



**impact Harrisburg**

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## **Program Requirements**



# Table of Contents

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- Purpose .....3
- Guiding Principles .....4
- General Requirements.....4
- DBE Requirements.....5
- Deadline for Applications.....5
- Prevailing Wage.....5
- Reservation of Rights .....5
- Programs.....6
- Evaluation.....6
- Large Economic Development Program Requirements.....7
- Community Building Program Requirements .....9
- Economic Development Contingency Funds Program Requirements..... 12
- Infrastructure Project Program Requirements..... 13
- Infrastructure Contingency Program Requirements..... 15
  
- Exhibits .....
  - A. Sources & Uses Table Example..... 16
  - B. MBE Due Dillgence Requirements, WBE and VBE participation ..... 17
  - C. Scoring Matrix Example .....20
  - D. Close-Out Report Table Example..... 21



# impact Harrisburg

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## **Purpose–Alignment with by-laws and 501(c)3 filing**

The Harrisburg Strong Plan set aside funding to help Harrisburg with economic development opportunities and infrastructure challenges through the establishment of a separate 501(c) 3. The economic development funds were established in the plan for the purpose of engaging in a wide range of economic development and related activities for the benefit of the City, including activities designed to revitalize and expand City revenues through new sources of tax revenues by successful, new and expanded business activities. The infrastructure component is intended to be for the purpose of engaging in a wide-range of maintenance, operation, repair and improvements projects related to City infrastructure.

The plan called for a Task Force to be created to help with the structure and the development of guidelines for the administration of these funds. The corporation to be formed is IMPACT HARRISBURG. IMPACT HARRISBURG is to provide 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 (real estate, earned income and others), on jobs for City residents and will positively improve the operational efficiency of the City. The guidelines 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.

## **General Guideline Requirements for all Projects**

Project applications 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:**

- Project applicants and affiliated businesses must be current with all federal, state and local taxes.
- Identification of project owner and industrial occupant.
- Three years of financials must be submitted by the owner of the project.
- Projects must have a verifiable match as required by each of the programs. Verification includes award and commitment letters from other funding sources, satisfactory demonstration of funds in a financial institution dedicated as match for an application, a bank letter of credit or other similar documentation. One half of the matching funds must be secured before the application is submitted and the other half must be demonstrated before funds can be disbursed for reimbursements.
- Project construction must begin within one year of awarding of funds, unless an extension is granted for cause by the IMPACT HARRISBURG Board of Directors.
- Projects must comply with all applicable federal, state and city requirements including, but not limited to construction, grant administration, wage rates, compliance and reporting of expenditures and match requirements.
- Performance bond and liability insurance must be demonstrated naming IMPACT HARRISBURG as co-insured.
- Detailed budgets will be required by all programs. Budgets should be prepared by professionals (engineers, construction professionals, architects, etc.). Detailed budgets are needed to evaluate both the viability of the project and the readiness of the project to begin construction.
- Operational details beyond construction. Applications must outline how the project will be operated after completion, where funding for regular maintenance and capital improvements – the long term sustainability of the project – will be coming from and who will be responsible. Private sector and not for profit business plans are strongly suggested as part of

the application.

- Project applicant must maintain full and accurate records on the project and ensure adequate control over parties involved in the project. IMPACT HARRISBURG requires access to these records as well as the ability to inspect all work, invoices, materials and other relevant records. Upon request of IMPACT HARRISBURG, the project applicant must furnish all data, reports, contracts, documents and other relevant information.
- Project applicants must provide history of work with DBEs
- Proof of construction permits and other governmental approvals must be provided to Impact Harrisburg prior to the start of construction.
- Plans to use DBE-owned business subcontractors in project construction and identification of DBE contractors/sub-contractors involved in the project
- Project must be audited by an independent CPA within 180 days from completion at the expense of the applicant; a copy of the audit must be promptly furnished to Impact Harrisburg.

## **DBE Requirements**

Project applicants are REQUIRED to work with Disadvantaged Business Enterprises as contractors or subcontractors on their project. Successful applicants must establish a goal for DBE participation and document their process in working toward achieving their goal. Project applicants are also encouraged to work with Women and Veteran owned businesses.

