

**Local Share  
Municipal Grant Application  
Dauphin County**

**Program Guidelines | MAY 2010**

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## **SECTION I.– Statement of Purpose**

The Pennsylvania Race Horse Development and Gaming Act, as amended, established a coordinated system for ensuring that local governments receive 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. Grants may be awarded from two grant pools: (1) a pool for projects with a clear connection to the operations or impacts of the licensed gaming facility; and (2) a pool where a project’s connection to the licensed facility may be considered, but is not required, to receive a grant.

## **SECTION II.– Eligible Applicants**

### **A. Eligible Sponsors/Recipients**

1. Dauphin County (must be authorized by the Board of Commissioners)
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 and non-municipal entities, but only if their application is joined in by an eligible grantee identified in (1)-(3)

### **B. Sponsorship Requirements**

1. An entity that falls under Section II.A.4, above, must have an eligible sponsor for its application or the application will be rejected. Such entities are encouraged to consult the *Guidelines for Sponsorship of Local Share Municipal Grant Applications*, which are included as Appendix A to these Program Guidelines.
2. Interested entities should consult the *Guidelines for Sponsorship* for timing requirements for securing a sponsor for a Local Share Municipal Grant Application.
3. Interested entities should consult the *Guidelines for Sponsorship* for requirements for proof of sponsorship. General letters of support are not sufficient to establish sponsorship.

### **SECTION III.– Eligible Uses of Funds**

**A.** Eligible uses of funds for Grant Pool 1 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.

**B.** Eligible uses of funds for Grant Pool 2 include the following:

1. Health: Projects that facilitate, enhance or otherwise further the health of the residents and communities of the grantee.
2. Safety: Projects that facilitate, enhance, or otherwise further the safety of the residents and communities of the grantee.
3. Transportation: Projects that address transportation needs or improve transportation systems in the grantee communities.
4. Public Interest: Projects that improve the quality of life in the grantee communities.

**C.** 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.

**D.** A single Local Share Municipal Grant Application will be accepted per proposed project. Multiple applications seeking grant funding for the same proposed project will not be accepted or considered.

#### **SECTION IV.– Application Pre-Conferences**

Entities interested in Local Share Municipal Grant funding are strongly encouraged to request a pre-conference with staff of the Dauphin County Gaming Advisory Board. Pre-conferences will assist potential applicants to better understand the Local Share system, understand the application process, and position their application for the best chance of success. Potential applicants are encouraged to schedule their pre-conference prior to August 1, 2010. Pre-conferences are not required, but any applicant that does not schedule a pre-conference will lose twenty-five (25) points in the evaluation of their application.

#### **SECTION V.– 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 VI of these Program Guidelines.
- B. Applicants should submit ten (10) paper copies and an electronic copy of the application to the Dauphin County Gaming Advisory Board, c/o Dauphin County DCED, 112 Market Street, 7<sup>th</sup> Floor, Harrisburg, PA 17101.
- C. 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.
- D. 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.
- E. 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.
- F. The Dauphin County Gaming Advisory Board will establish a grant application calendar for the Local Share Municipal Grants.

## **SECTION VI.– 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 completed Application Cover Page on the form appearing at Appendix B to these Program Guidelines;
- B. A description of the project and the need, objective, and expected outcomes of the project;
- C. 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;
- D. A description of the local and community support for the project;
- E. A projected schedule and detailed timeline of the project;
- F. 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;
- G. Evidence of conformity of the project with local and regional comprehensive plans;
- H. If the project proposes the acquisition of fire or emergency response vehicles or equipment, documentation (i) identifying the fire service area of the fire company involved in the application, (ii) detailing any mutual aid agreements to which the fire company is a party, (iii) certifying that the requested fire or emergency response vehicles or equipment is not presently maintained or available through any of the mutual aid agreement parties, and (iv), if such vehicles or equipment is maintained or available through one of the mutual aid agreement parties, explaining why the acquisition of the vehicles or equipment is necessary; and
- I. 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; and
- J. An executed Certification of Non-Contingency, the form of which appears at Appendix C of these Program Guidelines, certifying that the applicant has not engaged any consultant or representative in relation to the application whose compensation is on a contingent fee basis.

