

# Neighborhood Assistance Program

PROGRAM GUIDELINES  
August 2024



Pennsylvania  
Department of Community  
& Economic Development



Commonwealth of Pennsylvania  
Josh Shapiro, Governor

PA Department of Community & Economic Development  
[dced.pa.gov](http://dced.pa.gov)



# Table of Contents

---

<b>Section I – Statement of Purpose</b>	<b>1</b>
A. General	1
B. Project Priorities	1
C. Timeframe	2
<b>Section II – Programs and Eligibility</b>	<b>2</b>
A. Neighborhood Assistance Program (NAP)	2
B. Special Program Priorities (SPP)	2
C. Charitable Food Program (CFP)	3
<b>Section III – Application Procedures</b>	<b>3</b>
<b>Section IV – Application Evaluation</b>	<b>3</b>
<b>Section V – Approval, Amending, and Closeout</b>	<b>4</b>
A. Approval Process	4
B. Project Modifications	5
C. Extensions	5
D. Compliance and Monitoring	5
E. Reporting Process	6
F. Audit	6
<b>Section VI – General Requirements</b>	<b>6</b>
A. Activity and Contribution Period	6
B. Beneficiaries	6
C. Distressed Areas	7
D. Eligible Contributors	7
E. Requirements for Contributors	8
F. Additional Requirements	8
G. Acknowledgments and Disclosures	9
<b>Section VII – Inquiries</b>	<b>9</b>
<b>Section VIII – Neighborhood Assistance Program (NAP)</b>	<b>9</b>
A. Introduction	10
B. Eligible NAP Project Activities	10
C. NAP Specific Application Requirements	10
<b>Section IX – Special Program Priorities (SPP)</b>	<b>10</b>
A. Introduction	11
B. Eligible SPP Project Activities	11
C. SPP Specific Application Requirements	12

**Section X – Charitable Food Program (CFP) .....12**

- A. Introduction .....13
- B. Eligible CFP Applicants .....13
- C. Eligible CFP Project Activities .....13
- D. CFP Specific Application Requirements .....13

**Appendix A: Required Application Items .....14**

**Appendix B: ESA Budget .....16**

**Appendix C: Sample Budget Justification .....17**

**Appendix D: Sample Contributor Letter .....18**

**Appendix E: Sample Memorandum of Understanding .....19**

**Appendix F: Regional Offices .....23**

## Section I – Statement of Purpose

---

The Pennsylvania Department of Community and Economic Development (“DCED” or the “Department”) is authorized to administer the **Neighborhood Assistance Program (NAP)** under Article XIX-A of the Tax Reform Code of 1971, known as the Neighborhood Assistance Act (Act 48-1994) (72 P.S. §8901-A, et seq.), as amended. In 2007, Act 55 made several changes to the program, supporting the efforts of the original Act. There are five components to this Act: The Neighborhood Assistance Program Tax Credit (NAP), the Special Program Priorities (SPP), the Neighborhood Partnership Program (NPP), the Charitable Food Program (CFP) and the Enterprise Zone Program Tax Credit (EZP).

The goals of NAP are to provide resources to assist neighborhoods and communities with fiscal difficulties, encourage positive health outcomes, and address the safety and welfare of their residents. As a result, NAP encourages communities to pursue and achieve fiscal well-being and self-sufficiency.

**These Programs are intended to benefit low-income populations. Applicant’s proposed projects must not result in the displacement or forced relocation of low-income individuals or households.**

The goals of the Programs are to promote community participation and collaborations among the residents, nonprofits and businesses while producing outcomes by assisting a distressed area or the low-income population in a neighborhood. Eligible neighborhood nonprofits (“Applicants”) apply for tax credits based on pending contributions from for-profit companies (“Contributors”).

The intention of these guidelines is to define the eligibility and application process for NAP, SPP, NPP and CFP. The NAP, SPP, NPP and CFP programs, for the purpose of these guidelines, will be referred to as the “Programs”, unless individually designated in each section. The EZP Guidelines are under a separate cover.

### A. General

All dates referred to in these guidelines correspond to the program year beginning on July 1, 2024 and ending on June 30, 2025 unless otherwise specified.

Recent changes to the Neighborhood Assistance Act for FY2024-25 increased the total available NAP tax credit amount from \$36 million to \$72 million annually. These changes also affected the maximum tax credit percentages allowable through each subprogram of NAP. The percentage changes are detailed below:

- NAP: increase from 55% tax credit to 65% tax credit
- NPP: increase from 75% tax credit to 90% tax credit for 5 year project
- NPP: increase from 80% tax credit to 95% tax credit for 6 year or more project
- SPP: increase from 75% tax credit to 90% tax credit
- CFP: increase from 55% tax credit to 65% tax credit

In 2024, DCED launched a 10 year Economic Development Strategy to make Pennsylvania a premier state to do business while building a resilient economy that works for everyone in the community; the residents, workers, businesses, and entrepreneurs that call our Commonwealth home.

Furthermore, the Department will give additional consideration to applications that align or support the priorities of the Governor's 2024-25 budget, which includes:

- Making Pennsylvania a leader in economic development, job creation, and innovation
- Investing in K-12 education
- Building affordable pathways to a college education
- Cutting costs for Pennsylvanians
- Supporting and protecting our vulnerable Pennsylvanians

More information about the Governor's proposed 2024-25 budget priorities can be found at [budget.pa.gov](https://budget.pa.gov).

## B. Project Priorities

In FY2024-25, the Department will prioritize applications that aligns with the vision and goals of newly developed Commonwealth's Economic Development Plan. These priorities include:

- Affordable Housing
- Affordable Housing and Supportive Services for At-Risk Populations
- Blight Elimination
- Community Economic Development
- Integrated Housing & Health Initiatives
- Integrated Weatherization & Housing Rehab
- Mortgage Foreclosure Prevention
- Workforce Development & Job Training

## C. Timeframe

Due to the recent changes made to the Neighborhood Assistance Act the application period for NAP is being reopened for FY2024-25. The application period for 2024/2025 will reopen on September 9, 2024. All NAP applications must be complete and received by 5:00 PM on October 25, 2024.

**All contributor commitment letters must be included in the application and the contributor must have filed the Electronic Tax Clearance Form for Tax Credits. Any contribution letters received after the application is submitted will *not* be considered for funding.**

# Section II – Programs and Eligibility

---

The Programs included in these guidelines are:

## A. Neighborhood Assistance Program (NAP)

1. Projects in this category assist with projects addressing neighborhood and community problems in low-income or distressed areas.
2. A project must serve low-income persons or residents of economically distressed neighborhoods. Projects must fall under one of the following categories: affordable housing, community economic development, community services, crime prevention, education, job training, neighborhood assistance, or neighborhood conservation.
3. A tax credit of up to 65% can be awarded to contributing businesses with a one-year commitment.
4. Eligible applicants are neighborhood organizations that hold a ruling from the Internal Revenue Service as nonprofit, 501(c)(3) organizations.
5. See Section VIII for more detailed information on NAP.

