Governor’s Center for Local Government Services

Pennsylvania’s One-Stop Shop for Local Government Officials
Inside FRONT Cover
The mission of the Governor’s Center for Local Government Services (the Center) is to provide a full range of vital programs, training, and services to resolve problems at the local level.

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= Financial Assistance
Municipal Assistance Program (MAP)
Through the Municipal Assistance Program (MAP), municipalities and counties may apply for grant funding to cover up to 50 percent of eligible costs related to:

- **Community Planning**: Planning activities to support community and economic development, including but not limited to the development of comprehensive community plans, land use ordinances, and Transit Revitalization Investment District (TRID) studies.

- **Floodplain Management**: Reimbursement of costs related to the preparation, administration, and enforcement of floodplain regulations pursuant to the PA Floodplain Management Act and the National Flood Insurance Program.

- **Shared Services**: Intergovernmental cooperation initiatives, including but not limited to regional police and fire services, shared personnel agreements, and boundary change studies.

For more information and to apply, visit newPA.com/MAP.

Community Planning and Land Use
Land use is a critical component in defining the character of communities. Those that deal with it smartly attract desired development and investment, improve quality of life, and minimize costs for infrastructure and services. As the designated state entity responsible for land use assistance and monitoring, the Center offers technical and financial assistance to facilitate the understanding of planning activities and implementation of best practices. Additionally, the Center offers tools — such as comprehensive land use reports and PABlightLibrary.com — to support wise decision-making related to land use, revitalization, preservation, and infrastructure in all of Pennsylvania’s urban, suburban, and rural communities.

To learn more about resources to support community planning, visit newPA.com/planning.
**Floodplain Management**
The Center provides technical and financial assistance to Pennsylvania’s flood-prone municipalities in order to ensure compliance with regulations established by the National Flood Insurance Program (NFIP). As a service to municipalities, the Center performs reviews of municipal floodplain ordinances and has developed a series of suggested provisions to aid in the development of such ordinances. Additionally, municipalities may be reimbursed for certain costs incurred in relation to the preparation, enactment, administration, and enforcement of floodplain ordinances.

For more information, visit **newPA.com/insurance**.

**Regional Police Services**
Regional policing is a cooperative approach entailing a multijurisdictional police force, and the concept continues to gain favor among municipal leaders faced with increasing costs and decreasing revenues. A regional police department operates under the control of a Board of Directors composed of officials representing each municipality. As a result of regionalizing services, police departments may benefit from greater efficiencies in administration, supervision, training, investigation, patrol, and specialty services.

Through a network of peer consultants — former police officers — the Center plays an active role assisting municipalities interested in regionalizing police services. In-depth management and feasibility studies provide a framework for action items while technical assistance guides the regionalization process.

To learn more about regional police services, visit **newPA.com/police**.

**Regional Fire and Emergency Services**
Through voluntary mergers and consolidations, fire departments and emergency service providers may become more sustainable. The Center provides technical and financial assistance to support regionalization efforts and continually recognizes successful ventures to encourage more departments to operate in this way.

For more information, visit **newPA.com/fire**.

**Peer Program**
The Center maintains a network of qualified Peers who have extensive experience and knowledge in local government administration. Through the Peer Program, municipalities may request onsite assistance from Peers with expertise in municipal finances and public safety.

To request assistance through the Peer Program, call 888.223.6837.
Local Government Capital Project Loan Program (LGCPLP)
Through the Local Government Capital Projects Loan Program (LGCPLP), eligible municipalities have greater purchasing power and access to equipment and facility loans at a fixed, low-interest rate of two percent.

- **Eligible Applicants:** Municipalities with population of 12,000 or less
- **Loan Details:**
  - A maximum of $50,000 or 50 percent of cost to purchase equipment can be borrowed for a period of 5 years
  - A maximum of $100,000 or 50 percent of cost to purchase or renovate facility can be borrowed for a period of 10 years
- **Supplemental Definitions:**
  - “Equipment”: any mechanized vehicle (i.e. truck, car, bulldozer, backhoe, grader, high lift, forklift, street sweeper, etc.) or data processing equipment (i.e. computer, terminal, printer, expansion unit, display unit, etc.)
  - “Facility”: any structure used to house offices or equipment and the land upon which the structure is situated

To view the program guidelines and to apply, visit newPA.com/LGCPLP.

City Revitalization and Improvement Zone (CRIZ)
The City Revitalization and Improvement Zone (CRIZ) Program is administered by the Center in collaboration with the PA Department of Revenue and Office of Budget.

The CRIZ program creates economic development zones in which improvement projects are undertaken and paid for by the state and local tax revenues generated within the zone. The goals of the program are to revive downtown areas and to create new jobs.

To learn more about the CRIZ program, visit newPA.com/CRIZ.

Early Intervention Program (EIP)
The Early Intervention Program (EIP) provides guidance for municipalities interested in an improved fiscal position. Financial assistance is available for the development and implementation of multiyear financial management plans. The goal of the EIP is to promote best management practices and ultimately avert fiscal distress.

To view the program guidelines and to apply, visit newPA.com/EIP.

