

**Local Share  
Municipal Grant Application  
Dauphin County**

**Program Guidelines | MAY 2023**

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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. The Dauphin County Gaming Advisory Board will determine whether an application will be considered for funding from one or both grant pools.

## **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 sponsor/recipient 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 Grant Funds**

A. Eligible uses for funds from 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 for funds from 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.—Recommended Grant Amounts**

All applicants should carefully consider the amount of funding requested in the Local Share Municipal Grant Application submitted. In order to enhance the impact and maximize the reach of Local Share monies, Dauphin County has established the following recommended grant amounts to guide potential applicants:

- A. Municipal Applicants (that are not the host or a contiguous municipality) – a total request for all departments within a municipality of not more than \$150,000 in a single grant cycle;
- B. Non-Municipal Applicants – a total request of not more than \$75,000 in a single grant cycle.

All applicants are free to formulate their grant requests as they deem appropriate. However, non-contiguous municipality applicants and non-municipal applicants must demonstrate in their Application Narrative that funding requests exceeding the recommended grant amounts are justified. Additionally, applications requesting funds in excess of the recommended grant amounts may be subject to enhanced matching requirements.

The awarding of grant in a prior year is not indicative of, or a guarantee of, any future grant award or a specific level of grant funding in any subsequent grant cycle. Applicants who rely on anticipated grant awards to fund their future project costs do so at their own risk.

#### **SECTION V.— Important Dates**

- ❖ May 2023 – Local Share Municipal Grant Application process opens for 2023 cycle
- ❖ May 1, 2023 through August 25, 2023 – Pre-application conferences (See Section VI)
- ❖ August 1, 2023 – Sponsorship request deadline to Dauphin County (See Appendix A *Guidelines for Sponsorship*)
- ❖ September 1, 2023 – Local Share Municipal Grant Application deadline (See Section VII)

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

Entities interested in Local Share Municipal Grant funding are strongly encouraged to request a pre-application conference with program consultants and/or staff of the Dauphin County Gaming Advisory Board. Pre-application 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.

The Pre-application Conference schedule is set by the staff of the Dauphin County Gaming Advisory Board and will not be changed as a result of preferences of potential applicants. Potential applicants are encouraged to schedule their pre-application conference prior to August 1, 2023. Pre-application conferences scheduled prior to August 1, 2023 will receive 25 points in the evaluation process.

Those scheduled between August 1, 2023 and August 25, 2023 or later will only receive 10 points. Pre-application conferences are not required, but any applicant that does not schedule a pre-application conference will lose points in the evaluation of their application. In addition, applicants that fail to schedule a pre-application conference may not be invited to make an oral presentation before the Dauphin County Gaming Advisory Board.

Pre-application conferences will not be held after August 25, 2023. Where special circumstances exist, pre-application conferences may be held via audio or video conference.

## **SECTION VII.– Application Procedures**

- A. Applications for municipal grants awarded by Dauphin County must be submitted through the Local Share Municipal Grant process and include the project narrative information requested in Section VIII of these Program Guidelines. Applications must be delivered by the close of business at 4:30 p.m. EST on Friday, September 1, 2023. If delivered via U.S. mail or courier, applications must be postmarked or deposited with a courier for delivery by Friday, September 1, 2023.

NOTE: Applicants are responsible for the timely submission of their applications. Applicants entrusting delivery of their application to a third party do so at their own risk.

- B. Applicants must submit one (1) unbound paper copy of their application to the **Dauphin County Gaming Advisory Board c/o Dauphin County DCED, 3211 N. Front Street, Suite 301-C, Harrisburg, PA 17110**. A dropbox has been placed outside of the office for convenience of the public.
- 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 unless otherwise stated.