## B. Special Program Priorities (SPP)

1. Projects in this category must demonstrate a significant impact on specific needs in a distressed area(s) and are based on collaborations, partnerships, and goals.
2. A project must support specific priorities of community economic development: disaster or economic recovery, integrating weatherization and housing rehabilitation, mortgage foreclosure prevention, blight elimination, diversity issues, rural issues, affordable housing, supportive services for vulnerable and at-risk populations, veterans' initiatives, or integrated health and housing initiatives.
3. A tax credit of up 90% can be awarded to contributing businesses with a one-year commitment.
4. Eligible applicants are neighborhood organizations that hold a ruling from the Internal Revenue Service as nonprofit, 501(c)(3) organizations.
5. See Section X for more detailed information on SPP.

## C. Charitable Food Program (CFP)

1. Projects in this category assist food banks, pantries, and other emergency food providers who provide food to a target population in a distressed area.
2. Projects focus on improving food security including the support of nonprofit regional food banks operations involving the provision of food to pantries, soup kitchens, shelters, or feeding centers providing food packages or meals to people in need of assistance, nonprofit emergency food providers projects, and innovative food resource projects.
3. A tax credit of up 65% can be awarded to contributing businesses with a one-year commitment. Donations may be cash contributions or in-kind food donations.
4. Project budget must not exceed \$2,750,000 in program costs or \$1,500,000 in tax credit requests.
5. Eligible applicants are neighborhood organizations that hold a ruling from the Internal Revenue Service as nonprofit, 501(c)(3) organizations and operate food programs such as food banks, pantries, and emergency food providers.
6. See Section XI for more detailed information on CFP.

## Section III – Application Procedures

---

Potential applicants must communicate with the appropriate DCED Regional Office about the proposed project prior to submission of an application. Regional Office staff serve as a source of technical assistance, program knowledge, and contribute to the funding decision-making process. See Appendix F – DCED Regional Offices for contact information.

To apply for funding, the applicant must submit DCED's Electronic Single Application for Assistance (ESA) – [dced.pa.gov/singleapp](https://dced.pa.gov/singleapp). Required supplemental information outlined in Appendix A must be uploaded electronically to the application on the Addenda tab. **Documentation mailed to the DCED Offices will NOT be accepted.** Information or assistance about ESA is available using the Help link on the Login page. If you need additional assistance, contact the DCED Customer Service Center at 1-800-379-7448 or 717-787-3405.

## **Section IV – Application Evaluation**

---

DCED determines the competitiveness of proposed NAP projects by conducting a quantitative analysis based on the following criteria:

- Eligibility of project activities. Refer to Section VIII, IX, X
- Applicant must be a registered 501(c)3 in good standing with evidence of a recent 990 or proof of registration with IRS within the last twenty years.
- Project Narrative clearly articulating place; project; problem; proposed outcomes. Refer to Appendix A
- Definition of and impact to the specific target area being inclusive of a low-income population
- Organization’s capacity to administer the project
- Funding commitment secured
- Collaborative nature of the project with other organizations or initiatives
- Strategic importance
- Financial need
- Project readiness and timeliness
- Participation of Small Diverse Businesses (including Minority Business Enterprises, Women Business Enterprises, LGBT Business Enterprises, Disability-Owned Business Enterprises, Service-Disabled Veteran Business Enterprises, and Veteran Business Enterprises).

## **Section V – Approval, Amending, and Closeout**

---

### **A. Approval Process**

1. Approval Letter
  - a. Upon approval of an application by DCED, an approval letter will be issued. The approval letter is the offer of a binding agreement that outlines the terms and conditions of the award.
  - b. To become effective, the approval letter must be signed by the applicant and returned to DCED within 60 days of the offer.

- c. The approval letter becomes a binding agreement between DCED and the applicant when it is signed and remitted to DCED. This binding agreement may be referred to as a contract.
2. Upon receipt of the binding agreement from the applicant, DCED will:
  - a. Notify the contributor(s) the tax credit project is approved, and
  - b. Provide a copy of the binding agreement to the contributor and provide a blank Application for Tax Credit under the Neighborhood Assistance Act form to the contributor(s) for completion and return to DCED with documentation the contribution is complete. This form may be found on the website under the Neighborhood Assistance Program information.

***Note: Only contributors that submitted a commitment letter on their business letterhead will receive a notification letter from DCED.***

3. Applications not approved for funding will receive letters notifying applicants of DCED's decision.
4. NAP should not be considered as an ongoing entitlement program. All applications are reviewed and scored on a yearly basis. Prior-year approvals or awards under this program do not guarantee automatic approval of any application or project regardless of its type of tax credit.

***Please Note: Once an application is submitted to DCED, we will not accept major changes to the scope, breadth, budget, or location of the project prior to considering the project for approval. Minor changes may be considered on a case-by-case basis. It is DCED's discretion to determine what constitutes a major or minor change to a project.***

## **B. Project Modifications**

Approved projects that require a change must submit a written request from the applicant to amend the existing binding agreement to DCED prior to the existing binding agreement end date. The request must be sent to DCED's resource account at [RA-DCEDNAPMAIL@pa.gov](mailto:RA-DCEDNAPMAIL@pa.gov). A formal amendment may need to be completed for requested changes. Please allow sufficient time prior to the existing binding agreement end date to process any necessary amendments.

Changes include but are not limited to dropping or adding an activity, changing the project location, changing the termination date of the project, or increasing/decreasing a budget line item by 10 percent or more.

The request must describe any proposed changes. The request must contain the original and the revised objectives, timeline, goals, and other changes. If the change affects the budget, a revised budget and justification must be submitted with the amendment request along with any other supporting documents such as a description of the change in sub-contractor, scope of work, etc.

## **C. Extensions**

NAP, SPP, and CFP applications are approved for one (1) year. If the applicant discovers they need more time to complete the NAP, SPP, or CFP project they must request an extension within the program year. Extensions are granted on a case-by-case basis for a maximum of one year from the end of the program year for a maximum of two years for any NAP, SPP, or CFP project. Extensions past this second year will be considered on a case-by-case basis. Due to the longer timeframe necessary for all approval decisions to be completed in FY2024-25, DCED will be more lenient in its consideration of extensions for NAP projects. However, these decisions will still be made on a case-by-case basis.

