

City of Hazleton

LOCAL SHARE ACCOUNT (LSA) 2026 APPLICATIONS GUIDELINES & TIMELINE

INTRODUCTION

Below is the City of Hazleton's process for applicants/organizations/projects that are requesting the City of Hazleton sponsor their application for funding.

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 for the Luzerne County application and between September 1st and November 30th for the Statewide application.

PROCESS FOR APPLICANTS

The Applicant is responsible for writing the grant. Interested applicants should reach out to Joseph C. Zeller, III Director of Community and Economic Development at **570-459-4960 ext. 606** or jzeller@cityofhazleton.org

1. Application becomes available from the State.
2. Applicant makes a request to the **Planning Commission** by calling **570-459-4960 ext. 605** 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 for the Luzerne County application and two weeks prior to the September meeting for the statewide application.
3. Applicant presents their application documents to Hazleton City Council at or before the first meeting of August for the Luzerne County application and on or before the first meeting of October for the statewide application and request a spot on the agenda to make a presentation at a future meeting.
4. If the application garners support, it will be placed on the agenda for the second meeting in August for the Luzerne County application and the second meeting in October for the statewide application to make a presentation and answer questions.
5. Hazleton City Council will vote on a Resolution to approve the application at the September 22nd meeting for the Luzerne County application and the November 10th meeting for the statewide application. 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 is.
6. The Applicant will be notified by the Hazleton City Council Clerk if the application receives an approved Resolution.

7. If your application is successfully approved by the Planning Commission, an approved Resolution from Council is received, and all application requirements are met, a copy of the full application should be delivered to the Office of Community and Economic Development, City Hall first floor, by the Friday following the first Council meeting. The applicant will be responsible for filing the application with DCED by the deadline. There is a \$100.00 application fee for each application that must be paid with a credit or debit card. A DCED Economic Development Analyst reviews all submissions. 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.

8. Please refer to the Memorandum at the end of this packet for the Administrative Fee Memo

Eligible Projects/Uses of Funds –

Please refer to <https://dced.pa.gov> website for the grant requirements of the LSA Grant for the applicant to review the eligible projects, use of funds and ineligible costs prior to submission to the City. **Any reference made to administrative expense on this website is not applicable to this project.**

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.
- 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.
- Contingency costs not to exceed 5% of documented construction and infrastructure costs.

Ineligible

- Applicants, Organizations and Projects that have received LSA grant award may not request sponsorship of the City of Hazleton for three (3) funding years.
- Funds cannot be used for working capital, staff costs, or to refinance or reduce existing debt.

Application Requirements

*Please refer to the LSA Guidelines on the Department of Community & Economic Development (DCED) website at <https://dced.pa.gov>

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). A PA licensed engineer or qualified professional must provide engineering and construction estimates. 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

Applicants 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, briefly describing 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 to complete the project if not fully funded is required. 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 a 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

I: Application Fee of \$100.00.

To submit your LSA Application, there is a \$100.00 fee the CFA charges that must be paid electronically by a credit or debit card using its secure electronic system. This fee is the responsibility of the applicant and **will not** come from grant funds.

An administrative fee will be paid outside of the grant funds and will be the responsibility of the applicant and **will not** come from grant funds.

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

Approved Project

The Commitment Letter from DCED Commonwealth Finance Agency (CFA) must be signed by the city and returned to the Commonwealth Finance Agency (CFA).

Once the executed Agreement with the CFA is received, the city will draft a CoOperation Agreement between the city and the applicant. The CoOperation Agreement will also detail the Applicant and the City's responsibilities for fulfilling the grant requirements and include a copy of the Commitment letter.

The city will receive from the CFA an executed Grant Agreement. Upon request, the Applicant may request a copy of the Grant Agreement.

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.
(2026 Threshold: \$24,500.00)
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.
(2026 Telephonic/Written Quotation Threshold: between \$13,200.00 and \$24,500.00)
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.
(2026 Threshold: \$24,500.00)
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 Community and Economic Development
City Hall, First Floor
40 N. Church Street
Hazleton, PA 18201
(570) 459-4960 Ext. 606

2026 Schedule:

Dates for 2026 Luzerne County LSA Grant Application Cycle:

Announcement date: TBA
Planning Commission Application Date: Wednesday July 15th, 2026, deadline for the meeting to be held on Wednesday July 29th, 2026
Presentation of Application to Council: Tuesday August 11, 2026
Presentation of Project: Tuesday September 8th, 2026
Vote on Resolution by Council: Tuesday September 22nd, 2026
Notification Date: Wednesday September 23rd, 2026
Submittal of application to the city for final review deadline: Friday September 25th, 2026
Final Date to File with DCED: Wednesday September 30th, 2026

Dates for 2026 Statewide LSA Grant Application Cycle:

Announcement date: TBA
Planning Commission Application Date: Wednesday September 16th, 2026, deadline for the meeting to be held on Wednesday September 30th, 2026
Presentation of Application to Council: Tuesday October 13th, 2026
Presentation of Project: Tuesday October 27th, 2026
Vote on Resolution by Council: Tuesday November 10th, 2026
Notification Date: Thursday November 12th, 2026
Submittal of application to the city for final review deadline: Friday November 20th, 2026
Final Date to File with DCED: Friday November 30th, 2026



City of Hazleton

Office of Community
and Economic Development

Joseph C. Zeller, III
DIRECTOR
jzeller@cityofhazleton.org
570.459.4965

MEMORANDUM

TO: LSA Grant Applicant

FROM: Joseph C. Zeller, III, Director
Community and Economic Development 

DATE: October, 2026

RE: STATEWIDE & LUZERNE COUNTY
LOCAL SHARE ACCOUNT (LSA) GRANT
ADMINISTRATION FEE

Dear Sir/Madam:

Please be advised that the City of Hazleton will require a fee for administrative services for the Statewide and Luzerne County Local Share Account (LSA) Grant.

If you should be awarded the LSA grant that you are applying for, please be advised that the project will incur **three percent (3%)** of the full grant amount awarded as an administrative fee. The city requests that this fee be paid at the beginning of the project directly from your organization. It is not a grant administrative eligible expense.

After you are notified of the grant award, please process the check for the administrative services payable to the "City of Hazleton Office of Community and Economic Development," before you proceed with your project.

If you have any questions, please do not hesitate to contact me.

cc: Sean W. Logsdon, Esq. City Solicitor
Jeffrey L. Cusat, MAYOR
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