

**Community Revitalization Fund Program (CRFP)  
Overview and Request for Proposals (RFP)  
October 5, 2020**

The Pennsylvania Housing Finance Agency (PHFA or Agency) announces a Request for Proposals (RFP) to participate in the Community Revitalization Fund Program (CRFP) to provide financing for the construction or rehabilitation of critical projects providing affordable housing in commercial corridors in the Commonwealth. This program creates the funding mechanism to help bridge the gap that exists between traditional housing programs and commercial lending sources for these mixed-use projects, fostering sustainable partnerships to leverage public and private resources.

These funds will be provided to a financially viable, mixed-use property consistent with a well-defined community development or revitalization plan (Main Street Corridor Plan, Downtown Development Strategy, etc.). Financing may be provided for the overall project and not merely for the housing or commercial development component.

**Program Goals**

To most effectively administer this program, PHFA has outlined the following program goals. These goals will be used as the framework and basis for review and selection of projects. Applications will be evaluated based on their ability to address each goal as well as the financial capacity of the applicant to successfully implement and manage the project as a core component of a broader community revitalization strategy.

1. Increase funding for affordable housing and commercial corridor development in areas of the Commonwealth where significant need and impact can be identified and documented.
2. Maximize the leveraging of resources to the greatest extent possible.
3. Foster sustainable partnerships that will be committed to addressing needs over a significant period of time.
4. Ensure that resources are used in an effective and efficient manner to meet the needs of communities impacted.
5. Provide strategic financing for "capstone" projects that will advance an overall strategy for revitalization of a community.
6. For 2020, the Program will prioritize applications from smaller communities (3<sup>rd</sup> Class cities) in the Commonwealth.

### **Eligible Applicants**

Eligible applicants for the Community Revitalization Fund Program include Pennsylvania units of local government such as counties, cities, boroughs, townships and municipalities, redevelopment authorities, for-profit entities, non-profit entities (with operational capacity), economic development organizations, and neighborhood/downtown/business improvement districts. Partnerships between public and private entities are strongly encouraged.

A single purpose, legal entity must be created by the applicant(s) specifically for the project and will be the entity with fiscal and fiduciary responsibility for implementation, management, monitoring and project reporting. All documents pertaining to program requirements will be the responsibility of the entity.

### **Eligible Uses**

CRFP funds may be available for financing any component of the proposed mixed-use project. The proposal should target those areas within municipalities, urban centers and commercial corridors of core communities which have experienced or are at imminent risk of significant depopulation, disinvestment or distress. The proposed improvement(s) must have a documented beneficial impact on the community. The Agency will make a determination of qualification for funding based upon the overall strength of the market study, demographic data, strategic studies and other empirical information provided in the application.

Eligible uses for Community Revitalization Funds may include:

- Development, rehabilitation, and/or site improvements to properties;
- Acquisition, provided there is evidence to support market values, such as an appraisal or recent comparable sales and provided there is comprehensive funding in place to implement reuse and effective operation of the parcel/building;
- The rehabilitation or restoration of older or under-utilized buildings for immediate reuse that will support other community development goals;
- Cost of preparing commercial build-out and business lease space; and
- Costs associated with design, structural and legal conversion of existing buildings into retail and affordable housing

### **Proposal Requirements**

This section outlines the specific requirements for proposals under the Community Revitalization Fund Program.

1. The structure(s)/property must be on a commercial corridor supported by a comprehensive neighborhood revitalization strategy.

2. The neighborhood revitalization strategy or municipal strategic plan must specify plans for economic development and include other physical or public safety improvements, proposed or in place, such as sidewalks or street lights, and identify proximity to or availability of other community services and amenities such as transportation, schools, stores, parks, etc.
3. All projects submitted for review must include a mix of uses in some combination of non-residential (retail/commercial/cultural/institutional/office/light industrial) space **and** residential units. The size of non-residential space allocated should, in the opinion of the Agency, be appropriate to the overall commercial corridor and in similar scope and scale to existing structures/businesses. The focus of this criterion will be the role of the project in the overall plan for development/revitalization and the market research for the appropriate combination of housing and non-residential uses.
4. Evidence of financial viability with supporting information for the residential portion, the commercial portion and the entire mixed-use facility including, but not limited to:
  - information about ownership status, zoning and plan approval process;
  - development budgets, specifying acquisition and rehabilitation costs;
  - identify sources and uses of funds (including commitment letters) to ensure financial feasibility;
  - proposed rent (or sales price) per retail space/unit/home upon completion (with supporting market study or documentation); and
  - operating budgets
5. The proposed use for commercial portions, identifying proposed or existing tenants, build-out requirements, existing rents and lease agreements, if available.