Act 47: Municipalities Financial Recovery Act
Under Act 47 of 1987, the Center has a responsibility to assist Pennsylvania’s municipalities that are experiencing severe financial difficulties in order to ensure the health, safety, and welfare of the citizens. The Center provides professional expertise in the fields of financial management and public administration, as well as financial assistance through the Distressed Municipalities Revolving Fund to aid in the recovery process.

To learn more about financial distress under Act 47, visit newPA.com/act47.
Training and Certification Resources

Handbooks, Reference Manuals, and Guides
The Center publishes handbooks, reference manuals, and guides as a primary resource for local government officials. More than 50 publications are available online with helpful information relating to all aspects of local government administration.

To view and print these publications at no cost, visit newPA.com/publications.

PA Local Government Training Partnership (LGTP)
The PA Local Government Training Partnership (LGTP) represents a collaborative effort between the Center and its local government partner associations to provide training for municipal officials and employees to stay up-to-date on statutory requirements and best management practices. The LGTP offers in-classroom learning opportunities, as well as convenient, online video training modules, focusing on topics such as: budgeting, planning, and emergency services.

For more information and to register for courses, visit PAlocalgovtraining.org.

Local Property Tax Collector Qualification Program
Through the PA Local Government Training Partnership (LGTP), the Center administers the qualification program for local property tax collectors. Local property tax collectors must meet certain requirements, including continuing education credits, in order to be qualified to collect taxes.

For more information on local property tax collector qualification, visit newPA.com/qualification.

Municipal School of Government at Lebanon Valley College (LVC)
The Municipal School of Government at Lebanon Valley College (LVC) was created through a partnership between the Center and LVC to provide advanced training opportunities for municipal officials. Courses focus on topics such as: ethics, performance management, data-driven decision making, public policy development, and other technical material facilitated by subject matter specialists.

Additionally, the Center, LVC, and the PA Municipal League (PML) have partnered to establish the Regional Institute of Municipal and Corporate Sustainability at LVC. The Regional Institute serves as a resource for municipalities to promote and enhance sustainable policies and practices throughout the commonwealth, and is designed to complement PML’s Sustainable PA certification program.

PA Construction Codes Academy (PCCA)/Uniform Construction Code (UCC) Reports
Building Code Officials (BCOs) throughout Pennsylvania are required to submit quarterly filings and payments to the Center associated with building permit issuances. The funds are divided equally between the PA Construction Codes Academy (PCCA) and the PA Housing Research Center (PHRC) at Penn State to provide training and certification opportunities for construction code officials, design professionals, contractors, and other individuals involved with the implementation and enforcement of the Uniform Construction Code (UCC) throughout Pennsylvania.

BCOs or delegated municipal employees are encouraged to e-File the quarterly reports online at newPA.com/ucc.

To register for courses through the PCCA, visit PAconstructioncodesacademy.org.
Municipal Statistics Office

The Municipal Statistics Office is an information repository that serves many functions. The information maintained by the Municipal Statistics Office is collected from each of Pennsylvania’s 2,561 municipalities. An e-filing system is available to facilitate the submission of the required Municipal Statistics forms (described below):

- **Annual Audit & Financial Report:** A comprehensive financial report, including a Balance Sheet, Statement of Revenues and Expenditures, Debt Statement, and Statement of Capital Expenditures
- **Survey of Financial Condition Form:** A survey to aid in identifying communities that may be experiencing financial distress
- **Report of Elected and Appointed Officials:** A form to report the names, contact information, and demographics of all local government officials
- **Tax Information Form:** A form to report local tax rates for the upcoming year; tax information reported on this form is reflected in the Tax Register, the official source for employers to determine withholding rates for employees
- **Annual Report of Municipal Authorities:** A comprehensive financial report, including a Balance Sheet, Statement of Income and Expenditures, and Debt Statement

Access the Municipal Statistics database and reports online at [newPA.com/municipalstats](http://newPA.com/municipalstats).

Tax Equalization Division (TED)/State Tax Equalization Board (STEB)

The primary function of the Tax Equalization Division (TED) is to determine the aggregate market values of taxable real estate property in each political subdivision and school district. The market values are used by the PA Department of Education as a factor in the legislative formula for the distribution of state subsidies to each school district.

Additionally, the TED establishes a Common Level Ratio (CLR) of assessed value to market value for each county. The CLR is used in the process of appealing the tax-assessed value of a property.

The market values and common level ratios calculated by TED are approved and certified by the State Tax Equalization Board (STEB). For more information, visit [newPA.com/steb](http://newPA.com/steb).
Governor’s Awards for Local Government Excellence

Each year, the Center presents the Governor’s Awards for Local Government Excellence to honor local governments for their successes in undertaking innovative projects and initiatives to improve the quality of life in their communities. Nominations are accepted each year from September 1 through December 1 for the following award categories:

- Building Community Partnerships
- Responding to Adversity
- Promoting Community/Economic Revitalization
- Innovative Community/Governmental Initiatives
- Fiscal Accountability and Best Management Practices
- Innovative Planning and Sound Land Use Practices
- Intergovernmental Cooperation
- Information Technology
- Health and Wellness Initiatives

To learn more about the Governor’s Awards for Local Government Excellence or to submit a nomination during the timeframe specified above, visit newPA.com/lgawards.