

2025 Notice of Funding Opportunity: Affordable Housing Development Funds

The City of Harrisburg (“City”) is announcing a **one-time allocation of eight (8) million dollars** to support the development, enhancement, and expansion of Affordable Housing within City limits. These funds are designed to address the ongoing shortage of quality, safe, and affordable residential units in Harrisburg. The City shall serve as the sole awarding authority and direct administrator of this program and retains exclusive discretion to determine applicant eligibility, evaluate submissions, approve or deny funding requests, and authorize disbursement of funds.

Date of Public Announcement: August 11, 2025

Application Open to Public: August 11, 2025

Completed Application Deadline: September 5, 2025 at 5:00 PM ET

Eligibility

To qualify for consideration under this program, an Applicant must meet the following criteria:

- 1) **Prior Affordable Housing Experience in Harrisburg:** The Applicant must have successfully completed at least one (1) affordable housing project or phase within the City of Harrisburg. This requirement applies regardless of whether the current application proposes to expand upon the prior project or to initiate a separate project.
- 2) **Project Types:** Applicants may request funding for:
 - a. Expansion or enhancement of a previously developed affordable housing project within the City; limits may apply.
 - b. Construction of a new affordable housing project in the City that has not yet commenced construction, provided the Applicant can

demonstrate that the project is fully funded and that these Program funds would serve to either close a demonstrable funding gap or allow for the addition of housing units or features not previously budgeted.

- c. Construction of a new affordable housing unit or development within the City, provided the Applicant meets all eligibility criteria and demonstrates the project aligns with the City's affordable housing goals.

In all cases, the proposed use of funds must be directly tied to the development, expansion, or improvement of affordable housing units located within City limits.

- 3) **Complete Application Submission:** The Applicant must submit a complete and timely application, including all required supporting documentation, by the publicly stated deadline. Incomplete or late submissions will not be considered.

Meeting these eligibility criteria does not guarantee an award of funding. All applications will be subject to competitive review and scoring, and only those that meet the minimum scoring threshold and align with the City's priorities will be selected for funding.

**The City reserves the right to reject any application that does not meet the program's minimum requirements, scoring threshold, or compliance standards. All applications must be complete and submitted with all required attachments to be considered. Incomplete applications will not be reviewed. All submissions will be date and time-stamped upon receipt, whether by email or hand delivery. The timestamp will be used to verify the order of submission only for administrative tracking. The City will not hold or reserve funding for incomplete or pending submissions. All applications must be received by the publicly stated deadline. Late or partial submissions will not be scored. All selected developers must enter into a binding agreement with the City to receive funds.*

Evaluation Criteria

Each application will be reviewed and scored by a three-member Evaluation Committee appointed by the Mayor. Each committee member will independently evaluate and assign a score to the application based on established scoring criteria. Scores will be assigned across six categories, with each category weighted according to its importance.

The final score for each application will be the average of the three committee members' individual scores.

To be eligible for funding, an application must receive a minimum average score of 70 out of 100 points. Applications that score below this threshold will not be considered for funding. No exceptions will be granted.

Each committee member will retain full discretion in scoring, and all scoring must be based on the content of the submitted application and attachments. Scores cannot be revised after submission, and appeals will not be accepted.

| Evaluation Criteria | Max Points | Scoring Rubric Summary |
|--------------------------------------|-------------------|--|
| Development Experience | 25 | 0–5 yrs = 10–15 pts; 5+ yrs = 20–25 pts; depth of portfolio & type of projects count |
| Financial Capacity & Documentation | 20 | Audited statements, bonding, proof of insurance; bonus for clean compliance history |
| Project Management & Staffing Plan | 15 | Clearly defined roles, staffing hours, capacity across current workload |
| Community Engagement Strategy | 15 | Track record + proposed plan to involve neighbors and stakeholders |
| Project Narrative, Timeline & Design | 15 | Cohesive vision, realistic timeline, quality design, and integration |
| Application Quality & Completeness | 10 | Clear, organized, thorough submission with all required attachments |
| Total Possible | 100 | |

Final Approval and Agreement Execution**

The City may award funds to eligible Applicants for qualifying Projects under this Notice. Awards will be made based on evaluation results and the availability of funds. A determination to award or deny funding shall be final and made at the City's sole discretion.

