



impact Harrisburg

**Community Building
Application Kit**



Table of Contents

About Impact Harrisburg.....3

General Requirements.....4

Selection Criteria4

Program Overview5

Application Guidelines6

Application Instructions.....7

Application & Project Abstract.....8-14

Sources & Uses Example 15

Information Checklist..... 16

Scoring Matrix 17



impact Harrisburg

Impact Harrisburg provides grants for City projects that will leverage funds, which will be used with Impact Harrisburg funds to create the maximum impact on Harrisburg's tax base, create jobs for City residents and positively improve the operational efficiency of the City. The guiding principles are designed to attract quality projects with maximum community impact that are construction ready and will achieve the goals outlined in the Harrisburg Strong Plan.

Guiding Principles:

- Accountability of funds
- Leverage of other funds both private and public
- Fair and rational scoring process
- Inclusion: increasing opportunities and capacity for minority and other disadvantaged groups
- Respect, preserve and grow the culture of Harrisburg's neighborhoods
- Fund projects, not operations
- Produce measurable outcomes
- Build the City Tax Base (Real Estate, Earned Income, etc.)
- Create jobs (where possible for City Residents)
- Improve City Operational Efficiencies.

Project applicants must demonstrate an impact of at least one of the following areas:

- Building the City Tax Base by adding to the Real Estate Redevelopment of non-taxpaying, blighted properties into tax paying properties
- Earned Income or other taxes paid directly to the City of Harrisburg.
- Creating permanent jobs in the City, to the extent possible employing City residents.
- Improving operational efficiency, safety and livability of the City of Harrisburg.

General Requirements

- Applicants must be current with all federal, state and local taxes
- Project owner must submit three years of financials
- Projects must have a verifiable match as required by each of the programs
- Construction must begin within one year of awarding funds
- Projects must comply with all applicable federal, state and City requirements
- Performance bond and liability insurance must be demonstrated naming IMPACT HARRISBURG as named insured
- Detailed budgets are required
- Sources and Uses of Funds budget (see example Exhibit A)
- Applications must outline how the project will be operated after completion
- Applicant must maintain full and accurate records on the project and ensure adequate control over parties involved in the project
- Proof of construction permits and other governmental approvals must be provided prior to start of construction
- Applicants must submit plans to use DBE/MBE subcontractors
- Project must be audited within 180 days of completion.

Selection Criteria

- Completeness of application
- Detailed project description
- Adequacy of project eligibility documentation
- Project fits into the Impact Harrisburg's priorities
- Project can be completed within a reasonable time-frame
- Performance in carrying out previous projects, including DBE/MBE participation
- Prior experience with related activities, and/or prior experience with other grant programs, and proven record carrying out projects in the community
- Financial capacity as indicated by required three years of audited financial statements and banking/credit references
- Financial stability as indicated by other funding sources and amounts over time
- Adequate staffing (number of staff and qualifications)
- Organization strength, including: record-keeping methods, filing system, financial system

Economic Development Community Building Grants

This program is designed to accelerate and expand activities already underway in Harrisburg neighborhoods by offering grants to eligible applicants, as identified by Impact Harrisburg, to facilitate funding to property owners for facade improvements over a period of years. Interaction with residents, property owners and neighborhood residents is required to formulate a coordinated effort that is fully supported by the neighborhood. Goals are improving the livability, visual appeal, safety, and neighbor to neighbor interactions that rebuild relationships and ultimately ownership in Harrisburg neighborhoods contributing to a better, more livable city.

Eligible Applicants

Applicants may be not for profits 501(c)3, not for profit economic development corporations serving the City, the City of Harrisburg, Harrisburg Redevelopment Authority, Harrisburg Land Bank, or private corporations with demonstrated community support. A federal tax ID number is required. Applicants will be required to provide information to demonstrate their capacity to complete the project and plans to maintain the neighborhood after the project is completed.

Eligible Uses

- Supporting multi-year neighborhood strategies (of up to five years) in a geographically self-defined area of the City of Harrisburg that has been developed by a responsible party.
- Applicants with existing neighborhood plans are encouraged to apply.
- Implementation of neighborhood improvement strategies primarily centered around facade improvement for residential and commercial properties in target areas addressing blight and creating ownership in the neighborhood.
- Strategies similar to those required in state DCED Main Street and Elm Street programs. Applicants are responsible for implementation activities with individual property owners and execution of activities outlined in the grant application.
- Joint bidding of all work is encouraged.
- Funds may be used by eligible applicants to provide grants or low interest loans to property owners. Eligible applicants are encouraged to administer a permanent revolving loan program to leverage additional projects in the City.

