



impact Harrisburg

**Economic Development
Contingency Fund
Application Kit**



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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 Contingency Fund

This program is designed to be used in cases of non-infrastructure related emergency needs for which there is no other grant source readily available causing stress on the City's General Fund. Funds are to be used to address unexpected problems that impact the health and safety of city residents that are not a normal operational expense of city government. Funds may be used as a grant match for any federal, state, or local grant applications which require match, so long as such applications/projects are eligible uses as identified in the Impact Harrisburg guidelines.

Eligible Applicants

Applicants are limited to City of Harrisburg, Dauphin County (for projects in the City of Harrisburg), Harrisburg Land Bank, or the redevelopment authority serving the City of Harrisburg. These funds can be applied for at any time.

Eligible Uses

- Building Collapse (grants do not absolve property owner from legal and financial responsibility)
- Public Building Repairs (critical need to keep doors to necessary service open)
- Special Studies and/or Plans Identified in Municipal Law or Necessary to Solve an Imminent Problem

Grant Limit

- The maximum grant amount is \$250,000

Match Requirement is 1:1

- May be waived for City Projects by the Impact Harrisburg Board upon request of demonstrated need by the eligible applicant.



Application Guidelines

The application for **Economic Development Contingency Grants** shall include the following information in the format outlined below.

Fully completed forms 1-4:

- Project Name, Applicant Contact information, Address of Project, Tax Map ID number
- Program Performance Categories
- Project Narrative
- Project Timeline

Additional Documents to be Submitted by Applicant:

- All General Requirement Documents as outlined on the Information Checklist

Application Instructions

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: ECONOMIC DEVELOPMENT CONTINGENCY FUND		Funding Year: FY 2016
Legal Name of Applicant Organization:		
Address:		
City:	State:	Zip:
Telephone:	Fax:	
Website:	Hours of Operation:	
Tax Map Parcel No.		
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 Narrative

Describe the proposed project, its location and scope. Identify the project owner and industrial occupant. The narrative should (i) Identify the specific Impact Harrisburg program for which the applicant seeks funding; (ii) Detail how the project will positively impact the three areas: Building the City Tax Base; Creating permanent jobs in the City; Improving operational efficiency, safety and livability of Harrisburg; (iii) Identify how the project ties in with Impact Harrisburg priorities. The narrative should also discuss the population to be served or the area to benefit. Describe the work to be performed, including the activities to be undertaken, the services to be provided, the goals and objectives, method of approach, and the implementation schedule. *Attach additional sheets as necessary.



Project Timeline

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

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.
- 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 & Uses of Funds
- Liability Insurance/Performance Bond/Worker's Compensation

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