

Local Economic Development Assistance Program

Program Guidelines | October 2010

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Section I – General

A. Statement of Purpose

1. The Local Economic Development Assistance Program (LEDA) provides grants to industrial development organizations to plan and promote programs designed to stimulate establishment of new or enlarged industrial, commercial, service or manufacturing enterprises in the Commonwealth.
2. Funds are used to support local organizations with operational, planning, and promotional costs related to business creation and retention.

B. Eligible Applicants

Each county government may designate one industrial development organization to apply to the Department of Community and Economic Development (DCED) for grants to carry out the purposes outlined above. Two or more counties may designate the same industrial development organization for these purposes. Industrial development organizations eligible to receive funds include:

1. **Area Loan Organization** – An organization, other than a community development financial institution, designated by the DCED as an area loan organization in accordance with the Job Enhancement Act.
2. **Industrial Development Corporation** – An organization certified under the Pennsylvania Industrial Development Authority Act and in good standing with DCED.
3. **Industrial and Commercial Development Authority** – An authority established under Section 4 of the Economic Development Financing Law and in good standing with DCED.
4. **Nonprofit Economic Development Organization** – A nonprofit economic development organization, other than those defined elsewhere in this section, designated by the county and approved by DCED. If the county designates a nonprofit economic development organization to be the recipient of LEDA funds, the county must submit specific reasons for the designation and a description of how the organization will achieve the goals of the LEDA Program.

C. Eligible Uses of Funds

1. Planning, printing, and mailing of marketing brochures or other promotional materials including the use of other advertising media and development of a web site.
2. Preparation of studies or analyses of industrial siting factors including population, natural resources, raw materials, labor and wages, and community facilities.
3. Engineering surveys and planning of industrial sites and districts.
4. Preparation of maps and aerial views of industrial sites and related infrastructure.
5. Salaries and office expenses directly related to the delivery of financial and technical assistance to implement the industrial development program.
6. Registration fees and travel expenses to attend training seminars and informational conferences directly related to the industrial development program.
7. Other activities and expenses directly related to the attraction, retention or formation of businesses in the area served by the industrial development organization, as deemed appropriate by DCED.

D. Matching Funds

Industrial development organizations must demonstrate the availability of matching funds held by or committed to their organization in an amount at least equal to the LEDA Program grant.

E. Grant Limitations

1. Individual grant amounts are determined in the following manner:
 - a. Twenty-five percent of that portion of the annual appropriation designated for this purpose will be distributed equally among the participating counties.
 - b. The remainder of the appropriation will be distributed in a manner to ensure that each grant does not exceed an amount equal to ten cents for each inhabitant of the participating counties.
2. Grant amounts are determined using the latest decennial United States Census or any official authorized update of the census.

F. Application and Disbursement Procedures

1. To apply for funding, the designated industrial development organization must submit the electronic on-line DCED Single Application for Assistance located at <http://www.newpa.com/programFinder.aspx>.
 - a. The required LEDA Sources & Uses Table, detailed narrative on the proposed uses of this year's LEDA funds, and if not already provided, a detailed narrative stating the exact uses, including amounts, of the previous year's LEDA funds must be submitted as an attachment to the Electronic Single Application. See Appendix I - Supplemental Information on page 4.
 - b. Send the Electronic Single Application Signature Page and any other required documentation (reference the Web ID Number on all documents) not attached electronically to:

Department of Community and Economic Development
Customer Service Center
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, Pennsylvania 17120-0225
2. Following review and approval of the application and year-end report summary for previous year's LEDA funds received, DCED will forward a grant agreement to the industrial development organization for signature. Once the grant agreement has been fully executed by the industrial development organization and the Commonwealth and all program requirements are met, the entire grant will be disbursed to the industrial development organization. Grantees should take note that the above procedure for processing and check issuance requires at least 35 days.
3. Complete applications must be submitted to DCED within 30 days following receipt of these guidelines.

G. Project Records

1. The industrial development organization shall maintain full and accurate records with respect to the use of the grant funds and shall ensure adequate control over the records of related uses of funds. DCED shall have access to and shall be able to inspect all such records at reasonable times and places.
2. Grantees must provide DCED with year-end report summaries on the use of grant funds including data, reports, contracts, documents, and other relevant information. This report should be submitted no later than 45 days following the termination date of the LEDA contract. See Appendix III for sample of report summary.

H. Contact Information

Program inquiries should be directed to:

Department of Community and Economic Development
Center for Business Financing - Grants Division
The Local Economic Development Assistance Program
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225
Telephone: (717) 787-7120
E-mail: ra-dcededa@state.pa.us

Appendix I – Supplemental Information

Supplemental Information for the Single Application for Assistance when applying for Local Economic Development Assistance (LEDA) program funds.

In addition to completing the Community and Economic Development Electronic Single Application for Assistance, please attach the following:

1. A completed LEDA Program Sources and Uses Table. This should reflect the applicant's entire annual operating budget. The applicant may also attach its current operating budget to the completed LEDA Sources and Uses Table. (See Appendix II - Sample LEDA Program Sources and Uses Table on page 5.)
2. A detailed narrative describing the proposed uses of LEDA funds as outlined in the LEDA Sources and Uses Table.
3. If not already provided, a year end report summary on the use of the previous year's LEDA grant funds. This report should be specific and include exact amounts for all items paid for with LEDA funds. If not already provided, all data, reports, contracts, documents, brochures, and other relevant work products paid for with LEDA funds, should be submitted to DCED with the Electronic Single Application for Assistance Signature Page. (See Appendix III - Sample Year End Report Summary on page 6.)

Appendix II – Sample LEDA Program Sources & Uses Table*

Project Budget

Sources	DCED (LEDA)	LOCAL ()	LOCAL ()	LOCAL ()	LOCAL ()	
Marketing						
Studies						
Engineering / Site Planning						
Mapping						
Salaries						
Office Expenses						
Training / Conferences						
Other (Specify)						
Subtotal						
TOTAL						

* This form is available through the Attachment and Addenda section of the Electronic Single Application for Assistance

Appendix III – Sample Year End Report Summary**

**This form is available through the Attachment and Addenda section of the Electronic Single Application

Sources	LEDA (Budgeted)	LEDA (Actual)	
Marketing	\$	\$	Details*:
Studies	\$	\$	Details*:
Engineering / Site Planning	\$	\$	Details*:
Mapping	\$	\$	Details*:
Salaries	\$	\$	Details*:
Office Expenses	\$	\$	Details*:
Training/Conferences	\$	\$	Details*:
Other (Specify)	\$	\$	Details*:
TOTAL	\$0.00	\$0.00	

* Details should include an itemized listing of what was paid for with LEDA funds under each Source and the amount of LEDA funds spent on each item