# ****City of Harrisburg****

# ****FY 2019 - 2020****

# ****Community Development Block Grant****

# ****Public Facilities & Improvements Application Kit****

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# ****Department of Building and Housing Development****

# ****MLK City Government Center****

# ****10 North 2nd Street, Suite 206****

# ****Harrisburg, PA 17101****

# ****CITY OF HARRISBURG****

**COMMUNITY DEVELOPMENT BLOCK GRANT**

**(CDBG)**

**2019-20 PUBLIC FACILITIES & IMPROVEMENTS FUNDING APPLICATION**

**Mayor**

Eric Papenfuse

**City Council**

Wanda Williams, President

Ben Allatt, Vice President

Shamaine A. Daniels, Esq.

Westburn Majors

Ausha Green

David Madsen

Danielle Bowers

**Business Administrator**

Marc Woolley

**Department of Building and Housing Development, Director**

Franchon Dickinson

**APPLICATION INSTRUCTIONS**

**Application Deadline:**

Proposal Applications must be received in the Martin Luther King Government Center no later than

**Friday, 5:00 PM on September 27, 2019**

**THERE WILL BE A MADATORY SUBRECIPIENT WORKSHOP ON SEPTEMBER 10, 2019 AT 6:00 PM AT THE DEPARTMENT OF PUBLIC WORKS AT 1820 PAXTON AVENUE, HARRISBURG**

**Please submit three (3) complete copies with supporting applicant organizational information (listed on page 14) and email one (1) electronic copy to: City of Harrisburg’s Purchasing Department located at 10 N. 2nd Street, Harrisburg, PA 17101 and email purchasing@harrisburgpa.gov.** Please complete all forms and narratives included in this application package. Attach supporting documentation as required; however, please do not submit any more than the requested information. Brief responses that completely answer the question with the specific information asked are appreciated. Do not leave out any requested information. Incomplete application (aka “proposals”) submissions will not be considered.

A mandatory grant workshop will be held Tuesday September 10, 2019 at 6:00 PM at the City of Harrisburg Public Works facility located at 1820 Paxton Street, Harrisburg, PA 17104. Proposals will be accepted until Friday, September 27th at 5:00 p.m.

RFP/Application documents will be available for review and download on the City’s website at harrisburpa.gov. Requests for RFP /Application documents may also be requested by sending an email to [fddickinson@harrisburgpa.gov](mailto:fddickinson@harrisburgpa.gov).

The City of Harrisburg’s goal as reported in its 2019 Annual Plan includes community development and public improvement projects in low- to moderate-income areas with an emphasis on improvements to City parks, roadways, commercial corridors, gateways, lighting, access for handicapped individuals and public facilities that house organizations that serve low- to moderate-income households. The total amount of funding available for 2019 for Community Development in the form of Public Facilities and Improvements is $1,000,684.

* STAFF MAY REQUIRE ADDITIONAL INFORMATION to consider your application request and/or require the applicant to perform work not specifically stated in this application.
* PREMATURE COMMITTING OR EXPENDING FUNDS. Project costs are not eligible for CDBG reimbursement if they have been committed or spent prior to Environmental Clearance and execution of the sub-recipient grant agreement.
* AN ENVIRONMENTAL REVIEW IS REQUIRED FOR EACH PROJECT RECEIVING CDBG FUNDING. Depending on the type of project, this process takes 120 days or more to complete and can be a significant impact on the time required to implement a project.
* A SITE VISIT MAY BE CONDUCTED. The Proposal Review Committee may request a site visit of the proposed project. Notification will be given to the applicant prior to the site visit.

ALL CDBG-FUNDED PROJECTS MUST BE ACCESSIBLE TO PERSONS WITH DISABILITIES. Information, participation, communications, and services regarding your project must be accessible to persons with disabilities in compliance with the Americans with Disabilities Act (ADA).

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| I have read and understand the above information:  AGENCY NAME: |
| AUTHORIZED AGENCY SIGNATURE: |
| TYPED NAME AND TITLE: |

CDBG Public Facilities & Improvements

# About the Program

The Federal Housing and Community Development Act of 1974, as amended, created the Community Development Block Grant (CDBG) funding program administered by the U.S Department of Housing and Urban Development (HUD). The City of Harrisburg (The City) is an Entitlement Community, and receives an annual formula allocation of CDBG, for the creation and implementation of eligible activities that benefits extremely low, very low, low and moderate income persons, or those with annual household income below 80% Area Median Income (AMI) as defined by HUD. The City, under the CDBG program requirements, must submit a yearly application to HUD for approval of the proposed activities to be undertaken during the program year.