Grant Limit

- The maximum grant amount is \$350,000

Match Requirement is 1:1

- Source of match is broadly defined, but must be demonstrated
- Interior improvements are eligible match
- Funds may be matched with weatherization, aging services, utility programs, and similar sources.



Application Guidelines

The application for **Community Building Grants** shall include the following information in the format outlined below. In addition, all applicants must arrange a meeting and site tour with Impact Harrisburg Executive Director prior to submitting an application to discuss eligibility and general requirements of the grant application and evaluation process.

Fully completed forms 1-6:

- Project Name, Project Developer with contact information, Federal Tax ID Number, Site Address
- Program Performance Categories
- Project Narrative
- Project Timeline
- Operational Details Beyond Construction
- Organizational Information

Additional Documents to be Submitted by Applicant:

- All General Requirement Documents
- Certification from City Planning Department that Project is consistent with Harrisburg's Comprehensive Plan
- Letter of support from City Department of Community and Economic Development
- Neighborhood Strategy (Project Business Plan)
- Neighborhood Map (designating properties to be improved)
- Letters of Support/Concern from Property Owners (all if possible) and Residents (if not property owners)
- Detail of plan for input from City business district or neighborhood of proposed project.

Application Instructions

Application Deadline: Friday, July 15, 2016
Applications must be postmarked no later than 5:00 pm,

Complete all forms and narratives included in this application package. Attach supporting documentation as required. Applicants must mail two (2) complete copies with supporting applicant organizational information (as set forth in the Application and Program Requirements) and must be postmarked no later than 5:00 p.m. on the due date. Please mail to: **C/O Impact Harrisburg, P.O. Box 6103, Harrisburg, PA 17106-143**. In addition, submit one (1) electronic copy of this Application at **www.impactharrisburg.org**. Please do not submit any more than the requested information; brevity and clarity are appreciated. **Impact Harrisburg** has the right to not consider incomplete applications.

All applicants are encouraged to call or email **Sheila Dow Ford at 717-919-1853 or sheiladowford@comcast.net** for assistance with questions regarding the preparation of your application.

- Applicants are required to comply with all applicable Program Requirements and STAFF MAY REQUIRE ADDITIONAL INFORMATION to consider application request and/or require applicant to perform work not specifically stated in this application or the Program Requirements.
- AN ENVIRONMENTAL REVIEW MAY BE REQUIRED FOR A PROJECT RECEIVING 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.
- Grant funding for all construction or rehabilitation projects are subject to Pennsylvania Prevailing Wage rules and regulations, or the federal Davis Bacon Act, as applicable. Prevailing wage information and forms can be found online at www.dli.state.pa.us
- IMPACT HARRISBURG MAY WITHHOLD FUNDS OR INVOKE CLAW BACK PROVISIONS should a timely close out report not be provided.
- A SITE VISIT IS MANDATORY. Prior to any grant of funds, the Executive Director must make a site visit of the proposed project. Notification will be given to the applicant prior to the site visit.
- ALL IMPACT HARRISBURG PROJECTS MUST MEET ALL FEDERAL, STATE AND CITY LEGAL REQUIREMENTS.

Reservation of Rights

IMPACT HARRISBURG reserves the right to change or modify Program Requirements at any time. Determinations on completeness, compliance or eligibility of any funding application are to be made at the sole discretion of the Board and shall be final.

Please verify that you have read and understand the information above.

Organization Name: _____

Print Name & Title: _____

Authorized Signature: _____



Application & Project Abstract

Project Name:			
Category of Impact Harrisburg Project Funding Sought: COMMUNITY BUILDING		Funding Year: FY 2016	
Legal Name of Applicant Organization:			
Address:			
City:		State:	Zip:
Telephone:		Fax:	
Website:		Hours of Operation:	
Federal Tax ID No.		Tax Map Parcel No.	
Type of Organization (circle one): Non-profit For-profit Individual/Other			
Name of Principal Contact:			
Title:		Email:	
Amount of Funding Requested: \$			
Funds Committed From Other Sources: \$			
Total Project Cost: \$			
Location of Proposed Project:			
<p>The applicant certifies that to the best of its knowledge and belief, the information included in this application is true and correct, and that the applicant will comply with all Impact Harrisburg requirements should this application be approved for funding.</p>			
_____ Signature		_____ Date	_____ Print Name & Title



Program Performance Categories

All Projects seeking Funding from Impact Harrisburg Programs must demonstrate an impact in at least one of the three areas identified below. Please check one or more boxes under the following program performance categories that apply to your Application.

