



*City of*  
**HARRISBURG**

*Find Community. Find Home.*

# **CDBG & ESG Application for Funding**

## **Application Guidelines & Instructions**





# *CDBG & ESG Grant Application*

The City of Harrisburg's Department of Building and Housing Development (DBHD)'s application for funding will be available Wednesday, July 24<sup>th</sup>.

- Anticipated Funding Amounts Available:
  - Community Development Block Grant (CDBG): \$1,350,374
  - Emergency Solutions Grant (ESG): \$283,577
- Funds are provided as reimbursement for eligible costs
- The application will be available at:  
<https://harrisburgpa.gov/building-and-housing/>



# *CDBG & ESG Basics*

## **Community Development Block Grant (CDBG)**

- Funds used to support community development projects, including:
  - Public Facility Improvements
  - Public Services

## **Emergency Solutions Grant (ESG)**

- Funds used to provide a wide range of supportive services and financial assistance to address and prevent homelessness including:
  - Street Outreach
  - Emergency Shelter
  - Rapid Re-Housing
  - Homeless Prevention



# *Program Guidelines*

- Eligible Applicants:
  - public agency or
  - private, non-profit entity
  - must be in good standing w/ Federal Government, State of Pennsylvania, and the City of Harrisburg
- Minimum Funding Request = \$20,000
- Minimum Application Score of 75 is required (see p. 4 of the application for more details on scoring)
- Separate application is required for each grant and each program for which your organization is requesting funding
- Application Materials will be posted to the City's website on July 24<sup>th</sup>

# *Application Questions*



SEE APPLICATION PDF



# *Matching Funds*

- The Agency's contribution toward the costs of the Project
  - 100% match required for ESG projects
  - Scoring item for CDBG projects
  - Can be cash, in-kind, or donated resources
  - Must be identified, tracked, and verifiable in Agency's financial records
  - Match resources must be supported by a letter from the Agency's Board designating the resources to the project

**Agency will be required to document match on each reimbursement request.**



# *Scoring Criteria*

- Project Description: 25 Points
- Agency Summary: 30 Points
- Financial Management: 30 Points
- Statement of Need: 15 Points

*Applications with a score below 75 points will not be eligible.*



# Application Checklist

✓	Required Document
	Completed Application
	Completed Budget Worksheet
	Resolution from the Board of Directors authorizing the application for and use of funds from the City of Harrisburg
	Organizational Chart with employee names and titles.
	List of all current or proposed staff names and titles directly associated with proposed grant/program.
	Job descriptions with pay scales for Executive Director, Fiscal Officer, Program Administrator, and Program Staff and any other proposed positions to be funded.
	Resumes of Executive Director, Fiscal Officer, Program Administrator, Program Staff, copies of certifications, and consultant contract (if applicable).
	List of Current Board Members
	Conflict of Interest Disclosure Forms for <u>all</u> Board Members/Commission Members, Executive Management/Officers, and Program Staff associated with Delivery of Program
	Year-to-Date Financial Statement
	Most recent Certified Audit, Management Letter, and Agency Response
	Most recent Organization By-Laws
	Certificate of Non-profit Status
	Articles of Incorporation
	Letter of Endorsement from the Capital Area Council on Homelessness CoC (ESG applicants only)
	Proof of General Liability Coverage
	SAM.gov Registration Confirmation
	Certificate of Attendance for Application Workshop on July 23, 2024 or August 6, 2024





# *Resolution (see template)*

A board resolution authorizing application submission is required for all submissions.



# *Conflict of Interest*

- **Persons Covered:** conflict of interest provisions apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient (City of Harrisburg) or the city's subrecipient.
- **Conflicts Prohibited:** no covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG/ ESG activities assisted under this part, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG/ ESG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG/ ESG-assisted activities, or with respect to the proceeds of the CDBG/ ESG-assisted activity, either for themselves or those with whom they have business or family ties, during their tenure or for one year thereafter.
- Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards - [2 CFR 200.112](#)
- CDBG - [24 CFR 570.611](#)
- ESG - [24 CFR 576.404](#)

# *Conflict of Interest Disclosure Form*



- All Board Members
- All Senior Staff
- All Direct Program Staff
- Scanned copies of signed Conflict of Interest forms are acceptable.



# *Application Submission*

Applications must be received by DBHD no later than **5:00 PM EST on Thursday, August 22<sup>nd</sup>**

**INCOMPLETE OR LATE APPLICATIONS WILL NOT  
BE ACCEPTED**

Applicants will submit one electronic copy of the entire application with attachments via email to:

[DBHDHousing@harrisburgpa.gov](mailto:DBHDHousing@harrisburgpa.gov)



# Questions?

- For additional assistance after the workshop, questions can be sent to:

[DBHDHousing@harrisburgpa.gov](mailto:DBHDHousing@harrisburgpa.gov)

- Check back to the City of Harrisburg's website for regular posting of all questions and answers:

[harrisburgpa.gov/building-and-housing/](http://harrisburgpa.gov/building-and-housing/)



# Additional Resources

- HUD Exchange: <https://www.hudexchange.info/>
- Federal Financial Management: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>
- CDBG Regulations: <https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-570>
- ESG Regulations: <https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-576>