- 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. The Gaming Advisory Board reserves the right to establish an application dollar threshold for participation in the oral presentations or otherwise excuse applicants from said presentations. Applicants invited to make an oral presentation must provide the members of the Gaming Advisory Board with a copy of their presentation in the event time constraints prevent an applicant from completing their presentation. Presentations must be emailed to [bechevarria@dauphincounty.gov](mailto:bechevarria@dauphincounty.gov) at least one (1) business day before the scheduled meeting. The failure to appear for a scheduled oral presentation may be a detriment to the application. 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 applicant and proposed 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, those that leverage additional investment in the County and projects that are ready to proceed and require a portion of local share gaming funds for completion. No consideration will be given to projects that are not sponsored by an eligible municipality or Dauphin County.
- F. The Dauphin County Gaming Advisory Board will establish a grant application calendar for the Local Share Municipal Grants.

**SECTION VIII.– Application Narrative**

**(To be included in the Local Share Municipal Grant Application)**

The application **must** include:

- A completed Application Cover Page on the form appearing at Appendix B to these Program Guidelines.
  - An executed Certification of Non-Contingency, the form of which appears at Appendix D of these Program Guidelines.
  - Sponsorship letter evidencing a timely request to Dauphin County and/or eligible municipal co-applicant or sponsor and the affirmative response of the eligible municipal co-applicant or sponsor.
  - A project narrative containing each of the following sections – to the extent a section is not applicable, to the project or applicant, state “N/A”:
- A. A brief description of the applicant, including full name, entity address or location, entity type, owners and products, services or programs provided;

- 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. If the application requests funds in excess of the recommended grant amounts in Section IV, an explanation of why such increased funding is appropriate. Factors that may justify a grant above the recommended amounts include the presence of substantial, committed matching funds for the project, timing and/or cost factors that necessitate completing the project on an expedited basis, or other unique and compelling aspects of the project;
- E. A description of the local and community support for the project as well as documentation of that support from the affected community;
- F. A projected schedule and detailed timeline of the project;
- G. A budget accompanied by a description of the basis of costs for the project and sources of funding to pay the project costs;

NOTE: The funding sources identified should also note whether the funds are in-hand, committed to the project or pending approval. The application should identify the percentage that Local Share funds will constitute of the total project budget and details on how the project will leverage funds from other sources. 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. A Sample Project Budget is attached as Appendix C to these Program Guidelines. Failure to include a project budget in the application may result in rejection of the application.

- H. Evidence of prior and anticipated interaction and/or work with the sponsoring municipality;

NOTE: Non-municipal applicants submitting applications sponsored by or joined by a municipality as a co-applicant should show how the applicant and sponsor or co-applicant have interacted and/or worked together in the past as well as anticipated future interactions. Where a non-municipal applicant is sponsored by Dauphin County, a similar connection should be shown.

- I. Evidence of conformity of the project with local and regional comprehensive plans;
- J. If a volunteer or career fire company or EMS/ambulance company is an applicant or co-applicant for, or beneficiary of, a proposed project, a statement of (i) whether the fire company or EMS/ambulance company intends to apply for a PEMA grant under the Fire Company and Emergency Medical Service Grant Program, (ii) if it does intend to apply, whether the fire company or



EMS/ambulance company expects to contribute any PEMA grant funds awarded to the proposed project, and (iii) if it does not intend to apply the PEMA funds to the proposed project, the expected alternative use of the PEMA grant funds;

NOTE: An applicant should supplement its Local Share Municipal Grant Application after filing when additional information concerning a PEMA grant application or award becomes available. Information about the PEMA grant program is available from the Office of the State Fire Commissioner or at: <https://www.osfc.pa.gov/GrantsandLoans/Volunteer%20Fire%20Company%20And%20Ambulance%20Grants/Pages/default.aspx>.

