

# 2022 PHARE REQUEST FOR PROPOSALS



## TRAINING WEBINAR

Clay Lambert, PHARE Program Manager

# PHARE Facts



- PHARE (Act 105) signed in 2010
  
- Two funding Sources connected to this RFP
  - ▣ Marcellus Shale Impact Fee (PHARE/Marcellus Shale)
  - ▣ Realty Transfer Tax Fund (PHARE/RTT)
  
- Approved Annual Plan
  - ▣ Approved in February 2022
  
- Annual report on program provided to legislature, Governor's Office.

# Goals & Priorities



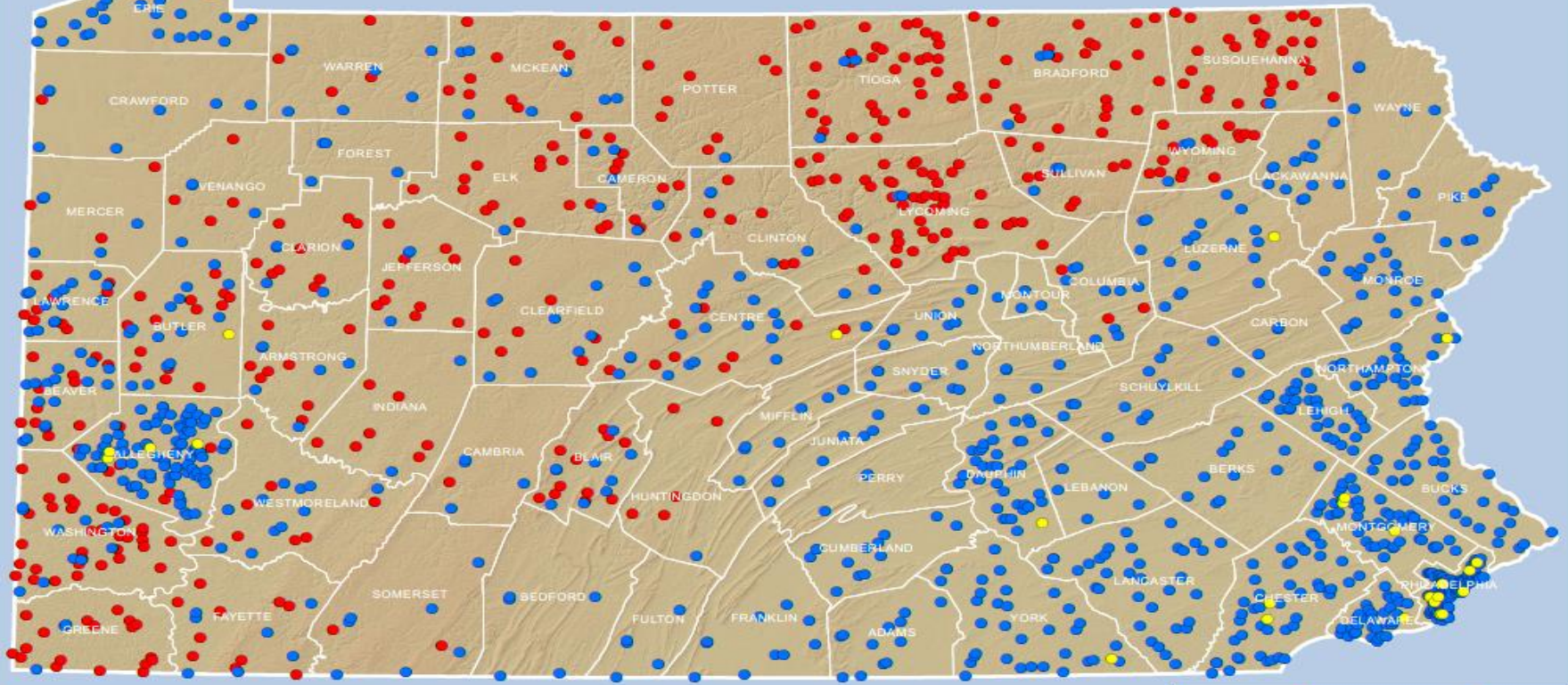
- Increase safe, affordable housing opportunities.
  - ▣ Rehabilitation/re-use of abandoned, at-risk housing.
  - ▣ Owner-occupied rehab & homebuyer/rental assistance.
  - ▣ Homeless prevention/rapid re-housing for vulnerable populations.
  