A determination that an Applicant of Project meets eligibility criteria does not create any entitlement to funding. No funds will be disbursed until the City has issued formal written approval and a fully executed grant agreement has been signed by both parties.

The City reserves the right to waive or permit the correction of minor defects in an application, in its sole discretion.

Note: All required permits, zoning approvals, licenses, and insurance must be in place prior to the commencement of any work in order for funding to be disbursed.

Disbursement

The timing and structure of disbursements will be tailored to each awarded Project. A schedule of Disbursement will be included in the signed grant agreement, along with the full Application and Notice of Award.

The City may require a milestone-based payment schedule depending on the scope and complexity of the Project.

Note: Any deviation in a Project from the agreed schedule without prior written approval from the City may result in suspension or claw back of funds. ***An eligible Projects must be completed no later than 36 months after a Notice of Award is issued by the City.***

Ongoing Oversight and Right to Reclaim Funds

The City reserves the right to inspect and monitor all Projects receiving funding under this Program. Documentation may be requested at any time to evaluate performance and compliance.

If the City determines that any material misrepresentation, omission, or noncompliance has occurred, it may:

- Suspend further payments.
- Terminate funding.
- Reclaim any funds disbursed to date, including those already spent, with interest if applicable.

These rights apply regardless of payment milestones and may be exercised at any time to protect the integrity of the Program.

Developers must retain all project-related records for at least five (5) years after final payment.

Upon completion of the Project, the Developer must submit a closeout report including but not limited to: final photographs, a breakdown of actual costs, and a signed certification confirming that all work has been completed in accordance with approved plans and permits. If any portion of the Project is found to be noncompliant, payment may be withheld until corrective actions are completed.

Step by Step Instructions

The City has set a timeline to ensure efficient delivery of funds for immediate Affordable Housing projects. You will find below step-by-step instructions to help you through the process from the Application to the disbursement of funds. If you have any questions, please reach out to the Bureau of Economic Development at SSulkosky@harrisburgpa.gov or 717-255-3024.

STEP 1

Beginning **August 18, 2025**, application materials will be made available on the City of Harrisburg's website at https://harrisburgpa.gov/services/building_housing in the "Forms & Reports" section. Applicants will be required to provide all information and supporting documentation requested by the City, including but not limited to: organizational overview and proof of experience, project narrative and description, development timeline and readiness status, project budget and documentation of secured funds, staffing plan and workforce allocation, community engagement, proof of insurance and bonding capacity, and evidence of compliance history and certifications.

Applicants are also required to submit any additional documentation requested by the City during the review process. Incomplete applications will not be reviewed or scored. All materials must be received in full by the deadline of **September 5, 2025 at 5:00 PM ET**.

STEP 2

Applications will be reviewed by an Evaluation Committee appointed by the Mayor. Each member will independently score applications based on the rubric below. Scores will be averaged to determine final rankings. Applicants must score an average of 70 or above to be considered for funding. No appeals or exceptions will be considered for lower scores.

STEP 3

Award letters will be sent on **September 15, 2025**. Applicants that are awarded with funding will also receive a grant agreement at this time.

STEP 4

Grant agreements must be signed and returned to the Office of the City Solicitor no later than **September 30, 2025**. Disbursement of funds will begin following the execution of the agreement, in accordance with the disbursement schedule established for each project.

Disbursement of Funds

Disbursements will be project-specific and milestone-based, as outlined in the signed grant agreement and Notice of Award. Any deviation from the approved timeline without prior written City approval may result in the suspension or “claw back” of awarded funds.

Note: All funded projects must be completed no later than thirty-six (36) months from the date of the City’s Notice of Award.



Office of Mayor Wanda R.D. Williams
MLK Government Center
10 N. Second St.
Harrisburg, PA 17101

AFFORDABLE HOUSING DEVELOPMENT APPLICATION CITY OF HARRISBURG

Purpose: The City of Harrisburg (“City”) encourages the development of Affordable Housing to combat an ever-worsening shortage of quality, safe, residential units in Harrisburg. To assist efforts to provide Affordable Housing, the City has committed one-time funds to encourage and reward the development and construction of such new housing units. The City is acting as the direct administrator and awarding authority for all funds under this program and, in doing so, retains exclusive and sole discretion to determine eligibility, evaluate applications, approve or reject funding requests, and authorize disbursements of funds.