To request an extension the applicant must send a signed letter on the applicant's letterhead to DCED detailing why the extension is needed and stating the end date being requested. This documentation should be submitted to the NAP resource account at [RA-DCEDNAPMAIL@pa.gov](mailto:RA-DCEDNAPMAIL@pa.gov).



## D. Compliance and Monitoring

DCED reserves the right to monitor the project and project costs resulting from the award of NAP, SPP, NPP, and CFP tax credits.

## E. Reporting Process

All approved NAP projects must complete an annual report to be submitted to the Department on or before December 31, 2025. These reports are used by the Department for statewide data collection and analysis. The report requires a brief narrative to describe project accomplishments, explanation of how the goals/objectives identified in the original application have been met, and updated metrics for project success measurement. A report will be accessible via online submission and shared with awardees.

## F. Audit

NAP, SPP, NPP, and CFP projects do not require an audit.

# Section VI – General Requirements

---

## A. Activity and Contribution Period

### 1. Program Year

The program year corresponds to the State Fiscal Year and is 12 months, starting July 1, 2024 and ending June 30, 2025. In most cases the NAP application will be submitted before the program year begins.

### 2. Activity Period

The activity period for the Programs is 15 months, beginning on July 1 of the program year and ending on September 30 of the following year. The timeline provides three months beyond the contribution period, to September 30, for the nonprofit to expend all contributions received. The activity period and project timeframe are the same.

### 3. Contribution Period

The contribution period also coincides with the State Fiscal Year and is only 12 months, starting July 1 of the program year and ending on June 30 of the following year. All contributions must be received by the nonprofit organization by June 30. DCED will monitor contributions and may request updates or additional information about the status of contributions throughout the Project.

Contributions made or received outside of the contribution period (July 1 of the program year through June 30) are not eligible for tax credits. Applicants are advised not to formally accept contributions until DCED's official approval letter is received.

## B. Beneficiaries

Low-income households located in a distressed or impoverished area within Pennsylvania.

*A low-income household* is defined as a person and his or her immediate family for which, during the twelve months immediately preceding the date of application for services:

- Total income does not exceed 150 percent of the federal poverty level as established annually by the federal Office of Management and Budget; or
- Total income does not exceed 80 percent of the median income of the targeted area; or
- Total income meets the income requirements of another applicable government program.

## C. Distressed Areas

A distressed area must demonstrate, in comparison to county and statewide averages, a high incidence of one or more of the demographic factors set forth below:

- Persistent unemployment or underemployment
- Dependence upon public assistance
- Overcrowded, unsanitary, or inadequate housing
- Crime and delinquency
- School dropouts or other evidence of low educational attainment
- Vacant and dilapidated properties, blight
- Other generally accepted indicators of widespread social problems

The following are designated by DCED as distressed areas:

- Enterprise Zones
- Keystone Opportunity Zones
- Keystone Opportunity Expansion Zones
- Keystone Opportunity Improvement Zones
- Keystone Communities
- Keystone Main Streets
- Keystone Elm Streets
- Keystone Communities Enterprise Zones
- Act 47 Municipalities
- Cities of the First Class, Cities of the Second Class, Cities of the Second-Class A or Cities of the Third Class

## D. Eligible Contributors

Eligible contributors are business firms authorized to do business in Pennsylvania and subject to the following taxes imposed by the Tax Reform Code of 1971, 72 P.S.:

- Article III: Personal Income Tax  
\*Only in eligible instances where tax credits are being passed through to shareholders
- Article IV: Corporate Net Income Tax

- Article VI: Capital Stock-Foreign Franchise Tax
- Article VII: Bank Shares Tax
- Article VIII: Title Insurance & Trust Company Shares Tax
- Article IX: Insurance Premiums Tax (excluding surplus lines, unauthorized, domestic/foreign marine)
- Article XV: Mutual Thrift Institutions Tax

Such business firms may include pass-through entities, which are identified as a partnership as defined in section 301(n.0), a single-member limited liability company treated as a disregarded entity for federal income tax purposes, or a Pennsylvania S corporation as defined in section 301 (n.1).

The Pennsylvania Department of Revenue evaluates all contributors for State Tax Compliance prior to project approval. Applications from eligible contributors cleared for state tax compliance during the clearance verification period will move forward in the tax credit approval process.

Contributors participating in NAP projects are not eligible to submit NAP project applications but are eligible to make contributions to nonprofit neighborhood organizations. If the neighborhood organization's application is approved by DCED, then the contributor will be eligible to receive tax credits upon submission of the Application for Tax Credit to DCED after the contribution has been made and sufficiently documented.

## **E. Requirements for Contributors**

### **1. Electronic Clearance Form for Tax Credits**

- a. Contributors are required to file the Electronic Clearance Form for Tax Credits for each business firm contributing to NAP Projects by clicking on the "Clearance Form for Tax Credits" box on the Department of Revenue website: [revenue.pa.gov/taxcredits](https://revenue.pa.gov/taxcredits). No paper forms will be accepted.
- b. This form should be filed as soon as the contributor commits to donate to the applicant but will be accepted no later than close of business on the application deadline – November 1, 2024.

### **2. Commitment Letter**

- a. Applicants are required to submit a commitment letter for each contributor. Commitment letters must be on contributors' letterhead, signed, and dated. These letters must also include a contact email address and the contributor's Federal Employer Identification Number (FEIN).
- b. The commitment letter is an agreement with the applicant to make the contribution if the NAP application and associated tax credits are approved by DCED.
- c. See the Guide for Contributors for more information about these letters.

### **3. Ineligible Contributors**

- a. Tax credits will not be approved or awarded to a bank, bank and trust company, insurance company, trust company, national bank, savings association, mutual savings bank, or building and loan association for activities that are a part of its normal course of business.

### **4. Changing Contributors**

- a. NAP applicants may not change or acquire new contributors after June 30 of the project year.
- b. Any tax credit applications received from contributors who were not approved by Department of Revenue prior to project start will not be accepted.

## F. Additional Requirements

### 1. Nondiscrimination

No assistance shall be awarded to a Qualified Taxpayer under this program unless the Qualified Taxpayer certifies that the Qualified Taxpayer shall not discriminate against any employee or against any person seeking employment by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the Pennsylvania Human Relations Act, which prohibits discrimination on the basis of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, or in violation of any applicable federal laws.

### 2. Conflict of Interest

An officer, director, or employee of an applicant who is a party to or has a private interest in a project shall disclose the nature and extent of the interest to the governing body of the applicant and may not vote on action of the applicant concerning the project, nor participate in the deliberations of the applicant concerning the project.

### 3. Project Records

The applicant must maintain full and accurate records with respect to the project and must ensure adequate control over related parties in the project. The program office requires access to such records, as well as the ability to inspect all work, invoices, materials, and other relevant records at reasonable times and places. Upon request of the program office, the applicant must furnish all data, reports, contracts, documents, and other information relevant to the project.

