Lycoming County
2019 PHARE Grant Program

2019 Application Packet

Applications Due:
October 11, 2019
**2019 PHARE Grant Program**

**Application Information and Instructions**

**Application Point of Contact:**
Please contact Austin Daily, Community & Economic Development Planner, Lycoming County Department of Planning and Community Development at 570-329-4761 or ADaily@lyco.org for all application questions or for additional information.

**Application Submissions:**
Submit completed application forms to:
- Austin Daily, Community & Economic Development Planner
- Lycoming County Department of Planning and Community Development
- Mail: 48 West Third Street, Williamsport, PA 17701
- In person: 330 Pine Street, 3rd Floor, Williamsport, PA 17701
- Or via email: ADaily@lyco.org

**Program Overview and Background:**
Lycoming County is soliciting projects to include in the County’s 2019 application to the Pennsylvania Housing Finance Authority (PHFA) for Pennsylvania Housing Affordability and Rehabilitation Enhancement funds (PHARE).

The PHARE program was established by Act 105 of 2010 (the "PHARE Act") to provide the mechanism by which certain allocated state or federal funds, as well as funds from other outside sources, would be used to assist with the creation, rehabilitation and support of affordable housing throughout the Commonwealth.

Since 2012, the PHARE program has gained funds through Marcellus Shale Impact Fees imposed on natural gas companies by the Commonwealth. This Marcellus Shale (Act 13) Fund provides an annual allocation of $5 million into the PHARE program with the potential for additional revenues when funds remain following eligible disbursements to qualifying municipalities. These funds are made available for to counties experiencing natural gas well drilling through a competitive application process. Since 2012, Lycoming County has secured $8.7 million in PHARE funds through this process.

The PHARE/Marcellus Shale Impact Fee Program, administered by PHFA, has several goals, including the following:

1) Support for projects that increase the availability of affordable housing for low and moderate income persons and families, persons with disabilities and the elderly

2) Provide rental assistance for persons or families whose household income does not exceed the area median income (MAI) (2019 MAI = $64,000)
Based on the Impact fees collected from Lycoming County in 2018, the County anticipates requesting approximately $365,000 of PHARE funds selected through this competitive process.

PHFA will also be accepting applications for PHARE funds generated from the National Housing Trust (NHT) Fund and the state Real Estate Transfer Tax (RTT). The NHT will be made available to developments that have already received conditional Low Income Housing Tax Credit (LIHTC) awards.

Additional information about the PHARE program, including previously funded projects, is available on PHFA’s website: https://www.phfa.org/legislation/act105.aspx.

**Eligible Applicants:** Lycoming County municipalities, non-profit and for-profit housing service providers

**Timeline:**
- **October 11, 2019**  Applications due to Lycoming County
- **Nov. 4, 2019** Applicants notified of Lycoming County’s 2019 selected projects (expected)
- **Nov. 15, 2019** County submits application package with selected projects to PHFA
- **Summer 2020** PHARE funding announcements (expected)
- **Fall 2020** Earliest start date for PHARE-funded projects

**PHARE Criteria:**
Responses to the following criteria will be used in Lycoming County’s application to PHFA for 2019 PHARE funds. Projects that address multiple PHARE criteria will be ranked more favorable during the project selection process:

1. Maximize resource leveraging
2. Affordability
3. Address greatest need
4. Foster partnerships
5. Effective and efficient implementation
6. Equitable and transparent

**Eligible Uses:**
Examples of eligible uses under the PHARE program include: homeowner or rental rehabilitation, home buyer assistance, rental and utility assistance, housing accessibility, new construction, pre-construction costs, emergency home repairs, blight removal, transitional housing, and homeless prevention.

**Funding Requirements:**
- A minimum of 30% of the Grant funds to assist households below 50% of the median area income (MAI) for Lycoming County (2019 MAI = $64,000; 50% MAI = $32,000)
- No more than 5% of the grant funds can be used for administrative purposes
- No portion of the grant funds can be used to benefit households whose income is greater than 200% of the median area income for Lycoming County ($128,000)

Applicants are expected to satisfy the affordability requirements of the PHARE program and commit to a long-term sustainable program to maintain affordability. Applicants must abide by prevailing wage where applicable.
**Evaluation Criteria:**
The County will review and evaluate all project and program applications received by **October 11, 2019** and evaluate applications based on the evaluation criteria.

1. Project must address one or more of the PHARE criteria listed above.
2. Project must adhere to the PHARE income requirements (see Funding Requirements above)
3. Applicant must be able to demonstrate ability to manage proposed project.