Eligibility: A qualified applicant to this limited-time program must demonstrate a record of the development and construction of Affordable Housing within the City of Harrisburg, including at least one (1) completed project or project phase, and an existing fully developed plan for the construction of additional Affordable Housing in the City.

The City reserves the right to reject any application that does not meet the program’s minimum requirements, scoring threshold, or compliance standards. All selected developers must enter into a binding grant agreement with the City to receive funds.

SECTION 1: Developer Information

- Legal Name of Developer Entity:
- Contact Person:
- Mailing Address:
- Phone Number:

- Email Address:
- Website (if applicable):
- Affiliated Entities (if applicable):

SECTION 2: Project Narrative

Please respond thoroughly and attach supporting documentation where necessary.

1. Project Summary:

- Proposed development address/location(s):
- Housing type (Single-family/Multi-family):
- Number of proposed units:
- Target population:
- Rent structure or sale price structure:

2. Design, Community Impact, and Goals:

- Describe the overall vision of the project, architectural design, green/sustainable elements, and integration into the surrounding neighborhood.

3. Timeline:

- Outline the project schedule from acquisition to final occupancy.

4. Workforce Allocation and Capacity:

- Explain how this project fits into your team's current workload.
- Discuss project oversight and availability of key personnel.

5. Community Engagement Plan:

- Detail past outreach efforts.

- Describe how you will engage local residents, elected officials, and community stakeholders.

SECTION 3: Development Experience

Provide a clear summary of your development experience in affordable housing: (Attachment)

1. Experience Overview:

- Years of experience in affordable housing:

- Total number of units developed:

- List of completed projects (include addresses, years completed, size, and funding sources):

- Any projects currently underway:

- Attach photos and relevant documentation.

2. Team Qualifications:

- Submit an organizational chart. (Attachment)
- Identify and provide resumes for key personnel (PM, Architect, Contractor, Financial Lead). (Attachment)
- Include three professional references. (Attachment)

SECTION 4: Project Budget and Financial Documentation

1. Budget:

- Include full sources and uses breakdown.
- Include total cost of project and total funding request from the City.
- Detail all other funding received or applied for (include amounts and status).

2. Financial Capacity:

- Submit audited financial statements for the past 2 years. (Attachment)
- Submit proof of insurance, bonding capacity, and business licenses. (Attachment)

3. Compliance History:

- List any previous funding from the City.

- Provide documentation of compliance history with local/state/federal programs (if applicable). (Attachment)

SECTION 5: Project Readiness & Status*

1. Site Control:

- Do you own or have an agreement to acquire the site?
- Attach supporting documents (deeds, letters of intent, etc.) (Attachment)

2. Zoning & Planning Approvals:

- Current zoning status:
- Status of permits or approvals:

3. Phasing Plan:

- Is this project being developed in phases?
- If yes, describe current phase and future phases.

**Applications must be complete and submitted with all required attachments to be considered. Incomplete applications will not be reviewed. All submissions will be date and time-stamped upon receipt, whether by email or hand delivery. The timestamp will be used to verify the order of submission only for administrative tracking. The City will not hold or reserve funding for incomplete or pending submissions. All applications must be received by the publicly stated deadline. Late or partial submissions will not be scored.*

SECTION 6: Assistance With Post-Pandemic Occupied Development Projects

Projects which have been developed to provide multi-family Affordable Housing in the City, including units available for homeownership or rental, may be eligible for assistance. The Project would be required to have successfully used funds or tax credits that included funding through or in conjunction with the Pennsylvania Housing Finance Agency (PHFA) and related federal funding. An eligible Project would have had to commence construction no earlier than July 1, 2021, and the Applicant must have secured occupancy permits for affordable units developed in the Project, with additional units or related Project construction enhancements still required to

close-out the Project. The Applicant's ongoing commitment to Affordable Housing will be demonstrated by proof of one (1) or more additional pending Affordable Housing projects under development in the City.

SECTION 7: Assistance With Planned Affordable Housing Projects

Projects that are under development but for which construction has not yet commenced may be eligible for an award of funding under this Program. An Applicant would be required to demonstrate that the Project for the construction of new Affordable Housing in the City has been fully funded and that these Program funds would serve to either close a demonstrable funding gap, allow for the construction of additional housing units in the Project that have been tentatively approved (depending on funding availability), or otherwise provide enhancements to individual housing units or common areas.

