



## OFFICE OF COMMUNITY DEVELOPMENT

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4216

### ***LOCAL SHARE ACCOUNT (LSA) 2021 APPLICATIONS GUIDELINES & TIMELINE***

#### **INTRODUCTION**

The City of Scranton (hereinafter referred to as “City”) is an eligible applicant for the PA Race Horse Development and Gaming Act (Act 2004-71) as amended has established the Pennsylvania Gaming Local Share Account (“Local Share Account”) under the Commonwealth Financing Authority (CFA) for the purpose of distributing 2% of gross terminal revenues of certain licensed gaming facilities in an orderly and timely fashion to support and enhance community and economic well-being and mitigate the impact of gaming and related activities. The Local Share Account (LSA) guidelines were established to provide guidance to the organizations/developers (hereinafter referred to as “Applicant”) interested in applying for funding. Applications are received by CFA between July 1st and September 30th of each year.

#### **TIMELINE**

##### **Step 1: September 1<sup>st</sup>, 2021- Deadline**

###### **1. Resolution:**

To apply for LSA funding, the City must first create a Resolution for City Council and Mayoral review and approval. To meet the submission due date of DCED, Applicants must provide the City with a project overview and budget by **September 1<sup>st</sup>, 2021**. Approved Resolution a requirement of eligibility, are not guaranteed, if information is provided after the deadline. A City of Scranton Resolution takes approximately 3 weeks for readings and approval and require the following information:

**Project Overview:** A paragraph with high level details is sufficient.

**Budget:** Includes cost estimates (line items) to substantiate the LSA funding request.

###### **2. Planning Letter Request:**

Applicant must include a Planning letter from the Scranton City Planner, stating the conformity of the project with local and regional comprehensive plans and zoning. An email requesting this letter should be sent to ***Donald J. King, AICP, CFM*** [dking@scrantonpa.gov](mailto:dking@scrantonpa.gov), at which time you need to provide him a Project overview. This will allow the City Planner time to complete the letter, to be included in the full submission.

##### **Step 2: September 22<sup>nd</sup>, 2021- Deadline**

###### **1. Full Application Deadline**

The Applicant is responsible for writing the grant. Interested Applicants should reach out to Tiffany Cross-Luciani, Director of Economic Development at [tluciani@scrantonpa.gov](mailto:tluciani@scrantonpa.gov) who will provide a template of the questions and character limits. The full application should be emailed to the by **September 22<sup>nd</sup>, 2021** for the City to properly submit the full application using the online Single Application for Assistance on the PA site.

###### **2. Application Fee**

To submit your LSA Application, there is a **\$100.00** fee, made payable to the ***City of Scranton Treasurer***, which is required and directly passed through to the Commonwealth Financing Authority (CFA). The City of Scranton does NOT charge any filling fees, however ***The City of Scranton will include Administration costs in the grant application at 5%***, should the project be funded.

***Important note: No project expenses applied for can be paid or incurred prior to the date of CFA approval.***



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### GUIDELINES

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### **Eligible Projects/Uses of Funds**

There are three categories of projects that are eligible:

1. Economic Development
2. Community Improvement
3. Public Interest

Funds can be used for acquisition, construction, renovation, equipment and related costs such as engineering (not to exceed 10% of the total grant award) or professional services. Funds cannot be used for working capital, staff costs, or to refinance or reduce existing debt.

### **Application Requirements**

Applicants in addition to general business information needs to include the following exhibits:

#### **Exhibit 1: Project Description**

Provide a description of the project which discusses all the following:

- A. A clear, concise and focused description of the proposed project to include specific project activities and expected results
- B. Specific location of the project site; (the physical address and municipality),
- C. Identification of the project as a priority investment in a local or regional economic development plan or strategy
- D. The anticipated positive economic development/community impact of the project (i.e. the number of full time jobs to be created, the overall investment, the tax impact of the project etc.)
- E. Project estimated start and end dates for project costs.

#### **Exhibit 2: Cost Estimate**

Provide a detailed estimate of project costs. The estimate must be dated and current (within 1 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.

#### **Exhibit 3: Planning Letter(s) from the Scranton City Planner**

Applicants will email (by September 1<sup>st</sup>, 2021) the Scranton City Planner, (*Donald J. King, AICP, CFM* — [dking@scrantonpa.gov](mailto:dking@scrantonpa.gov)) a summary of the project related to this LSA funding application. The City Planner will provide a written letter, stating the conformity of the project with local and regional comprehensive plans and zoning.

