

WASHINGTON COUNTY LOCAL SHARE ACCOUNT

APPLICATION INFORMATION

FY 2021

Deadline is Wednesday, October 28, 2020 at 5:00 P.M.

For information, contact:

**Redevelopment Authority of the County of Washington
100 West Beau Street, Suite 603
Washington, Pennsylvania 15301
(724) 228-6875 – Phone
redvelopment@racw.net – Email**

Washington County LSA application information is available online at www.racw.net

2021 LOCAL SHARE ACCOUNT

Statement of Purpose

The Washington County Local Share Account (LSA) has been established to support community and economic development through gaming revenues generated pursuant to the Pennsylvania Race Horse Development and Gaming Act. The Redevelopment Authority of the County of Washington (RACW) has been designated as the agency to apply for and administer the LSA Program on behalf of the Washington County Board of Commissioners. LSA funds are distributed annually through grants from the Pennsylvania Department of Community and Economic Development (DCED).

I. PROJECT APPLICATION PROCESS

A. The entity requesting funds must be one of the following or be sponsored by one of the following:

1. County of Washington
2. An Economic Development Agency listed below:
 - Washington County Chamber of Commerce
 - Washington County Industrial Development Authority
 - Redevelopment Authority of the County of Washington
 - Washington County Council on Economic Development
 - Washington County Authority
3. A Municipality
4. Non-Profit Agency

Any private company or individual must be sponsored by one of the eligible entities listed above. The project must have the support of its governing Board and the support of the sponsor (if applicable) in each case.

An Authority or Board of a municipality such as a Sewage Authority or Recreation Board must be sponsored by its affected municipality.

B. The governing body of a requesting entity must take official action to authorize the submission of any application. Where applicable, the governing body of a project sponsor must take official action to authorize the submission of any application.

It is the sole responsibility of the requesting entity to secure proper project support. Letters, resolutions, and minutes **do not** need to be submitted with the application, but must be retained by the requesting entity. All documentation must be available and provided upon request.

- C. As stated in the DCED LSA program guidelines, the following are eligible uses for the LSA funds:
1. Economic Development Projects: Projects that promote local economic activity and creation and/or retention of jobs.
 2. Community Improvement Projects: Projects that improve or create civic, cultural, or recreational activities or facilities.
 3. Public Interest Projects: Projects that improve the quality of life in the affected communities.
 4. Job Training: Projects that address workforce development.
- D. An entity that desires to request funds from the Washington County LSA will provide information to RACW as detailed below.
1. Completed Washington County Local Share Account 2021 Checklist Form (Appendix A).
 2. Completed Washington County Local Share Account 2021 Application. (Appendix B). Fillable application is available online at www.racw.net.
 3. Completed Washington County Local Share Account 2021 Budget Form. (Appendix C). Fillable budget form is available online at www.racw.net.
 4. Basis of costs to support project budget. (Examples of basis of costs include copies of bids, quotes, contractor estimates, engineer estimates, sales agreements, appraisals, etc.) The total project budget on the Budget Form should match the total project budget on the Application. If the project is one phase of multiple phases, the Budget Form should reflect the phase to be completed with the requested LSA funds. Other project phases previously completed or planned can be described in the application narrative.
 5. Documentation/letter confirming that other matching funds to be utilized for the project are secured (if applicable).
 6. Project area map (if applicable).
 7. If the project is a sewer project, include a completed Sources Form to document all project funding, costs, and fees (Appendix D).
 8. If the project is a sewer project, include a copy of DEP's approval of the 537 Plan. Please note that if your project requires 537 planning, DEP has 180 days to review and respond from the date your application is submitted. It is recommended that your 537 plan be submitted at least 90 days prior to the LSA application deadline.
- E. LSA Applications and accompanying information should be forwarded to RACW by regular United States mail, express delivery, or hand delivery. Transmission of applications by any other method will not be accepted. Applications should include **one hard copy**. RACW will convert each hard copy application to a single PDF file for review purposes. Please do not submit applications in binders. All requests **must** be received by RACW no later than **5:00 P.M. on Wednesday, October 28, 2020**. RACW will administratively review each application for completeness.