SECTION 8: Evaluation Criteria

Applications will be reviewed by a three-member Evaluation Committee appointed by the Mayor. Each committee member will score independently on a 1–5 or 1–10 scale for each criterion. The average of the three scores for each category will be used to calculate the total. Each member retains full discretion in assigning individual scores, and the final composite score will determine eligibility.

Applicants must score a minimum of 70 points to qualify. No exceptions will be granted for scores below 70.

| Evaluation Criteria | Max Points | Scoring Rubric Summary |
|--------------------------------------|-------------------|--|
| Development Experience | 25 | 0–5 yrs = 10–15 pts; 5+ yrs = 20–25 pts; depth of portfolio & type of projects count |
| Financial Capacity & Documentation | 20 | Audited statements, bonding, proof of insurance; bonus for clean compliance history |
| Project Management & Staffing Plan | 15 | Clearly defined roles, staffing hours, capacity across current workload |
| Community Engagement Strategy | 15 | Track record + proposed plan to involve neighbors and stakeholders |
| Project Narrative, Timeline & Design | 15 | Cohesive vision, realistic timeline, quality design, and integration |
| Application Quality & Completeness | 10 | Clear, organized, thorough submission with all required attachments |
| Total Possible | 100 | |

Each scoring category will include a rubric and brief training guidance for committee use. A majority vote or unanimous agreement is not required; all scores will be averaged mathematically. Final determinations on funding awards shall be made solely by the City.

SECTION 9: Final Approval and Agreement Execution**

The City may award funds to eligible Applicants for qualifying Projects under Section 6 or Section 7, or both. Awards will be made by the City under this Program to Applicants based on availability of funds. A determination on an award of funding shall be final. Determinations of the eligibility of an Applicant or Project in this program does not create an entitlement to funding. No funding shall be disbursed until the City has issued formal written approval and entered into a signed grant agreement with a selected Developer.

The City reserves the right to waive or allow the correction of any defect in an Application, in its sole judgment and discretion.

*** All applicable permits, zoning approvals, licensing, and insurances must be or have been in place prior to the commencement of any work as a condition of the City making an award of funding or disbursement under the Program.*

SECTION 10: Disbursement***

The timing and disbursement of funds for a successful Applicant will be project specific. The City will provide a Schedule of Disbursements for each project, which shall be made part of the resulting grant agreement, along with the full Application for funding and the Notice of Award.

The City reserves the right to include a milestone-based disbursement schedule on any Project, when appropriate.

****Any deviation in a Project from the agreed schedule without prior written approval from the City may result in suspension or claw back of funds. **An eligible Project must be completed no later than 36 months after a Notice of Award is issued by the City.***

SECTION 11: Certification & Submission

By making this submission to the City, the undersigned Applicant and signor is certifying that they are duly authorized to make this Application for the identified entity or developer; that all information provided is true, accurate, and complete to the best of their knowledge, information, or belief. The Applicant further certifies that:

- The organization(s) is in good business standing in all jurisdictions in which they operate and do business.
- The organization is not currently involved in any litigation or legal proceedings that would impact this project.

- The organization has not had any judgments entered against it in the past three (3) years or, if so, such information has been fully disclosed in the attached documentation.
- They understand that if any material misrepresentation or omission is later discovered, regardless of knowing or unknowing, the City reserves the right to terminate funding and claw back all funds disbursed, including any amounts already spent.

SECTION 12: Ongoing Oversight and Right to Reclaim Funds

The City reserves the right to conduct or cause to be conducted inspections of any Project. The City may request documentation and otherwise evaluate performance throughout the term of the Project.

If the City determines that any material misrepresentation, omission, or noncompliance has occurred, it may:

- Suspend further payments.
- Terminate funding.
- Reclaim any funds disbursed to date, including those already spent, with interest if applicable.

These rights are not limited by any payment milestones or project progress and may be exercised at the City's discretion to protect the integrity of the program.

The Developer must retain all project-related records for at least five (5) years after final payment. These may be audited by representatives of the City, Commonwealth of Pennsylvania, or federal agencies at any time.

