



GUIDELINES FOR LOCAL SHARE ACCOUNT STATEWIDE APPLICATIONS

Introduction

The Monroe County Industrial Development Authority (MCIDA) is an eligible applicant for the Local Share Account-Statewide funds made available by the PA Race Horse Development and Gaming Act. These guidelines were established to provide information and guidance to PA non-profit organizations interested in applying for this funding.

Eligible Projects/Uses of Funds

Eligible projects are those in the Public Interest that improve the quality of life in the community.

Funds can be used for property acquisition, construction, renovation, demolition, infrastructure, vehicle purchases, machinery/equipment, planning/consulting, 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.

MCIDA will add the allowable 2% for Administration to each application. This will cover our staff time and legal expenses to administer the grant if it is approved.

Application Procedures

To apply, MCIDA will complete the Single Application for Assistance online. The following required supporting documents must be provided by the 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 (month and year) of the project
 - f. Project Narrative must be submitted as a **Word document** to mbisbing@pmedc.com or rhendricks@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 the project includes construction or renovation, inform the preparer of the cost estimate to take into

consideration that PA Prevailing Wage and Performance and Payment Bonds will be required. These items typically add costs to a project. 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. Acquisition projects must provide an appraisal that is dated not more than 1 year from the application date. The cost estimate(s) must be submitted to mbisbing@pmedc.com or rhendricks@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 only required for projects with multiple sites. It is not applicable to single-site construction/renovation or machinery/equipment projects.
5. Ownership Notice – Documentation must be provided showing the non-profit organization, the municipality or municipal authority will own and maintain the project.

Application Deadline

Based on the LSA Statewide Guidelines, the application period is September 1 through November 30 annually.

For 2025 applications, MCIDA's deadline will be 4:30 pm on Friday, November 14, 2025. No applications will be accepted after the deadline. No exceptions.

Application Fees

The Application Fee due to MCIDA will be \$800.00. 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 \$550.

One check must be submitted with the application documents payable to MCIDA for \$800 (or \$550 if a re-application).

Application Evaluation

Applications will be evaluated by the CFA based on cost, strategic importance and impact.

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 Commonwealth Financing Authority (CFA) approval.

My Project was approved! Now what?

When projects are approved by the CFA, MCIDA will be the 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, MCIDA will draft a Cooperation and Funding Procedures Agreement between MCIDA and the 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 Contract 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 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 will be subject to PA Prevailing Wage and rates are determined by the PA Department of Labor & Industry. No exceptions.
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 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 2% 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 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 2% allotted by the grant will cover.

Project Closeout

For all payments made by the 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 Statewide Program can be directed to:

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