## **Deadlines for Applications**

Applications will be accepted PERIODICALLY with differing deadlines for the three main programs operated by IMPACT HARRISBURG. Contingency program applications can be accepted at any time. Deadlines to be established by IMPACT HARRISBURG Board on recommendation of the IMPACT HARRISBURG Executive Director. All application periods will be publicly advertised.

## **Prevailing Wage**

All grant funds are subject to Pennsylvania Prevailing Wage rules and regulations, or the federal Davis Bacon Act, as applicable. Grantees failing to comply with the Prevailing Wage Act do so at their own risk. Do not assume that the PA Prevailing Wage Act is always consistent with local union wages. All applicants should apply for a wage determination letter prior to the start of construction by registering the project with the PA Department of Labor and Industry to obtain the prevailing wage rates relevant to the project. The determination sheet will provide the necessary trade classifications for the project, and the corresponding hourly wage and fringe rates that are required for the certified payrolls required by Impact Harrisburg. If necessary, the Department of Labor and Industry can issue determination letters after construction has begun.

The prevailing wage information and forms can be found on-line at the following web address:  
[www.dli.state.pa.us](http://www.dli.state.pa.us)

## **Reservation of Rights**

IMPACT HARRISBURG reserves the right to change or modify these 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.

## **Programs**

IMPACT HARRISBURG offers five programs for eligible applicants to apply for funding. Each program must meet the general requirements of the purpose, guiding principles and general guidelines as well as the program specific guidelines. They are listed below with a target amount of funds to be used:

- Economic Development
  - Large Project Grants – 50% target
  - Community Building Grants – 30% target
  - Contingency Fund – 20% target
- Infrastructure Development
  - Infrastructure Project Grants – 90% target
  - Contingency Fund – 10% target

## **Evaluation**

Grant applications meeting the general and specific program guidelines as outlined will be evaluated using the general criteria outlined in the scoring matrices attached as Exhibit C.

# Large Economic Development Project Requirements

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This program is designed to help redevelop larger problem or blighted properties in neighborhoods and business districts in Harrisburg that slow development. Typically these larger properties are challenging to address due to size and scope of the project or stall progress in areas. This program can also jump start activities on larger projects in areas of the City. These grants can be used in conjunction with Community Building grants and comprehensive strategies are recommended.

## Eligible Uses

Acquisition, Redevelopment of blighted sites, Demolition (blight removal), Construction, Site Development, On-site and site to main infrastructure improvements, environmental remediation

## Grant Limit and Match Requirement

- The maximum grant amount is \$500,000.
- The minimum is \$50,000.
- Match requirement is detailed below:
  - \$50,000 to \$250,000 minimum 1:1
  - \$250,000 to \$500,000 minimum of 1:3 (Impact:Project)

## Eligible Applicants

Applicants may be private sector individuals or businesses, 501(c)(3) not for profits, not for profit economic development corporations, City of Harrisburg, Harrisburg Redevelopment Authority, Harrisburg Land Bank and similar authorities and agencies serving the City. A federal tax ID number is required. Applicants will be required to provide information to demonstrate their capacity to build the project and operate the project after construction for the foreseeable future.

## Application Guidelines

The application for Large Project 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.

- Project Name; Developer of the Project with contact information (name, address, phone, email); Federal Tax ID Number; Site Address; Tax Map Parcel ID number; General Site Map
- Address all issues required in the General Requirements
- Certification from the City Planning Department that project is consistent with the Harrisburg's Comprehensive Plan
- A letter regarding the project from the City Department of Community and Economic Development
- Project Narrative: A narrative of approximately 1,000 words providing details of the project, why IMPACT HARRISBURG funding is needed for the project and the plan for post

- construction operations of the project
- General Sources and Uses Budget of the project
- Project Timeline
- Project Business Plan (Pro forma): Includes project budget with detailed construction estimates, designs to the extent available, financial viability of the plan, including construction financing
- Letters of support, or reasons for opposition, from the City business district or neighborhood in which the project is proposed
- Detail of plan for input from City business district or neighborhood of proposed project
- Other information as requested by Impact Harrisburg