Upon completion of the project, the Developer must notify the City and submit a closeout report. The report must include final photographs, a breakdown of actual project costs, and a signed certification that all work has been completed in accordance with the approved project scope and permits. The City will conduct a final inspection prior to releasing any remaining funds. If any work is found to be noncompliant, the City may withhold payment until corrective actions are taken.

Signature: _____

Name: _____

Title: _____

Date: _____

Evaluation Rubric

This form reflects the final evaluation by the City of Harrisburg's Affordable Housing Development Fund Evaluation Committee. The Average Evaluation Score is calculated by averaging the independent scores of all three committee members.

An average score of 70 or higher is required for funding eligibility. No exceptions or appeals will be considered for scores below this threshold.

Qualified Applicants will receive a Notice of Award and a Grant Agreement that includes the terms of funding and disbursement specific to their project.

Applicant: _____

Project Location: _____

Date of Evaluation: _____

Total Funding Request: _____

Total Score: _____

Evaluator 1 Score: _____

Evaluator 2 Score: _____

Evaluator 3 Score: _____

Signature: _____

Interim Director, DBHD

Committee Evaluation Sheet

| Criterion | Scoring Rubric | Score | Notes |
|---|--|-------|-------|
| Development Experience | How deep is their portfolio and experience? How many and what types of projects have they completed? 0-5 yrs = 10-15 points 5+ yrs = 20-25 points | | |
| Financial Capacity & Documentation | What is the quality of their audited statements, bonding, proof of insurance? Are they compliant in all areas? Bonus points for clean compliance history. 0-20 points | | |
| Project Management & Staffing Plan | Do they have clearly defined roles, staffing hours, and capacity across current workload? Do they have the required roles and hours to complete a high-quality project? 0-15 points | | |
| Community Engagement Strategy | Do they have a track record of engaging the communities affected by their projects? Is their proposed plan effective at engaging the Harrisburg community? 0-15 points | | |

City of Harrisburg | Affordable Housing Development

| | | | |
|--|---|--|--|
| Project Narrative, Timeline, & Design | Do they have a cohesive vision for how the project will be completed? Is their proposed timeline realistic? Is the design and integration plan high-quality and effective? Can the project be completed by September 15, 2028? 0-15 points | | |
| Application Quality & Completeness | Is the application clear, organized, and thorough? Are there any remaining questions from the application? Does the application have all required attachments? 0-10 points | | |
| Total Score | | | |

Committee Member: _____

Signature: _____

AFFORDABLE HOUSING DEVELOPMENT INITIAL REPORT

This initial report will serve as the first audit and compliance report in relation to your affordable housing development project. The City of Harrisburg (“City”) reserves the right to review these documents at any time to determine ongoing project compliance and may conduct future reviews and site visits ad hoc. If a project is determined to be noncompliant, the City may initiate a “claw back” of funds, at the full discretion of the City.

This Initial Report is due no later than sixty (60) days prior to the project’s groundbreaking. The report should contain all relevant information for the project up to the point of submittal of this report. The report must be submitted either via email to SSulkosky@harrisburgpa.gov or mailed to our offices at the MLK, Jr. City Government Center, 10 N 2nd St, Suite 202, Harrisburg, PA 17101. All documents, attachments, and information are required upon submission to be considered a fully compliant report.

| Financial Records | |
|--|--------------------------|
| Please attach the following financial documents: | |
| 1. All General ledger entries specific to project costs. | <input type="checkbox"/> |
| 2. Invoices for all reimbursed expenses. | <input type="checkbox"/> |
| 3. Canceled checks or proofs of payment. | <input type="checkbox"/> |
| 4. Budget-to-Actual expenditure report. | <input type="checkbox"/> |

| Insurance Records | |
|--|--------------------------|
| Please attach the following insurance documents: | |
| 1. Proof of general liability | <input type="checkbox"/> |
| 2. Proof of builder’s risk insurance | <input type="checkbox"/> |

| Permits & Approvals | |
|---|--------------------------|
| Please attach the following applicable permits and approvals: | |
| 1. Zoning and land use approvals | <input type="checkbox"/> |
| 2. All required construction and building permits | <input type="checkbox"/> |

