



## ***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, developers and non-profit organizations 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 Projects within 20 miles of Mount Airy Casino Resort.

Funds can be used for property acquisition, construction, renovation, equipment and related costs such as engineering or professional services (not to exceed 10% of the grant request) and Contingency (not to exceed 5% of the construction cost).

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 manager, developer or non-profit organization:

1. Project Narrative that includes the following:
  - a. a **clear, concise and focused description** of the project, specific project activities and the expected results or outcomes. Assume the reader knows nothing about the project and provide an overview that is clearly understandable.
  - b. the specific location of the project site (the physical address and municipality)
  - c. if the project is a priority in the Monroe 2030 County Comprehensive Plan
  - d. the anticipated economic impact of the project (i.e. the number of full time jobs to be created within 3 years, 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](mailto:mbisbing@pmedc.com) by the deadline.

2. A detailed Cost Estimate to support **ALL** project costs. Must be dated, 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](mailto:mbisbing@pmedc.com) as a PDF or Word document by the deadline.
3. 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.
4. 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 absolutely required but is a helpful exhibit for the Project Narrative. It 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 2023 applications, MCIDA's deadline will be Friday, September 22, 2023. No applications will be accepted after the deadline. No exceptions.**

### **Application Fees**

The Application Fee due to MCIDA will be \$600.00. This includes the Application Fee for the Commonwealth Financing Authority that must be submitted when MCIDA submits the electronic Single Application for Assistance. 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 \$350.

**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 by the CFA 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. The earliest date the projects could be approved is January 2024.

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

## **My Project was approved! Now what?**

When projects are approved by the CFA, MCIDA will notify project managers/developer/non-profit organization. If Project Budget modifications are needed, this must be completed in order to begin the grant contracting process.

The grant contracting process is done electronically and once the contracting process is complete, a copy of the grant contract will be provided as an Exhibit to the Cooperation and Funding Procedures Agreement.

Before the Cooperation and Funding Procedures Agreement is drafted, all project manager/developer/non-profit organizations must attend a **mandatory** LSA Grant Orientation where all requirements of the grant will be reviewed and explained.

After the orientation and the grant contract is received, MCIDA will draft a Cooperation and Funding Procedures Agreement between MCIDA and the project manager/developer/non-profit organization allowing for the grant funds to be passed through. The Cooperation Agreement will also detail the responsibilities for fulfilling the grant requirements. The Executed Grant Agreement will be an Exhibit to the Cooperation Agreement and, in some cases, a copy of the deed or legal description for the property where the project is taking place.

### **Contracting Requirements**

The LSA Grant Agreement will contain all contracting requirements and we recommend project managers/developers/non-profit organizations 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 and rates are 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 provide 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 on the LSA Grant Checklist are received and the Cooperation & Funding Procedures 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 typically takes 4 to 6 weeks. Subsequent requests are usually received in 2 to 3 weeks. When MCIDA receives the grant funds (usually by wire), MCIDA will issue a check to the project manager/developer/non-profit organization for the amount due. MCIDA does not pay the contractor directly. The project developer is reimbursed for the costs paid to the contractor or vendor.

**Grant Administration**

MCIDA includes 5% in the application budget for grant administration. For projects approved for less than \$25,000 an additional administration fee may be charged directly to the project manager/developer/non-profit organization. This would be included in the Cooperation and Funding Procedures Agreement and will be based on the costs incurred over and above what the 5% allotted by the grant will cover.

**Project Closeout**

For all payments made by the project manager/developer/non-profit organization to contractors or vendors, copies of the front and back of the cancelled checks are required to be provided to MCIDA **within 60 days of payment**. If front and back cannot be obtained, then a copy of the bank statement along with the front of the check 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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