

ELECTRONIC FILING OF DEBT APPLICATIONS WITH DCED

EFFECTIVE AUGUST 14, 2020

In order to better serve local governments and streamline DCED's review at a time when many of us are working from home, DCED is implementing the following changes:

- I. **LGUDA Submissions to new DCED Resource Account:** Effective **August 14, 2020**, DCED will accept and recommends that debt applications, notices of noncompletion of sale and partial noncompletion of sale, TAN/TRAN applications, and QIRMA applications be submitted by email to DCED to the dedicated Resource Account: RA-DCLGUDA@pa.gov.
 - **If submitting a debt application or other filing through the Resource Account, hard copies of the debt application or other filing are not required nor recommended.** However, DCED will continue to accept paper submissions until October 1, 2020 (see Section III below).
 - **Please submit the entire debt application in a single PDF document and make sure all pages, including the public notices and proofs of publication, are clearly legible.**
 - **A qualified interest rate management agreement, however, should be provided in a separate PDF document from the debt application.**
 - **Subject Line for your email to the Resource Account:** For debt applications, please provide the following information: LGU name, LGU county, Type of Debt Issue, and amount of debt issuance in the subject line of email.
 - For example: *Debt Filing for Harrisburg City, Dauphin, GOB \$500,000, Exclusion \$500,000.*
 - For other types of submissions, please provide the LGU name and LGU county, and advise of the type of submission.
 - For example, *TAN for Harrisburg City SD, Dauphin in the amount of \$500,000.*
 - **Date/Time of Receipt and Debt Applications sent via the Resource Account:** DCED's receipt date for debt applications sent via the Resource Account will be determined as follows:
 - If received between 8:00 a.m. and 5:00 p.m. on a business day, the debt application will be considered received that business day.
 - Debt applications received after the close of business (5:00 p.m.) will be deemed received on the next business day.
- II. **Filing Fee for Resource Account Debt Applications:** On the day of the Resource Account submission, please send the requisite filing fee to:

Office of Chief Counsel – **LGUDA/RESOURCE ACCOUNT**
Department of Community and Economic Development
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, Pennsylvania 17120

The cover letter for the LGUDA/RESOURCE ACCOUNT mailing must include the following:
Enclosed is the filing fee of \$_____ for LGU name, LGU county, Type of Debt Issue,

Amount of Debt Issue for the Debt Application that was submitted to the Resource Account on _____ (date).

Approval Certificates/Receipts/Acknowledgements: DCED will send these via email with a copy of the debt application. It will be the applicant's responsibility to update their copy of the original debt application with any corrections or supplemental items submitted to DCED. No filings/approval certificates/receipts will be mailed back to the filer.

- III. Non-Resource Account LGUDA Submissions:** DCED will continue to accept debt applications and other LGUDA submissions sent through regular and overnight mail, but only through **October 1, 2020**. Starting October 1, 2020, DCED will no longer accept mailed applications or filings of any kind. DCED strongly encourages counsel to begin submitting items, particularly debt applications, via email to the DCED Resource Account prior to October 1st. Please do not fax any TANs or other information to our office, as all DCED staff all working from home indefinitely.

Date/Time of Receipt and Debt Applications sent through the mail: Effective **August 14, 2020**, mailed submissions (whether sent via regular mail or overnight mail) **will be deemed received on the day that the envelope is processed by the mailroom at DCED**. Currently, mail (whether sent via regular mail or overnight mail) is only processed on Mondays at DCED. **Accordingly, DCED will deem all mailed applications as received on the date the envelope arrives in the DCED mailroom, not the date provided on overnight mail/proof of delivery receipts.**

Number of Copies: If mailing in the debt application, send only one copy of the debt application to DCED, along with the filing fee.

Mailed in filings should be sent to:

Office of Chief Counsel
Department of Community and Economic Development
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, Pennsylvania 17120
ATTN: LGUDA

IV. APPLICABLE TO ALL LGUDA SUBMISSIONS:

- The appropriate filing fee must be received before a debt application will be approved.
- DCED will send the DCED approval certificate and filing fee receipt via email.
- Acknowledgements/receipts for other LGUDA submissions (QIRMAs/Small Borrowings/TANs) will be sent via email.
- A local government may submit a Right to Know Law request for a copy of a previously approved application by submitting a request through the DCED Resource account RTK-DCED@pa.gov.

V. PHASE II CHANGES:

- **Filing Fee Credit Card Payments:** DCED is working on implementing a system to accept debt application filing fees by credit card through DCED's website. If this is ultimately implemented this will be the preferred method of payment. DCED will send a notification to PABL and through our website when this payment system is in place.