

The seal of Northampton County, Pennsylvania, is a circular emblem. It features a central shield with a vertical line down the middle. The shield is surrounded by a decorative border. The text "COUNTY OF NORTHAMPTON PENNSYLVANIA" is written around the top inner edge of the seal, and "MERCY" is written across the middle. The year "1754" is visible at the bottom of the seal.

# **Northampton County Gaming Revenue and Economic Redevelopment Authority**

## **Grant Contract Amendment Procedures**

September 2014

## **STATEMENT OF PURPOSE**

Under the Local Share system established by the Pennsylvania Race Horse Development and Gaming Act, 4 Pa.C.S. §§ 1101 et seq. (the “Act”), Northampton County is required to use a portion of the monies it receives from slot machine revenues for the purpose of awarding municipal grants. These Grant Contract Amendment Procedures should be utilized by municipal entities who were awarded grants by the Northampton County Gaming and Economic Redevelopment Authority (the “Authority”) under the Local Share Municipal Gaming Grant Program and the Uncommitted Funds Municipal Gaming Grant Program. All grants are administered by Northampton County Department of Community & Economic Development (NCDCED) pursuant to an existing agreement with the Authority.

## **ELIGIBLE REQUESTS**

Requests for grant contract amendments include (without limitation) changes to the project, use of funds, budget or timeline specified in the original application and grant contract.

Unless otherwise agreed in writing by the Authority (in its sole and exclusive discretion), requests for grant contract amendments are limited to (1) per grant contract.

Unless otherwise agreed in writing by the Authority (in its sole and exclusive discretion), the maximum time allowed for an extension to an original grant contract is (1) year.

## **REQUEST GUIDELINES**

All grant contract amendment requests must be submitted electronically to the Northampton County Department of Community and Economic Development (NCDCED). All applicants must strictly adhere to the procedures established by the Authority.

A request for a grant contract amendment must be typed, on letterhead, and must contain the following information, to correlate with the existing grant agreement:

Name of the Grantee, also known as the “Municipality”;

Name of the Project as outlined in the existing grant contract;

An explanation of why the amendment to the grant contract is being requested, to include the following information, if applicable:

- Include a description of any changes to the project, by providing a description of the need, objective, and projected outcomes of the amended project; 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 (if applicable);
- A projected schedule and detailed timeline of the project with the proposed changes;

- Complete the attached Project Budget form (as changed), accompanied by a description of the basis of costs for the project and sources of funding. Provide cost estimates for the project with the proposed changes, preferably signed and sealed by the local municipal engineer, if applicable.
- Documentation of support from the affected community, as well as any professional or expert studies, analyses or support related to the project with the proposed changes or its need, uses, or costs; and (if applicable) the project’s association with the licensed gaming facility operations.

**PROCESS OF DETERMINATION**

The Authority staff will review a request for a grant contract amendment to ensure that such request for change meets eligibility requirements under the Act based on the evaluation criteria.

A request for a grant contract amendment will be presented for consideration at the first regularly scheduled Authority meeting, provided the request is received by NCDCEA a minimum of ten (10) days prior to the meeting. If deemed necessary, the requesting Municipality will be invited to give an oral presentation.

**DEADLINE**

Requests for amendments to grant contracts should be submitted no less than sixty (60) days prior to the expiration of the existing grant contract. The Authority and NCDCEA have no obligation to review requests for grant contract amendments received after this deadline.

**PROJECT BUDGET**

**Instructions:** Indicate the amount of funds you are requesting from the NCGR&ERA (as amended), as well as any funds contributed from the municipality in the corresponding columns. Attach cost estimates for the project costs as outlined below, preferably signed and sealed by the local municipal engineer, if applicable. If there are no changes to the budget, please indicate such in the body of your description of change request.

<u>Line Item</u>	<u>PROJECT COSTS</u>	<u>NCGR&amp;ERA</u>	<u>MUNICIPALITY</u>
<b>ACQUISITION</b>			
1	Land	\$	\$
2	Buildings	\$	\$
	Subtotal	\$	\$

<b>INFRASTRUCTURE/SITE PREPARATION</b>			
3	Roads & Streets	\$	\$
4	Parking	\$	\$
5	Water/Sewer	\$	\$
6	Utilities	\$	\$
7	Demolition	\$	\$
8	Excavation/Grading	\$	\$
9	Environmental Cleanup	\$	\$
	Subtotal	\$	\$
<b>OPERATING COSTS/ WORKING CAPITAL</b>			
10	Working Capital	\$	\$
11	Salaries & Fringe Benefits	\$	\$
12	Training & Technical Assistance	\$	\$
13	Consumable Supplies	\$	\$
14	Travel	\$	\$
15	Promotion/Public Relations/Advertising	\$	\$
16	Office Equipment	\$	\$
17	Space Costs	\$	\$
18	Audit	\$	\$
	Subtotal	\$	\$
<b>GENERAL CONSTRUCTION</b>			
19	New Construction	\$	\$
20	Renovations	\$	\$
	Subtotal	\$	\$
<b>MACHINERY &amp; EQUIPMENT</b>			
21	New Equipment Purchase	\$	\$
22	Used Equipment Purchase	\$	\$

23	Upgrade Existing	\$	\$
24	Installation/Modification	\$	\$
25	Vehicles	\$	\$
	Subtotal	\$	\$
<b>OTHER COSTS</b>			
26	Professional Services/ Consultants	\$	\$
27	Engineering	\$	\$
28	Inspections	\$	\$
29	Fees	\$	\$
30	Insurance	\$	\$
31	Environmental Assessment	\$	\$
32	Legal Costs	\$	\$
33	Closing Costs	\$	\$
	Subtotal	\$	\$
<b>GRAND TOTAL</b>		\$	\$

Signature \_\_\_\_\_

Date \_\_\_\_\_

**PROGRAM INQUIRIES**

Program inquiries and electronic requests should be directed to:

Northampton County Gaming Revenue and Economic Redevelopment Authority  
 Karen Collis, Executive Director  
 Northampton County Courthouse  
 669 Washington Street  
 Easton, PA 18042

**Phone:** (610) 559-3200, option 8; **Fax:** (610) 559-3775 fax

**E-mail:** [kcollis@northamptoncounty.org](mailto:kcollis@northamptoncounty.org)