# The Objective

The Primary Objective of the CDBG program is to create affordable housing, suitable living environments and economic opportunities, for persons living in households with annual income below 80% AMI.

# Project & Activity Qualifications

To qualify for CDBG funding, the **proposed public facility or public improvement activity** must address the following:

* Meet one of the following City’s goal as outlined in the City of Harrisburg’s 2018-22 Consolidated Plan.

***Invest in community development and public improvement projects in low- to moderate-income areas with an emphasis on improvements to City parks, roadways, commercial corridors, gateways, lighting, access for handicapped individuals and public facilities that house organizations that serve low- to moderate-income households.***

***Invest in improvements to blighted areas in the City through demolition of existing vacant structures that are imminently dangerous or a cause of blight.***

***Invest in increasing affordable housing opportunities for low- to moderate-income households through the development of new and rehabilitated homeownership and rental housing and preserving the existing housing stock.***

* Principally benefit persons living in households with annual income below 80% AMI.
* Take place within the City of Harrisburg
* Benefit residents of the City of Harrisburg.
* For facility improvement projects, the facility must be open to the public during normal hours of operation and access to the facility must be either free of charge or a nominal fee.

# Eligible Activities

CDBG rules and regulations as described at 24 CFR §570.201(c) (d) specify eligible activities for the provision of public facilities and improvements and can include those improvements concerned with, but not limited to, the following:

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| * Acquisition | * Demolition |
| * Construction | * Slum and Blight Removal |
| * Reconstruction | * Housing Development |
| * Rehabilitation / Renovation | * Homeowner Rehab |

A full list of HUD eligible activities can be found at: <https://files.hudexchange.info/resources/documents/Basically-CDBG-Chapter-6-Public-Facilities.pdf>

Ineligible Activities: Costs of operating or maintaining public facilities or improvements; costs of purchasing construction equipment; costs of furnishings and other personal items; new construction of public housing. (Reference: <https://www.hudexchange.info/resource/2546/matrix-code-national-objective-table/> )

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| SECTION I – GENERAL INFORMATION | | |
| APPLICANT INFORMATION | | |
| Contact Name: | **Title:** |
| Applicant Address: |
| Phone Number: |
| Email Address: |

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| ORGANIZATIONAL INFORMATION | |
| Organization Name: | **Address:** |
| Executive Officer: |
| Website: |
| Phone Number: |  |
| DUNS#: | **Tax ID #**: |

Is your organization a 501 (c)(3) non-profit?  Yes  No ( if yes, please provide a copy of the State and Federal Tax exemption letter with this application)

Is your organization a governmental agency?  Yes  No

Does your agency owe any taxes or other debts to the City of Harrisburg?  Yes  No

If *yes*, describe debt owed and amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| ACTIVITY INFORMATION |

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| --- | --- | --- |
| Activity Name: | | |
| Activity Address: | | |
| Activity Costs: | Amount of CDBG Funds Requested: $ | |
| Source of Other Funds ( Type) | Amount of Other Sources:  $  $  $ | Funds Committed (Yes/No)  1.  2.  3. |
| If any source of funds has not been committed to the project, please indicate when the funds will be committed. | | |
| Activity Overview (attach summary sheet as necessary): | | |
| Activity Start Date: | Activity End Date: | |
| Target Population ( Census Tract/area of activity): | Number of Participants to be served: | |

SECTION II — ACTIVITY ELIGIBILITY

**CDBG NATIONAL OBJECTIVES**

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| Please indicate (check box) which eligibility criteria apply to the public facilities or public improvement project that you will be addressing in this proposal. Your proposal must meet the National Objective of benefitting low- to moderate-income persons.  **Benefit to Low- to Moderate-Income Persons** |
| Direct Benefit for Low to Moderate Income Persons. This Activity will directly benefit persons in households below 80% AMI as shown by actual beneficiary income documentation.  Direct Benefit to Limited Clientele. This Activity will directly benefit a class of persons who, by federal regulation, are presumed to be persons in households below 80% AMI Place a check mark in the box that best describes the beneficiaries of the proposed project or activity  Abused children  Battered Persons  Elderly persons  Severely Disabled Adults  Homeless Persons  Illiterate Adults  Persons Living with HIV/AIDS  Elderly Persons  Area Wide Benefit. This Activity will benefit residents of a particular low to moderate income neighborhood or area as defined by having more than 51% of the households with income below 80% AMI (attach a City map showing the boundaries of the area that will be served by the Activity and identify the Census Tracks).  **Prevent or Eliminate Slums or Blight**  If your Activity meets this objective, attach a map showing the City designated blighted area, and the location of the Activity within the blighted area. |

