have, complete ownership and control of the project assets, including real estate, machinery, or equipment, in your organization’s sole name?
☐ Yes ☐ No
4. Will the requested grant funds be used for eligible purposes, such as acquisition, construction, renovation, demolition, or the purchase of vehicles, machinery, or equipment?
☐ Yes ☐ No
5. Are the project costs eligible according to program guidelines, including no costs incurred before approval and no operating or salary costs?
☐ Yes ☐ No

6. Is the total cost of your project \$25,000 or more?

☐ Yes ☐ No

7. Is your grant request \$1,000,000 or less?

☐ Yes ☐ No

8. Will your project comply with Pennsylvania prevailing wage requirements?

☐ Yes ☐ No

9. Can you certify that your organization will not discriminate based on race, gender, creed, color, sexual orientation, or any other protected class as outlined in the Pennsylvania Human Relations Act?

☐ Yes ☐ No

10. Will you maintain full and accurate records for the project and provide access to those records to CREDC and the Commonwealth upon request?

☐ Yes ☐ No

11. Are you prepared to comply with open and competitive bidding procedures for any contracts in excess of \$10,000?

☐ Yes ☐ No

12. Is your project schedule realistic, and do you anticipate meeting key milestones within the established time frame?

☐ Yes ☐ No

Note: If you answered “Yes” to all questions, you may proceed with preparing an Intake Form for the Pennsylvania Statewide LSA Grant Program that is attached below. For additional details, visit the official program page: <https://dced.pa.gov/programs/local-share-account-lsa-statewide/>

Local Share Account Grant Intake Form

Please complete all applicable fields to support preliminary review of a Local Share Account grant request. This intake form is designed to collect the applicant, project, funding, eligibility, compliance, and documentation information necessary to evaluate readiness for final submission. This document must be reviewed and signed by the Top Signing Authority of the non-profit. Upon completion and review, the form may be saved or exported as a PDF for submission, internal processing, or recordkeeping purposes.

1. Applicant Information

Organization Name	
Eligible Applicant Type	Non-profit: YES or NO
Tax ID Number	
Mailing Address	
Primary Contact Name and Title	
Phone Number	
Email Address	

2. Project Information

Project Location / Street Address	
Municipality	
County	
Indicate which of the following your project will entail? Please highlight selection	Real Estate Acquisition Construction Demolition Vehicle/Machinery/Equipment Purchase
Public Interest / Community Benefit	In 5 sentences or less provide a concise explanation of how the proposed project will advance the public interest, enhance community conditions, or otherwise provide a measurable benefit to residents of the service area.

Project Ownership and Maintenance Responsibility	Identify the entity responsible for owning, operating, and maintaining the fixed asset resulting from the LSA project.
Evidence of Non-profit Status	Please attach along with the submission of this form the non-profits evidence of non-profit status Ex: IRS Determination Letter
Estimated Project Start	
Estimated Project End	

3. Funding Request

LSA Amount Requested	\$ _____
Total Project Cost	\$ _____
Other Funding Sources	Yes No
Please attach cost estimates supporting the project described above	Only pdf, excel, or word documents.

4. Certification and Signature

I hereby certify that the information provided in this Local Share Account grant intake form is accurate, complete, and submitted in good faith to the best of my knowledge. I acknowledge that eligibility, project scope, cost documentation, compliance requirements, and supplemental materials may be subject to further review prior to final submission, consideration, or approval.

Top Official Name	
Top Official Title	
Top Official Signature	_____
Date	_____

*** Upon completion, please email fully signed “Instructions and Disclosures” and “Intake Form” with any appropriate attachments to lvega@hbgrc.org ***