

FY 2019
COMMUNITY DEVELOPMENT BLOCK GRANT
APPLICATION KIT



City of Harrisburg
Department of Building & Housing Development
MLK City Government Center, Room 206
Harrisburg, PA 17101

Phone: (717) 255 – 6419

Mayor Eric Papenfuse

Harrisburg City Council

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
CONSOLIDATED REQUEST FOR PROPOSALS (RFP)**

I. TIMELINE OF EVENTS

<u>EVENT</u>	<u>DATE</u>
◆ Request for Proposals available	March 15, 2019

Pre-Proposal Workshop

◆ Public Safety Auditorium	March 14, 2019
Room 213 Harrisburg Police Dept. Harrisburg, PA <i>(Please arrive through City Hall entrance)</i>	2:00 p.m.

Public Meeting

<u>Date</u>	<u>Time</u>	<u>Location</u>
March 20, 2019	5:30 p.m.	Latino Hispanic American Community Center 1319 Derry Street Harrisburg, PA 17104
March 27, 2019	5:30 p.m.	The Rev. Martin L. King, Jr. City Government Center City Council Chambers 10 North Second Street Harrisburg, PA 17101

*A Spanish translator will be available at all meetings.
All facilities are handicap-accessible.*

Due Date of Proposals

- ◆ **Proposals for funding are due by 12:00 noon, Thursday, April 11, 2019**

Two (2) complete copies with attached supporting organization information (as listed on page 14) and one (1) electronic copy of just this RFP application due by 12:00 p.m. to:

Rumulus Brown
Project Manager
Department of Building and Housing Development
Rev. Dr. Martin Luther King, Jr., City Government Center
10 North Second Street - Suite 206
Harrisburg, PA 17101
717.255.6402
Rwbrown@harrisburgpa.gov

- ◆ (To be scheduled) City Council Committee Public Hearing on proposed Annual Action Plan
- ◆ October 1, 2019 - Funds available (subject to Contract negotiations)

APPLICANT INSTRUCTIONS

APPLICATION DEADLINE:

Applications must be received in the Department of Building & Housing Development **no later than 12:00 noon April 11, 2019**

Complete all forms and narratives included in this application package. Attach supporting documentation as required.

Please submit Two (2) complete copies with supporting applicant organizational information (listed on page 14) and one (1) electronic copy of just this RFP application. Please do not submit any more than the requested information; brevity and clarity are appreciated. Incomplete applications may delay consideration of your request.

All applicants are encouraged to call or email Rumulus Brown at 717-255-6402 or rwbrown@harrisburgpa.gov for assistance with questions regarding the preparation of your application.

- STAFF MAY REQUIRE ADDITIONAL INFORMATION to consider application request and/or require 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 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.
- CONSTRUCTION OR REHABILITATION PROJECTS MAY REQUIRE THAT CONSTRUCTION WORKERS BE PAID IN ACCORDANCE WITH DAVIS-BACON WAGE REGULATIONS (D/B). A determination of the D/B applicability will be made prior to entering into a contract and the start of work. If D/B applies to the project, labor costs for the project may increase. Include Form HUD-4010 and applicable wage decision in bid and contract documents
- THE CITY OF HARRISBURG MAY PLACE A MORTGAGE ON ACQUISITION AND/OR REHAB CONSTRUCTION PROJECTS FUNDED BY THE CDBG PROGRAM. The type and duration of liens will depend on the type and amount of the project being funded.
- A SITE VISIT MAY BE CONDUCTED. The Proposal Review Committee may request a site visit of 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).

I have read and understand the above information:

AGENCY NAME: _____

AUTHORIZED AGENCY SIGNATURE: _____

TYPED NAME AND TITLE: _____

HARRISBURG'S COMMUNITY DEVELOPMENT GOALS

The purpose of the Consolidated Plan (CP) is to guide funding decisions in the city of Harrisburg over the next three years of specific federal funds. The CP is guided by three overarching goals that are applied according to the City of Harrisburg's needs. The goals are:

- To provide decent housing by preserving the affordable housing stock, increasing the availability of affordable housing, reducing discriminatory barriers, increasing the supply of supportive housing for those with special needs, and transitioning homeless persons and families into housing.
- To provide a suitable living environment through safer, more livable neighborhoods, greater integration of low and moderate income residents throughout the City, increased housing opportunities, and reinvestment in deteriorating neighborhoods.
- To expand economic opportunities through more jobs paying self-sufficient wages, homeownership opportunities, development activities that promote long-term community viability, and the empowerment of low and moderate income persons to achieve self-sufficiency.

CDBG GENERAL POLICIES

(24 CFR 570.200)

The primary objective of the CDBG Program is the development of viable urban communities by providing decent housing and a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate income.

Funds must be used so as to give maximum feasible priority to activities that will carry out one of the three broad national objectives of: (1) benefit to low- and moderate-income families; (2) aid in the prevention or elimination of slums or blight; or (3) activities designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs.

At least 70% of the total CDBG funds must be used for activities that benefit low- and moderate-income persons over a one-, two-, or three-year period; and at least 51% of the beneficiaries of individual activities designed to benefit low- and moderate-income persons must be shown to be low- and moderate-income.

PROJECT SELECTION CRITERIA

- Completeness of application
- Detailed project description
- Adequacy of project eligibility documentation
- Adequacy of national objective justification (i.e., low/mod benefit rationale)
- Project fits into the community priorities set out by the Consolidated Plan
- Project can be completed within a reasonable time frame
- Performance in carrying out previously awarded CDBG funds
- Prior experience with CDBG related activities, and/or
- Prior experience with other grant programs, and proven record carrying out similar projects in the community
- Financial capacity as indicated by audited financial statements and banking/credit references
- Financial stability (not total dependence on CDBG funds) as indicated by other funding sources and amounts, over time
- Adequate staffing (number of staff and qualifications)
- Organizational strength, including:
 - Recordkeeping methods
 - Filing system
 - Financial system
 - Existence of a written procedures manual for financial management and personnel

PROJECT DESCRIPTION

Briefly describe the proposed project. The narrative should include the need or problem to be addressed in relation to the Consolidated Plan or other community development priorities, as well as the population to be served or the area to benefit. Describe the work to be performed, including the activities to be undertaken or the services to be provided, the goals and objectives, method of approach, and the implementation schedule. Attach additional sheets if necessary.

Indicate how you will identify beneficiaries. Provide an estimate of the number of clients to be served and describe them in terms of age, gender, ethnicity, income level, and other defining characteristics.

Be very specific about who will carry out the activities, the location in which they will be carried out, the period over which the activities will be carried out, and the frequency with which the activities will be carried, and the frequency with which services will be delivered.

Describe the site where the program will be implemented. How will clients get to the facility? 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.

PERFORMANCE MEASUREMENT

Describe what you expect to accomplish with your service in terms of:

1. OUTPUT (e.g., “rehabilitation of 5 owner-occupied housing units”) _____

2. OUTCOME (e.g., “5 homeowners will live in safe, sanitary housing units”) _____

CDBG STATUTORY OBJECTIVE JUSTIFICATION – LOW AND MODERATE INCOME BENEFIT

- Area Benefit** – Describe how the proposed public service is available to all of the residents in a primarily residential area and how you determined that at least 51% of those residents are low- and moderate-income persons. Use the attached map to highlight or circle the proposed service area.
- Limited Clientele** – If the proposed public service activity is limited to a specific group of people, at least 51% of whom are low- and moderate-income persons, indicate which of the three categories of limited clientele activities best describes the activity by placing a checkmark in the appropriate box.
 - Presumed benefit** - place a checkmark in the box that describes the beneficiaries of the proposed service:

<input type="checkbox"/> Abused children	<input type="checkbox"/> Battered spouses
<input type="checkbox"/> Elderly persons	<input type="checkbox"/> Severely disabled adults (use census population report definition)
<input type="checkbox"/> Homeless persons	<input type="checkbox"/> Illiterate adults
<input type="checkbox"/> Persons living with AIDS	<input type="checkbox"/> Migrant farm workers
- Family size and income** – check this box if you intend to utilize household income surveys to document the size and annual income of each person receiving the benefit. Note: at least 51% of the program beneficiaries must be persons whose family income does not exceed 80% of Area Median Income.
- Nature and location of activity** – check this box if the nature and location of the activity are such that it will be used predominantly by low- and moderate-income persons. For example, a day care center designed to serve residents of a public housing development.
- Prevention and/or Elimination of Slums and Blight**

LINE ITEM BUDGET FORM – HOUSING SERVICE PROJECTS

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 for CDBG funds. In Column B, provide the calculation explaining how you arrived at the estimated cost of the line item. In Column C, provide the projected request for CDBG funds. On Attachment C, provide description of other funds and volunteer and donated services/resources to be used in the project.

A	B	C
Budget Item	Calculation	CDBG Request
PERSONNEL		
Salaried Positions – Job Titles	Provide rate of pay (hourly/salary) and percentage of time spent on project (Full-Time Equivalent) or hours per week	
Salaries Total		
Fringe Benefits		
PERSONNEL TOTAL	Total of Personnel & Fringe Benefits	
OPERATING COSTS	Provide description of how you arrive at total for each line item	
Supplies		
Equipment		
Rent/Lease		
Insurance		
Printing		
Telephone		
Travel		
Audit***		
Other		
TOTAL OPERATING		
CONTRACT SERVICES		
TOTAL CONTRACT SERVICES		
BUDGET TOTAL		

***Audits of federal funds are required per OMP Circular A-133, however, agency must fund all audit costs.

BUDGET NARRATIVE ATTACHMENT

1.	Describe your plans to use other funds on this project. In this section, only describe funds that are secured. Provide the source of funds, amounts, and how these funds will be used.
2.	Describe your plans to seek new funding to supplement CDBG funding. Describe the sources to which you will apply, the amounts sought, and the proposed use of those funds. CDBG funds must be matched with a 20% contribution of cash, in-kind services and/or volunteer labor.
3.	Describe your use of donated goods and services. Estimate the value of these services and describe how you arrive at these amounts.
4.	Please provide an explanation for all unusual budget expenditures listed in the line item budget on the previous page.

BUDGET NARRATIVE ATTACHMENT

5. Explain why you consider your program costs to be reasonable.

6. Provide balance of unspent funds previously committed: \$ _____
Provide explanation of any unspent funds.

APPLICANT ORGANIZATIONAL INFORMATION

Financial Capacity

Describe the agency's current operating budget, itemizing revenues, and expenses. Identify commitments for ongoing funding. Describe the agency's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements.

Monitoring

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

Insurance/Bonding/Worker's Compensation

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

APPLICANT ORGANIZATIONAL INFORMATION

Please attach the following information to your application:

- The Federal IRS 501(c)(3) designation
- Articles of Incorporation / Bylaws
- Non-profit determinations (tax exempt letter from IRS and/or state)
- List of Board of Directors
- Board of Director's authorization to Request Funds
- Organizational chart
- Resumes of chief program administrator and chief fiscal officer
- Financial statement and audit
- Banking reference
- Insurance/Bond/Worker's Compensation
- Conflict of Interest Statement (form attached)

**LOGIC MODEL – PLEASE COMPLETE LOGIC MODEL
(SAMPLE ON FOLLOWING PAGE)**

NEED STATEMENT Description of Need to be Addressed	GOAL Proposed goals to reduce problems or needs	INPUTS Resources to be utilized to meet proposed goals	ACTIVITIES What the program does with the input to fulfill its mission	OUTPUTS Direct products of program activities	OUTCOMES Benefits that result from the program
DESCRIBE METHODOLOGY FOR MEASURING OUTCOME: (You need to measure at least one outcome.)					

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<p>EXAMPLE</p> <p>Homeless facility for 25 women and children. Facility is designed to move women toward self-sufficiency. Many have substance abuse and mental health issues. Women are helped to identify their problems through extended case management and guided direction.</p>	<p>The purpose of the program is to help homeless women and their children achieve permanent housing and self-sufficiency.</p>	<p>Staff Director Case Managers Housing Manager Overnight Coordinators Shelter Building Referrals Food, clothing, maintenance and supplies Funding Resources</p>	<p>Provide beds/clothing and meals Maintain relationships with community agencies. Provide case management, encouragement and direction to women and their children. Continuous fund development.</p>	<p>25 women and children supplied with beds, meals and clothing. 25 women and children assisted and provided with unlimited staff time and personal development strategies.</p>	<p>All beds were filled. All individuals were clothed and feed. All individuals were placed with case workers and directed to referral agencies for direction and guidance. Received 2 new funding sources.</p>
<p>DESCRIBE METHODOLOGY FOR MEASURING OUTCOME: (You need to measure at least one outcome.)</p>					
<p>Indicator 1 – Number of women who were placed with caseworkers and referral agencies became self-sufficient. Method: The number of women who were placed with case workers and referral agencies will be monitored by staff to see how many actually followed through with the direction that was provided to them.</p>					

PROJECT DATA SHEET

Name of Project:		
Name of Agency:		
Target Population: Identify the Number of persons to be Served Annually by the Project	Currently Served	Anticipated to be Served
Low Income Households (50% or less MFI)		
Moderate Income Households (50 to 80% of MFI)		
Elderly Persons		
Persons with Disabilities		
Homeless Families and Individuals		
Special Population Groups: (identify below)		
Racial Characteristics of Target Population	Show as Percent of Above	
White		
African American		
Native Hawaiian/Pacific Islander		
Native American		
Ethnicity of Target Population	Show as Percent of Above	
Hispanic		
Non-Hispanic		
Total unduplicated number of persons participating in or served by the entire applicants program last year		
Identify the geographic area to be served by the project. List the census tracts or street boundaries in the space below (see target area map)		
Will this project result in the permanent or temporary displacement of any person or business	Yes	No
For facility projects only. Has a survey for asbestos containing material been conducted for the structure(s) to be assisted?	Yes	No
Will children under the age of 6 be expected to reside in the facility for which assistance is requested?	Yes	No
Date Facility to be assisted was built?		

Performance Outcome Measurement

The three program performance categories listed below are required under the CDBG program by the U.S. Department of Housing and Urban Development (HUD). Please check one or more boxes under the following program performance categories that apply to your proposal.

1. Availability/Accessibility

This category applies to proposals that make services, infrastructure, housing, shelter or jobs available or accessible to low and moderate income people, including persons with disabilities.

- Enhances the living Environment through New/Improved Accessibility
- Creates Decent Housing with New/Improved Availability
- Promotes Economic Opportunity through New/Improved Accessibility

2. Affordability

This category applies to proposals which provide affordability in a variety of ways in the lives of low- and moderate-income people.

- Enhances the living Environment through New/Improved Accessibility
- Creates Decent Housing with New/Improved Availability
- Promotes Economic Opportunity through New/Improved Accessibility

3. Sustainability

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 New/Improved Accessibility
- Creates Decent Housing with New/Improved Availability
- Promotes Economic Opportunity through New/Improved Accessibility

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.

EXHIBIT "A" - CDBG BASIC ELIGIBLE ACTIVITIES

The following activities may be funded by the CDBG Program, so long as they meet one or more of the National Objectives.