**NOTE:** PHFA will require that projects maintain a mixture of residential and non-residential uses for a period of at least ten (10) years. Residential units must remain affordable to households at or below 80% of area median income for a period of at least ten (10) years. Preference will be given to projects committed to longer periods of mixed-use in scope **and** residential affordability.

PHFA reserves the right to reject any application which includes costs or fees which PHFA deems to be unreasonably high or excessive.

### **Required Proposal Details**

The application proposal must be sectioned and numbered in the same order as identified below.

1. **Narrative:** A short description of the proposal, its scope, the need for and the expected impact of the funding. All key features of the proposal, including targeting, impact, and how the funds will make quality housing affordable and commercial development more readily available should be addressed in this section. Include a description of the existing real estate market.

2. **Financing:** Projects will be evaluated based on their ability to leverage resources to the greatest extent possible and their demonstrable ability to proceed to closing in a timely fashion. A detailed plan including all of the following should be included, if applicable:
  - A list of sources of matching and/or leveraged funds including percentage of funding support from all other sources
  - The status of the funding availability (requested/committed) including a timeline for access to matching or leveraged funds. (Agency funding will impose a deadline for satisfaction of all closing requirements.)
  - Commitment letters from identified funding sources must be included.
  - If available, contracts related to any funding source setting forth funding conditions must be provided.
3. **Ownership:** A single purpose, Pennsylvania–domiciled, legal entity must be created as the ownership entity with fiscal and fiduciary responsibility for implementation, management, monitoring and project reporting. All program requirements will be the responsibility of the ownership entity.
4. **Comprehensive Plan:** Evidence that the site is part of an existing or proposed comprehensive neighborhood revitalization strategy (such as a Main Street Corridor Plan, Downtown Development Strategy, etc.), with a detailed description of the strategy. The articulated strategy must specify plans for economic development and include other physical or public safety improvements proposed or in place, such as sidewalks, street lights, proximity to, or availability of, other community services/amenities such as transportation, schools, parks, grocery stores, employment, health care services, etc.
5. **Site Control:** Evidence of site control or, in the alternative, evidence of the ability to acquire the proposed site in a timely manner.
6. **Zoning:** Evidence satisfactory to the Agency that the proposed development complies with zoning ordinances and local land development plans.
7. **Budget:** A complete development budget (encompassing both residential and commercial) including sources and uses.
8. **Location Map:** A site map of the neighborhood identifying any proposed municipal improvements or private development not part of the funding proposal.
9. **Existing Condition Photos:** Photographs of the proposed site, contiguous sites, surrounding area and neighborhood, as well as photographs of the interior of the property, if available.
10. **Architectural Drawings:** Schematic drawings of the proposed project. (The Agency requires that commercial space and housing units be accessible and constructed and operated in accordance with applicable fair housing and Americans with Disability Act requirements.)

11. **Timeline:** Proposals must show an overall timeline for the utilization of the funds. Projects should be prepared to complete construction within eighteen (18) months of the award of funds.
12. **Appraisal:** An appraisal of each property to be included in the proposed development, if available.
13. **Previous Experience:** A description of previous development experience for all partners with specific details regarding any experience within the proposed community.
14. **Appendix A**

**NOTE:**

PHFA may charge appropriate fees to cover administration, review and monitoring.

PHFA expects that projects will be subject to all applicable Pennsylvania laws relating to funding from public sources of funds (i.e., fair housing, accessibility, wage rates and labor standards).

### **Selection Criteria**

The following criteria will be established to guide the Agency in its review of projects and determination for distribution of the program funds:

1. To allow for an efficient program operation, the Agency has determined that the **minimum** Community Revitalization Fund Program funding request will be \$500,000 and the maximum request will not exceed \$1,000,000.
2. The Agency will limit the overall annual program funding award to \$1,000,000 to any one (1) applicant.
3. PHFA will be looking to fund projects in various geographic areas of the Commonwealth. To reach this objective PHFA may consider a minimum of two (2) projects in “urban” communities (populations greater than 250,000) and a minimum of one (1) project in “suburban/rural” communities (population less than 100,000).

**NOTE:** For 2020 project submissions, the Agency will prioritize applications from smaller communities (3<sup>rd</sup> Class cities) in the Commonwealth.

4. The Agency reserves the right to determine reasonableness of the overall cost per residential unit and cost per square foot of retail/commercial, etc. in determining the thresholds appropriate for program funding. Projects with costs deemed unreasonable may be rejected by the Agency.

### **Project Overview**

Applications must include the Project Overview ([Appendix A](#)) to provide a brief summary of the project, the anticipated uses of funds and contact information for all parties involved.

