

City of Hazleton

LOCAL SHARE ACCOUNT (LSA) 2024 APPLICATIONS GUIDELINES & TIMELINE

INTRODUCTION

The City of Hazleton (hereinafter referred to as “City”) is an eligible applicant for the PA Race Horse Development and Gaming Act (Act 71) as amended has established the Pennsylvania Gaming Local Share Account (“Local Share Account”) under the Commonwealth Financing Authority (CFA) for the purpose of distributing 2% of gross terminal 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. The Local Share Account (LSA) guidelines were established to provide guidance to the organizations/developers (hereinafter referred to as “Applicant”) interested in applying for funding. Applications are received by CFA between July 1st and September 30th of each year.

PROCESS FOR APPLICANTS

The Applicant is responsible for writing the grant. Interested Applicants should reach out to Joseph Zeller, Director of Economic Development, who will provide a template of the questions and character limits.

1. Application becomes available from the State.
2. Applicant makes a request to the Planning Commission, City Hall third floor, to be placed on the agenda to make a presentation of your application at a meeting of the Planning Commission. Requests must be received 2 weeks prior to the scheduled July meeting.
3. Applicant presents their application documents to Hazleton City Council at or before the first meeting of August and requests for a spot on the agenda to make your presentation at a future meeting.
4. If your application garners support, you will be placed on the agenda for the second meeting in August to make a presentation and answer questions.
5. Hazleton City Council will vote on a Resolution to approve your application at the first meeting in September.
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.
6. The Applicant will be notified by the Hazleton City Council Clerk if your application receives an approved Resolution.
7. If your application is successfully approved by the Planning Commission, you receive an approved Resolution from Council, and you meet all Application Requirements, the City of Hazleton will file the application prior to the deadline. The full application should be delivered to the office of Department of Community and Economic Development, City Hall first floor, by the Friday immediately following the first Council Meeting. The City of Hazleton will complete the Applicant’s full submission using the Department of Community and Economic Development (DCED) Single Application for Assistance electronic on-line site before the due date. All submissions are reviewed by a DCED Economic Development Analyst. If they have questions or requests for additional documentation, they will notify the City and the City will in turn contact the Applicant for the information. Applications are then submitted to the Commonwealth Financing Authority (CFA) for final approval.

Eligible Projects/Uses of Funds

Eligible projects must be owned and maintained by an eligible applicant or a nonprofit organization.

- Projects in the Public Interest Projects that improve the quality of life in the community.

Eligible Uses of Funds

- Acquisition
- Construction to include renovation and rehabilitation
- Demolition
- Infrastructure – Sidewalks for public use will be considered eligible regardless of eligibility outlined in Section

II. B.

- Purchase of vehicles, machinery and/or equipment
- Planning, consulting and design costs related to planning projects.
- Engineering, design and inspection, to include permitting fees, for construction projects not to exceed 10% of the total grant award. Limitation does not apply to a planning-only project.
 - for a Statewide LSA grant application, Administrative costs of the applicant only, which are necessary to administer the grant shall not exceed 2% of the total grant request/award. Administrative costs can include advertising and legal costs, as well as documented staff expenses.
 - for a Luzerne County LSA grant application, Administrative costs of the applicant only, which are necessary to administer the grant shall not exceed 3% of the total grant request/award. Administrative costs can include advertising and legal costs, as well as documented staff expenses.
- Contingency costs not to exceed 5% of documented construction and infrastructure costs.

Ineligible

- Any Applicant, Organization or Project that has received an LSA grant in the past 3 rounds, are ineligible to apply through the City of Hazleton.
- Funds cannot be used for working capital, staff costs, or to refinance or reduce existing debt.

Application Requirements

A: General Business Information

Entity Name and EIN, Address, Phone Number and E-Mail of the Contact Person, Phone Number

B: Project Description

Provide a description of the project which discusses all the following:

- A. A clear, concise, and focused description of the proposed project to include specific project activities and expected results
- B. Specific location of the project site; (the physical address and municipality),
- C. Identification of the project as a priority investment in a local or regional economic development plan or strategy
- D. The anticipated positive economic development/community 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. Project estimated start and end dates for project costs.

C: Cost Estimate

Provide a detailed estimate of project costs. The estimate must be dated and current (within 1 year of application submission). Engineering and construction estimates must be provided by a PA licensed engineer or qualified professional. Estimates of costs for specified products, materials, equipment, etc. must be in writing from a qualified vendor.

D: Approval Letter from the Hazleton Planning Commission

Applicant must include a letter from the City of Hazleton Planning Commission, stating the conformity of the project with local and regional comprehensive plans and zoning. A request for this letter should be sent to the City's Office of Zoning and Planning. You will need to provide a Project overview with the request. This will allow the City's Planning Commission time to review the project and complete the letter, which will then be included in the full submission.

E: Resolution Approval by Hazleton City Council

Public sector applicants, provide a resolution duly adopted by Hazleton City Council, formally requesting the grant, designating an official to execute all documents, describing briefly the project scope, and identifying the grant amount. An approved Resolution is a requirement of eligibility, and they are not guaranteed if information is provided after the deadline.

