

Local Share Account: Grant Program Guidelines



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 applications for projects and will submit to the LSA program on behalf of interested nonprofit organizations, after applications have been vetted and selected by the Redevelopment Authority's board.

[The statewide grant 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 Naples, or dropped off at reception on the first floor in Suite 100. **Payment must be received ahead of application submission.**
- 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 initial contact for the State, we will reach out to you for the requested information.
- 6) Funding decisions are anticipated in September 2025. 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 memorandum of understanding 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 memorandum of understanding to the organization outlining the administrative fee prior to the receipt of funding.
- 2) If funding is awarded, the Authority will provide a memorandum of understanding 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.

By September 27, 2024:

If your organization decides to apply, please complete the [application form](#) and submit the form, as well as listed required attachments, to Jocelynn Naples at jnaples@lchra.com no later than 11:59 pm on Friday, September 27, 2024. Once applications 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 September 30th, and applicants will be notified of next steps no later than Friday, October 11th.

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.

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