## **Process for Accessing Funds**

1. After a project is approved and a grant contract is executed by the Developer of the Project and IMPACT HARRISBURG, the IMPACT HARRISBURG Executive Director will work with the awardee on a timeline for release of funds.
2. In all cases, funds are released on a reimbursement basis, including expenditure of match funding. This will likely require a construction line of credit, mortgage or advance of equity into the project. Detailed invoices will be required along with sworn statement that invoices have not been submitted to another funding (grant) source for reimbursement.
3. All required city, state and federal approvals must be in place before funds are released.
4. 100% of match must be in place before disbursement of funds is allowed.
5. Projects will be required to demonstrate impact of project in the categories below through the first five years of the project. IMPACT HARRISBURG has the right to hold a subordinate mortgage, lien or other securitization pending proof of satisfactory compliance with Impact Harrisburg requirements. Withholding of final payment or claw back provision of funds may also be required as part of a grant contract and may be implemented should goals not be achieved.
  - a. Building the City Tax Base by adding to the Real Estate through new construction or redevelopment of existing or blighted properties, Earned Income or other taxes paid directly to the City of Harrisburg
  - b. Creating jobs in the City, to the extent possible employing City residents
  - c. Improving operational efficiency, safety and livability of the City of Harrisburg
6. Project Monitoring: IMPACT HARRISBURG staff or representatives will have access to all records and project site during the time from execution of the grant contract to formal close out of the project. The applicant/grant recipient agrees to provide information on a timely basis and comply with all requirements set forth in these guidelines and grant contract.
7. Project Close Out: Each project will be required to submit a program report detailing the total project budget, the use of grant funds and identification of match requirements. IMPACT HARRISBURG reserves the right to require a formal audit of the project at the expense of the applicant/grantee and furthermore may withhold funds or invoke claw back provisions should a timely Project Close - Out Report not be submitted.

# Community Building Program Requirements

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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 façade improvement 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 Uses

- Community Building Grants are designed to support 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 that is either a 501(c) 3, City of Harrisburg, or private sector developer.
- Application must represent a project with broad neighborhood support from residents, property owners and businesses, and reflect a broader strategy for long term neighborhood improvement. Applicants with existing neighborhood plans are encouraged to apply.
- Grants are to be awarded to eligible applicants, who will then be responsible for implementation of neighborhood improvement strategies primarily centered on façade improvement for residential and commercial properties in target areas addressing blight and creating ownership in the neighborhood.
- Applications should reflect 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.
- Grant 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 and Match Requirement

- 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

## Eligible Applicants

Applicants may be not for profits 501(c) 3 or (c) (4), 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.

The application for Community Building Grants must include the following information in the format outlined below. In addition, 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 application and evaluation process.

## **Application Requirements**

Community Building Grants are designed to enhance Harrisburg's neighborhood livability. The program is designed to bring neighborhoods together and develop ownership in long term neighborhood improvement. Mixed use neighborhood (commercial and residential) projects are encouraged. Community Building Grants may be used in conjunction with Large Project Grants, but may not serve as match.

- Project Name; Developer of the Project with contact information (name, address, phone, email); Federal Tax ID Number; Site Address; Tax Map Parcel ID number; General Site Map
- Address all issues required in the General Guidelines
- Certification from the City Planning Department that project is consistent with the City of Harrisburg's Comprehensive Plan
- A letter of support for the project from the City Department of Community and Economic Development
- Project Narrative: A narrative of approximately 1,000 words providing details of the project, why IMPACT HARRISBURG funding is needed for the project and the plan for post construction operations of the project
- General Sources and Uses Budget of the project
- Project Timeline
- Neighborhood Strategy (Plan): Includes project budget with detailed construction estimates, designs to the extent available, financial viability of the plan, including construction financing
- Neighborhood Map designating properties to be improved
- Proof of Match (as required in General Guidelines)
- Plan to include minority owned businesses in the construction of the project
- Letters of support from property owners (all if possible)
- Letters of support from residents (if not property owners)
- Letters from the city business district or neighborhood in which the project is proposed expressing support or reasons for opposition
- Detail of plan for input from City business district or neighborhood of proposed project
- Other information as requested by Impact Harrisburg

## **Process for Accessing Funds**

1. After a project is approved and a grant contract is executed by the applicant and IMPACT HARRISBURG, the IMPACT HARRISBURG Executive Director will work with the awardee on a timeline for release of funds.
2. It is preferred that funds are released to reimburse work completed, including expenditure of match funding. The IMPACT HARRISBURG Board may waive that requirement upon the recommendation of the IMPACT HARRISBURG Executive Director. Detailed invoices will be required along with sworn statement that work has not been submitted to another funding (grant) source for payment.
3. All commitments for private sector, city, state and federal approvals must be in place before

funds are released.

