

Dauphin County Local Share Municipal Grant Application Checklist

All applicants to the Dauphin County Local Share Municipal Grant program should submit the following items in their application(s):

- ✓ 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.
 - Noncontiguous municipalities and nonmunicipal entity applicants must have an eligible sponsor for their application or the application will be rejected.
- ✓ A project narrative containing Subsections A-T as described in Section VIII. – Application Narrative – to the extent a subsection is not applicable, to the project or applicant, state “N/A” under that Subsection. Review your application to ensure you have included:
 - A brief description of the applicant;
 - A description of the project;
 - An explanation of how the project is associated with the licensed gaming facility;
 - Justification for an application request in excess of the recommended grant amounts in Section IV;
 - A description of the local and community support for the project as well as documentation of that support from the affected community;
 - A projected schedule and detailed timeline of the project;
 - A budget accompanied by a description of the basis of costs for the project and sources of funding to pay the project costs;
 - Failure to include a project budget in the application may result in rejection of the application.
 - Evidence of prior and anticipated interaction and/or work with the sponsoring municipality;
 - Evidence of conformity of the project with local and regional comprehensive plans;
 - For fire company or EMS/ambulance company: (i) plans to apply for a PEMA grant under the Fire Company and Emergency Medical Service Grant Program, (ii) whether any PEMA grant funds awarded will be contributed 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;

- For fire company: 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;
- For fire company: 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;
- 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.
 - For volunteer fire company or EMS/ambulance company: a copy of the company's internal controls and/or fraud prevention policy;
- For non-municipal applicants: projects involving a youth athletic facility (e.g., youth baseball field, youth multi-use sports complex), must include documentation evidencing an athletic facility community use program that details the applicant's commitment to making the field available for use by the community;
- For 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;
- Describe any litigation, administrative proceeding and/or governmental approval related to the project;
- State the number of jobs the project will create or preserve if the project is completed;
- 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);
- A statement providing where the project ranks on the applicant's list of priorities if the applicant has more than one project; and
- Prior history of last three Local Share Municipal Grant Application submissions and awards.