

---

# Pennsylvania Military Community Enhancement Commission Local Defense Group Grant

---



Program Guidelines

January 2017

Commonwealth of Pennsylvania  
Tom Wolf, Governor

Department of Community & Economic Development



[dced.pa.gov](http://dced.pa.gov)

# **Table of Contents**

---

<b>Section I</b>	<b>Statement of Purpose</b> .....	1
<b>Section II</b>	<b>Definitions</b> .....	1
<b>Section III</b>	<b>Eligibility</b> .....	1
<b>Section IV</b>	<b>Eligible Uses of Funds</b> .....	2
A.	Eligible Activities .....	2
B.	Ineligible Activities .....	3
<b>Section V</b>	<b>Program Requirements</b> .....	3
<b>Section VI</b>	<b>The Application Process</b> .....	3
<b>Section VII</b>	<b>Procedures</b> .....	3
<b>Section VIII</b>	<b>Project Close-Out Reports</b> .....	3
<b>Section IX</b>	<b>Program Inquiries</b> .....	4

## **Section I – Statement of Purpose**

---

The Pennsylvania Military Community Enhancement Commission Local Defense Group Grant (PMCEC LDG Grant) program is a Department of Community and Economic Development grant program designed to provide funds for projects that enhance the military value of military installations and organizations in Pennsylvania.

## **Section II – Definitions**

---

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

**DCED** – the Pennsylvania Department of Community and Economic Development

**Application** – The DCED Single Application found on [dced.pa.gov](http://dced.pa.gov)

**PMCEC** – the Pennsylvania Military Community Enhancement Commission, created by Act 161 of 2014

**Local defense group** – Non-profit organizations or governmental entities who have a demonstrated interest and investment in the success and enhancement of a military installation or organization in the geographic proximity of the communities from which the local defense group draws its membership and who have been identified by the PMCEC.

## **Section III – Eligibility**

---

DCED will accept proposals from local defense groups. These proposals should design a course of action to be taken using state dollars that will demonstrably support or enhance the military value of the military installation or organization.

Proposals will be reviewed by DCED with input from the Pennsylvania Military Community Enhancement Commission to determine the eligibility of the organization and to assess the proposal. Based on that review, local defense groups will be invited to apply for a grant in a specified amount.

## **Section IV – Eligible Uses of Funds**

---

PMCEC LDG Grant funds may be used to support and enhance the military value of an installation or organization.

### **A. Eligible Activities**

Eligible activities include but are not limited to:

1. Studies to determine and enhance the military value of the installation and organization
2. Studies to determine the Strengths, Weaknesses, Opportunities and Threats (SWOT) of the installation or organization
3. Economic Impact Studies to determine the impact of the installation or organization upon the economy of the region
4. Studies to determine the enhancement value of joint land use
5. Hiring of consultants to assist in the enhancement of and retention of the installation or organization in their region
6. Activities and events for the pre-, during and post-phases of an announced BRAC round
7. Activities and events during any non-BRAC action or event to either enhance or eliminate the military value of any installation or organization by the Department of Defense, Department of the Army, Department of the Navy, Department of the Air Force, Commandant of the Marine Corps or the Coast Guard
8. The development or construction of facilities which will enhance the military value of any military installation or organization within Pennsylvania
9. Activities associated with Section 331 of the National Defense Authorization Act of 2013
10. Activities designed to counter any action by any other federal department whose desire is to close or eliminate any military installation or organization located in Pennsylvania
11. Administrative actions directly related to any of the above activities or events
12. Costs associated with attendance at conferences and meetings associated with the pre-, during and post-processes of a BRAC round or any action taken outside of a BRAC round that will either negatively or positively impact a military installation or organization
13. Costs associated with educating elected officials on the importance of local installations and organizations and their missions
14. Promoting or facilitating the reception of additional missions for military installations and organizations stationed in Pennsylvania
15. Costs associated with the compliance process for the use of commonwealth funds
16. Any activity that supports or enhances a military installation or organization within Pennsylvania

## **B. Ineligible Activities**

1. Staff salaries and/or benefit costs to support any of the activities or events listed in the section entitled Eligible Uses of Funds
2. Lobbying of state officials
3. Costs incurred outside the activity period or scope of work identified in the formal contract between DCED and the applicant.

## **Section V – Program Requirements**

---

**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 because of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability. All contracts for work to be paid with grant funds must contain the commonwealth’s official nondiscrimination clause.

## **Section VI – The Application Process**

---

Applicants shall submit their project application using DCED Electronic Single Application for Assistance via [dced.pa.gov](http://dced.pa.gov). Electronic applications will be accepted throughout the fiscal year.

DCED and the PMCEC reserve the right to request additional information, explanation, clarification or revision or to waive the requirements for certain information in appropriate cases.

## **Section VII – Procedures**

---

Grant awards are made throughout the year subject to availability of funds.

## **Section VIII – Project Close-Out Reports**

---

1. Each grantee will maintain complete and accurate records that demonstrate and document the services and activities detailed in the proposal
2. Contracts funded with 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).

## **Section IX – Program Inquiries**

---

All program inquiries and proposals should be submitted to:

Mr. Peter Witmer, Deputy Director  
Pennsylvania Military Community Enhancement Commission  
PA Department of Community and Economic Development  
Commonwealth Keystone Building  
400 North Street, 4th Floor  
Harrisburg, PA 17120-0225

Telephone: 717-720-1323  
Email: [pwitmer@pa.gov](mailto:pwitmer@pa.gov)