4. Projects will be required to demonstrate impact of project in the categories below through the first five years of the project. IMPACT HARRISBURG has the right to hold a subordinate mortgage, lien or other securitization pending proof of satisfactory compliance with impact requirements. The withholding of a payment, or claw back provision of funds may also be required as part of a grant contract and may be implemented should goals not be achieved.
  - a. Building the City Tax Base by adding to the Real Estate, Earned Income or other taxes paid directly to the City of Harrisburg
  - b. Creating jobs in the City, to the extent possible employing City residents
  - c. Improving operational efficiency, safety and livability of the City of Harrisburg
5. Project Monitoring: IMPACT HARRISBURG staff or representatives will have access to all records and project site during the time from execution of the grant contract to formal close out of the project. The applicant/grant recipient agrees to provide information on a timely basis and comply with all requirements set forth in these guidelines and grant contract.
6. Project Close Out: Each project will be required to submit a program report detailing the total project budget, the use of grant funds and identification of match requirements. IMPACT HARRISBURG reserves the right to require a formal audit of the project at the expense of the applicant/grantee and furthermore may withhold a percentage of the funds or invoke claw back provisions should a timely Project Close -Out Report not be submitted.

# Economic Development Contingency Program Requirements

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## Eligible Uses

- Economic Development Contingency Fund Grants are 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 for eligible uses as identified in these IMPACT HARRISBURG Program Guidelines.
- Examples: building collapse (grants do not absolve property owner from legal and financial responsibility); public building repairs (critical need to keep doors open to necessary service); special studies and/or plans identified in municipal law or necessary to solve an imminent problem.

## Grant Limit and Match Requirement

- The maximum grant amount is \$250,000.
- Match requirement is 1:1, but may be waived for City Projects by the IMPACT HARRISBURG Board upon request of and demonstrated need by the eligible applicant.

## 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.

## Application Guidelines

- Name of project, name (address, etc.) of applicant, address of project, tax map ID number
- Short narrative identifying the project
- Sources and Uses of Funds budget
- Verified source of match requirement
- Professional estimates to support the sources and uses statement

# Infrastructure Project Program Requirements

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## Eligible Uses

Sewer lines and treatment facilities, Water lines and treatment facilities, Transportation (including roads, bridges, signals, sidewalks), Internet, broadband, Wi-Fi service, Mass Transit with direct benefit to Harrisburg City residents, City lighting (to improve efficiency and public safety), private property sewer/water problems (residential lateral replacement) and similar projects

## Grant Limit and Match Requirement

- The maximum grant amount is limited to funds available in the Infrastructure Fund.
- Match requirement is 1:1

## Eligible Applicants

Eligible applicants are limited to Capital Region Water and the City of Harrisburg.

## Application Requirements

The application for Infrastructure Project Grants must include the following information in the format outlined below. In addition, applicants **MUST** arrange a meeting and site tour with IMPACT HARRISBURG Executive Director prior to submitting an application to discuss eligible and general requirements of the grant application and evaluation process.

- Project Name; Project Applicant with contact information (name, address, phone, email); Federal Tax ID Number; Site Address; Tax Map Parcel ID number; General Site Map
- Address all issues required in the General Requirements
- Proof that project is consistent with the Harrisburg Comprehensive Plan and plans of Capital Region Water and City of Harrisburg.
- Project Narrative: A narrative of approximately 1,000 words providing details of the project, why IMPACT HARRISBURG funding is needed for the project and the plan for post construction operations of the project
- General Sources and Uses Project Budget
- Project Timeline
- Project Plan: Includes project budget with detailed construction estimates, designs to the extent available, financial viability and sustainability of the plan, including construction financing
- Source and Proof of Match (as required in General Requirements)
- Plan to include DBEs in the construction of the project
- Letters from the city business district or neighborhood in which the project is proposed expressing support or reasons for opposition
- Detail of plan for input from City business district or neighborhood of proposed project
- Other information as requested by Impact Harrisburg

## Process for Accessing Funds

1. After a project is approved and a grant contract is executed by the Developer of the Project

and IMPACT HARRISBURG, the IMPACT HARRISBURG Executive Director will work with the awardee on a timeline for release of funds.