1. Acquisition of real property by purchase, long-term lease (15+ years), donation, or otherwise, of real property for any public purpose, subject to limitations.
2. Disposition of real property acquired with CDBG funds through a lease or donation, or otherwise; or its retention for public purposes.
3. Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements, except buildings for general conduct of government. Eligible facilities include those serving persons having special needs such as homeless shelters, convalescent homes, hospitals, nursing homes, battered spouse shelters; half-way houses for runaway children, drug offenders or parolees, group homes for mentally retarded persons; and temporary housing for disaster victims.
4. Clearance, demolition, and removal of buildings and improvements, including movement of structures to other sites.
5. Provision of public services (including labor, supplies and materials) such as those concerned with child care, health care, education, job training, public safety, fair housing counseling, recreation, senior citizens, homeless persons, drug abuse counseling and treatment, and energy conservation counseling and testing. The services must meet each of the following criteria:
 - A service must either be new or be a quantifiable increase in the level of a service above that which has been provided with state or local funds in the previous twelve calendar months; and
 - The amount obligated for public services shall not exceed 15% of the annual grant, plus 15% of the program income received from the previous year.
6. Removal of material and architectural barriers which restrict the mobility and accessibility of elderly or handicapped persons to publicly owned and privately owned buildings, facilities, and improvements.
7. Rehabilitation of privately and publicly owned buildings and improvements for residential purposes.
8. Rehabilitation of publicly or privately owned commercial or industrial buildings, except that the rehabilitation of such buildings owned by a private for-profit business is limited to improvements to the exterior of the building and the correction of code violations.
9. Improvements to buildings to increase energy efficiency.
10. Rehabilitation, preservation, or restoration of historic properties.
11. Provision of credit, technical assistance, and general support (including peer support programs, counseling, child care, transportation, etc.) for the establishment, stabilization, and expansion of micro enterprises. A micro enterprise is a business with five or fewer employees, one or more of whom owns the business.
12. Provision of assistance to private for-profit business where appropriate to carry out an economic development project. Any project funded must be able to document the creation or retention of a certain number of jobs, depending on the type of project proposed.

EXHIBIT "B" - 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:
 - a. 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.
 - b. 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.
 - c. 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 semi-annual reports 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.
8. If any income is derived from the activities funded by CDBG, that income must be returned to the City ***as program income.***
9. In the event that HUD should determine that CDBG funds were improperly spent, and that money should be reimbursed to the U.S. Treasury, your organization will be responsible for this reimbursement.



Benfouse, Mayor
Harrisburg City Council

City of Harrisburg



Department of Building
and Housing
Development
Bureau of Housing
Phone: 717-255-6419

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:

- a) Employees, program participants, consultants, officers, elected or appointed officials of the City of Harrisburg, or;
- b) 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 _____

2. 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 _____

3. Is any person with whom 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 any person(s) names 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 below all persons who you feel may be relevant to the preceding statements:

Name	Address	Relationship	City Department

EXHIBIT "C" – PERFORMANCE AND OUTCOME MEASURES

The U.S. Department of Housing and Urban Development (HUD) requires recipients of federal funds to assess the productivity and impact of their programs. In response, the City of Harrisburg, Department of Building and Housing Development has implemented a Performance and Outcome Measurement System. The System will help quantify the effectiveness of the programs and establish clearly defined outcomes.

Per HUD's requirements, all proposals must demonstrate how they would perform using this system should they receive funding.

** Note the following definitions are specific to this system as you prepare your application.

Performance & Outcome Measurement System Definitions

Inputs: Resources dedicated to or consumed by the program, such as money, staff, equipment, and supplies.

Outcomes: Benefits to participants during or after participating in the program; the *results* of that program. What will be the benefits for the client? Why is this project being done? Outcomes typically relate to a change in conditions, status, attitudes, knowledge, or behavior. Examples of outcomes include number of families receiving free or subsidized childcare, number of homeless families receiving shelter, achieving a higher grade due to a tutorial program, etc. Include only the major project outcomes supported by the requested City funds.

Major Activities: Major activities to be conducted by this project (e.g., client outreach/assessment, job training, affordable childcare, information/referral, counseling/case-management).

Outputs: The direct and quantifiable products of program activities (e.g., number of clients assisted, number of clients who received a referral *and* were helped, number of persons trained, number of children in program).

Outcome Measurement: The reportable extent to which benefits to participants were received. How will you measure outcomes? What follow-up/tracking will be provided to ensure outcomes are met? How will the project's impact on participants be evaluated?