

# Local Development District

Program Guidelines | March 2009

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# Section I – Introduction

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## A. Introduction

The **Local Development District Program** provides grants to support operations of the seven (7) Local Development Districts designated in the Local Development District Act. The districts are tasked by the legislation to provide coordination to bring to bear human and financial resources to solve regional problems and issues and to improve regional economies. Applications must meet all requirements of the DCED Single Application for Assistance.

## 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 DCED - The Department of Community and Economic Development

## C. Eligibility

### 1. Eligible Applicants

Local Development Districts designated under the Local Development District Act. Act 120 of 1994, 73 P.S. § 801 *et seq.*, pursuant to authority under the Federal Appalachian Regional Development Act, P.L. 89-4, 40 U.S.C. App. Sec. 1 *et seq.*

### 2. Eligible Uses of Funds

Funds may be used for projects consistent with the Local Development District Act and 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 20, 2009 submission deadline, subject to the provisions of Section II. B. below.
2. An applicant must follow the detailed instructions for completing the DCED Electronic Single Application for Assistance. DCED reserves the right to request additional information, explanation, clarification or revision of funding requests or to waive the requirements for certain information in appropriate cases.

## **B. Procedures**

1. Grant awards are made throughout the year subject to availability of funds.
2. Successful applicants for projects that funded during the fiscal year will be notified of such during the fiscal year of application. 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 from the DCED Customer Service Center. An "assignment of account manager" letter constitutes confirmation of receipt of the application.
4. 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. All contracts are subject to availability of funds and subject to the applicant providing all information required by DCED.
5. The applicant must maintain full and accurate records with respect to the project. DCED must have complete 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. The applicant will promptly furnish all data, reports, contracts, documents, and other information requested by DCED.
6. Every approved grant in the amount of \$100,000 or more require the grantee to provide a project audit prepared 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 Closeout Report with appropriate supporting documentation identifying the expenditures of State funds consistent with the approved contract budget.
8. Applications from organizations that are not compliant with audit or closeout report requirements for prior contracts with DCED are ineligible to receive additional financial assistance from DCED until such audit or closeout report requirements are met.
9. Funds will be directly deposited in grantees' bank accounts via Automatic Clearing House (ACH) transfer of funds in accordance with the grant contract.
10. The grantee shall, upon request by the Department, provide copies of deliverables for budgeted consulting services, including but not limited to legal, engineering, accounting, planning, etc.

## Section III – Limitations and Penalties

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- A. An applicant may not make or authorize any substantial change to an approved project without first obtaining DCED's consent in writing.
- B. If the full amount of the grant is not required for the project, the unused portion shall be returned to DCED.
- C. Failure to comply with these Guidelines 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:

PA Department of Community and Economic Development  
Customer Service Center  
Commonwealth Keystone Building  
400 North Street, 4th 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:** Grantee organizations must be registered with the Commonwealth's Vendor Registration System before a grant may be approved. The system tracks information regarding all vendors that do business with or receive grant funds from the Commonwealth and assigns a Vendor Number to the organization. In the event an application is funded, the grantee must be registered in 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 address and phone number below. Please have your nine digit Federal Identification number available when you call.

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

1-866-775-2868

If an organization is not registered with the Vendor Registration System, please visit <http://www.vendorregistration.state.pa.us>. Click on the Non-Procurement Registration Form link and 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).