2. Funds will be released according to a draw down schedule established by the applicant and IMPACT HARRISBURG. Funds are to be released to pay for work and materials related to the project. They may not be held for more than ten (10) days by the applicant without permission of IMPACT HARRISBURG. Detailed receipts and other documentation will be required along with sworn statement that work has not been submitted to another funding (grant) source for payment.
3. All required city, state and federal approvals must be in place before funds are released.
4. Project Monitoring: IMPACT HARRISBURG staff or representatives will have access to all records and project site during the time from execution of the grant contract to formal close out of the project. The applicant/grant recipient agrees to provide information on a timely basis and comply with all requirements set forth in these guidelines and grant contract.
5. Project Close Out: Each project will be required to submit a program report detailing the total project budget, the use of grant funds and identification of match requirements. IMPACT HARRISBURG reserves the right to require a formal audit of the project at the expense of the applicant/grantee and furthermore may withhold funds or invoke claw back provisions should a timely Project Close-Out Report not be submitted.

# Infrastructure Contingency Program Requirements

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## **Eligible Uses**

Infrastructure Contingency Grants must be used in cases of infrastructure related emergency needs for which there is no other grant source readily available causing stress on the City's General Fund.

## **Grant Limit and Match Requirement**

- The maximum grant amount is \$500,000.
- There is no match requirement.

## **Eligible Applicants**

The eligible applicants are the City of Harrisburg and Capital Region Water.

## **Application Guidelines**

- Name of project, name (address, etc.) of applicant, address of project, tax map ID number
- Short narrative identifying the project
- Sources and Uses of Funds budget
- Professional estimates to support the sources and uses statement

# Exhibit A

## Example: General Sources and Uses Table

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

<b>Source</b>	<b>Amount</b>
City CDBG	\$100,000
Private Equity	\$300,000
IMPACT HARRISBURG GRANT	\$200,000
10 yr Loan from XYZ Bank	\$400,000
<b>TOTAL:</b>	<b>\$1,000,0000</b>
<b>Uses</b>	
Property Acquisition	\$25,000
Environmental Assessment/Remediation	\$100,0000
Demolition	\$150,000
Design/Engineering	\$100,000
Construction	\$575,000
Contingency	\$50,000
<b>TOTAL:</b>	<b>\$1,000,0000</b>

# Exhibit B

## DBE Goals and Due Diligence Requirements Inclusion of Women and Veteran Owned Businesses

Harrisburg is a community of diverse people, which is one of its strengths. Striving for inclusion and creating opportunities for Minority, Women and Veteran owned businesses is a priority for IMPACT HARRISBURG.

The scoring process of applications for IMPACT HARRISBURG funding will include additional points for those projects that include minority contractors, subcontractors and suppliers. Additional points will also be awarded to projects using women and veteran owned businesses.

### Definitions

**Minority Business Enterprise:** sole proprietorship, partnership, joint venture, corporation, or entity owned and controlled by minority group members that meets the following criteria:

- a. At least 51% is owned by minority group members or women and no part of its ownership, operation or control is in the hands of the respective prime contractor of the relevant IMPACT HARRISBURG contract
- b. Minority group members or women share in the risks and profits of the enterprise to the extent of their individual holdings
- c. Minority group members' or women's participation in the business is active, as opposed to passive, and such participation is not dependent on the consent of non-minority group(s) or primarily male members not identified by federal requirements as minority, who may also have holdings in the business enterprise
- d. The business enterprise has experience in the area to which it claims expertise; and
- e. The business enterprise was not organized solely to meet these requirements.

### Minority

African Americans, Hispanic Americans, Asian Americans, Native Americans, American Aleuts, and other minorities as recognized by federal regulations.

