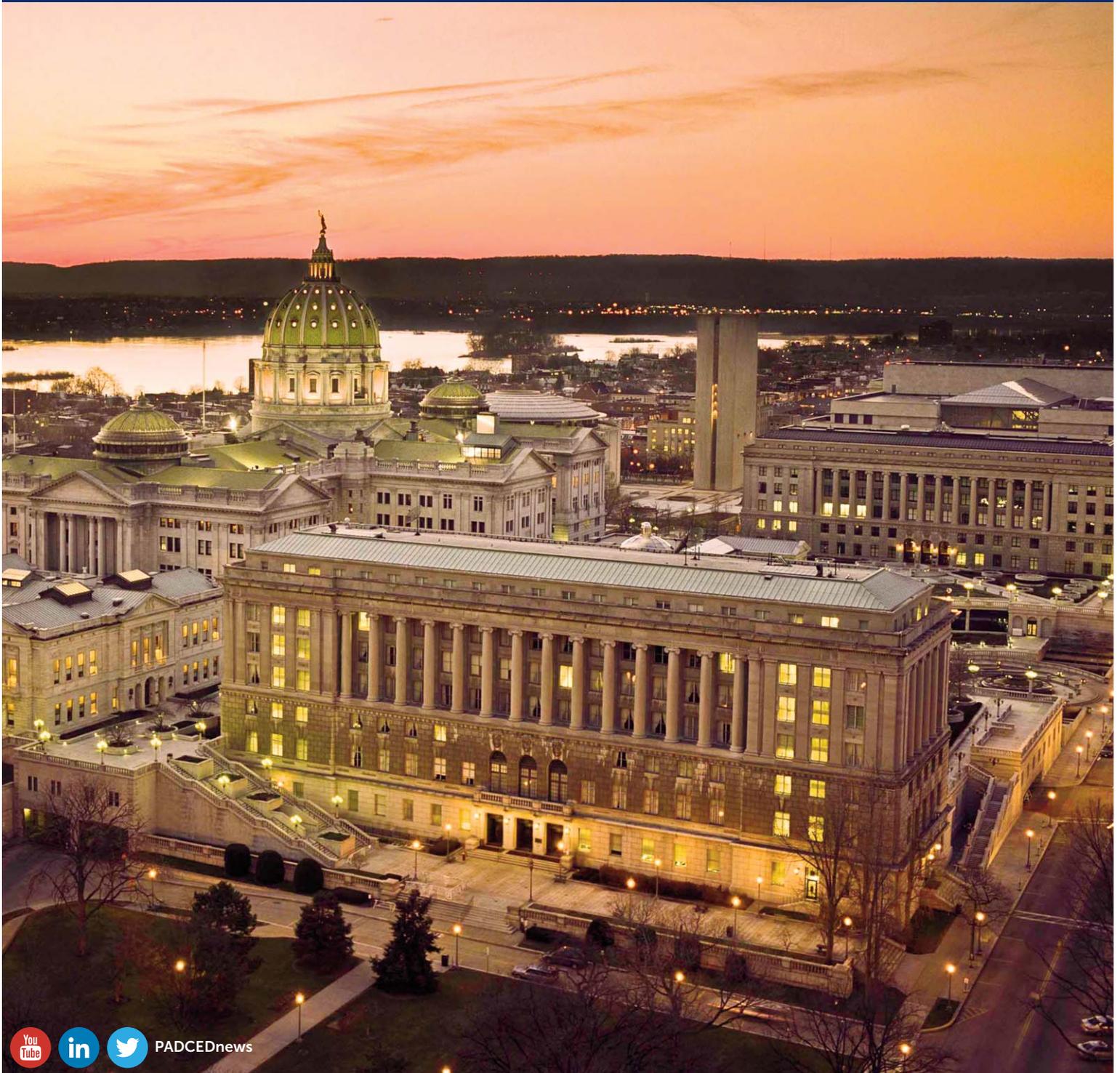


# TOURISM ACCREDITED ZOOS

Program Guidelines | January 2017



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## Section I – Introduction

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The Accredited Zoos Program provides funding to Pennsylvania accredited zoos designated by the Association of Zoos & Aquariums and the Zoological Association of America (ZAA). The mission of the Association of Zoos & Aquariums (AZA) Accreditation Commission is to establish, uphold, and raise the highest zoological and aquarium industry standards through self-evaluation, on-site inspection, and peer review. ZAA promotes responsible ownership, management, conservation, and propagation of animals in both privately funded and publicly funded facilities through professional standards in husbandry, animal care, safety, and ethics.

Eligible projects are defined in Section II of these guidelines. Grants are awarded to those projects which, in the judgment of the Department of Community & Economic Development (DCED), comply with the provisions of these program guidelines and meet all requirements of the DCED Single Application for Assistance. Applications received under this program may also be considered for funding under other programs administered by DCED.

## Section II – Eligibility

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Pennsylvania zoos that are certified by the Association of Zoos & Aquariums and/or the Zoological Association of America (ZAA) are eligible to apply for funding. Funds may be used to support zoo facilities enhancements, new construction and/or renovations, operational expenses or to develop marketing, advertising, and public relations campaigns to build attendance.

