

LSA Grant 101

Your company/group/agency would like to apply for Local Share Account Monroe County grant funds but aren't eligible on your own? If you would like to apply through Lackawanna County, please provide a letter addressed to the Lackawanna County Commissioners with a short description and budget for your project requesting assistance. Please email this to Brenda Sacco at saccob@lackawannacounty.org and Sandra Opshinsky at opshinskys@lackawannacounty.org.

If your project is approved by the Commissioners for assistance, please review the following information carefully, as this list contains items that Lackawanna County will require in order to assist you in applying for these funds, with examples:

NOTE: PLEASE CREATE WORD OR EXCEL DOCUMENTS FOR APPLICATION ITEMS TO ASSIST WITH YOUR SUBMISSION.

- **Eligible Projects:** Public Interest Projects (improve quality of life) Community Improvement Projects (improve or create civic, cultural or recreational activities or facilities) Economic Development Projects (promote local economic activity and create and/or retain jobs) Reasonable Administrative Costs (costs to administer LSA funds through Lackawanna County)
- **Single Application for Assistance** – this is an online form that is login and password accessible. It can be found at www.esa.dced.state.pa.us. This is the application that will be submitted to the Commonwealth by Lackawanna County on your behalf. **NOTE: PLEASE KEEP IN MIND THAT IT IS SAFER TO WRITE ANY RESPONSES TO APPLICATION QUESTIONS IN A SEPARATE WORD OR EXCEL DOCUMENT.**
- **DEADLINE:** Applications received between **July 1 and September 30**
- **Project Description** to include: specific location; whether project is consistent with an existing county comprehensive plan; historical and proposed use of the project site; specific activities proposed; experience of the developer (if applicable) including discussion of previous

projects completed; whether project is identified as priority investment in local or regional economic development strategy; anticipated employment, investment and community impact.

- **Projected Schedule and Timeline** - realistic timeline of project from start to finish to include any bidding, advertising, etc. (Example attached)
- **Budget** with description of basis of costs for project and any additional funding. Please note that if your project is for the **purchase of equipment**, you must get a valid cost estimate/quote for the equipment, it cannot be a price that was seen online. COSTARS is a good resource since all items and services found as part of this program have already been bid by the State. If your project is for **construction**, please note that estimates/quotes must include PA prevailing wage and are subject to a sealed, competitive bidding process in the event your grant is successful. This will need to be detailed in your budget and the cost for any design or engineering necessary to perform and bid your project. Also included in your budget will be a 5% administration cost that is for the purpose of Lackawanna County preparing and administrating your grant to completion if Lackawanna County submits your application on your behalf. (Example attached)
- **Budget Narrative** - this is an important requirement of every application. In the budget narrative, each cost included in the budget needs to be discussed or clarified. Please be familiar with all items in your cost estimate.
- **Signed bids, quotes, contractor estimates**, sales agreements or engineer estimates. Should be current and dated. Please see above for reference in **BUDGET** to the COSTARS program and construction bidding.
- **Map of project area/Detailed Plans (if construction)** – these items are necessary if your project involves construction.
- **Letter of support** and conformity with **local planning agency** - we will assist in getting this information. Additional letters of support are always helpful and include your Senator, your Representative, your community, a group or people that are using your facility or equipment, etc.

- **Resolution** adopted by governing board of organization requesting grant and the amount of the grant requested, designating an official to execute documents and a brief description of project scope – we will need this as soon as possible if you are submitting through Lackawanna County because we will also need to put forth a resolution for approval and signatures by the Lackawanna County Commissioners that must be included in grant package by application deadline. (SAMPLE AVAILABLE)
- **Funding commitment letters** - any additional funding promised or being used toward the project should have a letter from the organization/agency stating that this funding is pending whether it's from a fundraiser or other group as long as you wish to count it as a match for your project.
- Applicant's **latest audited financials** - Lackawanna County's financials are submitted with the application. Your financials are also submitted and need to be supplied if you are approved to submit through Lackawanna County.

THE COMMONWEALTH OF PA IS NOW REQUIRING ONLINE PAYMENT OF THE \$100 APPLICATION FEE IMMEDIATELY PRIOR TO APPLICATION SUBMISSION. YOUR DEBIT OR CREDIT CARD INFORMATION MUST BE PROVIDED WITH YOUR APPLICATION ITEMS IN ORDER TO COMPLETE AND SUBMIT YOUR APPLICATION.

Schedule/Timeline Example Equipment Purchase:

Projected Schedule and Timeline

September 2017 – Grant Submission

December/January 2017-18 – Extended Review

February 2018 – Grant Award Notification

March/April 2018 – Selection and Consideration of Materials for Building Completion – Begin Ordering of Materials

April/May 2018 - Receipt of Materials and Mobilization of Labor Professionals

June 2019 - Completion of project

Schedule/Timeline Example of Construction Project:

Projected Schedule and Timeline

February 2017 – Grant Award Notification

March 2017 – Selection and Consideration of Design Professionals – Order Automated Parking Equipment – HVAC Equipment

April/May 2017 – Review and selection of designs for Food Court and Façade; Purchase and installation of equipment; Purchase of items to update the façade; – Installation of HVAC Equipment

June/July/August 2017 – Continuation of Façade work; –Installation of Automated Parking Equipment

September 2018 – Completion of project

Budget Sample – Equipment Purchase

DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL
Installation of New Electrical	1.00	each		\$45,000.00
Purchase and Installation of New Lights	1.00			\$49,000.00
5% Administration Fee - Lackawanna County				\$5,000.00
Organizational Support				\$5,000.00
Grand Total Funding Requested:				\$100,000.00
Project Total				\$104,000.00

Budget Sample-Construction

Project Budget Category	Monroe Local Funding	County Share	Friendship House	Lackawanna County Re Invest Program	Total Cost
General Construction					
• New Construction	\$20,000.00		\$0	\$0	\$20,000.00
Subtotal General Construction	\$20,000.00		\$0	\$0	\$20,000.00
Infrastructure/Site Preparation					
• Parking	\$65,000.00		\$0	\$25,000.00	\$90,000.00
Subtotal Infrastructure/Site Preparation	\$65,000.00		\$0	\$25,000.00	\$90,000.00
Operating Cost					
• Indirect Cost (5% Administration Fee)	\$5,000.00		\$0	\$0	\$5,000.00
Subtotal Operating Cost	\$5,000.00		\$0	\$0	\$5,000.00
Related Cost					
• Engineering	\$10,000.00		\$7,300.00	\$2,500.00	\$19,800.00
Subtotal Related Cost	\$10,000.00		\$7,300.00	\$2,500.00	\$19,800.00
Total Cost	\$100,000.00		\$7,300.00	\$27,500.00	\$134,800.00

Res. No. _____

RESOLUTION OF _____ AUTHORIZING THE BOARD OF COMMISSIONERS OF LACKAWANNA COUNTY TO SUBMIT A LOCAL SHARE ACCOUNT MONROE COUNTY GRANT APPLICATION FOR _____ IN THE AMOUNT OF _____ ON BEHALF OF _____.

WHEREAS, the County of Lackawanna has elected to submit an application for Local Share Monroe County grant funds in the amount of _____ on behalf of _____; and,

BE IT FURTHER RESOLVED that the _____ and its Board/Officials have and will continue to cooperate with the County in obtaining all necessary information to be included in said application and will designate _____ as an authorized official to sign and/or execute any and all documents in relation to this application and potential award;

CERTIFICATION

The foregoing is a true and certain copy of a resolution passed by the _____ at the regular meeting held on the ____ day of _____, 2020.

(seal)

_____, Title _____, Title _____