II. **LOCAL SHARE ACCOUNT (LSA) FUNDING**

- A. Municipalities that submit multiple projects for funding must rank their projects in order of the municipality's priority on the Application. This priority order is only required for municipality applications. It is not required nor does it apply to projects that a municipality sponsors.
- B. LSA project requests that include a match of local, grant, or loan funds will be given extra consideration during the selection process. Municipalities should consider using their local LSA entitlement funds as a match to leverage the County LSA funds.
- C. LSA funds should only be considered as gap financing for water and sewer projects. The LSA funds should not be the primary funding source, but rather should be used to bridge the financing gap.
- D. Merge Incentive Plan

LSA incentive bonus funds will be awarded to municipalities that merge or consolidate governments. The funds are to be utilized for projects eligible under the LSA Program. The incentive plan is as follows:

\$25,000 Per municipality that merges/consolidates and as a result loses their LSA entitlement funds. This will be annual funding for the life of the LSA Program.

Additional LSA incentive bonus funds will be awarded in the first three years after the merge or consolidation. These additional funds will be awarded based on the number of municipalities that merge/consolidate.

Year 1	\$ 50,000 per municipality that merges/consolidates
Year 2	\$ 25,000 per municipality that merges/consolidates
Year 3	\$ 10,000 per municipality that merges/consolidates

EXAMPLE

If four municipalities merge or consolidate, three municipalities will lose their LSA entitlement funds, so the newly merged/consolidated municipality will be awarded an additional \$75,000 annually to be utilized for projects eligible under the LSA Program for the life of the Program.

In year 1, the newly merged/consolidated municipality will be awarded an additional \$200,000
In year 2, the newly merged/consolidated municipality will be awarded an additional \$100,000
In year 3, the newly merged/consolidated municipality will be awarded an additional \$40,000

- E. **DCED does not permit LSA funds to be used to reimburse entities for previously incurred project costs or to refinance or reduce existing debt. LSA projects may not commence prior to the execution of the LSA contract between DCED and RACW. Any project costs incurred prior to the execution of the LSA contract between DCED and RACW shall be ineligible. Any entity selected to receive funds under the LSA Program is strongly encouraged to contact RACW before proceeding with any portion of their project.**

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 the LSA 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 funded. If applicable, prevailing wage rates shall be included in all bid documents, specifications, and construction contracts pertaining to the project. The Department of Labor and Industry (L&I) has final authority to make all prevailing wage applicability determinations.

III. **PROJECT REVIEW PROCESS**

A. The LSA Review Committee will be comprised of the following representatives:

- President, Washington County Chamber of Commerce (also serves as the Executive Director of the Washington County IDA and the Administrative Lead of the Washington County Economic Development Partnership)
- Chief of Staff, Washington County
- Director of Finance, Washington County
- Executive Director, Washington County Council on Economic Development (WCCED)
- Director of Operations, Washington County Authority (WCA)
- Individual appointed by Legislative Delegation
- Individual appointed by the Boroughs Association
- Individual appointed by the Townships Association
- Individual appointed by the Cities of Washington and Monongahela

B. The Review Committee will be provided electronic project application information in advance of the Review Committee meetings. The Committee will thoroughly review each project emphasizing the improvements and impact it will provide in Washington County. Additional information and/or project briefings may be requested if needed. The Committee will rank and prioritize the projects.

C. The Committee will provide the prioritized list of projects to the Board of Commissioners. The list will include the total cost of each project and the LSA funds requested/recommended.

D. The Board of Commissioners will review the list of projects and approve the projects they deem appropriate for submission to DCED. This list of approved projects will be provided to RACW. RACW will prepare the Single Application to be submitted to DCED.

IV. **SUBMISSION TO DCED**

A. Once the project list is approved by the Board of Commissioners, RACW will, in accordance with the DCED guidelines, prepare a project summary form for each project with the assistance of the entity who initiated the request.

B. RACW will submit the application and project information for the projects. This package will be submitted to DCED by March 31.

- C. RACW will assist DCED in facilitating any required community meetings and in providing project information to the legislative delegation per the DCED guidelines. RACW will coordinate with DCED and provide additional project information and data where needed. Per DCED guidelines, projects will be awarded around June 30 of each year.
- D. DCED does not adopt or formally endorse Washington County's local document, but does recognize it as an acceptable organized process to collect, review, and process project proposals and applications.

All project proposals submitted by an eligible applicant will be reviewed, evaluated, and possibly awarded by DCED in accordance with DCED's Program Guidelines for the Washington County LSA.

V. **CONTRACT EXECUTION**

- A. Once DCED awards the LSA funds, RACW will execute a grant contract with DCED for the LSA Program. RACW will ensure that the conditions of the grant contract are met including requirements for advertising, competitive bidding, awarding contracts, project monitoring, requisitions, progress payments, project close-out, audit, etc.
- B. DCED has indicated their contracts will be three-year contracts; therefore, project funds must be fully expended within the three-year time frame.
- C. RACW will initiate an audit of the LSA Program by an independent certified public accountant at the conclusion of each fiscal year.

