

PENNSYLVANIA MILITARY COMMUNITY ENHANCEMENT COMMISSION LOCAL DEFENSE GROUP GRANT

Program Guidelines
June 2023



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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

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 Costs:
 - Administrative costs in support of grant and administration (e.g., applying, reporting, bidding, general management oversight, public notice, bid documents and scoring sheet evaluation, vendor interviews, contract development, subcontractor oversight, invoice processing, audit). These costs are reimbursable at 10% of the total grant budget to a maximum of \$15,000, or greater, if further justification is provided and approved.
 - Costs related to staff professional functional expertise (e.g., economic analysis, civil or mechanical engineering), outside of administrative costs defined above, contributing directly to a proposed project's deliverable(s) may be included expressed in total dollars over provided hours by functional area.
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. Lobbying of state officials.
2. 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 by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the Pennsylvania Human Relations Act, which prohibits discrimination on the basis of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, or in violation of any applicable federal laws. 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. 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: dc.ed.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