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| **CLIENT DEMOGRAPHICS** |

Please complete the following tables to show the number of clients in each income category your activity will serve. Current income limits can be found at <https://www.hudexchange.info/onecpd>

**Number of Persons or Households Served by Income Group**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Extremely Low**  **Income Level <30% of Median** | **Very Low Income level >30% & <50% of Median** | **Low Income Level**  **<50% & <80% of Median** | **At or above Income level = or > 80% of Median** | **Total** |
| **Persons** |  |  |  |  |  |
| **Households** |  |  |  |  |  |

**Number of Persons or Households Served by Racial Breakdown**

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| --- | --- | --- | --- | --- | --- | --- |
|  | **White** | **African American** | **Asian** | **Pacific Islander** | **Other Race** | **Total** |
| **Persons** |  |  |  |  |  |  |
| **Households** |  |  |  |  |  |  |

**Number of Persons or Households Served by Ethnicity**

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|  | **Hispanic** | **Non-Hispanic** | **Total** |
| **Persons** |  |  |  |
| **Households** |  |  |  |

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| **SERVICE DELIVERY** |

Please mark which of the following specific activities your organization intends to undertake. You may check more than one box.

**Improvements to public facilities**

**Public Improvements (parks, streets, open space, etc.)**

**Slum and blight removal**

**Demolition**

**Acquisition**

**Affordable housing development**

**Homeowner rehabilitation**

**Other**, please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City of Harrisburg CDBG funds must be spent entirely within the City, and all people directly served with City CDBG funds must be City residents. Will any people living outside the City be directly served under this Activity?  Yes /  No

If Yes, what other funds will be used to serve people outside of the City of Harrisburg?

**SECTION III – NARRATIVES**

Provide a brief overview of your organization, including a summary of the project you plan to undertake. Your organization will have one year to complete all activities that you are proposing. Please describe the readiness of your organization to implement the project outlined in this proposal. Provide brief background experience of the leadership of your organization, including the capacity of your Board and committee structure and the person or persons overseeing the project being developed. Provide, as an attachment to this proposal, resumes of key personnel. Also provide, as an attachment, financial statements for the organization that evidence financial wherewithal to undertake the activities described in this proposal.

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Please provide a detailed description of the activity or activities that you are proposing. Describe the need or the demand in the community the project will fulfill and how your projects meets the needs and goals outlined in the City of Harrisburg Five-Year Consolidated Plan. Describe your organization’s experience in undertaking similar projects of the scope and scale of the proposed project and your readiness to begin the proposed project. Quantify the committed sources of funds and outline your agency’s plan to leverage City CDBG funds. Identify the number of persons that will benefit from the proposed project. For activities that require additional funding besides City of Harrisburg CDBG funds, please indicate which funds are committed and which are not and when commitments for the additional funds will be secured.

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Please describe the target population that your activity will serve (seniors, children, youth, disabled, veterans, persons living with HIV/AIDS, homeless, substance abuse, etc.). Describe the target population in terms of age, gender, ethnicity, income level, and other defining characteristics. Please describe your organization’s experience in working with the target population and undertaking similar projects. If your organization has undertaken this type of activity in the past or has used City of Harrisburg CDBG funds, please describe the activities here.

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Describe how you plan to monitor your organization’s implementation of the proposed project, measure outcomes and document the results of your efforts in meeting your goals and objectives. How will the clients you serve provide evidence and verification to determine their household income and eligibility to ensure that you are meeting the National Objective?

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Provide the address of the location of the public facility or where the public improvement will be implemented. For projects that have an area benefit, identify the geographical area(s) within the City that the project will serve including an estimation of the number of total residents with household incomes below 80% AMI (please be as specific as possible). How will clients get to the facility? Describe how your organization plans to perform outreach to the target population. What efforts will your agency and partners make to promote your program and reach isolated individuals? Describe how the facility complies with Americans with Disabilities Act (ADA) requirements regarding accessibility.

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Please describe how you will collaborate with other entities on this activity (include the City, social supportive service providers, outreach efforts and community organizations).

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| **SECTION IV - TIMETABLE** |

Identify the implementing stages and completion for the proposed activity. Please demonstrate that the organization is ready to start the project immediately upon receiving an award of CDBG funds.

