

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. The following required supporting documents must be provided by the Project Developer:

1. Project Narrative including the following:
 - a. a **clear description** of the project, specific project activities and the expected results
 - b. the specific location of the project site (the physical address and municipality)
 - c. if the project is a priority in a local or regional economic development plan
 - d. the anticipated economic 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. the project schedule with estimated start and completion dates of the project
 - f. Project Narrative must be submitted as a **Word document** to mbisbing@pmedc.com by the deadline.
2. A detailed Cost Estimate support **ALL** project costs. Must be current (within 1 year of the application date) and prepared by a qualified professional. If associated engineering or design work is being requested, an estimate from the professional is required. Estimates for products, materials or equipment must be provided in writing from a qualified vendor. The cost estimate(s) must be submitted to mbisbing@pmedc.com as a PDF or Word document by the deadline.
3. Zoning Letter - A letter from the local (township or borough) zoning officer stating the project is compliance with the zoning code. This required for any project involving acquisition, renovation or construction. It is not required for machinery/equipment projects.
4. Matching Funds – if there are any other funding sources committed to the project, evidence that they are in place should be provided. This would be a commitment letter from the funding source that is signed and dated. If the commitment includes a cash

contribution, then current audited financial statements must be provided to show the funds are available to support the project.

5. Color-Coded Map –A color-coded map that clearly shows the location of the project with street names, project boundaries and the proposed development. This is not applicable to machinery/equipment projects.

Application Deadline

Based on the LSA Monroe County Guidelines, the application period is July 1 through September 30 annually. The mandatory deadline for MCIDA to receive application information 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 2022 applications, MCIDA's deadline will be Friday, September 23, 2022. No applications will be accepted after the deadline.

Application Fees

The Application Fee due to MCIDA will be \$500.00 and the Application Fee for the Commonwealth Financing Authority is \$100.00. MCIDA will pay the application fee when submitting the electronic Single Application for Assistance. 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. **One check must be submitted with the application documents payable to MCIDA for \$600 (or \$350 if a re-application).**

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, which will not happen until the following year.

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 has implemented an electronic contracting process and all contracts are now e-signed by our officers. Once the contracting process is complete, a copy of the grant contract will be provided and all requirements of the grant will be reviewed.

MCIDA will also draft a Cooperation and Funding Procedures 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. The Executed Grant Agreement will be 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. Most projects will require public bidding, meaning an advertisement must be placed in the newspaper and bids collected. MCIDA's Bidding Procedures **must** be followed and these procedures will be provided.
2. All projects in excess of \$25,000 must be publicly bid at PA Prevailing Wage rates as determined by the PA Department of Labor & Industry.
3. 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 for construction/renovation projects.
4. Machinery and equipment projects through COSTARS do not have to be publicly bid but all others must be.
5. Professional services do not have to be bid but an explanation of why they were engaged needs to be provided.

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. The first request usually takes 4 to 6 weeks. Subsequent requests are typically received in 2 to 3 weeks. When MCIDA receives the grant funds (usually by wire), 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:

Chuck Leonard or Michelle Bisbing

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