#### **Exhibit 4: Resolution Approval by City Council and Mayor**

Public sector applicants, provide a resolution duly adopted by the applicant's governing board formally requesting the grant, designating an official to execute all documents, describing briefly the project scope, and identifying the grant amount. The City of Scranton Resolution takes approximately 3 weeks for readings and approval. The project overview and budget are due to the City by September 1<sup>st</sup>, 2021. Approved Resolution a requirement of eligibility, are not guaranteed, if information is provided after the deadline.



## OFFICE OF COMMUNITY DEVELOPMENT

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### **Exhibit 5: Matching Funds**

As applicable, provide copies of funding commitment letters from all other project funding sources. Applicants providing match from their organizational funds should provide evidence to show these funds are available – financials, loan commitments, etc.

### **Exhibit 6: Color-coded Map**

As applicable, provide 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.)

*Note: Letters of support from elected officials are also encouraged although not required.*

### **Application Evaluation**

Applications will be evaluated based on economic impact, economic conditions of the area, level of private sector investment being leveraged, the contribution of the project to the reuse of brownfields or underutilized sites, other local financial support, project readiness, strategic importance and financial need. The more your project meets the above criteria, the more competitive the application.

### **Application Approval Process**

The City of Scranton will complete the Applicant's full submission using the Department of Community and Economic Development (DCED) Single Application for Assistance electronic on-line site before the September 30<sup>th</sup> due date. All submissions are reviewed by a DCED Economic Development Analyst. If they have questions or requests for additional documentation, they will notify the City and the City will in turn contact the Applicant for the information. Applications are then submitted to the Commonwealth Financing Authority (CFA) for final approval.

### **Approved Project**

When projects are approved by the CFA, the City of Scranton will notify Applicant. The CFA will send the City a Commitment Letter explaining the terms and conditions of the grant in the weeks following the approval. The Commitment Letter must be signed by the City and returned to the CFA. The City will forward a copy of the Commitment Letter to the Applicant.

The City will receive from the CFA an Executed Grant Agreement and a copy will be provided to the Applicant.

Once the executed Agreement with the CFA is received, the City will draft a Cooperation Agreement between the City and the Applicant allowing for the grant funds to be passed through. The Cooperation Agreement will also detail the p Applicant and the City's responsibilities for fulfilling the grant requirements.

### **Contracting Requirements**

The LSA Grant Agreement will contain the entire contracting requirement and we recommend project managers review it closely. Some of the items of importance are:

1. Construction/renovation projects must be publicly bid for projects in excess of **\$21,400**.
2. A **minimum of three bids** must be obtained from contractors who are capable of performing the services requested.



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3. Construction/renovation projects in **excess of \$25,000 must be bid at PA Prevailing Wage** rates as determined by the PA Department of Labor & Industry.
4. All contractors must sign the Commonwealth’s Non-Discrimination/Sexual Harassment Clause (The City will provide) and a certificate of liability insurance naming The City and the Commonwealth Financing Authority as additional insureds. Performance and Payment Bonds are also required.
5. Machinery and equipment projects do not have to be publicly bid but it is recommended that three price quotes be obtained.
6. Professional services do not have to be bid but an explanation of why they were engaged is required.

## Payment Requests

The City will submit payment requests to the DCED analyst on behalf of the project when all required documents are received and the Cooperation Agreement is executed. Payment Requests can be submitted every **60 days**, no sooner. When the City receives the grant funds, The City will issue a check to the **Sub-Grantee** for the amount due.

## Project Closeout

For all payments made, copies of the front and back of the cancelled checks are required to be provided to the City. If front and back cannot be obtained, then a copy of the front with a copy of the bank statement showing the check was cleared will be accepted. The City is required to provide this documentation to DCED to close out the project.

## Contact for Questions:

Questions should be directed to Tiffany Cross-Luciani, Director of Economic Development at [tluciani@scrantonpa.gov](mailto:tluciani@scrantonpa.gov).

## Local Share Account (LSA) 2021 Timeline

<b>Activity</b>	<b>Party</b>	<b>Due Date</b>	<b>Time</b>
City Available to Discuss LSA Project Applications	City	Wed, August 4th	
<b>Applicant Project Overview &amp; Budget to City</b>	<b>Applicant</b>	<b>Wed, Sept 1st</b>	<b>CoB</b>
<b>Email to Don King for Planning Letter</b>			
City Council 2nd Read & Pass	City Council	Tues, Sept 21st	
<b>Full Application Due</b>	<b>Applicant</b>	<b>Wed, Sept 22nd</b>	<b>CoB</b>
<b>Application Fee Due</b>			
City Finalizes Submission to DCED Single Application Website	City	Thu, Sept 30th	