- Strengthen existing housing stock and addressing long term affordability.
  
- Develop strategic approaches to address housing needs and impact within an overall community plan.
  
- Focus on strategic locations.
  - ▣ Target communities which have experienced significant divestment.
    - Areas which may face loss of affordable housing due to gentrification, or areas in need of greater economic diversification.

# Goals & Priorities

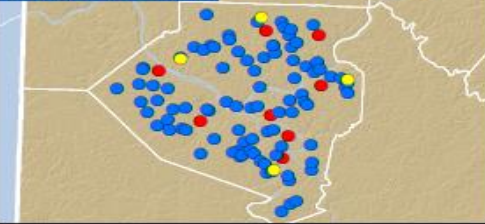


- Maximize the leveraging of resources to address significant and persistent housing needs.
- Foster sustainable partnerships that will be committed to addressing housing needs.
- Provide safe, affordable housing to those within a range of incomes.
  - Funds allowable to benefit individuals up to 200% AMI.
- Establish a transparent application, allocation, and reporting process.

# PHARE Awards by County, 2012-2022



## Allegheny County



Note: Points represent a PHARE award in a county but not a project location.

There are 23 additional statewide and 25 regional awards not shown.

- Marcellus Shale (MS) ●
- Realty Transfer Tax (RTT) ●
- Housing Trust Fund (HTF) ●



## Philadelphia



8/29/22

# PHARE IMPACT SINCE 2012

# Marcellus Shale Fund



- Act 13 of 2012 (Marcellus Shale Impact Fee).
  - Eligible Counties listed on **Exhibit A** of the RFP
  
- Total awarded - \$71.07 Million since 2012.
  - 384 awards funded
  
- Funds may only be awarded to the County
  - Orgs must have county authorization to apply for MS funds.
  
- At least 50% for Fifth, Sixth, Seventh and Eighth class counties.
  
- \$5.8 million available for funding in 2022/23.

# Marcellus Shale Fund



## 2022 Eligible Counties (31)

- Allegheny
- Armstrong
- Beaver
- Blair
- Bradford
- Butler
- Cameron
- Centre
- Clarion
- Clearfield
- Clinton
- Crawford
- Elk
- Fayette
- Forest
- Greene
- Huntingdon
- Indiana
- Jefferson
- Lawrence
- Lycoming
- McKean
- Mercer
- Potter
- Somerset
- Sullivan
- Susquehanna
- Tioga
- Venango
- Washington
- Westmoreland

# Realty Transfer Tax Fund (RTT)



- Act 58 of 2015
  - Portion of Realty Transfer Tax (RTT) revenue increase to PHARE
  
- Total awarded to date: \$168.6 million since 2016.
  - 887 awarded to date
  
- \$40 million available for funding in 2022/23.
  
- Who is eligible to apply for RTT funding?
  - Local government agencies, nonprofits, redevelopment/housing authorities, economic/community development agencies, business/neighborhood/downtown improvement districts, for-profit community development agencies



# Funding Sources At A Glance

## Marcellus Shale

- Available in 31 Counties located within the Marcellus Shale region.
- Only County government entities or a “designated organizations” are eligible.
- **Anticipated \$5.8 million.**
- Average 2022 award - \$203K

## Realty Transfer Tax

- Available in all 67 Counties in Pennsylvania.
- Eligible applicant include non-profits, For-profits, CDCs, developers, Improvements districts, etc.
- **Anticipated \$40 million.**
- Average 2022 award - \$196K

- Funds will be awarded in the Summer of 2023.
- All awarded projects are required to submit semi-annual reports to PHFA for compliance.

# Funding Priorities



# PHARE Funding Priorities



- The agency will prioritize funding for proposals targeting certain affordable housing initiatives.
  - ▣ Applicants will be asked to identify which priority best describes the proposal's end goals and objectives.
  
- Proposals that address multiple priorities must select the activity that will be impacted by the majority of the requested PHARE funds.
  - ▣ Ex: If housing units are being rehabilitated to be used for rapid re-housing, the applicant should choose Homelessness Prevention as the appropriate category.

# PHARE Funding Priorities



## 1. 4% RTT Tax Credit Projects

- ▣ Developments applying for 4% tax credits for large-scale preservation to increase the availability of affordable housing to low and extremely low-income households.
- ▣ Limit of two applications per developer.
- ▣ Maximum request of \$1,000,000.
- ▣ Proposals must include a minimum of 50 units and priority will be given to projects with greater than 75 units.

