

**Local Share
Municipal Grant Application
Dauphin County**

Program Guidelines | JUNE 2009

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SECTION I.- Statement of Purpose

The Pennsylvania Race Horse Development and Gaming Act (Act 2004-71), as amended, established a coordinated system for ensuring that local governments received a share of the revenues generated by gaming. This “Local Share” system was designed for the purpose of distributing approximately 4% of gross terminal slot machine 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. Those funds are distributed to the licensed facility’s host municipality and host county.

Under the Local Share system, Dauphin County is required to use a portion of the Local Share monies it receives for the purpose of awarding municipal grants. These Local Share Municipal Grant Application Program Guidelines should be utilized by eligible entities interested in such grants.

SECTION II.- Eligibility

A. Eligible Sponsors/Recipients

1. Dauphin County
2. East Hanover Township (Dauphin County)
3. Municipalities within Dauphin County that are contiguous with East Hanover Township, including Derry, South Hanover, Middle Paxton, Rush and West Hanover Townships
4. Municipalities within Dauphin County that are *not* contiguous with East Hanover Township, but only if their application is joined in by an eligible grantee identified in (1)-(3)

B. Eligible Uses of Funds

Eligible uses of funds include the following, so long as the use, need, costs, or project are associated with the licensed gaming facility and/or its operations:

1. Human Services Costs: Projects that mitigate or address the human services costs of gaming and related activities in the affected communities.
2. Infrastructure Improvements: Projects designed to develop, preserve or improve community infrastructure impacted by or having some relation to the advent of the licensed facility or its operations.
3. Facilities: Projects designed to develop or improve facilities necessitated by or utilized in relation to the advent of the licensed facility or its operations.

4. Emergency Services: Projects that support or enhance emergency services impacted by the licensed facility operations or serving related needs in the affected communities.
5. Health and Public Safety Expenses: Projects that promote, or mitigate the costs of, the health and public safety of communities and residents affected by the licensed facility, its operations and related development and activities.
6. Single-year and multi-year projects are eligible for funding. However, applicants are urged to phase multi-year projects so as to create discreet requests for funding that may be considered on a year-by-year basis. For any multi-year project, applicants will also be required to demonstrate the existence of other revenue sources which they anticipate to fund future phases and the ultimate completion of the project.

SECTION III. - Application Procedures

- A. Applications for Local Share funding awarded by Dauphin County must be submitted through the Local Share Municipal Grant process and include the project narrative information requested in Section 1V of these Program Guidelines.
- B. Grants will be awarded by the Dauphin County Commissioners. The Board of Commissioners has established an advisory board, the Dauphin County Gaming Advisory Board, to assist it in screening applicant eligibility and evaluating applications for Local Share funding. Once awarded, all Local Share Municipal Grants will be administered by the Dauphin County Industrial Development Authority.
- C. The Dauphin County Gaming Advisory Board will facilitate one or more public meetings for oral presentations of proposed projects eligible for the current round of funding. Additionally, the Gaming Advisory Board may solicit input from the county's legislative delegation.
- D. The Dauphin County Gaming Advisory Board will review applications to ensure that each proposed applicant and project meets eligibility requirements. Evaluation criteria will be developed by the Gaming Advisory Board and the County Commissioners. Priority will be given to infrastructure projects, inter-governmental projects and those that leverage outside investment into the county. No consideration will be given to projects that are not sponsored by an eligible municipality.
- E. The Dauphin County Gaming Advisory Board will establish a grant application calendar for the Local Share Municipal Grants.

SECTION IV.- Application Narrative

(To be included in Local Share Municipal Grant Application)

A project narrative as part of the application for each proposal is required and must contain the following:

- A. A description of the project and the need, objective, and expected outcomes of the project;
- B. An explanation of how the project, or its need, uses or costs, is associated with or related to the licensed gaming facility and/or its operations;
- C. A description of the local and community support for the project;
- D. A projected schedule and detailed timeline of the project;
- E. A budget accompanied by a description of the basis of costs for the project and sources of funding. For any multi-year project, cost information should be broken into phases, and applicants must detail the projected sources of funding for all phases and project completion;
- F. Evidence of conformity of the project with local and regional comprehensive plans; and
- G. Documentation of support from the affected community, as well as any professional or expert studies, analyses or support related to the project or its need, uses, or costs.

SECTION V.- Procedures for Accessing Funds

A grant agreement between the grantee and Dauphin County will be required prior to release of grant funding. All grant agreements will include provisions and conditions appropriate to the project to be funded, including provisions addressing the following conditions.

- A. **Nondiscrimination** - No assistance will be awarded to a grantee unless it certifies to the grantor that it shall not discriminate against any employee or against any person seeking employment because of race, religion, color, handicap, national origin, age, or sex. All contracts for work to be paid for with Local Share funds must contain the Commonwealth's official nondiscrimination clause.
- B. **Project Account** - For record maintenance and audit purposes, all Local Share grant funds must be deposited in a separate project account and be maintained by the grantee to hold and disburse all project funds.

- C. **Project Records** - The grantee must maintain full and accurate records with respect to the projects. The grantor shall have access to such records, as well as the ability to inspect all project work, invoices, materials, and other relevant records at reasonable times and places.
- D. **Reporting/Audit** - The grantee must submit a close-out report on the use of the Local Share funds consistent with the grant agreement. An audit of the use of the grant proceeds by an independent certified public accountant will be required.
- E. **Bidding** – Compliance with competitive bidding procedures will be required if the entity and the project to be funded are subject to statutory bidding procedures. If not, competitive bidding procedures may be required in awarding certain contracts for construction, reconstruction, demolition, alteration and/or repair, acquisition of machinery and equipment, and professional consultants.
- F. **Prevailing Wage** - The Pennsylvania Prevailing Wage Act (43 P.S. § 165-1 et seq.; 34 Pa. Code § 9.101 et seq.) may be applicable to a project funded under this program. Prevailing Wage requirements are generally applicable to grants for construction, demolition, reconstruction, alteration, repair work, renovations, build-out and installation of machinery and equipment in excess of \$25,000.00 funded. If applicable, grantee is responsible for including prevailing wage rates in all bid documents, specifications, and construction contracts pertaining to the project. The Department of Labor and Industry has final authority to make all prevailing wage applicability determinations.

SECTION VI.- Program Inquiries

Program inquiries and applications should be directed to:

Dauphin County Gaming Advisory Board
c/o Amy Richards
Communications Office
P.O. Box 1295
Harrisburg, PA 17108
717-780-6300
717-255-2684 fax