VI. **CRITERIA FOR PROJECTS**

Per DCED LSA Program Guidelines (Reference Materials A), the competitiveness of proposed LSA projects will be reviewed by conducting a quantitative analysis based on the following criteria:

- Economic impact
- Economic conditions of the region where the project is located
- Level of private sector investment leveraged
- Contribution of the project to the reuse of Brownfields, previously used, or underutilized sites
- Local financial support
- Project readiness
- Strategic importance
- Financial need
- Projected timeline for project commencement and completion

VII. **INFORMATIONAL PUBLIC WORKSHOPS**

RACW on behalf of the County will hold informational public workshops to review the application requirements and to answer questions relative to the 2021 LSA process. All interested applicants are invited to attend the workshops.

The workshops will be conducted virtually through a GoToMeeting platform. The dates and instructions to join the meetings are below.

Wednesday, September 23, 2020 at 2:00 PM

Please join the meeting from your computer, tablet or smartphone: <https://global.gotomeeting.com/join/249525397>

You can also dial in using your phone: (224) 501-3412
Access Code: 249-525-397

Thursday, September 24, 2020 at 10:00 AM

Please join the meeting from your computer, tablet or smartphone: <https://global.gotomeeting.com/join/533584445>

You can also dial in using your phone: (571) 317-3122
Access Code: 533-584-445

VIII. **APPENDICES** (fillable forms available online at www.racw.net)

- A. Washington County Local Share Account 2021 Checklist Form
- B. Washington County Local Share Account 2021 Application
- C. Washington County Local Share Account 2021 Budget Form
- D. Sample Sources Form (to be completed for all sewer projects)

IX. **REFERENCE MATERIALS** (available online at <https://dced.pa.gov/programs/local-share-account-lsa-washington-county/> or by contacting RACW)

DCED Local Share Account Program Guidelines

APPENDIX A

**Washington County Local Share Account
2021 Program Year
Checklist Form**

Fillable Checklist Form available online at www.racw.net

Complete and include this checklist as first page of project application

Project Name:

Requesting Entity:

Project Sponsor (if applicable):

<u>Included</u>	<u>N/A</u>	<u>Required Submission Items</u>
		2021 Checklist Form as cover page of application
		2021 LSA Application
		2021 Budget Form
		Budget basis of costs documentation
		Documentation/letter confirming matching funds (if applicable)
		Project area map (if applicable)
		Sources Form (for sewage projects)
		DEP approval of 537 Plan (for sewage projects)

APPENDIX B

WASHINGTON COUNTY LOCAL SHARE ACCOUNT (LSA) PROGRAM

2021 LSA Application

Fillable Application Form available online at www.racw.net

Application Deadline is 5:00 PM on October 28, 2020

Project Name: _____

Project Location: _____

Project Municipality: _____

Requesting Entity: _____

Project Sponsor (if applicable): _____

Entity/Sponsor Category (check one):	<input type="checkbox"/>	County	<input type="checkbox"/>	Economic Development Agency
	<input type="checkbox"/>	Municipality	<input type="checkbox"/>	Non-Profit Agency

Contact Name: _____

Address: _____

Phone Number: _____ **Fax Number:** _____

Email address: _____

Project Funding:	2021
Total Request of LSA Funds	\$ _____
Total Other Funds *	\$ _____
Total Project Budget	\$ _____

* Are other funds secured? (please check one)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Project priority number: _____

If a municipality submits multiple projects for funding, projects must be ranked based in priority. Please note that this priority order is only required for municipality applications. It is not required nor does it apply to projects that a municipality sponsors.

Project Category (please check one):

<input type="checkbox"/>	Economic Development – Projects that promote local economic activity and creation and/or retention of jobs.
<input type="checkbox"/>	Job Training – Projects that address workforce development.
<input type="checkbox"/>	Community Improvement – Projects that improve or create civic, cultural, or recreational activities or facilities.
<input type="checkbox"/>	Public Interest – Projects that improve the quality of life in the affected communities.

1. Project Description

Please provide a brief description of the project. Please limit response to one page.

2. Project Need

Please describe the project need, including the community impact. Please limit response to one page.

3. Project Expected Outcomes

Please describe the expected outcomes for the project, including anticipated job creation. Please limit response to one page.