### **Reporting Requirements**

Successful applicants must immediately report, in writing, to PHFA any material changes in ownership, staffing or financial condition of the developer or ownership entity. Any transfer of ownership of the subject property is subject to and must receive prior approval of PHFA in accordance with the requirements set forth in the funding agreement.

The Agency is required to provide an annual report to the Governor and legislature listing the taxpayers applying for credits, those awarded a tax credit certificate and a list of projects funded through CRFP. PHFA will be partnering with the Pennsylvania Department of Revenue to review interested taxpayers to ensure that they are fully compliant with all program requirements. Project owners will be required to submit ongoing documentation relating to the operation of their project as outlined by the Agency in the funding agreement.

### **Proposal Submission Instructions**

Applicants must submit one (1) complete hard copy (in a three-ring binder) and one (1) complete electronic copy (saved to a flash drive) of the proposal. Both submissions must be organized according to the instructions provided under the [Required Proposal Details](#) section of this RFP.

**ALL CRFP proposals should be mailed to:**

**Shelby Rexrode  
Office of Strategic Planning and Policy  
Pennsylvania Housing Finance Agency  
211 N. Front Street  
Harrisburg, PA 17101**

**All CRFP funding proposals and supporting documentation (including letters of support) must be received by PHFA no later than 2:00 pm on Friday, December 4, 2020.**

**CRFP Question Submissions** - All RFP questions must be submitted via email to Bryce Maretzki at [bmaretzki@phfa.org](mailto:bmaretzki@phfa.org). Phone calls will not be accepted.

**CRFP Webinar** - PHFA will host a webinar on Wednesday, October 14, 2020 at 2:00 pm. Participants should register at the link below. Please contact Clay Lambert at [clambert@phfa.org](mailto:clambert@phfa.org) if you have any questions or issues when attempting to register.

<https://pahousing.webex.com/pahousing/onstage/g.php?MTID=e30bb3344b6245719c6c3d40f0d8f39>

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Webinar PowerPoint slides will be available on the Agency website for those who are unable to attend the webinar session. All applicants are urged to check the website periodically for updates and guidance.

**Community Revitalization Fund Program  
Project Overview (Appendix A)**

1. **Project/Development Name:** \_\_\_\_\_

2. **Amount of CRFP funding requested (\$):** \_\_\_\_\_

3. **Total development cost (\$):** \_\_\_\_\_

4. **Number of apartments proposed:** \_\_\_\_\_

- One bedroom (#) \_\_\_\_\_
- Two bedrooms (#) \_\_\_\_\_
- Three bedrooms (#) \_\_\_\_\_

5. **Proposed monthly residential rent amounts:**

- One bedroom (\$) \_\_\_\_\_
- Two bedrooms (\$) \_\_\_\_\_
- Three bedrooms (\$) \_\_\_\_\_

6. **Square feet of commercial space:** \_\_\_\_\_

7. **Proposed commercial rents (\$'s per square foot):** \_\_\_\_\_

8. **Property address(es) using 9-digit zip code:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Use of Funds Summary

(Applicants should complete the following pages to provide a summary of any and all uses of funds for the project/development. This section should be completed in addition to the budget listed in the **Required Proposal Details** section of the RFP. Feel free to attach additional pages as needed.)

<b>9. Total Acquisition Costs</b>	<b>\$ _____</b>
Acquisition (Sale Price)	\$ _____
Title & Recording	\$ _____
Acquisition Legal Fees	\$ _____
Closing Costs	\$ _____
<b>10. Total Construction/Rehab Costs</b>	<b>\$ _____</b>
Construction Costs	\$ _____
Rehabilitation Costs	\$ _____
Construction Contingency	\$ _____
Off-site Improvements	\$ _____
Demolition	\$ _____
Builders Overhead	\$ _____
Builders Profit	\$ _____
Bond Premium	\$ _____
Architect and Engineer	\$ _____
Fees and Permits	\$ _____
Market Study	\$ _____
Environmental	\$ _____
Appraisal	\$ _____
Survey	\$ _____
Rent-up Expenses	\$ _____
Taxes	\$ _____
Insurance	\$ _____

Construction Loan Interest	\$ _____
Bridge Loan Interest	\$ _____
Accounting	\$ _____
Syndication Fees	\$ _____
Permanent Financing Costs	\$ _____
Construction Financing Fees	\$ _____
Developer Fees	\$ _____
Development Consultant	\$ _____
Legal Fees	\$ _____
Other Soft Costs	\$ _____
Other Reserve	\$ _____
Capitalized Operating Reserve	\$ _____

### **Contact Information**

**11. Contact Information (name, address, phone, email)**

- **For-profit partner:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

- **Non-profit partner:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_