



Local Share Account Grant Program

The Local Share Account (LSA) grant program is managed by the Department of Community and Economic Development (DCED) for the Commonwealth of Pennsylvania and funding is provided through the Commonwealth Financing Authority (CFA). The program provides PA gaming revenues to fund projects of public interest. Eligible projects improve the quality of life of citizens in the community. Eligible projects must be owned and maintained by a PA county, municipality, municipal authority, economic development agency, redevelopment authority or nonprofit organization, but applications cannot be submitted directly by nonprofit organizations. The Redevelopment Authority (Authority) is accepting letters of interest for projects and will submit applications on behalf of interested nonprofit organizations.

[The application guidelines are published here.](#) Please read these guidelines carefully before answering the questions on the Letter of Interest and information submission forms and creating your project description with supporting documentation. These guidelines list requirements for what type of entity can own the project and for bidding and prevailing wage information that the project will need to follow if grant funds are awarded. Please do not proceed with an application if you are unable to complete any of the program requirements listed in the guidelines.

Application Notes:

- 1) This is a State-funded, competitive grant program. The Redevelopment Authority will serve as the applicant on behalf of your organization but is not involved in funding decisions for this grant. All award decisions will be made by the Commonwealth Financing Authority (CFA).
- 2) The Authority is serving as the applicant and will submit the application. Because of the high level of interest in this grant, the Authority cannot offer writing, editing or documentation collection support for the application. All grant project descriptions, application questions and supporting documentation will need to be finalized when sent to the Authority.
- 3) If the due dates below are not met, the Authority cannot guarantee that an application can be submitted.
- 4) The CFA charges a \$100 application fee that the Authority will pass on to your organization for this application. Payment can be submitted via check mailed to our office at 28 Penn Square, Suite 200, Lancaster PA 17603 to the attention of Jocelynn Ritchey, or dropped off with reception on the first floor in Suite 100.

- 5) Once the application is submitted, the CFA will review applications and ensure that proposed projects meet eligibility requirements prior to making funding decisions. During this review, there is often additional required documentation or explanations requested. The Authority does not control what is requested from the State but will serve as the contact for the State, so we will reach out to you for the requested information.
- 6) It can take up to a year to receive a funding decision from the State. Any work done on your project before the State awards grant funding will not be eligible to be included in the grant.

Award Notes:

- 1) If your organization is awarded a grant, the Authority will continue to serve as the grantee until your project is completed and the grant is closed. The Authority will enter into a cooperation and subgrantee agreement with any applications awarded funding and will negotiate a fee, not to exceed 2% of the awarded amount as a grant management fee to cover accounting and grant management expenses. The Authority will provide a cooperation and subgrantee agreement to the organization outlining the administrative fee prior to the receipt of funding.
- 2) If funding is awarded, the Authority will provide a cooperation and subgrantee agreement outlining all reporting requirements, due dates, and responsible parties. Your organization will need to provide the Authority with any information needed for reporting during the grant period. This memorandum will also include the grant management fee and outline the work associated with the fee.
- 3) If your organization is awarded a grant, the grant works on a reimbursement basis. Your organization will need to determine how to cover invoices for the project until reimbursement is received.

Schedule, Questions, and Information Required for Submission

There are two deadlines to ensure that this application is submitted completely. These steps are outlined with the due dates below.

By September 29, 2023:

If your organization decides to apply, please complete the [Letter of Interest form found on the LCHRA website](#) and submit to Beth Dreyer-DeGoede. Once letters of intent have been received, they will be reviewed internally by a panel of staff and board members at the Redevelopment Authority. Review will take place the week of October 1st, and applicants will be notified of next steps no later than Tuesday, October 10th.

Any application for this grant program needs a resolution from the Authority's Board. Resolutions for projects will be reviewed at the October or November board meetings. We will ask that someone from your organization attends the meeting in which your application will be discussed. We will work

directly with you to schedule this time once your letter of interest has been reviewed.

By November 15, 2023:

Applicants will be asked to complete additional information needed to submit the LSA application. These are questions directly from the application that must be answered in the application webform. Authority staff will copy your answers exactly as provided from this form to paste in the application. Please note that some of the questions have a maximum character limit which is reflected in the form.

At the end of the linked form is a section to attach additional documentation. The following documents are required for a complete application:

Exhibit 1: Project Description. Provide a description of the project which contains all the following;

- 1) A clear, concise and focused description of the proposed project to include specific project activities and expected results.
- 2) The specific location of the project site, if applicable.
- 3) As applicable, identification of the project as a priority investment in a local or regional economic development plan or strategy.
- 4) As applicable, the anticipated positive economic development and/or community impact of the project.
- 5) As applicable, a detailed, color-coded map with a color legend that shows a clear illustration of the project to include street names and project boundaries (note: this is not applicable, for example, when requesting equipment or single-site renovation/rehab/construction).
- 6) Estimated start and end dates for the project costs

Exhibit 2: Cost Estimate(s). Provide a detailed estimate of project costs;

- The estimate must be dated and current (within one year of application submission). Engineering and construction estimates must be provided by a PA licensed engineer or qualified professional. Estimates of costs for specified products, materials, equipment, etc. must be in writing from a qualified vendor.
- Contingency and design costs for your project can be included in the cost estimates, but the State limits these costs as a percentage of construction costs. Contingency costs can be up to 5% of construction costs and design costs can be up to 10%.

Exhibit 3: Matching Funds;

- Match is not required for this program. However, if your project budget in this application includes other funding sources, provide copies of funding commitment letters and/or evidence of organizational fund capacity – financials, loan commitments, etc.

Exhibit 4: Additional Documentation;

- Any documentation that could contribute to the application, including detailed projected schedule and key milestones, site plans, area studies, etc.
- Letter of support from a State Representative. This is not a requirement, but the State recommends it.

Though we are not available for grant writing or compiling support, we are available to answer any questions you may have. Please contact jritchey@lchra.com with any questions after you have reviewed the guidelines and this document. We will respond as quickly as possible to your questions.