*Please Note: The Davis Bacon Act and Pennsylvania Prevailing Wage Act do not apply to the NAP portion of a project as NAP is a tax credit program and there are no actual funds provided by the state or federal governments under these programs.*

## G. Acknowledgments and Disclosures

DCED may publicly acknowledge applicants and contributors that participate in NAP projects. These acknowledgments may take the form of announcements, speeches, or marketing efforts to the public as well as the media. Please be aware there are certain situations where DCED would be required to disclose contributor participation in NAP, SPP, NPP, and CFP programs.

## Section VII – Inquiries

---

Program inquiries should be directed to:

Department of Community and Economic Development  
Center for Community Services  
Neighborhood Assistance Program  
E-mail: [RA-dcednapmail@pa.gov](mailto:RA-dcednapmail@pa.gov)

Regional Staff – See Appendix F

Technical inquiries related to submitting the electronic application should be directed to DCED's Customer Service Center at 1-800-379-7448 or [ra-dcedcs@pa.gov](mailto:ra-dcedcs@pa.gov).

## **Section VIII – Neighborhood Assistance Program (NAP)**

---

### **A. Introduction**

The Neighborhood Assistance Program (NAP) is an opportunity for non-profit community organizations to form collaborations with businesses in a community.

NAP offers up to a 65 percent tax credit to contributors for an approved project. This is a one (1) year, one (1) project application.

In addition to the information contained in **Sections I through VII**, this section describes the specific requirements that apply to projects proposed and approved for NAP.

### **B. Eligible NAP Project Activities**

The following list defines the eligible activities and uses of contributions:

1. **Affordable Housing Programs:** The renovation, repair, rehabilitation, construction, or preservation of housing for low-income households. This includes expenses for pre-development, land acquisition, site control, title clearance, market studies, environmental costs, energy conservation and “green” building services, design services, legal, and other technical assistance services.
2. **Community Economic Development:** Activities that revitalize or stabilize distressed areas, through one or more of the following: (1) The construction or rehabilitation of commercial or industrial buildings, The removal or elimination of physical blight, (3) Increased access to job training, employment opportunities, education, and community services opportunities, (4) Crime and violence prevention within the designated area, or (5) Assist Relative/Neighbor Caregivers to become registered and licensed Family Child Care Homes.
3. **Community Services:** Services such as counseling, case management services, and advisory services, emergency assistance, food assistance, or medical care furnished to individuals or groups in a distressed area intended to stabilize or revitalize the area.
4. **Crime Prevention:** Activities such as effective intervention and prevention to stop gun and group-related violence, block watch programs or community awareness training that help to reduce crime in a distressed community.
5. **Education:** Scholastic instruction or scholarship assistance for individuals residing in a distressed area that enables individuals to prepare for better life opportunities.
6. **Job Training:** Vocational instruction for individuals residing in a distressed area that enables individuals to acquire job-specific or pre-vocational skills to become employable or enable advancement opportunities for employment.
7. **Neighborhood Assistance:** Financial assistance, labor, material, or technical advice furnished to aid in the physical improvement of part or all of a distressed area.
8. **Neighborhood Conservation:** Projects or services that address the decline of a neighborhood or the needs of a vulnerable population and have primary or secondary benefits to the stabilization of a distressed area.

### **C. NAP Specific Application Requirements**

There are no additional specific application requirements for NAP.

## **Section IX – Special Program Priorities (SPP)**

---

### **A. Introduction**

The Special Program Priorities (SPP) component of NAP focuses on specific needs in distressed communities. These projects are based on detailed criteria that support collaborations, partnerships, and goals.

SPP offers up to a 90 percent tax credit for an approved project. This is a one (1) year, one (1) project application.

In addition to the information contained in **Sections I through VII**, this section describes the specific requirements that apply to projects proposed and approved for SPP.

### **B. Eligible SPP Project Activities**

To meet the requirements for a SPP application, all requirements in Sections I through IV must be met as well as one or more of the following:

1. **Disaster or Economic Recovery:** Needs related to disaster recovery efforts for federally declared disasters such as floods, or any other form of natural disaster. Projects are limited to areas within counties and locations that received a disaster declaration by the President, or any future declared disaster.

Economic recovery relates to the sudden impact to a community based on an unanticipated economic hardship. This could include a plant closing, mass lay-offs, or other forms of impact that cause a community to suddenly become economically distressed. The projects may include dislocated worker programs, social service needs, case management, or any such services that assist the affected population in its recovery.

2. **Integrating Weatherization and Housing Rehab:** Housing improvements that integrate weatherization and energy conservation efforts with housing rehabilitation and repair programs. The coordination of these funding streams must include DCED's Weatherization Assistance Program (WAP) and funding from either Community Development Block Grants (CDBG) or the HOME Investment Partnerships Program (HOME). The neighborhood or locale must be limited to where the actual projects are located. This may be a block or several streets. The housing improvements can be undertaken for either rental or owner-occupied homes.
3. **Diversity Initiatives:** These initiatives should promote the integration of diverse populations to strengthen the quality of life for all residents of the commonwealth. Applicants are responsible for providing information and documentation about how the targeted population meets the goals and vision for diversity. This documentation must include any research, data, or statistics that substantiate the necessity of assistance for the following populations. This initiative includes refugee, immigrant, racial and ethnic, elderly, returning citizens, homeless, LGBTQA, foster youth, and disability populations.
4. **Mortgage Foreclosure Prevention:** Projects and activities aimed at preventing mortgage foreclosures. This can include, but is not limited to, resource hotlines, counseling, legal assistance, fraud prevention, education, diversion programs, and lending/restructuring initiatives provided to a specific targeted area in need.
5. **Blight Elimination:** Projects in an area that successfully form partnerships within the community to remediate or prevent the area from falling into disrepair and decrepitude. The partnership must include a neighborhood-based agency such as the applicant, a private sector business that does not solely include the contributor, and the local government. Together, the partnership must collaborate to reduce blight in a specific geographically defined distressed area. Blight elimination for the purpose of this priority is defined as demolition or rehabilitation of a distressed property.