- K. 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 are maintained or available through one of the mutual aid agreement parties, explaining why the acquisition of the vehicles or equipment is necessary;
- L. If a fire company is an applicant or co-applicant for, or beneficiary of, a proposed project, documentation reflecting the company's use of PennFIRS for the preceding two calendar years and a statement of the company's commitment to utilize PennFIRS in the future or an explanation of why such reporting will not be completed;
- M. A statement disclosing any instances of fraud or theft of applicant funds in the last five (5) years and measures taken by the applicant to prevent future theft and fraudulent events. If a volunteer fire company or EMS/ambulance company is an applicant or co-applicant for, or beneficiary of, a proposed project, a copy of the company's internal controls and/or fraud prevention policy;  
  
NOTE: If such controls and/or policy do not presently exist, include a statement that the company will develop appropriate internal controls and/or a fraud prevention policy and promptly provide a copy of the controls and/or policy to the Dauphin County Gaming Advisory Board.
- N. If a non-municipal applicant proposes a project involving a youth athletic facility (e.g., youth baseball field, youth multi-use sports complex), submit documentation evidencing an athletic facility community use program that details the applicant's commitment to making the field available for use by the community;
- O. If the applicant is a non-municipal, for-profit entity, describe in detail how the applicant's project or organization facilitates, enhances, promotes or otherwise furthers the health, safety, transportation needs, infrastructure, or quality of life in Dauphin County;

- P. Describe any litigation, administrative proceeding and/or governmental approval related to the project;

NOTE: Litigation, administrative proceedings and governmental approvals should be identified whether or not the matter(s) could cause a delay, potentially prevent the project from being completed or otherwise have an impact on the project.

- Q. State the number of jobs the project will create or preserve if the project is completed;

NOTE: Please identify construction, part-time and full-time equivalents that will be created or preserved in conjunction with the project.

- R. Any professional or expert studies, analyses or support related to the project or its need, uses, or costs (such as vendor estimates for the project costs);

- S. A statement providing where the project ranks on the applicant's list of priorities if the applicant has more than one project; and

NOTE: If an applicant is a co-applicant on any projects, the applicant should provide a list of all projects for which it is a co-applicant and provide a ranking of priorities for funding. An applicant's list of priorities is merely advisory and not intended to restrict the Dauphin County Gaming Advisory Board in its recommendations to the Dauphin County Board of Commissioners.

- T. Prior history of Local Share Municipal Grant Application submissions and awards. Applicants should identify information related to their last three submissions/awards.

#### **SECTION IX.– 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. In addition to the terms and conditions stated in the grant agreement, grantees must acknowledge and adhere to the following conditions and program requirements:

- A. **Nondiscrimination** - No funding 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. Unless excused, an audit of the use of the grant proceeds by an independent certified public accountant will be required.*
- E. **Bidding** – Grantees are solely responsible for complying with applicable laws, regulations and procedures for selecting contractors and other persons or entities performing work on proposed projects. The County may require proof of compliance with said procedures.
- 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. The County makes no representation regarding the Act, and grantees are solely responsible for determining whether the Act applies. If applicable, the grantee is responsible for including prevailing wage rates in all projected budgets or grant application documents pertaining to the project. The Pennsylvania Department of Labor and Industry has final authority to make all prevailing wage applicability determinations.

In the event a grantee fails to spend the grant funds within the time period specified in the grant agreement, the grantee risks having applications in future grant cycles denied. Dauphin County has complete discretion to approve or deny any requests by grantees to extend the time period in which to spend the grant funds. Extension requests beyond a one-time approved six (6) month extension are unlikely to be approved absent unique circumstances as may be determined by Dauphin County.

#### **SECTION X.– Program Inquiries**

Program inquiries and applications should be directed to:

Dauphin County Gaming Advisory Board  
c/o Brooke Echevarria, Grants Coordinator  
Dauphin County Department of Community & Economic Development  
3211 N. Front Street, Suite 301-C  
Harrisburg, PA 17110

717-780-6250  
[bechevarria@dauphincounty.gov](mailto:bechevarria@dauphincounty.gov)

## GUIDELINES FOR SPONSORSHIP OF LOCAL SHARE MUNICIPAL GRANT APPLICATIONS

### Eligibility

Under the Pennsylvania Race Horse Development and Gaming Act, the following entities are eligible for local share grants: East Hanover Township, municipalities located within Dauphin County 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 as a co-applicant by an eligible entity.

### Dauphin County sponsorship

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 are required to seek sponsorship for their application from their home municipality or other municipality willing to be a co-applicant. 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 or the applicant demonstrates that it has sought an eligible entity to sponsor or join the application as a co-applicant.