Labor Compliance Records

Please attach the following applicable labor compliance records:

| | |
|---|--------------------------|
| 1. Payroll records and wage verifications | <input type="checkbox"/> |
| 2. Proof of compliance with applicable local labor laws | <input type="checkbox"/> |

Contracting Agreements

Please attach the following applicable subcontract and vendor agreements:

| | |
|---|--------------------------|
| 1. Executed subcontract and vendor agreements | <input type="checkbox"/> |
|---|--------------------------|

Site Status Documents

Please attach the following site status documents:

| | |
|---|--------------------------|
| 1. Recent photographs of the construction site, in a single zip file or document. | <input type="checkbox"/> |
| 2. All applicable inspection reports or milestone certifications | <input type="checkbox"/> |

Occupancy Documents (if applicable)

Please attach the following applicable occupancy status documents:

| | |
|---|--------------------------|
| 1. Certificates of occupancy or temporary occupancy | <input type="checkbox"/> |
| 2. List of units and affordability designations | <input type="checkbox"/> |

Community Engagement Records

Please describe the following community activities planned or accomplished:

Description of community meetings or stakeholder outreach:

Other Relevant Documents

Please describe or attach any other relevant documents:

I hereby certify that, to the best of my knowledge, the provided information is true, accurate, and complete. I acknowledge that the information provided will be used to audit for compliance with the Affordable Housing Development Funds program. I understand that any information either provided falsely or required information that is missing may constitute a withholding or a “claw-back” of funds, per the discretion of the City of Harrisburg.

Printed Name: _____

Signature: _____

Organization: _____

Project: _____

Date: _____

AFFORDABLE HOUSING DEVELOPMENT QUARTERLY REPORT

This quarterly report will serve as an ongoing audit and compliance report in relation to your affordable housing development project. The City of Harrisburg (“City”) reserves the right to review these documents at any time to determine ongoing project compliance and may conduct future reviews and site visits ad hoc. If a project is determined to be noncompliant, the City may initiate a “claw back” of funds, at the full discretion of the City.

Each quarterly report is required the final day of the following month after each quarter until the project is complete. The report should only contain information that is relevant to the quarter that is being reported for the project. The report must be submitted either via email to SSulkosky@harrisburgpa.gov or mailed to our offices at the MLK, Jr. City Government Center, 10 N 2nd St, Suite 202, Harrisburg, PA 17101. All documents, attachments, and information are required upon submission to be considered a fully compliant report.

| Financial Records | | |
|--|--------------------------|-----|
| Please attach the following financial documents: | | |
| 1. All General ledger entries specific to project costs. | <input type="checkbox"/> | |
| 3. Invoices for all reimbursed expenses. | <input type="checkbox"/> | N/A |
| 4. Canceled checks or proofs of payment. | <input type="checkbox"/> | N/A |
| 5. Budget-to-Actual expenditure report. | <input type="checkbox"/> | |

| Insurance Records | | |
|---|--------------------------|-----|
| Please attach the following insurance documents: | | |
| 1. Any updates to proof of general liability, since previous report | <input type="checkbox"/> | N/A |
| 2. Proof of builder’s risk insurance | <input type="checkbox"/> | N/A |

| Permits & Approvals | | |
|---|--------------------------|-----|
| Please attach the following applicable permits and approvals: | | |
| 1. Any new zoning and land use approvals | <input type="checkbox"/> | N/A |

| | | |
|--|--------------------------|-----|
| 2. Any new construction and building permits | <input type="checkbox"/> | N/A |
|--|--------------------------|-----|

| Labor Compliance Records | |
|--|--------------------------|
| Please attach the following applicable labor compliance records: | |
| 3. Payroll records and wage verifications | <input type="checkbox"/> |
| 1. Proof of compliance with applicable local labor laws | <input type="checkbox"/> |

| Contracting Agreements | | |
|---|--------------------------|-----|
| Please attach the following applicable subcontract and vendor agreements: | | |
| 1. Executed subcontract and vendor agreements | <input type="checkbox"/> | N/A |

| Site Status Documents | |
|---|--------------------------|
| Please attach the following site status documents: | |
| 1. Recent photographs of the construction site, in a single zip file or document. | <input type="checkbox"/> |
| 2. All applicable inspection reports or milestone certifications | <input type="checkbox"/> |

| Occupancy Documents (if applicable) | | |
|--|--------------------------|-----|
| Please attach the following applicable occupancy status documents: | | |
| 1. Any new certificates of occupancy or temporary occupancy | <input type="checkbox"/> | N/A |
| 2. Any new list of units and affordability designations | <input type="checkbox"/> | N/A |