6. **Veteran Initiatives:** Projects or programs that support veterans and their families. The applicant must demonstrate the need for a veteran-specific program using data, research, or any other means of documentation. All eligible services under the general NAP are eligible for this designation.
7. **Rural Initiatives:** The purpose of this category is to encourage nonprofit organizations to develop projects that have a positive community and economic impact in rural areas where low-income residents are often isolated and disenfranchised. These initiatives could include community events or projects that foster creative entrepreneurship, community partnership, creative sector development, rural transportation, or blight elimination through property renovation, repair, and rehabilitation for use by creative sector businesses and organizations who provide community engagement opportunities.
8. **Affordable Housing and Supportive Services for At-Risk Populations:** Renovation, repair, rehabilitation, construction, or preservation of housing and related supportive services for at-risk populations where there is a lack of affordable housing. At-risk populations are low-income households who require assistance to obtain housing, adequate food, health and medical care, job training, or services that facilitate living outside of an institutional setting such as a shelter, nursing home, or on the street. At-risk populations include households in which one or more adults are homeless, have physical or mental disabilities, chronic illnesses, or are elderly or frail.
9. **At-Risk and Vulnerable Populations Initiatives:** Low-income individuals are often vulnerable to conditions that exacerbate the effects of poverty and make it difficult for them to make changes in their lives to improve their situation. Certain trends, such as the opioid crisis, the rise in domestic violence, or persistent systemic social injustice are particularly troubling and require intense, innovative strategies to rectify. Projects or programs that strive to alleviate these conditions and others would fit within this program priority. Applicants are responsible for providing information and documentation that identifies the at-risk or vulnerable population they are proposing to help and what specific issue they are trying to alleviate.
10. **Integrated Health and Housing Initiatives:** Quality affordable housing is essential to health and well-being. Collaborations between healthcare and housing organizations designed to address the specific challenges faced by medically vulnerable individuals and families, including those experiencing chronic homelessness, would be eligible for this designation. Projects should be designed to coordinate client-centered, integrated healthcare more effectively to improve outcomes, including helping people access housing, move to increasing levels of independence, remain in their homes, or improve health outcomes through home repairs.

### C. SPP Specific Application Requirements

The specific SPP project activity type must be clearly identified in the narrative and supported by documentation. Provide precise details for the project and how the application fits SPP eligible project activities. Include all data, maps, charts, agreements, partnership arrangements, and/or resources that support the project priority.

## Section X – Charitable Food Program (CFP)

---

### A. Introduction

The Charitable Food Program (CFP) component of NAP focuses on improving food security in Pennsylvania. CFP assists charitable programs that provide food to low-income populations in distressed areas.

The CFP offers a 65 percent tax credit to contributors on an approved application. This is a one (1) year, one (1) project application.

In addition to the information contained in Sections I through VII, this section describes the specific requirements that apply to projects proposed and approved for SPP.

### B. Eligible CFP Applicants

1. Large-scale county and regional food banks
2. Local, community-based direct-service providers
3. Nonprofits with new or innovative food related projects

### C. Eligible CFP Project Activities

The following list defines the eligible activities and uses of contributions:

1. **Traditional Food Distribution:** Programs that distribute food to low-income clients such as food banks, food pantries, soup kitchens, homeless shelters, after school programs, etc.
2. **Community-Based Agricultural Production:** Projects that focus on producing fresh, nutritious food within a community-based setting such as a community garden.
3. **Controlled Environment Agriculture:** Innovative projects that focus on producing fresh, nutritious food through other than traditional means. Examples include aeroponics, aquaponics, hydroponics, etc.
4. **Gleaning Programs:** Programs using volunteers or other means to gather and use surplus product from farms or other agricultural concerns that would not traditionally make it into a regular retail setting and redirect it for consumption by low-income populations.
5. **Food Rescue Operations:** Projects that rescue food from retail operations before it is disposed of so it can be redirected for consumption by low-income populations.
6. **Surplus Agriculture Programs:** Initiatives to process surplus agricultural products into consumable foods, including dairy and produce. Examples include processing surplus milk into cheese or processing surplus produce into pre-packaged meals.
7. **Redistribution of Unused Game:** Programs that redistribute unused game meat to food banks, food pantries, etc.



## D. CFP Specific Application Requirements

### 1. Food Security

- a. **Additional Narrative Item:** The applicant must detail how their project fits into CFP by describing how it will reduce food insecurity within the targeted area where it is operating.
- b. The CFP is accessible for organizations serving low-income households that demonstrate, in comparison to county and statewide averages, a high incidence of food insecurity as defined by the U.S. Department of Agriculture (USDA), Food and Nutrition Service (FNS):
  - **Low food security** – reports of reduced quality, variety, or desirability of diet. Little or no indication of reduced food intake.
  - **Very low food security** – Reports of multiple indications of disrupted eating patterns and reduced food intake.

### 2. Contributors

- a. Commitment letters may be for a specific monetary donation or a donation of food. The total monetary value of the food donation must be included if a donation of food is being made.
- b. Tax credits will be granted on the net cost of the items to the donor. Invoices or other documents showing *proof of cost* to the donor shall be submitted with the application for tax credits.
- c. Acceptable food contributions for CFP tax credits are any food with nutritional value. Items such as candy, soda, snack foods, etc. do not qualify for CFP tax credits. DCED reserves the right to make final determinations about what constitutes a legitimate food contribution for CFP.

### 3. Non-Food Costs

- a. Applications may include funds needed to support the program. Supports such as truck usage, case managers, or purchasing non-food items or household items are permitted, within reason.
- b. If funds will be used for non-food items, include a detailed explanation for these items in the narrative and budget justification.

## Appendix A: Required Application Items

---

In addition to the Electronic Single Application for Assistance and the items specifically outlined in **Sections I through VII** of the funding guidelines, applicants shall submit the following to be considered for scoring:

1. **Detailed Project Description** – Provide a narrative which discusses all of the following in no more than 12 pages including visuals:
  - a. **PLACE:** Identification of the area benefitting from the project:
    - i. Identify the neighborhood, community, or specific target area that will benefit from the project. Use physical boundaries as precisely as possible.
    - ii. Identify the low-income target population.
    - iii. The characterization of the place should clearly relate both the need and purpose of the proposed project in relation to the problem and the proposed outcomes.
    - iv. Identify how the target area is distressed (reference Section VII for explanation of a distressed area).
  - b. **PROBLEM:** Provide a description of the specific problem being addressed:
    - i. Describe how the problem impacts the targeted area.
    - ii. Clearly articulate an assessment or analysis of the needs of the neighborhood and how the project will address any gaps.
    - iii. Must be specific to a problem the organization seeks to address supported by verifiable statistics, as applicable, such as population demographics, unemployment rate, percentage of residents receiving public assistance, school dropout rate. Cite the source of the data.
  - c. **PROJECT:** Provide a detailed description of the proposed project scope and activities:
    - i. Describe the scope of the proposed NAP project.
    - ii. Describe how the project will address this problem.
    - iii. Provide a project timeline with key milestone and target dates in development and implementation of the project to illustrate project completion within the program year.
    - iv. Identify project partners and/or collaborators.
    - v. Explain the ongoing sustainability of the project.
    - vi. Identify any Small Diverse Businesses (including Minority Business Enterprises, Women Business Enterprises, LGBT Business Enterprises, Disability-Owned Business Enterprises, Service-Disabled Veteran Business Enterprises, and Veteran Business Enterprises) participating in the project.
  - d. **PROPOSED OUTCOME:** Provide a description of the measurements to be used in this project:
    - i. Identify the outcome measure being used to gauge success for this project.
    - ii. Identify the current state of the measurement.
    - iii. Explain how the project will impact this measurement.
    - iv. Projected Outcome Data: provide outcome measure data the applicant expects to achieve at the completion of the NAP project.
2. **Budget Justification**
  - a. List all budget expenses for the project.
  - b. Review the costs identified to ensure they correspond with both the project activities and the ESA budget.
  - c. All costs included in the ESA budget should be included in the justification.

