

Pennsylvania Department
of Community and
Economic Development

Community Revitalization Program

Program Guidelines 2005 - 2006

Commonwealth of Pennsylvania
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www.state.pa.us

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DEPARTMENT OF COMMUNITY
& ECONOMIC DEVELOPMENT



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Section I – Introduction

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 1A of 2005. 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 1A of 2005, 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 may also 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 2005 will be charged to the state fiscal year July 1, 2005 to June 30, 2006.

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.
- Community organizations engaged in activities consistent with the provisions of the program guidelines as determined by the DCED.

2. Eligible Projects

CRP funds may be used for community revitalization and improvement projects that are consistent with the provisions of Act 1A of 2005. 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.

Projects for the sole benefit of a for-profit entity are not eligible for program funding.

Guideline Compliance for Fiscal Year 2005-2006. Projects that receive funding must meet one or more of the criteria listed above.

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.newPA.com, www.state.pa.us or www.newPA.com/programfinder.aspx. Applications will be accepted throughout the fiscal year up to the March 30, 2006 submission deadline.

2. Applications should be submitted to the following address:

Department of Community and Economic Development
Customer Service Center
400 North Street, 4th Floor
Commonwealth Keystone Building
Harrisburg, PA 17120-0225
Telephone: 1-800-379-7448

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 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 2005-2006.

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, Project Budget and Profiles sections**. 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 Improvement to be Financed. Identify the problem that needs to be resolved. **Please include brief background information, including general purpose and/or mission of the organization.**
 - 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 and 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. Do not use the working capital, indirect costs, contingencies or consumables line items UNLESS the organization can document the exact use of the funds.
 - Documentation of matching dollars, such as commitment letters, receipts, etc.
 - Religious disclaimer. If an applicant has a religious affiliation, the applicant shall provide a disclaimer (a letter) assuring that the 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 three funding rounds during the fiscal year. The DCED will grant approximately 33% of the program appropriation in each round. 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 2005-2006 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	September 30, 2005	November 2005 (<i>tentative</i>)
Round 2	December 30, 2005	February 2006 (<i>tentative</i>)
Round 3	March 30, 2006	May 2006 (<i>tentative</i>)

The first round of funding will include all applications received between July 1, 2005 and September 30, 2005.

The second round of funding will include applications received by December 30, 2005, and applications not approved in the first round.

The third round of funding will include applications received by March 30, 2006 and applications not approved in the first and second rounds.

Target grant announcement dates are subject to change without notice at the discretion of the Department.

2. Any CRP funds remaining after the second round may be awarded by DCED up to the lapsing of funds for the 2005-2006 fiscal year.
3. 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 to reapply during the next 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. Applicant care in preparation of the application will assist the Department in processing the application.
5. The DCED reserves the right to reject, without notification, applications received after March 30, 2006 for the 2005-2006 fiscal year appropriation.
6. CRP grant award notifications will be made by letter, after which, the applicant will receive a contract and payment requisition form that must be signed by the grantee and returned to the DCED for execution.
7. The applicant must maintain full and accurate records with respect to the project. The DCED will 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 will furnish upon request of the 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. The Single Audit performed for Federal audit purposes will not be accepted for auditing grants funded with State monies.
9. Approved grants under \$100,000 require the grantee to submit 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. Applications from grant recipients who did not fulfill their audit or close out requirements under previous contracts will not be considered and will be placed on hold until such audit or close out requirements are met.
11. Funds will be disbursed according to the provisions in the contract between the applicant and the DCED.
12. All applications not acted on favorably will be considered to have been denied, and will not be considered for the 2005-2006 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, 4th 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 **chosen by the DCED to be funded via the receipt of correspondence** and assigned an Account Manager should be directed to the Account Manager. Please have the assigned application number available when you contact the Account Manager. If a problem exists with your application, you will be contacted for additional information.*

Section V – Registration Information

Note: After your organization has received notification that the DCED will be funding your project, your organization must be registered with the Commonwealth's Central Vendor Management Unit before it can receive a grant from the DCED. This registration process, once complete, will provide your organization with a vendor number. It is an easy process and will require your organization to execute the Federal W-9 Form.

Additional instructions regarding the registration process will be provided to you at the time your organization receives notification of receiving a grant.

The Single Application for Assistance is available for on-line submission via www.newPA.com/programfinder.aspx found on DCED's website www.newPA.com. It is strongly recommended that your organization utilizes this electronic site to apply for this program. Legal information must be provided in the applicant section.

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