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.

### Securing a sponsor; Timing

All applications must include written evidence in the application submission that the application is sponsored or joined by an eligible co-applicant on or before the application deadline. If County sponsorship has been requested, the letter requesting sponsorship should be included with the application. The application deadline for the 2023 Local Share Municipal Grant cycle is September 1, 2023. **Any application lacking an eligible sponsor (or co-applicant, where applicable) by the application deadline will be deemed ineligible and not considered.**

## Appendix A

Potential applicants seeking sponsorship from Dauphin County must submit their sponsorship request by August 1, 2023. Sponsorship requests submitted to the County after that date may not be considered.

**Evidence of sponsorship**

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.

**Municipal sponsorship fees prohibited**

Municipal sponsors are prohibited from charging sponsorship fees for sponsoring an Application in the Dauphin County Local Share Municipal Grant Program.

**Requesting County sponsorship**

To ensure timely consideration, requests for sponsorship by the Dauphin County Board of Commissioners must be submitted in writing by August 1, 2023, and include a description of the applicant, the proposed project, and the asserted basis for sponsorship. A non-municipal applicant seeking County sponsorship must explain in its request how its organization and proposed project have a county-wide impact or the efforts the applicant has undertaken to obtain a sponsor or co-applicant to join the application. Sample sponsorship request letters are included with these Guidelines.

Requests may be submitted by hand-delivery, mail or email as follows:

Dauphin County Gaming Advisory Board  
c/o Brooke Echevarria, Grants Coordinator  
Dauphin County Department of Community & Economic Development  
**3211 N. Front Street, Suite 301-C**  
**Harrisburg, PA 17110**  
717-780-6250  
[bechevarria@dauphincounty.gov](mailto:bechevarria@dauphincounty.gov)

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

Sponsorship Request Sample 1: To be used by Non-contiguous Municipality for  
Its Own Project

Dauphin County Gaming Advisory Board  
c/o Brooke Echevarria  
Dauphin County Dept. of Community & Economic Development  
3211 N. Front Street, Suite 301-C  
Harrisburg, PA 17110

Re: Request for County Sponsorship of Local Share  
Municipal Grant Application

Dear Ms. Echevarria:

On behalf of [INSERT MUNICIPALITY], I am writing to request that the Dauphin County Board of Commissioners sponsor the Local Share Municipal Grant Application that [INSERT MUNICIPALITY] intends to submit for the 2023-2024 grant cycle. We are seeking County sponsorship based on our status as a non-contiguous municipality located within Dauphin County.

The [Borough/City/Township] intends to apply for local share funding to [INSERT A BRIEF DESCRIPTION OF THE PROJECT OR PROJECTS PROPOSED FOR FUNDING]. This/These project(s) is/are important to our community and will benefit [INSERT MUNICIPALITY] by [PROVIDE BRIEF STATEMENT OF BENEFIT]. To advance the project(s), [INSERT MUNICIPALITY] intends to apply for a grant of up to [INSERT AMOUNT(S)].

Thank you for your consideration of our request. Please advise if additional information is required to support the sponsorship of our Local Share Municipal Grant Application.

Sincerely,

[AUTHORIZED MUNICIPAL OFFICIAL  
OR CHAIR/PRESIDENT OF GOVERNING BODY]

Sponsorship Request Sample 2a: To be used by a Non-contiguous Municipality  
that has agreed to be a co-applicant for a Non-municipal Entity Project

Dauphin County Gaming Advisory Board  
c/o Brooke Echevarria  
Dauphin County Dept. of Community & Economic Development  
3211 N. Front Street, Suite 301-C  
Harrisburg, PA 17110

Re: Request for County Sponsorship of Local Share  
Municipal Grant Application

Dear Ms. Echevarria:

On behalf of [INSERT MUNICIPALITY], I am writing to request that the Dauphin County Board of Commissioners sponsor the Local Share Municipal Grant Application that [INSERT MUNICIPALITY] intends to submit in conjunction with [INSERT NON-MUNICIPAL ENTITY] for the 2023-2024 grant cycle. The [BOROUGH/CITY/TOWNSHIP] has agreed to be a co-applicant with [INSERT NON-MUNICIPAL ENTITY], and we are seeking County sponsorship based on our status as a non-contiguous municipality located within Dauphin County.