F: Matching Funds

Proof of funding available to complete the project if not fully funded. The applicant must show the applicant can fund 50% of the project in the event the application is not fully funded. As applicable, provide copies of funding

commitment letters from all other project funding sources. Applicants providing match from their organizational funds should provide evidence to show these funds are available – financials, loan commitments, etc.

G: Color-coded Map

As applicable, provide a detailed, color-coded map with a color legend that shows a clear illustration of the project to include street names and project boundaries. (Note: This is not applicable, for example, when requesting equipment or single-site renovation/rehab/construction.)

H: Affidavit of Understanding

A sworn statement that applicant is aware that it is financially responsible for all overages including, but not limited to, engineering and admin

I: Application Fee of \$100.00.

To submit your LSA Application, there is a **\$100.00** fee, made payable to the *City of Hazleton*, which is required and directly passed through to the Commonwealth Financing Authority (CFA). The City of Hazleton does NOT istrative costs. charge any filling fees, however, a 5% Administration fee must be included in the grant which will be paid to the City of Hazleton, should the project be funded.

***Note: Letters of support from elected officials are also encouraged although not required.*

Approved Project

When projects are approved by the CFA, the City of Hazleton will notify Applicant. The CFA will send the City a Commitment Letter explaining the terms and conditions of the grant in the weeks following the approval.

The Commitment Letter must be signed by the City and returned to the CFA. The City will forward a copy of the Commitment Letter to the Applicant.

The City will receive from the CFA an Executed Grant Agreement and a copy will be provided to the Applicant.

Once the executed Agreement with the CFA is received, the City will draft a Cooperation Agreement between the City and the Applicant allowing for the grant funds to be passed through. The Cooperation Agreement will also detail the Applicant and the City's responsibilities for fulfilling the grant requirements.

Contracting Requirements

The LSA Grant Agreement will require compliance with the Department of Labor and Industry's municipal bidding thresholds under Act 90 of 2011. Items of importance are:

1. Construction/renovation projects and purchases must be formally bid for projects in excess of current bidding threshold.
(2024 Threshold: \$23,200.00)
2. Construction/renovation projects and purchases below the current bidding threshold require a **minimum of three telephonic/written quotations** from contractors or companies who are capable of performing the services or providing the goods requested.
(2024 Telephonic/Written Quotation Threshold: between \$12,600.00 and \$23,200.00)
3. Construction/renovation projects in excess of current bidding threshold **must be bid at PA Prevailing Wage** rates as determined by the PA Department of Labor & Industry.
(2024 Threshold: \$23,200.00)
4. All contractors must sign the Commonwealth's Non-Discrimination/Sexual Harassment Clause (The City will provide) and a certificate of liability insurance naming The City and the Commonwealth Financing Authority as additional insureds. Performance and Payment Bonds are also required.
5. Construction/renovation projects and purchases below the telephonic/written quotation threshold do not have to be publicly bid and quotes do not have to be obtained, but it is recommended that competitive price quotes be obtained.
6. Professional services do not have to be bid but an explanation of why they were engaged is required. A Request

for Proposals for professional services is also recommended.

Important note: No project expenses applied for can be paid or incurred prior to the date of CFA approval.

Payment Requests

The City 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 **60 days**, no sooner. When the City receives the grant funds, The City will issue a check to the **Sub-Grantee** for the amount due.

Project Closeout

For all payments made, copies of the front and back of the cancelled checks are required to be provided to the City. 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. The City is required to provide this documentation to DCED to close out the project.

Contact for Questions:

Questions should be directed to:

Joseph C. Zeller III
Director of Economic Development
City Hall, First Floor
40 N. Church Street
Hazleton, PA 18201
(570) 459-4960 Ex. 606

2024 Schedule:

Dates for 2024 Luzerne County LSA Grant Application Cycle:

Announcement date: TBA
Planning Application Date: Thursday July 11, 2024 deadline for the meeting held on Thursday July 25, 2024
Presentation of Application to Council: Tuesday August 13, 2024
Presentation of Project: Tuesday September 10, 2024
Vote on Resolution by Council: Tuesday September 24, 2024
Notification Date: Wednesday September 25, 2024
Submittal Deadline: Friday September 27, 2023
Final Date to File: Monday September 30, 2024

Dates for 2024 Statewide LSA Grant Application Cycle:

Announcement date: TBA (possible September 1, 2024)
Planning Application Date: Thursday September 12, 2024, deadline for the meeting held on Thursday September 26, 2024
Presentation of Application to Council: Tuesday October 8, 2024
Presentation of Project: Tuesday October 22, 2024
Vote on Resolution by Council: Tuesday November 12, 2024
Notification Date: Wednesday November 13, 2024
Submittal Deadline: Friday November 15, 2023
Final Date to File: Friday November 22, 2024

(2024 Threshold: \$23,200.00)

(2024 Telephonic/Written Quotation Threshold: between \$12,600.00 and \$23,200.00)