

# Community Revitalization Program

Program Guidelines | 2007-2008

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# Section I – Introduction

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## 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 consistent with the authorizing legislation. Eligible projects are defined in Section 1.C.2. of these guidelines.

The CRP provides grants to eligible applicants for projects which, in the judgment of the Department of Community and Economic Development (DCED), comply with the provisions of the authorizing legislation; are in accordance with the program guidelines; and meet all requirements of the DCED Single Application for Assistance.

Applicants should be aware that applications for other DCED programs may also be considered for applications submitted under the Community Revitalization Program.

Care in preparation of the application will assist DCED in its processing.

## B. Definitions

The following words and terms, when used in these guidelines, 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

The following are eligible for CRP grants:

- Local government; including, but not limited to, counties, cities, boroughs, townships, and home rule municipalities.
- Municipal and redevelopment authorities and agencies.
- Industrial development authorities and agencies.
- Non-profit organizations incorporated under the laws of the Commonwealth.
- Community organizations engaged in activities consistent with program guidelines, as determined by the DCED Department (See Sections 2, and 3 below).

### 2. Eligibility of Projects

CRP funds may be used for community revitalization and improvement projects consistent with the provisions of the authorizing legislation.

- a. Eligible projects must meet one or more of the following criteria:
  - Improve the stability of the community;
  - Promote economic and/or community development;

- Improve existing and/or develop new civic, cultural, recreational, industrial and other facilities or activities.
  - Assist in business retention, expansion, creation or attraction;
  - Promote the creation of jobs and employment opportunities;
  - Enhance the health, welfare and quality of life of citizens of this Commonwealth.
- b. Projects for the sole benefit of a for-profit entity are not eligible for program funding.
- c. Grants may not be used to fund revolving loan programs.
- d. Repayment of debt not incurred as the direct result of the “project” is an ineligible use. Indebtedness incurred prior to July 1 of the fiscal year in which the grant is approved shall be presumed to not be indebtedness incurred as the direct result of the project and therefore will be an ineligible use.

**3. Conditions on Certain Grantees**

a. Private Clubs and Organizations (Rotary, Elks, etc.)

1) Eligibility of Applicant

- a) Must be a not-for-profit organization.
- b) May not discriminate on the basis of race, creed, color, place of national origin, or sexual preference in accepting members or selecting participants. Appropriate qualifications for program participation and benefits such as age or income level may be established by the Grantee.

2) Eligibility of Projects

- a) Equipment, supplies food and other operational expenses for use in community activities such as parades, tournaments, etc. are fundable.
- b) Program expenses for community service programs, including parades, tournaments, educational, social and cultural projects, etc. are fundable.
- c) Erection and maintenance of public memorials in public places is fundable.
- d) Construction/renovations to a club facility are fundable only if the club can demonstrate that it holds a significant number of community events at the facility, which events are open to the public with no entry fee or with a nominal fee and/or which facility is made available to community groups for their programs free of charge or at a discounted rate.

b. Religious Organizations (schools, churches, etc.).

- 1) No funds may be used for religious purposes, including, but not limited to religious observances or tuition, scholarships or other financial assistance, administrative expenses to parochial schools including charters schools that advance religious education, except as otherwise permitted in this Section.
- 2) Equipment, supplies (e.g. playground and sports equipment, supplies or other consumables) and community outreach programs with no religious component are fundable.
- 3) Construction or renovations to a facility owned or leased by a religious organization are not fundable unless the facility to be constructed or renovated is to be used exclusively for non-religious activities for the "useful life" of the construction or renovation.

- 4) Capital improvements to the exterior of church-owned buildings may be funded only if the building has been determined eligible for listing or is already listed in the National Register of Historic Places under the provisions of the National Historic Preservation Act of 1966 (16 U.S.C.S. §§470 et. seq.).
- c. Fiduciary Organization. A Fiduciary Organization exists where all or a portion of the requested funds are to be used by any organization other than the Grantee. In such cases the following conditions shall be applicable.
- 1) The Fiduciary organization must demonstrate nonprofit status for itself and its proposed sub-grantees or provided assurances that any sub-grantee shall qualify as a not-for-profit organization.
  - 2) A Fiduciary organization must provide a grant narrative and budget covering funds to be expended by Grantee and all sub-grantees. Alternatively, the Grantee may provide in the narrative and budget for the Fiduciary organizations the guidelines, uses and budgets, under which sub-grants will made and utilized.
  - 3) All sub-grantees and projects to be undertaken by such sub-grantees must be eligible under the guidelines herein contained.
  - 4) For sub-grants of \$5,000 or more, the Fiduciary organization must provide the Department with a copy of a written sub-grant agreement, as well as proof of the sub-grantee's eligibility, including its nonprofit status, prior to disbursing grant funds to sub-grantees.
  - 5) A Fiduciary organization must complete and submit to the Department a closeout report for both itself and each of its sub-grantees. This requirement is in addition to any audits which must be completed when the total grant (including all sub-grants) totals more than \$100,000. Failure to do so will make the Fiduciary organization and any sub-grantee or grantees who have not filed the appropriate close-out documentation and/or audit report ineligible for further financial assistance from DCED. A sub-grantee may submit its own close-out or audit report to avoid such ineligibility.
  - 6) The Fiduciary Organization is responsible for ensuring that grant funds granted to sub-grantees are used for the purposes and in accordance with the budgets as approved by the Department. Fiduciary organizations shall not receive administrative or management fees from grant proceeds.
  - 7) The Fiduciary Organization shall establish and utilize guidelines that evaluate a sub-grantee's eligibility for financial assistance. The guidelines shall include, at a minimum, the following:
    - a) The sub-grantees benefit demographics. (age group, special needs, economic status)
    - b) The sub-grantees credit history, including financial statements and tax returns, if available.
    - c) The sub-grantees' program goals.
    - d) A budget outlining the use of the Grant Funds and the sources of any additional funding utilized by the sub-grantee.
  - 8) An organization that has chapters, offices, or other entities which operate under the general direction of the parent organization (e.g. Boys and Girls Clubs, YMCA's, Special Olympics) shall not be considered a "Fiduciary Organization" hereunder and may submit a single comprehensive program and budget narrative and close out report or audit. The Office of Chief Counsel for the Department shall make final determination of an organization's eligibility and capacity to serve as a fiduciary organization under these guidelines.