- d. Submit any documentation required to support the budget:
    - i. General Construction and Infrastructure/Site Preparation Costs
      - Provide a cost estimate prepared by an engineer or other qualified professional.
      - Provide evidence of property ownership, deed, or lease for all properties to be renovated, demolished, etc. as part of the proposed project.
    - ii. Salary Costs
      - Provide a list of all positions to be funded either fully or in part by NAP funding.
      - Provide a complete job description for each position including the salary, title of the position, and estimated number of hours to be spent on the NAP project.
    - iii. Machinery & Equipment and Office Equipment Costs
      - List the specific equipment to be purchased along with unit pricing.
    - iv. Space Costs
      - List all facilities to be charged to this project by name and address.
    - v. Contracted Services
      - Provide a copy of the proposed contractual agreement.
  - e. See Appendix C as a sample Budget Justification
3. **Proof of IRS 501(c)(3) Nonprofit Status for Applicant**
    - a. Provide one of the following:
      - i. A copy of the designation letter from the IRS (should not be more than twenty years old).
      - ii. First page of previous year's IRS-990 Form.
  4. **Signed Commitment Letters**
    - a. These letters must:
      - i. Be on contributor's letterhead, signed, and dated.
      - ii. Include the contributor's FEIN, legal address, contact name, and email address.
      - iii. Specify the commitment amount.
      - iv. Identify the fiscal year in which the commitment will be made (fiscal year 2024-2025).
      - v. Identify the applicant (nonprofit organization to which the contribution will be made).
    - b. NPP Applicants: upload both commitment letters and MOUs.
  5. **Additional Exhibit Requirements by Program:**
    - a. Neighborhood Assistance Program – none
    - b. Special Program Priorities
      - i. Narrative – clearly identify the specific SPP project activities.
      - ii. Documentation – upload supporting documentation as appropriate such as data, maps, charts, agreements, partnership arrangements, and/or resources that support the project priority.
    - c. Charitable Food Program
      - i. Narrative – must address food security.
      - ii. Contributor Commitment Letters – if donating food, must include monetary value of food donation.
      - iii. Non-Food Costs – must be explained in the narrative and identified in the budget justification.

## Appendix B: ESA Budget

When completing the budget section in ESA, the budget must include the NAP Request located in the first column and other sources of funds needed to undertake the project located in the remaining columns. These columns are named and designated by the applicant as the budget is entered in ESA.

All amounts entered in the budget in ESA should be rounded to the nearest whole dollar. **No cent amounts should be entered in the budget in ESA.** We will remove any cent amounts included.

The NAP Budget column must reflect the total contribution amount. The ESA budget must match the budget justification exactly. **Do not include the tax credit amount. Failure to adhere to these budget requirements may result in the application being denied.**

### Sample ESA Budget:

Add funding source	Neighborhood Assistance Program (NAP)	All Other Funding Private	Total
Please Select a Category ▼			
Add Category		Edit	
<b>General Construction - Collapse</b>	\$50,000.00	\$50,000.00	
New Construction <span style="float: right; color: blue;">Remove</span>	\$50,000.00	\$50,000.00	\$100,000.00
<b>Machinery &amp; Equipment - Collapse</b>	\$250.00	\$300.00	
New Equipment Purchase <span style="float: right; color: blue;">Remove</span>	\$250.00	\$300.00	\$550.00
<b>Operating Costs / Working Capital - Collapse</b>	\$35,406.00	\$32,883.00	
Salary/Fringe Benefits <span style="float: right; color: blue;">Remove</span>	\$32,406.00	\$32,683.00	\$65,089.00
Space Costs <span style="float: right; color: blue;">Remove</span>	\$3,000.00	\$200.00	\$3,200.00
<b>Related Costs - Collapse</b>	\$2,000.00	\$2,150.00	
Professional Services/Consultants <span style="float: right; color: blue;">Remove</span>	\$1,750.00	\$2,000.00	\$3,750.00
Insurance <span style="float: right; color: blue;">Remove</span>	\$250.00	\$150.00	\$400.00
<b>Total</b>	\$87,656.00	\$85,333.00	
		<b>Budget Total:</b>	\$172,989.00

The portion of contributions used for administrative costs and overhead should be limited. Administrative costs generally include salaries and benefits for applicant administration, finance/accounting, procurement, building maintenance, etc. as well as travel and office supplies/equipment. Administrative costs do not include the staff and time related to direct service provision and activities that directly benefit people, support physical improvements, or direct program costs.

## Appendix C: Sample Budget Justification

This sample budget justification format is to be used as a guide in preparing your budget justification, which details Neighborhood Assistance Program (NAP) budget costs in the Single Application for Assistance. This sample format for the justification can be used with all NAP project budgets. The budget justification should include only those budget categories and line items that are applicable to your project as identified in this addendum. The budget justification must match the budget entered in ESA.