# PHARE Funding Priorities



## 2. Preservation/Rehabilitation/Renewal

- Rehabilitation of existing housing stock including owner-occupied rehab.
- Demolition of blighted, abandoned or otherwise at-risk housing.
- Reclaiming or renewal of brownfields or vacant land where housing was once located for community green space.

## 3. Rental Housing Creation

- Development of new and affordable rental units.
  - May include acquisition, pre-development costs, construction and/or significant rehabilitation, and demolition where the development of affordable housing is the end goal.

# PHARE Funding Priorities



## 4. Homelessness Prevention

- Address ongoing needs for individuals and families at risk for homelessness.
  - Rapid re-housing, rent/utility/transportation assistance, landlord outreach, case management, and short-term emergency shelter care.
- Increase the availability of integrated housing opportunities, supportive services, and resources for vulnerable populations such as veterans, the re-entry population, person dealing with addiction disorder(s), disabled persons, and at-risk youth.

# PHARE Funding Priorities



## 5. Innovative Housing Solutions

- ▣ Piloting unique and creative approaches to addressing unmet housing needs and historic disparities in housing.

## 6. Homeownership

- ▣ Development of additional affordable for-sale housing units, including costs for pre-development, construction, and/or significant rehabilitation.
- ▣ Programming and homeownership down payment and closing cost assistance for first-time homebuyers and vulnerable/underrepresented communities.

# PHARE Funding Priorities



## 7. Housing Counseling and Financial Education

- ▣ Activities providing various types of housing counseling, including pre and post purchase, financial education, foreclosure prevention, and other forms of direct client counseling to assist homeowners or renters.



# RFP Requirements



# RFP Requirements



- ❑ RFP opened **September 12<sup>th</sup>**.
- ❑ Applications due by **2pm on November 18<sup>th</sup>**.
- ❑ Each application must provide at least 30% of the awarded PHARE funds to assist households below 50% AMI.
- ❑ Funds may NOT be used to benefit households with incomes above two hundred percent (200%) of the County's MAI.
- ❑ No more than 5% of project award can be used for administrative costs.

# RFP Requirements



The following items must be uploaded to the 'Documents' section of the PHARE Submissions Website:

## **Narrative**

- Concise (one to two page) summary description of the overall scope of the proposal.
- Key features and goals of the proposal should be addressed.

## **Comprehensive Plan**

- Required documents based on proposal type.
  - Site control, drawings, site maps for construction projects.
  - Delineation of targeted households or income groups.
  - Geographic scope of program impact for housing related services.

# RFP Requirements



The following items must be uploaded to the 'Documents' section of the PHARE Submissions Website:

## **Impact on Inequalities and Disparities**

- Applicants must select a community to be impacted by grant funds.
- Narrative including the applicant's strategy for addressing local housing disparities.

## **Budget**

- List of sources of matching and/or leveraged funds.
- Status/timeline of potential funding.

## **Timeline**

- Anticipated milestones for grant implementation and completion.

# RFP Requirements



The following items must be uploaded to the 'Documents' section of the PHARE Submissions Website:

## **Use of PHARE Funds**

- Statement verifying that administrative funds usage will be capped at 5%.

## **Letters of Support**

- Support documents from local community leaders/organizations.

## **Certificate of Good Standing**

- Verifies organization's existence with the Secretary of the Commonwealth.

## **County Authorization Documentation**

- Required for PHARE/Marcellus Shale proposals only.

# RFP Requirements



- **PHARE/RTT** applicants are permitted to submit no more than three (3) proposals.
  
- 9% Low-Income Housing Tax Credit developments are **not** eligible to apply for PHARE through this RFP.
  - ▣ Will be accepted separately in coordination with the application for tax credits.
  - ▣ Past LIHTC projects with COVID-related cost increases should apply for Develop Cost Relief Program funds.
  
- Award recommendations will be announced in June/July 2023.

# 4% Tax Credit Developments



- Applicants must complete the **Funding Information, Unit Information, Property Address, and Contact Information** sections of the PHARE Submissions Website.
  
- 4% applicants only need to submit the following items in the ‘Documents’ section of the website:
  - ▣ **Proposal Narrative** – summary of the overall scope of the proposal
  - ▣ **Budget** – A list of committed sources and uses for all matching and/or leveraged funds
  - ▣ **Impact on Inequalities and Disparities** – Impact addressing historical disparities and inequities in housing.