[INSERT NON-MUNICIPAL ENTITY] plays an important role within [INSERT MUNICIPALITY] by [INSERT BRIEF DESCRIPTION OF ENTITY'S ACTIVITIES]. [INSERT NON-MUNICIPAL ENTITY] intends to apply, with the [BOROUGH/CITY/TOWNSHIP] as co-applicant, for local share funding to [INSERT A BRIEF DESCRIPTION OF THE PROJECT PROPOSED FOR FUNDING]. This project is important to our community and will benefit [INSERT MUNICIPALITY] by [PROVIDE BRIEF STATEMENT OF BENEFIT]. To advance the project, we intend to apply for a grant of up to [INSERT AMOUNT].

Thank you for your consideration of our request. Please advise if additional information is required to support the sponsorship of our Local Share Municipal Grant Application.

Sincerely,

[AUTHORIZED MUNICIPAL OFFICIAL  
OR CHAIR/PRESIDENT OF GOVERNING BODY]

Sponsorship Request Sample 2b: To be used by a Non-municipal Entity that has  
partnered with a Non-contiguous Municipality that has agreed to be a Co-  
Applicant on the Project

Dauphin County Gaming Advisory Board  
c/o Brooke Echevarria  
Dauphin County Dept. of Community & Economic Development  
3211 N. Front Street, Suite 301-C  
Harrisburg, PA 17110

Re: Request for County Sponsorship of Local Share  
Municipal Grant Application

Dear Ms. Echevarria:

On behalf of [INSERT NON-MUNICIPAL ENTITY], I am writing to request that the Dauphin County Board of Commissioners sponsor the Local Share Municipal Grant Application that we intend to submit for the 2023-2024 grant cycle. As you will see from the enclosed [RESOLUTION OR LETTER], [INSERT MUNICIPALITY] has agreed to be a co-applicant on our application.<sup>1</sup> As such, we are seeking County sponsorship based on our co-applicant's status as a non-contiguous municipality located within Dauphin County.

[INSERT NON-MUNICIPAL ENTITY] plays an important role within [INSERT MUNICIPALITY or DAUPHIN COUNTY] by [INSERT BRIEF DESCRIPTION OF ENTITY'S ACTIVITIES]. To further our mission, we intend to apply for local share funding to [INSERT A BRIEF DESCRIPTION OF THE PROJECT PROPOSED FOR FUNDING]. This project is important to our community and will benefit [INSERT MUNICIPALITY] and the County by [PROVIDE BRIEF STATEMENT OF BENEFIT]. To advance the project, we intend to apply for a grant of up to [INSERT AMOUNT].

Thank you for your consideration of our request. Please advise if additional information is required to support the sponsorship of our Local Share Municipal Grant Application.

Sincerely,

[OFFICER OF NON-MUNICIPAL ENTITY]

Enclosure

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<sup>1</sup> Written evidence that a non-contiguous municipality has agreed to be a co-applicant with the non-municipal entity must be signed by an authorized municipal official or be by resolution of the municipality's governing body. Non-municipal entities assume the risk of not being eligible by submitting their sponsorship request directly (using Sample 2b) if the municipality later demonstrates that it did not agree to be a co-applicant.

**Appendix A**



Sponsorship Request Sample 3: To be used by Non-municipal Entity Requesting  
County Sponsorship for Project  
Without Municipal Co-Applicant

Dauphin County Gaming Advisory Board  
c/o Brooke Echevarria  
Dauphin County Dept. of Community & Economic Development  
3211 N. Front Street, Suite 301-C  
Harrisburg, PA 17110

Re: Request for County Sponsorship of Local Share  
Municipal Grant Application

Dear Ms. Echevarria:

On behalf of [INSERT NON-MUNICIPAL ENTITY], I am writing to request that the Dauphin County Board of Commissioners sponsor the Local Share Municipal Grant Application that we intend to submit for the 2023-2024 grant cycle. We are seeking County sponsorship based on the County-wide impact of our [ORGANIZATION AND/OR PROJECT].