### General Construction

	<u>NAP Cost</u>	<u>Other Cost</u>
<b>New Construction</b>		
See Cost Estimate for breakdown of costs		
<b>Total .....</b>	<b>\$50,000</b>	<b>\$50,000</b>

### Machinery & Equipment

	<u>NAP Cost</u>	<u>Other Cost</u>
2 Trash Compactors @ \$200 .....	\$200	\$200
3 Shelving Units @ \$50 each .....	50	100
<b>Total .....</b>	<b>\$250</b>	<b>\$300</b>

### Operating Costs/Working Capital

#### SALARIES

<u>Number of</u> <u>Persons</u>	<u>Title</u>	<u>Hourly</u> <u>Rate</u>	<u>Hours on</u> <u>Project</u>	<u>Total</u>	<u>DCED</u> <u>Cost</u>	<u>Other</u> <u>Cost</u>
1	Project Manager	\$ 16.00	2080	\$ 33,280	\$ 15,000	\$ 18,280
1	Admin. Assistant	12.00	1040	12,480	6,000	6,480

	<u>NAP Cost</u>	<u>Other Cost</u>
Fringe Benefits @ 32% .....	\$11,406	\$7,923
<b>Total Salaries and Fringes .....</b>	<b>\$ 32,406</b>	<b>\$ 32,683</b>

#### SPACE COSTS

	<u>NAP Cost</u>	<u>Other Cost</u>
200 sq. ft. @ \$10/sq. ft. ....	\$2,000	\$- 0 -
Maintenance @ \$100/month x 12 months ...	1,000	\$200
<b>Total .....</b>	<b>\$3,000</b>	<b>\$200</b>

### Related Costs

	<u>NAP Cost</u>	<u>Other Cost</u>
Consultant Services - 50 hours @ \$75/hour ...	\$1,750	\$2,000
Insurance .....	250	150
<b>Total .....</b>	<b>\$2,000</b>	<b>\$2,150</b>

	<u>NAP Cost</u>	<u>Other Cost</u>
<b>GRAND TOTAL .....</b>	<b>\$87,656</b>	<b>\$85,333</b>

## Appendix D: Sample Contributor Letter

---



Happy Valley Bank  
1234 Main Street  
Downtown, PA 00000

April 1, 2024

To Whom It May Concern:

On behalf of Happy Valley Bank (FEIN ##-#####), I would like to affirm our commitment of \$50,000.00 for fiscal year 2024–2025 to the Southside Community Development Corporation of Downtown, Pennsylvania.

We understand that this will be considered under the Neighborhood Assistance Program and would receive 65% in state tax credits on this amount if the application is approved.

Please direct correspondence to our CFO – W.E. Coyote at [wecoyote@happyvalleybank.com](mailto:wecoyote@happyvalleybank.com).

We look forward to our continued support of the neighborhood revitalization program in the Southside community.

Sincerely,

W.E. Coyote CFO  
Happy Valley Bank  
[wecoyote@happyvalleybank.com](mailto:wecoyote@happyvalleybank.com)

## **Appendix E: Sample Memorandum of Understanding**

---

### **Memorandum of Understanding/Business and Community Partnership Agreement**

Between  
BUSINESS NAME  
And  
NON-PROFIT ORGANIZATION NAME

#### **INTRODUCTION**

This Memorandum of Understanding/Partnership Agreement made this \_\_\_\_ day of \_\_\_\_ 20 requests a working agreement between:

The NON-PROFIT ORGANIZATION NAME (hereinafter referred to as the “Non-Profit”), a non-profit community-based organization serving the neighborhoods of \_\_\_\_\_ and covering an area bounded by \_\_\_\_ Street to the \_\_\_\_\_.

NAME OF BUSINESS (hereinafter referred to as the “Contributor”), a full-service financial institution serving Communities in the \_\_\_\_\_ region and beyond.

The purpose of this Memorandum of Understanding/Community Partnership Agreement (hereinafter referred to as “Agreement”, is to provide a framework for an effective working relationship and collaboration between the two entities to support the ongoing revitalization of the many neighborhood that comprise \_\_\_\_\_ service area, and to facilitate a range of community development investments needed to sustain such revitalization. In this regard, this MOU serves as a basis upon which:

general and specific commitments of financial and “in-kind” resources by the Contributor to the Non-Profit in the five- or six-year period from July 1, 20## to June 30, 20## can be developed and agreed to; and

general and specific investments by the Contributor to the Nonprofit can be defined and delivered to assist the Non-Profit in meeting the physical, economic, and quality-of-life goals represented in its Year \_\_\_\_ of the Strategic Neighborhood Plan.

#### **I. Guiding Principles**

Each entity recognizes that the other is prepared to commit a unique set of resources to this working relationship and each also acknowledge that the type and level of resources committed to have a successful collaboration may change over time as opportunities for development in the Nonprofit service area evolves.

##### **A. About the Non-Profit**

With respect to, its status as a non-profit organization and its history as an established neighborhood-based community development corporation operating in SERVICE AREA enable it to offer and deliver the following resources which are essential to the revitalization of its service area in general and particular project infinitives outlined in their neighborhood strategic plan:

- Social capital held by their “stakeholders” – residents, businesses, and institutions of the neighborhoods comprising the Project Area – in the form of relationships with and knowledge of the community and its many constituencies.
- Potential program and project financing available through financial intermediaries, philanthropic organizations and units of local, state, and federal government which are committed to supporting the Non-Profit charitable and socially motivated missions.

The Non-Profit promotes the strategic revitalization of the \_\_\_\_\_ community in which the Non-Profit carries out social services and housing activities for homeless families. Founded in \_\_\_\_\_, the Non-Profit provides an array of neighborhood assistance projects, education, and job training programs to transform \_\_\_\_\_ into a \_\_\_\_\_ community.

#### **B. About the Contributor**

With respect to the Contributor, its status as a reputable financial institution, lender, and investor enables it to offer and deliver a mix of resources considered essential to the revitalization of urban neighborhoods and to the growth and development of community development corporations charged with such a mission; examples of some of these resources include:

- Technical expertise to help organizations strengthen their planning, operations, infrastructure, and performance in the area of finance and accounting, personnel management, product development, external affairs, and marketing.
- Retail banking and financing services and products in the form of equity, debt, and grants and assistance in identifying similar resources that can augment their own direct investments.

The Contributor is committed and dedicated to serving the needs of its communities through the investment of financial resources and team member participating. Its mission is to meet the credit needs in communities served by the bank while maintaining sound nondiscriminatory standards and, through this mission, build mutually beneficial relationships with customers for the vitality of their communities.

The Contributor's products and services are designed to support first-time homebuyers, affordable rental housing, community and economic development, healthcare, and education while creating and supporting jobs and services in low-and moderate-income communities.

In general, and through this NPP-supporting project the Contributor will work closely with the Non-Profit and the many community based organizations, business leaders, and local government officials on community development initiatives that assist low-and moderate-income communities and their families. This commitment to improve quality of life in communities served by the Contributor reflects a commitment and a conviction to "make a difference."

## **II. Provisions and Commitments**

In support of the Nonprofit and Contributor collaboration under the Commonwealth's Neighborhood Partnership Program, the following pledges and commitments are made:

#### **A. The Contributor shall:**

##### Financial

- Pledge a minimum of \$50,000.00 in annual cash contributions over a five-year period to support the Non-Profit administration, operations, and management of its housing, economic, and human/social service programs and existing portfolio.
- Remit that pledge in the form of one lump-sum payment at the beginning of each calendar year, subject to the Non-Profit's satisfaction of related reporting requirements referenced herein and within the NPP guidelines.
- At its discretion, make additional cash contributions to benefit this project.