# Monitoring and Reporting





# PHARE Reporting



- Grant funds will be paid out to awardees next Summer after all contract documents are executed and returned.
- Grantees must monitor the use of all funds and connect its impact to assist households.
- Grantees submit semi-annual reports until all awarded PHARE Funds are expended.
  - Reports due every January 31st and July 31st until all funds are expended.
  - First report for new grantees will be due January 31, 2024.
- Grantees with multiple PHARE awards must track and report on the use of funds **separately, for each grant year.**
  - Separate reports must be submitted, for each grant, for each year awarded.

# PHARE Reporting



- ❑ All awarded PHARE grantees must track and report on the following impacts/outcomes:
  - ❑ Amount of PHARE funds expended.
  - ❑ Number of households served/impacted.
  - ❑ Amount and percentage of funds used to benefit households below 50% of median area income.
  - ❑ Household size of each individual households assisted.
  - ❑ Household income of each individual households assisted.
  - ❑ Amount of funding used to assist each individual household.
  - ❑ Amount of administrative costs expended - capped at 5%.
  - ❑ Source and amount of all matching/leveraged funds.
  - ❑ Impact of funds used to address barriers to fair housing or disparities.

# PHARE Reporting



- PHARE grant terms are 18 months from the date contract documents are executed.
- Grantees are required to submit a final Close-out report upon final expenditure of all PHARE funds.
  - Due within 30 days of final expenditure of grant funds.
- Grantees must adhere to PHARE reporting guidelines and their proposal timeline as much as possible.
  - Additional grant awards will not be considered from grantees out of compliance with reporting deadlines.
- PHFA will monitor the status of all current grantees before additional funds are awarded.



# PHARE Website

<https://phare.phfa.org>

# PHARE Website

- All PHARE applicants must create an account on the PHARE Submission Website if an account doesn't already exist.

## Please sign in

[CLICK HERE TO CREATE AN ACCOUNT](#)

[Forgot your password? Click here.](#)

# PHARE Website



- Organizations may submit multiple proposals within the same account.
- Applications may be modified until ultimately submitted to PHFA.

## CREATE A NEW ACCOUNT

Please enter your email address and password. These will be used to sign in to the PHARE Application site.  
Your email address is case sensitive.  
Your password must be at least 8 characters in length, contain one capital letter, one lowercase letter, and one number.

<input type="text" value="Email Address"/>	<input type="text" value="Verify Your Email Address"/>
<input type="text" value="Password"/>	<input type="text" value="Verify Your Password"/>

What is the name of your organization?

Who is the main point of contact for your organization's PHARE applications?

# PHARE Website



- Organizations must select the type of proposal they are seeking to fund.
  - ▣ New Construction and/or Project Rehabilitation.
  - ▣ Housing-Related Programs and Services.
  - ▣ New Construction/Rehabilitation and Housing-Related Programs and Services.

### Start an Application

GRANT	2022/23 PHARE
SUBMISSION PERIOD	09/12/2022 to 11/18/2022
APPLICATION TYPE	<input type="text" value="SELECT AN APPLICATION TYPE"/>

[START APPLICATION](#)

NOTE: PHARE proposals are not successfully completed/submitted to PHFA until all the necessary documents have been uploaded and you complete the process by clicking the "Submit Application to PHFA" button in the Review and Submit section of this site. All PHARE proposals must be submitted to PHFA by 2PM on Friday, November 18, 2022.

# PHARE Website



- All proposals must complete the Funding Information, Contact Information, and Documents sections.
- Construction/rehab proposals must also complete Unit Information and Property Address(es) sections.

Submission Instructions

Funding Information

Unit Information

Property Addresses

Contact Information

Documents

Review and Submit

Exit Application

## Housing Construction/Rehab AND Housing Related Services

NOTE: All information provided will be the final information used during the funding review process

By selecting the **Housing Construction/Rehab AND Housing Related Services** option, you will be submitting a proposal which involves both the construction/rehabilitation of housing units **and** direct assistance to individuals or families. Please proceed with your proposal submission if this is correct. However, if your PHARE application involves the development/creation of new housing units only or the rehabilitation of existing properties (i.e. bricks and sticks) only, please return to the home page and select the correct option.