Community Engagement Records

Please describe the following community activities planned or accomplished:

Description of community meetings or stakeholder outreach:

Other Relevant Documents

Please describe or attach any other relevant documents:

City of Harrisburg | Affordable Housing Development Funds

I hereby certify that, to the best of my knowledge, the provided information is true, accurate, and complete. I acknowledge that the information provided will be used to audit for compliance with the Affordable Housing Development Funds program. I understand that any information either provided falsely or required information that is missing may constitute a withholding or a “claw-back” of funds, per the discretion of the City of Harrisburg.

Printed Name: _____

Signature: _____

Organization: _____

Project: _____

Date: _____

AFFORDABLE HOUSING DEVELOPMENT CLOSING REPORT

This closing report will serve as the final audit and compliance report in relation to your affordable housing development project. The City of Harrisburg (“City”) reserves the right to review these documents at any time to determine ongoing project compliance and may conduct future reviews and site visits ad hoc. If a project is determined to be noncompliant, the City may initiate a “claw back” of funds, at the full discretion of the City.

The closing report is required no later than sixty (60) days after the completion of the project. The report should contain all relevant information for the project between the previous quarterly report and the completion of the project. The report must be submitted either via email to SSulkosky@harrisburgpa.gov or mailed to our offices at the MLK, Jr. City Government Center, 10 N 2nd St, Suite 202, Harrisburg, PA 17101. All documents, attachments, and information are required upon submission to be considered a fully compliant report.

Financial Records

Please attach the following financial documents:

| | |
|--|--------------------------|
| 1. All General ledger entries specific to project costs. | <input type="checkbox"/> |
| 2. Invoices for all reimbursed expenses. | <input type="checkbox"/> |
| 3. Canceled checks or proofs of payment. | <input type="checkbox"/> |
| 4. Budget-to-Actual expenditure report. | <input type="checkbox"/> |

Insurance Records

Please attach the following insurance documents:

| | |
|--------------------------------------|--------------------------|
| 1. Proof of general liability | <input type="checkbox"/> |
| 2. Proof of builder’s risk insurance | <input type="checkbox"/> |

Permits & Approvals

Please attach the following applicable permits and approvals:

| | |
|---|--------------------------|
| 1. Zoning and land use approvals | <input type="checkbox"/> |
| 2. All required construction and building permits | <input type="checkbox"/> |

Labor Compliance Records

Please attach the following applicable labor compliance records:

| | |
|---|--------------------------|
| 1. Payroll records and wage verifications | <input type="checkbox"/> |
| 2. Proof of compliance with applicable local labor laws | <input type="checkbox"/> |

Contracting Agreements

Please attach the following applicable subcontract and vendor agreements:

| | |
|---|--------------------------|
| 1. Executed subcontract and vendor agreements | <input type="checkbox"/> |
|---|--------------------------|

Site Status Documents

Please attach the following site status documents:

| | |
|---|--------------------------|
| 1. Recent photographs of the construction site, in a single zip file or document. | <input type="checkbox"/> |
| 2. All applicable inspection reports or milestone certifications | <input type="checkbox"/> |

Occupancy Documents (if applicable)

Please attach the following applicable occupancy status documents:

| | |
|---|--------------------------|
| 1. Certificates of occupancy or temporary occupancy | <input type="checkbox"/> |
| 2. List of units and affordability designations | <input type="checkbox"/> |

Community Engagement Records

Please describe the following community activities planned or accomplished:

Description of community meetings or stakeholder outreach:

Other Relevant Documents

Please describe or attach any other relevant documents:

I hereby certify that, to the best of my knowledge, the provided information is true, accurate, and complete. I acknowledge that the information provided will be used to audit for compliance with the Affordable Housing Development Funds program. I understand that any information either provided falsely or required information that is missing may constitute a withholding or a “claw-back” of funds, per the discretion of the City of Harrisburg.

Printed Name: _____

Signature: _____

Organization: _____

Project: _____

Date: _____