1. Building the City Tax Base by adding to the Real Estate, Redevelopment of non-taxpaying, blighted properties into tax-paying properties, Earned Income or other Taxes paid directly to the City of Harrisburg

- Improves City Tax Base by adding to the Real Estate
- Redevelops non-taxpaying blighted properties into tax-paying properties
- Improves Earned Income or other Taxes paid directly to the City of Harrisburg

2. Creating Permanent Jobs in the City, to the extent possible employing City residents

- Creates permanent jobs in the City
- Employs City residents
- Promotes Economic Opportunity through DBE/MBE employment

3. Improving operational efficiency, safety and livability of the City of Harrisburg. This category applies to proposals that are aimed at improving a community or neighborhood by helping to make it more livable or viable by providing a benefit to principally low-and moderate-income people or by removing or eliminating slums or blighted areas.

- Enhances the living Environment through improving operational efficiency
- Improves safety
- Promotes livability of City of Harrisburg

Please provide a brief explanation on how your proposal will address the selected program performance category. Describe the anticipated quantifiable results of your proposal for the selected category.



Project Timeline

Provide a brief project timeline including the project start date & various planned implementation dates.

Monitoring

Briefly describe how you will monitor progress in implementing the Project. Attach copies of all data collection tools that will be used to verify achievement of Project goals. Identify who will be responsible for monitoring progress.

Insurance/Bonding/Worker’s Compensation

State whether or not the organization has liability insurance coverage, in what amount, and with what insuring agency. State whether or not the organization pays all payroll taxes and worker’s compensation as required by federal and state laws. State whether or not the organization has fidelity bond coverage for principal staff who handle the organization’s accounts, in what amount, and with what insuring agency.

Sources & Uses Table Example

Sources and Uses tables are requested with each type of project funding application. Below is an example of a Source and Use table.

Source	Amount
City CDBG	\$100,000
Private Equity	\$300,000
IMPACT HARRISBURG GRANT	\$200,000
10 yr Loan from XYZ Bank	\$400,000
TOTAL:	\$1,000,000
Uses	
Property Acquisition	\$25,000
Environmental Assessment/Remediation	\$100,000
Demolition	\$150,000
Design/Engineering	\$100,000
Construction	\$575,000
Contingency	\$50,000
TOTAL:	\$1,000,000



Information Checklist

Please check off each box to verify that the necessary documents are attached. All listed information must be included in order for your application to be reviewed.

- Identification of project owner/industrial occupant
- Three years of financial records
- Identification and proof of verifiable match.
Verification includes award and commitment letters from other funding sources, satisfactory demonstration of funds in a financial institution dedicated as a match for an application, a bank letter of credit or other similar documentation. One half of the matching funds must be secured before application submission and the other half must be demonstrated before funds can be disbursed for reimbursements.
- Non-profit determinations (tax exempt letter from IRS and/or state), if applicable
- List of Board of Directors, if applicable
- Plans to use minority owned business contractors in project constructions; identification of DBE/MBEs
- Detailed Budgets prepared by project professionals including construction estimates
- Proof of construction permits and other governmental approvals
- Copies of performance bond and liability insurance policies naming Impact Harrisburg as a co- insured, or certify ability and intent to obtain and submit policies prior to the start of construction.
- Banking references
- Sources and Uses of Funds
- Liability Insurance/Performance Bond/Worker's Compensation
- Neighborhood Strategy (Project Business Plan) including construction designs (to the extent available), financing, and viability assessment.
- Neighborhood Map (designating properties to be improved)
- Certification from City Planning Department that Project is consistent with Harrisburg's Comprehensive Plan
- Letter of support from City Department of Community and Economic Development
- Letters of Support/Concern from Property Owners (all if possible) and Residents (if not property owners)
- Detail of plan for input from City Business District of neighborhood of proposed project

Scoring Matrix Example

Applications will be reviewed according to the following matrix.

Completeness of Application Applicant has provided all required documentation, as identified on the Impact Harrisburg checklist	10 pts
Fits into Impact Harrisburg Guiding Principles and Project Guidelines Applicant has demonstrated eligibility for funding as outlined in the project guidelines.	30 pts
General Requirements Are Met Applicant has included all documents as outlined in the general requirements and has adequately provided documentation of project's eligibility, financial stability, use of DBE/MBE subcontractors, and organization experience.	60 pts
TOTAL	100 pts