##### In-Kind

- Provide business development support as an in-kind contribution to the Non-Profit in the following areas that are designed to enhance its operations, management and overall growth and development as a business enterprise, including, but not necessarily limited to:
  - Professional development mentoring/consultation



- Accounting, bookkeeping and financial management
- Personnel management

#### Participation & Engagement

- Appoint a senior level representative to serve on an advisory committee that represents the interests of residents, businesses, and organization and institutional stakeholders in the Non-Profit's project service area; it will be the role of this body to provide general oversight and advice to the Non-Profit senior management and board on the implementation of the Non-Profit's Neighborhood Strategic Plan going forward.
- Publicize the nature and extend of the Contributor's support to the Non-Profit and information about the Non-Profit's mission within the business and through appropriate marketing events and materials demonstrating the unique collaboration between "business and community."
- Meet quarterly with the Non-Profit senior management team comprised of NAMES OF SENIOR MANAGEMENT TEAM to review the performance of the specific projects, assess the general working relationships and potential new opportunities brought about through this NPP collaboration, and determine the need for any refinements or amendments to the terms of this Agreement based on the first two activities.

#### **B. The Non-Profit shall:**

##### Financial

- Receive and fully account for the \$50,000.00 yearly cash contributions received from the Contributor over the five- or six-year period
- Issue financial and narrative reports to the Contributor on a quarterly basis confirming the proper appropriation of and benefits such resources with respect to the approved NPP application.
- Issue an on-line financial and narrative report to the Contributor on an annual basis confirming the proper appropriation of and benefits of such resources with respect to the approved NPP application.

##### In-Kind

- Facilitate the delivery and use of the business development support service referenced herein by the Non-Profit managers and staff to help enhance the Contributor's internal operations, management and overall growth and development as a business enterprise.
- Publicize and recognize the Contributor support to the Non-Profit in project-related materials, press releases, signage at project sites, and other appropriate media demonstrating the unique collaboration between "business and community".

##### Participation & Engagement

- Meet quarterly with the Contributor's senior manager designated as to work directly on this NPP-sponsored project on the items described above.
- Provide the Contributor with a detailed timetable for the completion of key project components and activities and their anticipated/expected outcomes or impacts that fall under the NPP supported project.

#### **C. The Contributor and Non-Profit shall:**

- Review their own and each other's performance under this agreement to assess the extent to which sufficient process is being made to justify the commitments of financial resources, in-kind resources, and overall effort to achieve the goals under NPP. Any refinements or changes to this agreement in spirit or in deed must be agreed to by both parties.

- In the event the joint or individual review of performance suggests termination of the agreement by mutual consent, a formal termination letter referencing the “lack of performance and recommended action” shall be drafted, fully executed, and delivered to the appropriate representatives of the Non-Profit, the Contributor, and DCED. The termination letter shall reference any services, products, resources owned by one party to the other and acknowledged by both, and a corresponding timetable for remittance of such debt.

**III. Concurrence**

The Non-Profit and the Contributor are in mutual agreement with the principles, terms, and spirit of this MOU/Agreement and prepared to proceed with this NPP-supported project as outlined above.

Name of Non-Profit: \_\_\_\_\_

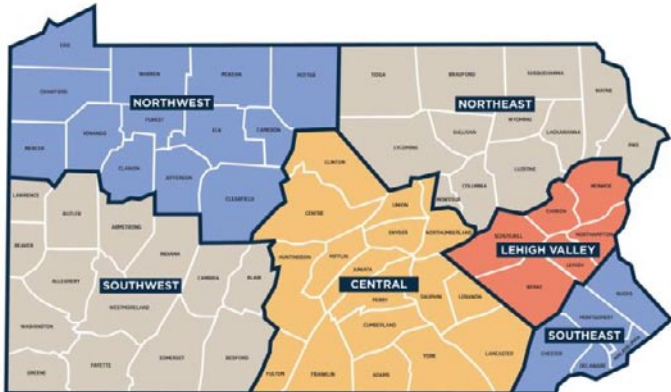
By: \_\_\_\_\_  
Title                      Signature                      Date

Name of Contributor: \_\_\_\_\_

By: \_\_\_\_\_  
Title                      Signature                      Date

## Appendix F: Regional Offices

### Pennsylvania Department of Community and Economic Development dced.pa.gov



#### **Southeast**

*Bucks, Chester, Delaware, Montgomery, and Philadelphia counties*

Department of Community and Economic Development

**Michael Shorr**, Director  
1650 Arch Street, Suite 2500  
Philadelphia, PA 19103  
(215) 560-3793  
Fax: (215) 560-5832  
[mshorr@pa.gov](mailto:mshorr@pa.gov)

#### **Northeast**

*Bradford, Columbia, Lackawanna, Luzerne, Lycoming, Montour, Pike, Sullivan, Susquehanna, Tioga, Wayne, and Wyoming counties*

Department of Community and Economic Development

**Paul Macknosky**, Director  
2 North Main Street  
Pittston, PA 18640  
(570) 963-4122  
Fax: (570) 654-6315  
[pmacknosky@pa.gov](mailto:pmacknosky@pa.gov)

#### **Lehigh Valley**

*Berks, Carbon, Lehigh, Monroe, Northampton, and Schuylkill counties*

Department of Community and Economic Development

**Fadia Halma**, Director  
449 Wild Mint Lane  
Allentown, PA 18104  
(717) 877-8481  
[fhalma@pa.gov](mailto:fhalma@pa.gov)

#### **Central**

*Adams, Centre, Clinton, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Northumberland, Perry, Snyder, Union, and York counties*

Department of Community and Economic Development

**Madra Clay**, Director  
400 North Street, 4<sup>th</sup> Floor  
Commonwealth Keystone Building  
Harrisburg, PA 17120-0225  
(717) 720-7397  
[maclay@pa.gov](mailto:maclay@pa.gov)

#### **Southwest**

*Allegheny, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Fayette, Greene, Indiana, Lawrence, Somerset, Washington, and Westmoreland counties*

Department of Community and Economic Development

**Johnna Pro**, Director  
301 Fifth Avenue, Suite 250  
Pittsburgh, PA 15222  
(412) 565-5098  
Fax: (412) 565-2635  
[jopro@pa.gov](mailto:jopro@pa.gov)

#### **Northwest**

*Cameron, Clarion, Clearfield, Crawford, Elk, Erie, Forest, Jefferson, McKean, Mercer, Potter, Venango, and Warren counties*

Department of Community and Economic Development

**Christi Martone**, Director  
100 State Street, Suite 205  
Erie, PA 16507  
(814) 871-4241  
[cmartone@pa.gov](mailto:cmartone@pa.gov)