## Section III – Application Process

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### A. General

1. Project applications must be submitted using the DCED Electronic Single Application for Assistance via [dced.pa.gov](http://dced.pa.gov) or [dced.pa.gov/single-application](http://dced.pa.gov/single-application).
2. An applicant must follow the detailed instructions for completing the DCED Electronic Single Application for Assistance. The narrative must include:
  - Description of applicant, including general purpose or mission statement.
  - Identification of the need for assistance and the organization's project goals.
  - Identification of measurable outcomes including jobs created or retained, number of people trained, land or buildings acquired and/or renovated, result of marketing campaigns to attract visitors, etc.
  - Project Schedule with key milestones and dates.

- Documentation to support projected budget costs. Note: A detailed scope of services must be submitted with the application for any consulting, legal, or accounting fees included in the project budget.
- DCED reserves the right to request additional information, explanation, clarification, or revision of funding requests.

## **B. Selection Process**

1. Projects will be selected based upon whether they meet the eligibility criteria and thoroughly demonstrate the project goals, objectives, and outcomes.
2. The applicant will receive a contract and a payment requisition form to be signed and returned to DCED. All contracts are subject to availability of funds and subject to the applicant providing all information required by DCED. The applicant must maintain full and accurate records with respect to the project. DCED must have complete access to such records (including invoices for goods and services and other relevant data and records), as well as the right to inspect all project work. The applicant will promptly furnish all data, reports, contracts, documents, and other information requested by DCED.
3. Funds will be directly deposited in grantee's bank account via an Automatic Clearing House (ACH) transfer of funds in accordance with the grant contract.
4. Contracts funded with commonwealth funds totaling \$100,000 and over are required to have a Project Audit performed. The Project Audit must be done in accordance with the DCED Audit Guidelines. For contracts funded with commonwealth funds totaling less than \$100,000, a Grant Close-out Report (GCR) must be completed. Both the Audit Guidelines and GCR forms and instructions can be found at [dced.pa.gov/compliance](http://dced.pa.gov/compliance).
5. Organizations that are not compliant with audit or closeout report requirements for prior contracts with DCED are ineligible to receive additional financial assistance from DCED until such audit or closeout report requirements are met.
6. Unsuccessful applicants may submit a new application to be considered for funding in the following fiscal year.

## Section IV – Commonwealth Branding

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The Pennsylvania Tourism Office has developed a distinctive brand to position Pennsylvania as a top tourism destination. All promotional and marketing materials must include the commonwealth's branded logo that includes a link to the state's tourism website [visitPA.com](http://visitPA.com). Successful applicants are also required to have a direct link to [visitPA.com](http://visitPA.com) on the home page of their website. Logos can be found at [visitPA.com/PA-logos](http://visitPA.com/PA-logos).



## Section V – Limitations and Penalties

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- A. An applicant may not make or authorize any substantial change to an approved project without first obtaining DCED's consent in writing.
- B. If the full amount of the grant is not required for the project, the unused portion shall be returned to DCED.
- C. Failure to comply with these guidelines may result in penalties, including repayment of funds with interest.
- D. When a project is funded, the recipient must place the grant funds in an interest bearing account. Any interest earned on invested grant funds must be returned to the commonwealth.
- E. Nondiscrimination. No assistance shall be awarded to an applicant under this program unless the applicant certifies to DCED that the applicant shall not discriminate against any employee or against any person seeking employment by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the Pennsylvania Human Relations Act, which prohibits discrimination on the basis of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, or in violation of any applicable federal laws. All contracts for work to be paid with grant funds must contain the commonwealth's official nondiscrimination clause.

## Section VI – Contact Information

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All application inquiries should be directed to:

PA Department of Community and Economic Development  
Customer Service Center  
Commonwealth Keystone Building  
400 North Street, 4th Floor  
Harrisburg, PA 17120-0225

1-866-466-3972  
E-mail: ra-dcedcs@pa.gov

Note: If you receive a funding notice from DCED, please direct any inquiries to the Account Manager identified in the notice. Also, please have the assigned application number available when you contact the Account Manager.

## Section VII – Vendor Registration

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An applicant must be registered with the commonwealth's Vendor Registration System before a grant may be approved. The system tracks information regarding vendors that do business with or receive grant funds from the commonwealth and assigns a vendor number to the organization. In the event an application is funded, the grantee must be registered in this system before a contract can be issued.

If you have any questions regarding vendor registration status, please contact the Central Vendor Management Unit at the address and phone number below. Please have your nine digit Federal Identification Number available when you call.

Commonwealth of Pennsylvania  
Vendor Data Management Unit  
Payable Services Center  
9<sup>th</sup> Floor, Forum Place  
555 Walnut Street  
Harrisburg, PA 17101

Toll Free: 877-435-7363  
Local: 717-346-2676  
Email: ra-pscsupplierrequests@pa.gov

An organization not registered with the Vendor Registration System, should register at: <http://www.vendorregistration.state.pa.us>. Click on the Non-Procurement Registration Form link and follow the instructions.

The Single Application for Assistance will be accepted only as an on-line submission via [www.esa.dced.state.pa.us](http://www.esa.dced.state.pa.us) found on DCED's website [dced.pa.gov](http://dced.pa.gov).