**Application Instructions:**
Please use the above information to prepare the accompanying PHARE program application.
# 2019 Lycoming County PHARE Grant Program Application

## Section I – Applicant Information

<table>
<thead>
<tr>
<th>Applicant Name (Agency/Municipality):</th>
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<td>Primary Contact Person:</td>
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## Section II - Project Overview

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<th>Project Title:</th>
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<td>Project Location:</td>
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<tr>
<td>Project Type (program, new construction, rehab, etc.):</td>
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### Amount of PHARE funds requested:

*Please list the minimum and the maximum amount desired. In some cases partial awards may be granted depending on funds availability and number of applications received.*

### Project Total Cost:

### Anticipated Project Deliverables:

1. Number of persons (or families) expected to be assisted:
2. Average amount expected to be awarded or utilized per household:
3. Identify the amount of PHARE funds that will benefit persons/families BELOW 50% of the median area income (MAI):
   
   *No less than 30% of PHARE funds must assist persons/families below 50% MAI ($32,000)*

4. Identify the targeted populations to be served by the program:
   
   *Example: 50% of the PHARE Funds will assist persons/households below 50% of the county MAI; the remaining 50% of the PHARE Funds will assist persons/households between 50% and 100% of the county MAI*

5. Total Square Footage of estimated to be built or renovated:
   
   *(May not apply in all circumstances, please estimate square footage to best of ability)*

## Section III – Project Narrative *(attached additional pages if needed)*

### 3.1) Project Description

*Provide a brief description of the project.*

### 3.2) Project Need (5 points)

*Describe the housing need your project addresses (short and/or long-term housing needs, etc.)*
3.3) Describe how the project meets one or more of the PHARE Criteria (30 points)

A) Maximize resource leveraging – To the greatest extent possible, the resources allocated will be used as leverage for other public and private resources. Additionally, local non-financial assets should be identified and leveraged where possible – including transportation, schools, recreation, employment, health, community and economic development support and other amenities.

B) Affordability - PHFA encourages grantees to address the issue of long term affordability based on the local housing market conditions. To the greatest extent possible, programs and projects should be designed in ways to both maintain the investment made in the housing stock and to continue affordability after initial assistance. This could include revolving loan programs, shared equity homeownership and other strategies for addressing this objective.

C) Address greatest need – Funding will be allocated in communities where the greatest housing needs are identified based on housing needs studies and assessments, interviews, real estate price factors, housing stock analysis and market studies. The limited resources available should be used to meet the most significant and pressing housing needs but may also be used to address longer term housing needs. Preference: Projects/programs that: 1.) Assist with the rehabilitation of blighted, abandoned or otherwise at risk housing and the reuse of vacant land where housing was once located; 2.) Provide funding for owner-occupied rehabilitation, first time homebuyers, and rental assistance; or 3.) Address ongoing needs for homeless families and individuals including veterans.

D) Foster partnerships – Funds should be used to maximize sustainable partnerships that will be committed to addressing the housing needs in these communities over a significant period of time. While the funds are to be used to directly support housing to meet community needs, the projects should also help establish capacity to address those needs over the long term. Preference: Projects/programs that incorporate social service entities which offer additional services to the residents within the community where the project/program is taking place. Are you working in collaboration with other entities? If so, identify who and describe the nature of the support (financial assistance, in-kind services or general support).

E) Effective and efficient implementation – Ensure that the resources are used effectively and efficiently to meet the housing needs. Given the expectation that demand for many types of housing will greatly exceed the funds available, it will be critical to maximize the effectiveness and efficiency for housing investments by the PHARE Fund. Preference: Projects/programs that assist the residents with the greatest need in that particular region and can document highly effective strategies to address unmet need.

F) Equitable and transparent – Create a plan and equitable allocation process that provides transparency to all stakeholders. Funding decisions and reporting will be done in accordance with legislative requirements.
3.4) Organizational Capacity (5 points)

Please describe your previous experience on recent projects of similar type, scope and magnitude. Explain how you have managed them and how you expect to effectively manage this proposed project, in particular. Please submit resumes of project leads.

Section IV – Project Budget and Timeline

4.1) Project Budget* (5 points)

Please fill in the below line item budget, including cost estimate, sources and uses of funds, and what portion of the project intends to use Lycoming County or PHARE funds. Attach additional budget information or sheets if needed.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Lycoming County PHARE Request</th>
<th>Other Funds** (include sources)</th>
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Project Total:

*No more than 5% of the total budget may be used for administrative purposes. Associated project delivery costs related to the direct provision of services (i.e. project intakes, site inspections) are eligible costs and are not considered administrative costs.

**This includes other requested county funds (i.e. Act 137, CDBG, etc.), and other funding sources. Please indicate if this funding is secured or pending.

4.2) Please provide a brief budget description (5 points)

Include the status of other pending funds. Please indicate if PHARE funds are match to other funding and if there is a timeline associated with those funds.
4.5) Include a timeline for project completion (5 points)

Section V - Attachment(s)
Please include any draft project plans or other supporting project summaries as needed. (If applicable)