## Section II – The Application Process

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### A. General

1. Project applications must be submitted using the DCED Electronic Single Application for Assistance Via [www.newPA.com](http://www.newPA.com) or <http://www.newPA.com/programFinder.aspx>. **Paper applications are no longer acceptable.** Electronic applications will be accepted throughout the fiscal year, up to the March 28, 2008 submission deadline.
2. Applications are accepted throughout the fiscal year, subject to the provisions of Section II. B. Procedures, located below.
3. An applicant must follow the detailed instructions for completing the DCED Electronic Single Application for Assistance:
  - Description of applicant, including general purpose or mission statement.
  - Identification of the need for CRP assistance and the organization's project goals.
  - Identify measurable outcomes including jobs created or retained, number of people trained, land or buildings acquired and or renovated, etc.
  - Project Schedule with key milestones and dates.
  - Documentation to support projected budget costs.
  - Documentation of matching dollars, such as commitment letters, receipts, etc.
  - Religious disclaimer assuring that the DCED funds will not be used for religious purposes.
4. DCED reserves the right to request additional information, explanation, clarification or revision of funding requests.

### B. Procedures

1. CRP grant awards are made in three funding rounds during the fiscal year. DCED will grant approximately 1/3 of the program appropriation in each round.
  - a. Grant applications not funded in a particular round will be considered in future rounds in the same fiscal year.
  - b. Application deadline and tentative announcement dates for each round are outlined in the chart below.

<u>Funding Round</u>	<u>Application Deadline Date</u>	<u>Target Announcement Date</u>
Round 1	September 28, 2007	November 2007
Round 2	December 28, 2007	February 2008
Round 3	March 28, 2008	May 2008

The first funding round will include all applications received between July 1, 2007 and September 28, 2007.

The second funding round will include applications received by December 28, 2007, and applications not approved in the first round.

The third round of funding will include applications received by March 28, 2008 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. Applicants for projects that are funded during the rounds will be notified of such during the fiscal year. Unsuccessful applicants must submit a new application to be considered for funding in the following fiscal year.
3. Information on the status of submitted grant applications may be obtained by contacting the DCED Customer Service Center. The "assignment of account manager" letter constitutes confirmation of receipt of the application.
4. CRP grant award notifications will be issued by letter. The applicant will receive a contract and a payment requisition form to be signed (and returned to DCED). The contract will be subject to availability of funds and subject to applicant providing all information required by DCED.
5. The applicant must maintain full and accurate records with respect to the project. DCED must have full 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. Upon request of DCED the applicant will furnish all data, reports, contracts, documents, and other information relative to the project.
6. Approved grants in the amount of \$100,000 or more require the grantee to provide a grant audit by an independent certified public accountant, as defined under Pennsylvania law. *The Single Audit performed for Federal audit purposes (A133) is not acceptable.*
7. Grants under \$100,000 require the grantee to submit a Close Out Report with appropriate documentation identifying use of State funds consistent with the contract.
8. **Applications from organizations that are not compliant with audit or close out report requirements for prior contracts with DCED are ineligible to receive additional financial assistance from DCED until such audit or close out report requirements are met.**
9. Funds will be disbursed in accordance with the grant contract.

## Section III – Limitations and Penalties

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- A. An applicant may not make or authorize any substantial change in an approved project without first obtaining consent of the DCED in writing.
- B. If the full amount of the grant is not required for the project, the unused portion shall be returned to the DCED.
- C. Failure to comply with procedures 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. Interest earned on such invested grant funds must be returned to the Commonwealth.

## Section IV – Contact Information

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All application inquiries should be directed to:

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

1-866-466-3972

E-mail: [ra-dcedcs@state.pa.us](mailto:ra-dcedcs@state.pa.us)

**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 V – Vendor Registration

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**Note:** Your organization must be registered with the Commonwealth's Vendor Registration System before it may receive a grant. This system tracks information regarding vendors that do business with or receive grant funds from the Commonwealth, by assigning a Vendor Number to the organization. In the event your application is funded, your organization must be registered with 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 below address and phone number. Please have your nine digit Federal Identification number available when you call the vendor management unit.

Commonwealth of Pennsylvania  
Central Vendor Management Unit  
Bureau of Financial Management  
6<sup>th</sup> Floor, Verizon Tower  
Strawberry Square  
303 Walnut Street  
Harrisburg, PA 17101-1830

1-866-775-2868

If you know that your organization is not registered with the Vendor Registration System, please visit <http://www.vendorregistration.state.pa.us>, the Commonwealth of Pennsylvania's Vendor Registration Web site. Click on the Grantee Vendor Registration Form, and then follow the instructions.

The Single Application for Assistance will be accepted only as an on-line submission via <http://www.newPA.com/programFinder.aspx> found on DCED's website [www.newPA.com](http://www.newPA.com).