

MONROE COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY GUIDELINES FOR LOCAL SHARE ACCOUNT APPLICATIONS

Introduction

The Monroe County Industrial Development Authority (MCIDA) is an eligible applicant for the Local Share Account-Monroe County funds made available by the PA Race Horse Development and Gaming Act for the purpose of distributing the 2% of gross terminal revenues from Mount Airy Casino Resort. The Monroe County Commissioners have designated the MCIDA to be the point of contact for this program on their behalf. These guidelines were established to provide information and guidance to project managers interested in applying for funding.

Eligible Projects/Uses of Funds

There are four categories of projects that are eligible:

1. Economic Development
2. Community Improvement
3. Public Interest
4. Roadway Improvement Project within 20 miles of Mount Airy Casino Resort.

Funds have been 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. Questions about allowable uses of funds should be directed to MCIDA.

Application Procedures

To apply, MCIDA will complete the Single Application for Assistance online along with all the following required supporting documents:

1. Project Narrative including specific location of the project, compliance with county comprehensive plan (Monroe 2030), historical and proposed use of the site, specific activities proposed, developer experience, identified as a priority project in local or regional Economic Development plan, resources of the applicant to undertake the project and the economic impact of the project (i.e. jobs to be created/retained, total investment etc.)
2. Project schedule and detailed timeline
3. If other sources of funding are secured for the project, a copy of the commitment letter from the source.
4. Bids, estimates, sales agreements, quotes to support ALL project costs. Must be current, no more than 6 months old and prepared by a qualified professional. If associated engineering or design work is being requested, an estimate from the professional is required.
5. A letter from the local (township or borough) zoning officer stating the project is compliance with the zoning code.
6. Letter of support from the township or borough where the project is located. Letters of support from elected officials are also encouraged.
7. Copy of most recent year's audited financial statement

Based on the LSA Monroe County Guidelines, MCIDA will establish an application period during which applications will be accepted and processed. The mandatory deadline will be no later than close of business on the day one week prior to the application deadline stated in the LSA Monroe County Guidelines. For 2018 applications, the application period is July 1 through September 30.

MCIDA's deadline will be Friday, September 21, 2018. No applications will be accepted after the deadline.

Application Fees

The Application Fee due to MCIDA on the day the application is submitted will be \$500.00 and the Application Fee for the Commonwealth Financing Authority is \$100.00. MCIDA will include Administration costs in the grant application and should the project be funded, any further administration costs will be included in the grant. If a previously submitted project wishes to reapply and there is no substantial change to the application, the MCIDA Application Fee will be reduced to \$250. **Two separate checks must be submitted with the application documents: One payable to MCIDA for \$500 (or \$250 if a re-application) and another made payable to the Commonwealth Financing Authority for \$100.**

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

Once the application and all supporting documents are submitted by MCIDA using the online Single Application for Assistance, it is reviewed by a DCED Economic Development Analyst. If they have questions or documents are missing they will notify MCIDA and MCIDA will in turn contact the project manager for the information. Applications are then submitted to the Commonwealth Financing Authority (CFA) for final approval.

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

My Project was approved! Now what?

When projects are approved by the CFA, MCIDA will notify project managers. The CFA will send MCIDA a Commitment Letter explaining the terms and conditions of the grant within a few weeks following the approval. The Commitment Letter must be signed by MCIDA officers and returned to the CFA. MCIDA will forward a copy of the Commitment Letter to the project manager.

MCIDA will also provide a copy of the Commitment Letter to its solicitor to draft a Cooperation Agreement between MCIDA and the project manager allowing for the grant funds to be passed through. The Cooperation Agreement will also detail the project manager's and MCIDA's responsibilities for fulfilling the grant requirements.

MCIDA will receive from the CFA an Executed Grant Agreement and a copy will be provided to the project manager as an Exhibit to the Cooperation Agreement.

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 \$10,000.
2. A minimum of three bids must be obtained from contractors who are capable of performing the services requested.

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 (MCIDA will provide) and a certificate of liability insurance naming MCIDA 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

MCIDA 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 30 days, no sooner. Once approved by DCED, it gets sent to the Controller's office for payment. This usually takes about 35 days. When MCIDA receives the grant funds (usually by electronic deposit), MCIDA will issue a check to the project manager for the amount due. MCIDA does not pay the contractor directly. The project developer is reimbursed for the costs paid to the contractor.

Project Closeout

For all payments made by the Project Developer to contractors or vendors, copies of the front and back of the cancelled checks are required to be provided to MCIDA. 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. MCIDA is required to provide this documentation to DCED to close out the project.

Contact

Questions about the LSA Monroe County Program can be directed to:

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