We believe our application is appropriate for County sponsorship because of the strong County-wide impact our [ORGANIZATION AND/OR PROJECT] has/will have on the community. Our organization/project [INSERT ADDITIONAL DETAIL EXPLAINING HOW/WHY THE ORGANIZATION AND/OR PROJECT WILL IMPACT THE ENTIRE COUNTY]. Prior to submitting this request letter, we have contacted [INSERT MUNICIPALITY(S) IN DAUPHIN COUNTY THAT YOU CONTACTED, THE INDIVIDUAL WHO WAS CONTACTED, THE DATES CONTACTED AND THE RESPONSE] seeking a sponsorship/co-applicant letter.

If sponsorship is granted, we intend to apply for local share funding to [INSERT A BRIEF DESCRIPTION OF THE PROJECT PROPOSED FOR FUNDING]. To advance the project, we intend to apply for a grant of up to [INSERT AMOUNT].

Thank you for your consideration of our request. Please advise if additional information is required to support the sponsorship of our Local Share Municipal Grant Application.

Sincerely,

[OFFICER OF NON-MUNICIPAL ENTITY]

**DAUPHIN COUNTY  
LOCAL SHARE MUNICIPAL GRANT PROGRAM**

**FY 2023 APPLICATION COVER PAGE**

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

Applicant Business Address: \_\_\_\_\_

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

Project Location: \_\_\_\_\_

Sponsor/Co-Applicant (if applicable): \_\_\_\_\_

Sponsor/Co-Applicant Contact: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Applicant Contact and Title: \_\_\_\_\_

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

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

\*All fields must be completed. If non-applicable, insert "N/A" in the field.

## SAMPLE PROJECT BUDGET

| Project Item                                       | Cost                       |
|--|----------------------------|
| Property Acquisition                               | \$200,000                  |
| Pre-construction (engineering, design, permitting) | \$ 50,000                  |
| Construction Improvements                          | \$400,000                  |
| • Labor  | • \$130,000                |
| • Materials  | • \$100,000                |
| • Maintenance and Repairs                          | • \$100,000                |
| • Project Management                               | • \$ 50,000                |
| • Inspections and Approvals                        | • \$ 20,000                |
| Furniture, Fixtures and Equipment                  | \$150,000                  |
| • Acquisition                                      | • \$100,000                |
| • Installation                                     | • \$ 50,000                |
| <b>Total</b>                                       | <b>\$800,000</b>           |
|  |                            |
| Funding Source                                     | Anticipated Funding Amount |
| Applicant Capital Investment (6.25%)               | \$ 50,000 in hand          |
| Dauphin County Local Share Municipal Grant (6.25%) | \$ 50,000 pending          |
| State Grant Program (36.25%)                       | \$290,000 pending          |
| Federal Grant Program (25%)                        | \$200,000 in hand          |
| Private Foundation Grant (12.5%)                   | \$100,000 committed        |
| Bank Financing (12.5%)                             | \$100,000 committed        |
| In-kind Contributions (1.25%)                      | \$ 10,000 committed        |
| <b>Total</b>                                       | <b>\$800,000</b>           |

Contractor estimates and vendor quotes are attached to this budget to support the costs identified above. The applicant has also included funding award letters from the funding sources confirmed above.

**NOTE: Applicants are encouraged to include as much detail in their budget as possible to better explain the project, related costs and funding sources. Failure to include a project budget in the application may result in rejection of the application.**

**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 given in support of the Dauphin County Local Share Municipal Grant Application submitted by the Applicant.

\_\_\_\_\_  
Date

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

**\*A COMPLETED CERTIFICATION MUST BE SUBMITTED WITH THE APPLICATION\***