4. Project Schedule & Timeline

Please describe the timeline for the project including project milestones. Please consider that the LSA funds will not be available for the project to commence before September 1, 2021. Projects cannot commence before the DCED contract is executed. DCED has indicated their contracts will be three-year contracts; therefore, project funds must be fully expended within the three-year time frame. Please limit response to one page.

5. Project Support

Project support must be secured by the requesting entity. Letters, resolutions, and minutes do not need to be submitted with the application, but must be retained by the requesting entity. All documentation must be available and provided upon request.

Has the requesting entity taken official action to authorize submission of the Application?

(please check one)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Has the project sponsor taken official action to support the project? (if applicable)

(please check one)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
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Has the affected community taken official action to support the project?

(please check one)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Does the project have local and community support?

(please check one)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Has the applicable State Senator provided a letter of support for the project?

(please check one)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Has the applicable State Representative provided a letter of support for the project?

(please check one)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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6. Project Consistency with Comprehensive Plans

Is the project consistent with the local comprehensive plan?

(please check one)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	No plan exists
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If yes, please list section:

Is the project consistent with the county comprehensive plan?

County Comprehensive Plan can be reviewed online on the County website at

<http://www.co.washington.pa.us/index.aspx?NID=172>

(please check one)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If yes, please list section:

APPENDIX C

WASHINGTON COUNTY LOCAL SHARE ACCOUNT 2021 BUDGET FORM

Fillable Budget Excel Form available online at www.racw.net

SOURCES Type of Financial Assistance	DCED LSA	OTHER	OTHER	OTHER	TOTAL
ACQUISITION					
Acquisition	\$	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$	\$
GENERAL CONSTRUCTION					
General Construction	\$	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$	\$
INFRASTRUCTURE/SITE PREPARATION					
Roads & Streets	\$	\$	\$	\$	\$
Parking	\$	\$	\$	\$	\$
Water/Sewer/Utilities	\$	\$	\$	\$	\$
Demolition	\$	\$	\$	\$	\$
Excavation/Grading	\$	\$	\$	\$	\$
Environmental Cleanup	\$	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$	\$
MACHINERY & EQUIPMENT					
Equipment/Vehicles Purchase	\$	\$	\$	\$	\$
Installation/Building Modification	\$	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$	\$
OPERATING COSTS/WORKING CAPITAL					
Working Capital	\$	\$	\$	\$	\$
Salaries & Fringe Benefits	\$	\$	\$	\$	\$
Training & Technical Assistance	\$	\$	\$	\$	\$
Consumable Supplies	\$	\$	\$	\$	\$
Travel	\$	\$	\$	\$	\$
Promotion/Public Relations/Advertising	\$	\$	\$	\$	\$
Office Equipment/Space Costs	\$	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$	\$
RELATED COSTS					
Professional Services/Consultants	\$	\$	\$	\$	\$
Engineer/Architect	\$	\$	\$	\$	\$
Inspections/Fees	\$	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$	\$
OTHER					
Other	\$	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$

APPENDIX D

SAMPLE SOURCES FORM (For sewer projects only)
 Fillable Sample Sources Form available online at www.racw.net

Name of Project: _____

Name of Authority or Municipality: _____

Total Construction Cost: \$ _____

Information should be consistent with approved Act 537 Plan

SOURCES FOR THIS PROJECT WITHOUT LSA FUNDS

Secured Applying (check one)

Primary Funding Source (PENNVEST, RUS Loan)	\$ _____	___	___
Grants	\$ _____	___	___
	\$ _____	___	___
Other Sources	\$ _____	___	___
Total Tap-in Fees for this Project	\$ _____		

PROJECT CUSTOMER FEES

Monthly cost to customer:

Per month O & M (based on gal/day)	\$ _____
Per month debt service (existing)	\$ _____
Per month debt service (project)	\$ _____
PER MONTH TOTAL (including project)	\$ _____

ESTIMATED RATE CALCULATION

Using categories below please provide the amount of grant needed to have a customer per monthly rate of \$50.00 per month and \$60.00 per month. The rate calculation will be used in comparing amount of grant awarded to each project. This section is for new or expansion projects.

	\$50.00 scenario	\$60.00 scenario
Estimated Operation and Maintenance	_____	_____
Number of Customers	_____	_____
Total Tap-in Fees (\$1,500 minimum)	_____	_____
Secured Funds (H2O, etc.)	_____	_____
Base Funds (Loans, etc.)	_____	_____
Total Additional Grant Funds Needed	_____	_____