### Women Owned Business Enterprise

A woman owned business enterprise must:

- Be at least 51%-owned and controlled by qualified women
- Be owned by a United States citizen or citizens
- Be in business for at least one year or have a two-year business plan reviewed by a Small Business Development Center (SBDC)
- Be independent of any other business entity or entities
- Be a for-profit business (non-profits cannot become certified)
- Provide and be qualified to provide the goods and services for which it is being certified
- Additionally, the woman owner must hold the highest position in the company

## **Veteran Owned Business Enterprise**

- Be at least 51%-owned and controlled by qualified veteran
- Be owned by a United States citizen or citizens
- Be in business for at least one year or have a two-year business plan reviewed by a Small Business Development Center (SBDC)
- Be independent of any other business entity or entities
- Be a for-profit business (non-profits cannot become certified)
- Provide and be qualified to provide the goods and services for which it is being certified
- Additionally, the veteran owner must hold the highest position in the company

## **Goals and Requirements**

The target goal for all project applications is 38% minority participation. Those applicants documenting minority participation will receive additional points in the grant scoring process. The inclusion of women- owned businesses and veteran -owned businesses is also encouraged in these projects. More points will be awarded to those who meet the 38% minority participation goal and additional points awarded for women owned businesses and veteran owned businesses. Additional points will only be awarded to those with documented participation in the project.

All applicants shall include a list of minority owned and women owned contractors or sub-contractors (or other meaningful participation in the project, e.g., suppliers) that are participating in the project or are anticipated to participate in the process.

If the goal for minority participation in the project is not met, applicants must demonstrate that good faith efforts were made to identify and include minority contractors in the project. Documentation must include the following information and supporting documents, as necessary:

1. Names and contact information of certified DBEs and dates on which they were solicited to bid on the project. Include the items of work offered. Describe the methods used for following up initial solicitations to determine with certainty if the DBEs were interested, and the dates of the follow-up. Attach supporting documents such as copies of letters, memos, facsimiles sent, telephone logs, telephone billing statements, and other evidence of solicitation. You are reminded to solicit certified DBEs through all reasonable and available means and provide sufficient time to allow DBEs to respond.
2. Items of work the project applicant have made available to DBE firms. Identify those items of work you might otherwise perform with your own forces and those items that have been broken down into economically feasible units to facilitate DBE participation. For each item listed, show the dollar value and percentage of the total contract. It is your responsibility to demonstrate that sufficient work to meet the goal was made available to DBE firms.
3. Name of selected firm and its status as a DBE for each item of work made available. Include name, address, and telephone number of each DBE that provided a quote and their price quote. If the firm selected for the item is not a DBE, provide the reasons for the selection.
4. Names of agencies and dates on which they were contacted to provide assistance in contacting, recruiting, and using DBE firms. If the agencies were contacted in writing or via email, provide copies of supporting documents.
5. List of efforts made to provide interested DBEs with adequate information about the plans, specifications, and requirements of the contract to assist them in responding to a solicitation. If you have provided information, identify the name of the DBE assisted, the nature of the information provided, and date of contact. Provide copies of supporting

documents.

6. List of efforts made to assist interested DBEs in obtaining bonding, lines of credit, insurance, necessary equipment, supplies, and materials, excluding supplies and equipment that the DBE subcontractor purchases or leases from the prime contractor or its affiliate. Identify the name of the DBE assisted, nature of the assistance offered, and date assistance was provided. Provide copies of supporting documents.
7. Any additional data to support demonstration of good faith efforts.

# Exhibit C

## Scoring Matrix

Applications will be reviewed according to the following matrix.

<b>Completeness of Application</b> Applicant has provided all required documentation, as identified on the Impact Harrisburg checklist	<b>10 pts</b>
<b>Fits into Impact Harrisburg Guiding Principles and Project Guidelines</b> Applicant has demonstrated eligibility for funding as outlined in the project guidelines.	<b>30 pts</b>
<b>General Requirements Are Met</b> 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.	<b>60 pts</b>
<b>TOTAL</b>	<b>100 pts</b>

# Exhibit D

## Close-Out Report Table Example

<b>Uses (examples)</b>	<b>Sources (examples)</b>					
	<b>Impact Harrisburg</b>	<b>Owner Equity</b>	<b>Bank Financing</b>	<b>Other Grant Source</b>	<b>Other</b>	<b>Total</b>
<b>Furnishing</b>						
<b>HVAC</b>						
<b>Site Preparation</b>						
<b>Equipment</b>						
<b>Construction</b>						
<b>Total</b>						