

STATEWIDE LOCAL SHARE ACCOUNT

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

INSTRUCTIONS AND INFORMATION TO APPLY THROUGH
CAPTIAL REGION ECONOMIC DEVELOPMENT CORPORATION (CREDC)

Deadline to CREDC is November 14, 2025, at 4:00 P.M.

Full Statewide Local Share Account (LSA) guidelines found at:
<https://dced.pa.gov/programs/local-share-account-lsa-statewide/>

For information, contact:
CREDC Phone: (717) 213-5042
Email: melissa@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.*

GENERAL ELIGIBILITY, REQUIREMENTS

- The entity requesting funds must be a non-profit entity with a project in Cumberland, Dauphin, or Perry County.
- The project must be IN THE PUBLIC INTEREST and improve the quality of life in the community.
- The LSA guidelines list many eligible project costs. Those easiest for non-profit projects include:
 - Acquisition of Real Estate
 - Purchase of vehicles, machinery and/or equipment
 - Construction to include renovation and rehabilitation
 - Demolition
- Each Project must be at least \$25,000.
- Each grant request may not exceed \$1,000,000.
- No matching funds are required for this program unless the project total is more than the grant request.
- Each application must represent one cohesive project scope based on a singular project. It may include multiple phases of the same project, but it must represent a clear start and finish of a final product.
- The project may not commence before receiving an award of grant funding from the Commonwealth. Beginning the project earlier will result in the project being ineligible for grant funding.

Important additional compliance rules to follow should your application be awarded funds are listed below.

LOCAL SHARE ACCOUNT (LSA) PROGRAM REQUIREMENTS

If awarded funding the following compliance rules must be followed and documented to receive funds:

- **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.
- **Project Records**
Applicants must maintain accurate project records, providing CREDC (ultimately the CFA) access to inspect work, invoices, and related documents as needed.
- **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.
- **Bidding**
Applicants subject to open and competitive bidding procedures must comply with them. Open and competitive bidding is required for contracts over \$10,000. To comply with this, at least three arms-length bids from contractors able to perform the services requested are needed.
- **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.
- **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.
- **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.

HOW TO APPLY

A non-profit entity that desires to request funds from the Statewide LSA Program will email the following items to Melissa Stone at melissa@hbgrc.org starting 07/01/2025, but no later than 11/14/2025.

- **Application**
- **Engagement Agreement** (must be signed)
- The following **attachments**:

Evidence of Nonprofit Status

IRS determination letter of nonprofit status.

Cost Estimates

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 the Application. Project support for construction related project should be prepared by a qualified professional.

Evidence of Matching Funds (if applicable)

If your project costs exceed the grant amount requested, documentation confirming other funds necessary to complete the full project budget is required. Matching funds must be secured and available for the project at the time of application. Examples of documentation of matching funds may include commitment letters for financing, bank statements showing available funds, and/or pledge commitments from donors.

Ownership Notice (if applicable)

CREDC requires something be for this purpose when the project involves any type of construction whether that be a new build, expansion, renovation, or redevelopment. Applicants must demonstrate that what the grant is proposed to fund (the project) will be owned and maintained by the nonprofit. This can be satisfied through documentation such as a deed or a sales agreement to take ownership of the project location. If neither of these can be provided, please provide something else which indicates the nonprofit's intent to take possession of the site if awarded grant funds. If you are leasing, attach the lease and additional discussion will be needed.

Letters of Support (if applicable)

It is not specifically required but might be helpful if your application includes letters of support from stakeholders, neighboring community members, impacted community members, and/or the project site's state legislators.

REVIEW

- Each email submission will be reviewed by the CREDC team in the order it is received.
- If the submission demonstrates likely eligibility, CREDC will schedule a consultation meeting to discuss further steps and gather 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 nonprofit should be prepared to promptly answer all questions and provide additional documentation as required.
- If the review 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.

SUBMISSION TO DCED

- 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. All materials must be received by CREDC before November 14, 2025, for CREDC to complete the work necessary to submit the application to DCED before their deadline.
- 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.
- 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.
- 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.

- 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.

IF AWARDED

- 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.
- A Cooperation Agreement will be executed, formally binding the nonprofit entity as the Sub-Grantee and outlining its responsibilities to ensure all conditions and requirements of the grant contract are met. It will also govern the disbursement of grant funds from the Grantee to the Sub-Grantee and set forth the fee structure applicable to CREDC's role in administering the grant.
- As of the date of this disclosure, 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; and
 - An additional 0.25% of the grant amount if the project is subject to open and competitive bidding requirements; and
 - 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 such amount exceeds 3.5% of the total grant award, in which case the fee shall be capped at 3.5%. All fees are subject to change.

- The grant contract between DCED and CREDC is a term of three years, during which 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 completed and funds fully expended within this three-year time frame.
- CREDC reserves the right to conduct an audit of any LSA project requiring the Sub-Grantee's cooperation.
- This document serves instructional purposes only and in no way constitutes a final agreement for funding and administrative services.

PROCEEDING?

If your organization wishes to pursue funding, fill out the application and submit the required documentation with proper signature from 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. It further agrees that if the request is eligible and both CREDC and the non-profit agree to proceed in submitting the application to DCED that the non-profit will pay to CREDC a sum of \$600 which covers DCED's charge of \$100 and CREDC's cost of time and expenses. Submitting the CREDC application does not obligate either organization to go forward with a full application to DCED.

Full submission packages should be emailed to Melissa Stone at melissa@hbgrc.org.