## **SECTION VII.– 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.
- B. **Project Account** – Grant monies are typically disbursed on an after-expenditure basis. 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. 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 VIII.– Program Inquiries**

Program inquiries and applications should be directed to:

Dauphin County Gaming Advisory Board

c/o Michelle Shade

Dauphin County Department of Community & Economic Development

112 Market Street, 7<sup>th</sup> Floor

Harrisburg, PA 17101

717-780-6250

717-257-1513 (fax)

## *APPENDIX A*

### **GUIDELINES FOR SPONSORSHIP OF LOCAL SHARE MUNICIPAL GRANT APPLICATIONS**

#### ***Who is eligible to apply for a Local Share Municipal Grant?***

Under the Pennsylvania Race Horse Development and Gaming Act, the following entities are eligible for local share grants: East Hanover Township, municipalities that are contiguous with East Hanover Township (Derry, Middle Paxton, Rush, South Hanover and West Hanover Townships), and Dauphin County.

Non-contiguous municipalities within Dauphin County and non-municipal entities (*e.g.*, charitable organizations, fire companies, EMS units, etc.) may apply for grants if their applications are sponsored or joined in by an eligible entity.

#### ***Will Dauphin County sponsor my application?***

The Dauphin County Board of Commissioners will sponsor, for eligibility purposes only, Local Share Municipal Grant Applications submitted by non-contiguous municipalities located within Dauphin County.

Non-municipal applicants must seek sponsorship for their application from their home municipality. As a general rule, the Board of Commissioners will not sponsor grant applications for non-municipal entities. Under a rare exception to this general rule, County sponsorship will be considered, in the County's sole discretion, where a potential applicant can show that their organization and project will have a County-wide impact.

Potential applicants attempting to qualify for County sponsorship under the exception for non-municipal entities do so at their own risk. It is the applicant's responsibility to have secured timely sponsorship from an eligible entity.

#### ***By when must I secure a sponsor?***

All applications must include written evidence in the application packet that the application is sponsored by an eligible co-applicant on or before the application deadline. The application deadline for the 2010 Local Share Municipal Grant cycle is September 1, 2010. Any application lacking an eligible sponsor by the application deadline will be deemed ineligible and not considered.

Potential applicants seeking sponsorship from Dauphin County must submit their sponsorship request by August 1, 2010. Sponsorship requests submitted to the County after that date may not be considered.

***What type of written evidence of sponsorship do I need?***

General letters of support of an application or project are not sufficient to establish sponsorship. Applicants must include a written resolution or letter that clearly states that the municipality is agreeing to be a co-applicant in the Local Share Municipal Grant Application. Such writing must be signed or reflect approval by the governing body of the municipality or its authorized officer or representative.

***How do I go about seeking County sponsorship?***

Requests for sponsorship by the Dauphin County Board of Commissioners must be submitted in writing, by August 1, 2010, and include a description of the applicant, the proposed project, and the asserted basis for sponsorship. Requests may be submitted by hand, mail or fax as follows:

Dauphin County Gaming Advisory Board  
c/o Michelle Shade  
Dauphin County Department of Community & Economic Development  
112 Market Street, 7<sup>th</sup> Floor  
Harrisburg, PA 17101  
717-780-6250  
717-257-1513 (fax)

Requests should not be made to other County departments or agencies.

*APPENDIX B*

**DAUPHIN COUNTY  
LOCAL SHARE MUNICIPAL GRANT PROGRAM**

**FY 2010 APPLICATION COVER PAGE**

Project Name: \_\_\_\_\_

Brief Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount of Funding Request: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact E-Mail Address: \_\_\_\_\_

*APPENDIX C*

**CERTIFICATION OF NON-CONTINGENCY**

I, \_\_\_\_\_ (name and title), an authorized representative of \_\_\_\_\_ (Local Share Municipal Grant Applicant), subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities, hereby certify that neither the Local Share Municipal Grant Applicant, nor its affiliated entity or political subdivision, have engaged any person to lobby on its behalf in regard to its Local Share Municipal Grant Application in exchange for compensation contingent in whole or in part upon the approval, award, receipt or denial of funds under Section 1403 of the Pennsylvania Race Horse Development and Gaming Act (the “Gaming Act”), 4 Pa.C.S. § 1101 et seq., and further certify that the Local Share Municipal Grant Applicant, or its affiliated entity, have not engaged in or agreed to lobby for compensation contingent in whole or in part upon the approval, award, receipt or denial of funds under Section 1403 of the Gaming Act.

I understand that a violation of Section 1403(f) of the Gaming Act is considered an intentional violation of 65 Pa.C.S. § 13A09(e) relating to lobbying disclosure and penalties. I further understand that such violation or false certification hereunder shall be cause for the immediate termination and repayment of any Local Share Municipal Grant awarded to the Applicant.

This certification is submitted in support of the Dauphin County Local Share Municipal Grant Application submitted by the Applicant.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative