

LOCAL SHARE ACCOUNT WASHINGTON COUNTY

Program Guidelines | March 2020



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Section I – Introduction

The PA Race Horse Development and Gaming Act (Act 2004-71) as amended has established the Pennsylvania Gaming Local Share Account (LSA) program to be administered by the Department of Community and Economic Development (DCED) for the purpose of distributing portions of the local share assessment on certain licensed gaming facilities to support and enhance community and economic well-being.

Section II – Eligibility

A. Eligible Applicant

- The Redevelopment Authority of the County of Washington (RACW)

B. Eligible Uses of Funds

1. **Economic Development Projects:** Projects that promote local economic activity and create and/or retain jobs.
2. **Job Training:** Workforce development projects.
3. **Community Improvement Projects:** Projects that improve or create civic, cultural, or recreational activities or facilities.
4. **Projects in the Public Interest:** Projects that improve the quality of life in the affected communities.

Section III – Local Process

DCED has approved a local, county-based review process for projects eligible for LSA funding. RACW will publish local program application guidelines and schedules which adhere to all statutory and DCED requirements. Project applications will be submitted to RACW for review and evaluation in conjunction with the Washington County LSA Committee. Funding recommendations will be submitted by RACW to DCED for final review, approval, and funding no later than March 31st of each year.

Section IV – Program Requirements

- A. Projects may not commence prior to DCED approval. Project costs incurred prior to approval are ineligible for payment with LSA funds and may make a project ineligible for consideration.
- B. Funds may not be used for refinancing or reducing existing debt or obligation.
- C. The competitiveness of proposed LSA projects will be reviewed by conducting a quantitative analysis based on the following criteria:
 - economic impact;
 - economic conditions of the region where the project is located;
 - level of private sector investment leveraged;
 - contribution of the project to the reuse of Brownfields, previously used, or underutilized sites;
 - local financial support;
 - project readiness;
 - strategic importance;
 - financial need; and
 - projected timeline for project commencement and completion.
- D. Administrative costs to include advertising, legal and audit costs, and documented staff expenses to administer the grant (to include administrative costs of the sub-grantee) are eligible, but shall not exceed 6% of the total grant award.

Section V – Application Procedures

- A. RACW must submit the on-line Department of Community and Economic Development Electronic Single Application for Assistance located at www.esa.dced.state.pa.us. Required supplemental information (Appendix I) must be attached electronically to the application as directed on the Addenda tab. For technical inquiries regarding the submission of the on-line application, contact the Customer Service Center at (800) 379-7448 or (717) 787-3405.
- B. RACW will submit a completed Project Summary Form, Appendix I, for each project proposed for funding.
- C. DCED will determine the eligibility of proposed projects through a review of each Project Summary Form.

Section VI – Procedure for Accessing Funds

Upon approval of an application by DCED, a grant agreement and commitment letter will be issued electronically to RACW explaining the terms and conditions of the grant. The grant agreement and commitment letter must be electronically signed within 45 days or the offer may be withdrawn by DCED.

An executed grant agreement between RACW and DCED is required prior to disbursement of grant funds. RACW may request advance payment in quarterly intervals on a form provided by DCED which outlines the anticipated costs for the upcoming 90 days, funds expended in the prior 90 days, and all funds held by RACW. RACW must maintain full records to include contracts, bid tabulations, invoices and other documentation verifying costs incurred for each project. Requests for payment require 4-8 weeks for processing. If the full amount of the grant is not required, the unused portion of the grant will be liquidated and the funds will be considered in the next round of LSA Washington County funding.

Note: Grantee and subgrantees may not make or authorize any substantial change in an approved project without first obtaining consent of DCED in writing.

Section VII – Miscellaneous Program Requirements

- A. **Conflicts of Interest** – An officer, director, or employee of an applicant who is a party to or who has a private interest in a project shall disclose the nature and extent of the interest to the governing body of the applicant and may not vote on any action of the applicant concerning the project, nor participate in the deliberations of the applicant concerning the project.
- B. **Nondiscrimination** – No assistance shall be awarded to an applicant under this program unless the applicant certifies 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.
- C. **Project Account** – For record maintenance and audit purposes, all LSA funds must be deposited in a separate project account.
- D. **Project Records** – The grantee must maintain full and accurate records with respect to the project. DCED requires access to such records as well as the ability to inspect all project work, invoices, and other relevant records at reasonable times and places.
- E. **Reporting/Audit** –
 - a. An audit on the use of grant funds will be required in accordance with DCED Audit Guidelines found at dced.pa.gov/compliance.
 - b. The grantee will be required to submit quarterly and annual reports as outlined in the contract.

- c. Pennsylvania counties and municipalities are required by Act 1 of 2010 to report to the Department of Community and Economic Development all distributions of local share assessments, such as funds received under the LSA Program, on an annual basis. The report must include:
 - i. Amount of funds received by the municipality or county in the prior calendar year. This applies each year funds are disbursed from the grant.
 - ii. A description of how the funds were used; either deposited in a general fund or committed to a specific use or project. If specific use or project, a narrative is required.

To access the online reporting form and additional instructions, please visit:
dced.pa.gov/programs-funding/local-share-assessment-reporting/.

- F. **Bidding** – Applicants must comply with all applicable federal, state, and local laws and regulations dealing with bidding and procurement.
- G. **Prevailing Wage** – The Pennsylvania Prevailing Wage Act (43 P.S. §165-1 et. seq.) may be applicable to a project funded under this program. Prevailing Wage requirements are generally applicable to grants for construction, reconstruction, demolition, alterations, repair work, renovations, build-out and installation of machinery and equipment in excess of \$25,000. If applicable, the applicant is responsible for including prevailing wage rates in all bid documents, specifications, and construction contracts pertaining to the project funded under this program. The Department of Labor and Industry (L & I) has final authority to make prevailing wage applicability determinations. Questions may be directed to (717) 787-3681.
- H. **Guideline Provisions** – The LSA provisions may be modified or waived by DCED unless otherwise required by law.

Section VIII – Program Inquiries

Program inquiries should be directed to:

Department of Community and Economic Development
Center for Community Enhancement
LSA -Washington County Program
400 North Street, 4th Floor
Commonwealth Keystone Building
Harrisburg, PA 17120-0225

Telephone: (717) 787-6245
Fax: (717) 787-9154



PROJECT SUMMARY FORM

LSA – Washington County Program

| | |
|---|-------------------------------------|
| 1. PROGRAM YEAR: | 2. PROJECT LOCAL NUMBER: |
| 3. ELIGIBLE APPLICANT: Redevelopment Authority of Washington County | 4. SUB-GRANTEE: |
| 5. PROJECT NAME: | |
| 6. PROJECT ELIGIBILITY: <input type="checkbox"/> Economic Development <input type="checkbox"/> Community Improvement <input type="checkbox"/> Public Interest <input type="checkbox"/> Job Training <input type="checkbox"/> Administration | |
| 7. PROJECT CONFORMS WITH COUNTY COMPREHENSIVE PLAN? <input type="checkbox"/> Yes <input type="checkbox"/> No | 8. PROJECT LOCATION: |
| 9. PROJECT DESCRIPTION: | |
| 10. PROJECT START DATE: | 11. PROJECT COMPLETION DATE: |
| 12. BASIS OF COST: <input type="checkbox"/> bids/quotations <input type="checkbox"/> contractor estimates <input type="checkbox"/> engineer/architect estimates <input type="checkbox"/> sales agreements | |

| 13. PROJECT BUDGET: | LSA Funds | Federal Funds | State Funds | Local Funds | Total |
|---------------------------------|-----------|---------------|-------------|-------------|-------|
| EXAMPLE <i>(list as needed)</i> | | | | | |
| Water/Sewer | | | | | |
| Engineering | | | | | |
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| 14. SUPPORTING DOCUMENTATION SECURED: <input type="checkbox"/> Budget Justification <input type="checkbox"/> Support Letters (including affected community) <input type="checkbox"/> Funding Commitment Letters <input type="checkbox"/> Comprehensive Plan Conformity |
| 15. STATUS OF ADDITIONAL FUNDING (IF STATE FUNDING IS INDICATED, PLEASE LIST THE SOURCE OF FUNDS): |