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| **Actions needed** | **Target Completion Date** |
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**SECTION V - PERFORMANCE MEASUREMENTS**

**GOALS:**

The proposed Activity meets which of the following goals (select **only** one):

**Create Suitable Living Environment**: Activities designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) or social issues such as crime prevention, literacy, or elderly health services.

**Provide Decent Affordable Housing**: Housing activities where the purpose of the Activity is to meet individual, family, or community needs and not activities where housing is an element of a larger effort, since such activities would be more appropriately reported under suitable living environment.

**Create Economic Opportunities**: Activities related to economic development, commercial development and job creation for low to moderate income households.

**OBJECTIVES:**

Select the most appropriate objective for the proposed Activity (select **only** one):

**Availability/Accessibility**: Activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low- and moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low- and moderate-income people where they live.

**Affordability**: Activities that provide affordability in a variety of ways in the lives of low- and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or daycare

**Sustainability**: Activities aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate-income, by removing or eliminating slums or blighted areas through multiple activities, or services that sustain communities or neighborhoods

**SECTION VI – LINE ITEM BUDGET FORM**

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| Name of Applicant: | Project Name: |
| **Instructions**:Please use the following format to present your proposed line item budget. In column A, list the items for which you anticipate the need to carry out the activity. In Column B, provide the calculation explaining how you arrived at the estimated cost of the line item. In Column C, provide the total budgeted amount. In Column C, provide the projected request for CDBG funds.   |  |  |  |  | | --- | --- | --- | --- | | **A** | B | **C** | **D** | | **Budget Item** | **Calculation** | **Total Amount** | **CDBG Request** | | **USES OF FUNDS** |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | **TOTAL USES OF FUNDS** |  |  |  | | **SOURCES OF FUNDS** |  |  |  | | **City of Harrisburg CDBG** |  |  |  | | **City of Harrisburg Other** |  |  |  | | **Commonwealth of Pennsylvania** |  |  |  | | **Other Federal Grants** |  |  |  | | **Philanthropic Grants** |  |  |  | | **Corporate Contributions** |  |  |  | | **Private Donations** |  |  |  | | **Private Financing** |  |  |  | | **In-Kind Donations** |  |  |  | | **Other** |  |  |  | | **TOTAL SOURCES OF FUNDS** |  |  |  |   **Audits of federal funds are required per OMP Circular A-133, however, agency must fund all audit costs.** | |

What is your organization's contingency plan if your agency does not receive the requested CDBG funding, or receives less than the amount requested?

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**SECTION VII - APPLICATION CHECKLIST**

**You must provide a copy of the following information in the order listed**

**Application and all pertaining information** - complete and sign the application.

**Non-profit status verification** — include your proof of non-profit status with an official document (copy) from the Internal Revenue Service (IRS), DUN and BRADSTREET NUMBER (DUNs), TAX ID Number.

**Board of Directors** — Provide a list of the Board of Directors or equivalent and their respective contact information (telephone numbers and addresses).

**Bylaws** — provide a copy of the organization's current bylaws or equivalent. 111 Organizational Chart or Organization Structure.

**Articles / Certificate of Incorporation.**

**Organization's total current year fiscal budget**

**Financial Statements -** include the most recent two year audited financial statements or tax returns

**Job Descriptions of Key Personnel -** include job descriptions of all staff members to be paid with City of Harrisburg CDBG funds.

**Board of Directors Authorization to Request Funds**

**Conflict of Interest Statement (see attached form)**

**Additional information** — if you feel the questions or information required by the application are not sufficient to describe your Activity completely, feel free to submit additional information. Plus attach any letters of support or other applicable information, if needed.

**All Applications will be scored and ranked based on the following scoring system.**

1. Organizational Capacity 0 to 15 points
2. Organizational Financial Management 0 to 20 points
3. Proposed Activities 0 to 10 points
4. Service Delivery 0 to 25 points
5. Leveraging Other Sources of Funding 0 to 15 points
6. Previous Experience 0 to 10 points
7. Outcomes 0 to 5 points

**SECTION VIII – SUBMISSION OF THIS APPLICATION**

All application should be submitted by the deadline to the following person:

City of Harrisburg

MLK City Government Center

10 North 2nd Street

Harrisburg, PA 17101

**SEXTION IX – CERTIFIFICATION**

I hereby certify that all information and documentation submitted as part of this proposal is correct and true to the best of my information, knowledge and belief and further understand that the City of Harrisburg shall use this information, in confidence, to make its determination of this organization’s eligibility for funding under the CDBG program. I also certify that this organization will comply with all federal rules and regulations if awarded funding under the CDBG program. If any information contained in this proposal is determined, at any time during or after the grant period, to be incorrect, misleading or a false statement or, in the event that HUD should determine that CDBG funds were improperly spent, and that money should be reimbursed to the U.S. Treasury, this organization will be responsible for the reimbursement of any and all CDBG funds expended.

