

PENNSYLVANIA | come invent the future™

# Community Revitalization Program

**Program Guidelines 2002 - 2003**

Commonwealth of Pennsylvania  
Mark Schweiker, Governor  
[www.state.pa.us](http://www.state.pa.us)

Department of Community and Economic Development  
Sam McCullough, Secretary  
[www.inventpa.com](http://www.inventpa.com)

August 2002



# Table of Contents

---

- Section I    General** ..... 1
  - A. Introduction ..... 1
  - B. Definitions ..... 1
  - C. Eligibility ..... 1
  
- Section II    The Application Process** ..... 2
  - A. General ..... 2
  - B. Procedures ..... 3
  
- Section III    Limitations and Penalties** ..... 4
  
- Section IV    Contact Information** ..... 5

ARCHIVED

ARCHIVED

# Section I – General

---

## A. Introduction

The Community Revitalization Program (CRP) provides grants for community revitalization and improvement projects throughout the Commonwealth. CRP funds may be used for projects that are in accordance with Act 7-A of 2002. Eligible projects are defined in Section I.C.2. of these guidelines.

Assistance from CRP is in the form of grants from the Commonwealth to eligible applicants for projects which, in the judgment of the Department of Community and Economic Development (DCED), comply with the provisions of Act 7-A of 2002, are in accordance with the program guidelines and meet all of the DCED Single Application for Assistance criteria found in the application.

Applicants should be aware that applications for other DCED programs also may be considered under the Community Revitalization Program. This creates a large pool of applications for a limited appropriation from the General Assembly. As such, not every application can or will be funded.

Applicant care in preparation of the application will assist DCED in processing the application. *Applicants should not submit more than one application per fiscal year. Additional applications do not enhance opportunity for funding. DCED reserves the right to reject additional applications from the same applicant, without notice to the applicant.*

CRP expenditures for FY 2002 will be charged to the state fiscal year July 1, 2002, to June 30, 2003.

## B. Definitions

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

**Application** – The DCED Single Application for Assistance

**CRP** – The Community Revitalization Program

**DCED** – The Department of Community and Economic Development

## C. Eligibility

### 1. Eligible Applicants

- General purpose units of local government, including, but not limited to, counties, cities, boroughs, townships and home rule municipalities.
- Municipal and redevelopment authorities and agencies.
- Industrial development authorities, corporations and agencies.
- Non-profit corporations incorporated under the laws of the Commonwealth who demonstrate a direct benefit to the applicant organization.
- Community organizations engaged in activities consistent with the provisions of the program guidelines as determined by DCED.

## 2. Eligible Projects

CRP funds may be used for community revitalization and improvement projects that are consistent with the provisions of Act 7-A of 2002. To receive funding, eligible projects must meet one or more of the following criteria:

- Improve the stability of the community;
- Promote economic development;
- Improve existing and/or develop new civic, cultural, recreational, industrial and other facilities;
- Assist in business retention, expansion, creation or attraction;
- Promote the creation of jobs and employment opportunities; and/or
- Enhance the health, welfare and quality of life of Pennsylvania citizens.

## Section II – The Application Process

---

### A. General

1. Project applications must be submitted using the DCED Single Application for Assistance. The application is available by calling the Customer Service Center, the DCED Regional Offices or at DCED's Web Site. The Single Application for Assistance is also available for on-line submission via our web site: **[www.inventpa.com](http://www.inventpa.com), [www.state.pa.us](http://www.state.pa.us) or [www.esa.dced.state.pa.us](http://www.esa.dced.state.pa.us).**

2. Applications should be submitted to the following address:

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

Additional applications do not enhance opportunity for funding. DCED reserves the right to reject additional applications from the same applicant without notifying the applicant.

3. Applications are accepted anytime throughout the fiscal year, subject to the provisions of Section II.B. Applicants are strongly discouraged from submitting more than one application for this program during the FY 2002 -2003.
4. An applicant must follow the detailed instructions for completing the DCED Single Application for Assistance when applying for CRP, especially with regards to completion of the **Project Narrative section**. A typewritten (or computer generated) Project Narrative must accompany the Single Application for Assistance, as well as provide a detailed and comprehensive description of the project. Applicants must explain who they are and what they are going to do with the grant funds. The narrative must specifically address each of the cost items identified in the Project Budget section of the application. In general, the narrative should include:

- Specific Problems to be Addressed or Improvements to be Financed. Identify the problem that needs to be resolved.
  - Project Description. What do you plan to accomplish with this project and how do you plan to accomplish it?
  - Expected Outcomes. Examples of measurable outcomes include jobs created or retained, people trained, land or buildings acquired, park constructed, feet of road repaired, etc.
  - Projected Schedule, Key Milestones and Dates. A detailed project schedule must accompany the application, including key milestones and dates.
  - Documentation to support Projected Budget Costs. This documentation may consist of an itemized line-by-line listing of how you arrived at the specific budget items for the project, bids or cost quotations, contractor estimates, appraisals, engineer estimates.
  - Documentation of matching dollars, such as commitment letters, receipts, etc.
  - Religious disclaimer. If an applicant has a religious affiliation, the applicant must provide a disclaimer assuring that DCED funds will not be used for religious purposes.
5. The DCED reserves the right to:
- Request additional information regarding proposed use of funds;
  - Verify non-DCED funding sources;
  - Require explanation or revision of the project's budget;
  - Require clarification of the project's narrative.

## B. Procedures

1. CRP grant awards are made in four funding rounds during the fiscal year. DCED will grant approximately 20 to 25% of the program appropriation in each round, and the balance in the final round. These percentages are targets. The DCED will make every effort to allocate program funds in accordance with these targets, but is not bound to them.
  - a. *Applicants should not apply in each round, and should apply only once during the 2002-2003 Fiscal Year.* Grant applications not funded in a round will be rolled into the next round for consideration.
  - b. Application deadline and tentative announcement dates for each round are outlined in the chart below.

Funding Round	Application Deadline Date	Target Announcement Date
Round 1	Friday, August 30, 2002	November 2002
Round 2	Friday, November 29, 2002	January 2003
Round 3	Friday, January 31, 2003	March 2003
Round 4	Monday, March 31, 2003	May 2003

2. Any CRP funds remaining after the fourth round may be awarded by DCED up to the end of the fiscal year.

3. Unlike prior years, letters advising applicants that they have not been funded will not be sent after each funding round. Applicants that do not receive funding during any of the rounds will be notified at the end of the fiscal year.
4. Follow up information on the status of submitted grant applications may be obtained by contacting the DCED Customer Service Center. However, calls are not encouraged. The account manager letter is confirmation of receipt of the application. Please remember that demand for this program is very high, and staff may not be familiar with each individual application.
5. The DCED reserves the right to reject, without notification, applications received after March 31, 2003 for the 2002-2003 fiscal year appropriation.
6. CRP grant award notifications will be made by letter. After the award letter has been mailed, the applicant will receive a contract document that must be signed by the grantee and returned to DCED for execution on behalf of the Commonwealth. No grants will be awarded without a fully executed contract.
7. The applicant must maintain full and accurate records with respect to the project. DCED shall have free access to such records including invoices of material and other relevant data and records, as well as the right to inspect all project work. The applicant shall furnish upon request of DCED all data, reports, contracts, documents and other information relevant to the project.
8. Approved grants in the amount of \$100,000 or more require the grantee to provide an audit of the grant by a Certified Public Accountant, prepared at the expense of the grantee, in compliance with Pennsylvania State law.
9. Approved grants under \$100,000 require the grantee to provide a detailed financial statement and a close out report of the use of state funds consistent with the contract. An audit is recommended, although not required.
10. Funds will be disbursed according to the provisions in the contract between the applicant and DCED.
11. All applications not acted on favorably will be considered to have been denied, and will not be considered for the 2002-2003 fiscal year.

## **Section III – Limitations and Penalties**

---

This section identifies program limitations and/or penalties that may result from the misuse of the grant funds.

- An applicant may not make or authorize any substantial change in an approved project without first obtaining consent of the DCED in writing.
- If the full amount of the grant is not required for the project, the unused portion of the grant shall be returned to DCED.
- Failure to comply with the procedures may result in penalties, including repayment of funds with interest.

## Section IV – Contact Information

---

All applications and inquiries should be directed to:

Department of Community and Economic Development  
Customer Service Center  
400 North Street, 4<sup>th</sup> Floor  
Commonwealth Keystone Building  
Harrisburg, PA 17120-0225  
1-800-379-7448  
e-mail: ra-dcedcs@state.pa.us

*Note: Inquiries regarding applications that have been received by DCED and assigned an Account Manager should be directed to the Account Manager. Please reference the assigned application number.*

The Single Application for Assistance is also available for on-line submission via our web site: **www.inventpa.com** or **www.state.pa.us**. Type “Single Application” in the search mechanism.

ARCHIVED

ARCHIVED



Recycled Paper

7005-GL-DCED-0229