Organization Name

By:

Print Name Title

Signature Date

Subscribed and Sworn before me this \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_, 2019

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My commission expires on (Affiant)

 **City of Harrisburg**

Department of Building

and Housing Development

Bureau of Housing

Phone: 717-255-6419

Eric Papenfuse, Mayor

Harrisburg City Council

**Conflict of Interest Disclosure**

All contractors and vendors for the City of Harrisburg’s Department of Building and Housing Development contracts are required to comply with Federal Regulations prohibiting conflicts of interest. The regulation concerns the following groups of people:

1. Employees, program participants, consultants, officers, elected or appointed officials of the City of Harrisburg, or;
2. Employees, consultants or officers of any firm or agency receiving funds for, or participating in City activities.

Please answer the following questions so that it may be determined if a conflict of interest exists:

* 1. Are you now, or have you been in the preceding year, in either category (a or b) described above?

Yes\_\_\_\_\_ No\_\_\_\_\_

* 1. Is any member of your household or family now, or have you been in the preceding year, in either category (a or b) described above?

Yes\_\_\_\_\_ No\_\_\_\_\_

* 1. Is any person with who you have a business relationship, or have had in the preceding year, in either category (a or b) described above? (A person with whom you have a business relationship includes your employees, partners, shareholders, officers or directors, persons in joint ventures, landlords, lenders, sellers of real estate, consultants, clients, co-workers, major equipment lessors or suppliers.)

Yes\_\_\_\_\_ No\_\_\_\_\_

Please disclose below the names of any person(s) with whom you may have determined that a potential conflict exists.

I hereby certify, under penalty of law, that all information provided is complete and true to the best of my ability, and further understand that the City of Harrisburg shall use this information, in confidence, to make its determination of my eligibility for federally-assisted contracts.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List on the following page all persons who you feel may be relevant to the preceding statements:

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| --- | --- | --- | --- |
| **Name** | **Address** | **Relationship** | **City Department** |
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| Required Recordkeeping Responsibilities | |
| Successful applicants will be required to sign a contract with the City which will state all the requirements to be placed on the applicant. In general, the following will apply to all applicants: | |
| 1. | Written records to justify all expenditures must be maintained for a period not less than three (3) years after the full amount of the grant is expended. Your records will be subject to review by the City and HUD. |
| 2. | You will be required to maintain the City’s minimum insurance standards, to be evidenced by a copy of the policy provided to the City within 10 days of execution of the contract. |
| 3. | You must agree to administer the CDBG program in accordance with 2 CFR Part 200, Subpart E, “Cost Principles for Non-Federal Entity, and Subpart F Audit Requirements |
| 4. | In accordance with the 2 CFR Part 200 Subpart F, the federal government requires that organizations expending $750,000 or more in federal financial assistance in a fiscal year must secure an audit. Agencies requesting $750,000 or more must choose one of the three ways of meeting this requirement and state which method they choose:   1. If your agency already conducts audits of all its funding sources including CDBG, the agency must submit a copy of its most recent audit, and may, at its discretion, include the CDBG portion of the audit cost in its CDBG project budget. 2. If your agency already conducts audits of its other funding sources but has neither received nor included CDBG in the past, the scope of the audit would be modified to incorporate CDBG audit requirements. The associated cost of the augmentation could then be included in the CDBG project budget, accompanied by the auditor’s written cost estimate. 3. If your agency does not have a current audit process in place, your agency will be required to budget for an audit. CDBG funds may not be used to pay for an audit. |
| 5. | You will be required to provide quarterly reports in a form acceptable to the City of Harrisburg stating the total number of persons served, including their ethnic origin, and whether they are female heads of household. These figures are required to be reported by HUD. |
| 6. | You will be required to obtain written proof of income of each person or household which you assist, unless your clients are abused children, battered spouses, elderly persons, handicapped persons, homeless persons, illiterate persons, or migrant farm workers. |
| 7. | You must have a written policy designed to ensure your facilities are free from the illegal use, possession, or distribution of drugs or alcohol. |
| 9. | If any income is derived from the activities funded by CDBG, that income must be returned to the City ***as program income.*** |