Please refer to the 2022/23 PHARE Request for Proposals (hyperlink when created) for details on the programs goals and funding priorities, funding sources, eligible organizations, and proposal requirements.

Your account (username and password) will allow you to begin, edit, and review multiple PHARE proposals at the same time.

NOTE: Organizations applying for PHARE/Realty Transfer Tax will be limited to submitting **no more than three (3) funding requests**.

All PHARE proposals must be submitted to PHFA by 2PM on Friday, November 18, 2022.

Click **NEXT** to begin your application

NEXT



# PHARE Website



- Third party organizations submitting on behalf of another organization must indicate so in the Funding Information section.

## FUNDING INFORMATION

Name of Project/Development/Program

Project Name

The name you enter will be the official name that will be used in all PHARE contracting and marketing material. Changes to name of Project/Development/Program cannot occur once submitted.

Are you submitting this application on behalf of another organization?

No  Yes

Please enter the full legal name of the organization below. Point of contact information for the organization should be entered under the "CONTACT INFORMATION" section.

Organization Name

Address

Address

City

State

Zip

# PHARE Website

- All proposals must select a Funding Priority.
- Proposals that address multiple priorities should select the activity that will be most impacted by funding.

## Funding Priority

The Agency will prioritize funding for proposals targeting the following housing initiatives. Applicants must identify which priority best describes the proposal's end goals and objectives.

Proposals that address multiple priorities should select the activity that will be impacted by the majority of the requested PHARE funds. (Example: If 20 housing units are being rehabilitated to be used for rapid re-housing, the applicant should choose Homeless Prevention as the appropriate priority if it makes up more than 50% of the overall project.)

SELECT A FUNDING PRIORITY

[Click here for a description of each Funding Priority](#)

SELECT A FUNDING PRIORITY

4% Tax Credit Projects

Preservation/Rehabilitation/Renewal

Rental Housing Creation

Homelessness Prevention

Innovative Housing Solutions

Homeownership

Housing Counseling and Financial Education

ization intends to apply for and the amount being requested from each. Applicants are reminded to refer to the RFP to view the eligible applicants and

developments must fall within the following guidelines:

MS must be submitted by the applicable County, as the applicant. PHARE funding request are not limited in MS-eligible counties

# PHARE Website



- Applicants must indicate the location/geographic scope of the project or program.
  - ▣ Enter zip code(s) if the housing program is not being offered countywide.

**Single County – this proposal will be implemented within a single PA County.**

**Dual County - this proposal will be implemented within no more than two PA Counties.**

**Multiple Counties – This proposal will have a regional impact and will be implemented in between three and forty PA Counties.**

**Statewide – This proposal will have a regional impact and will be implemented more than 40 PA Counties.**

Please list all counties the project and/or program/services locations reside in

Adams



ADD

# PHARE Website

- Proposals should include contact information for any partners that may need to be contacted regarding the application.
  - ▣ County, Nonprofit, Developer, Legal, Local contacts may all be included.

### CONTACT INFORMATION

Please submit applicable contact information for all parties involved in the program/project or the administration of PHARE funds.

SELECT A CONTACT TYPE [What's This?](#)

- SELECT A CONTACT TYPE
- Applicant Contact
- County Commissioner Signatory Authority
- Developer Contact
- For-profit Contact
- Legal Contact
- Nonprofit Contact
- Organization Signatory Authority Contact
- Township Contact

# PHARE Website



- Website will provide errors for required information that's required.
- PHARE proposals may be edited until they are submitted to PHFA.

## THE FOLLOWING ERRORS MUST BE FIXED BEFORE SUBMITTING:

- Please provide a project name in the **FUNDING INFORMATION SECTION**
- Please select at least one type for The Project/Development is (check all that apply): in the **FUNDING INFORMATION SECTION**
- Please select a funding priority in the **FUNDING INFORMATION SECTION**

- Proposals must be submitted (by deadline) and will not be reviewed unless submitted using the “**Submit Application to PHFA**” button.

SUBMIT APPLICATION TO PHFA

# Contact Information

## **Clay Lambert**

PHARE Program Manager

[clambert@phfa.org](mailto:clambert@phfa.org)

## **Allison Hutchings**

Executive Assistant

[ahutchings@phfa.org](mailto:ahutchings@phfa.org)

- Please email if you run into any issues with the PHARE Submission website.

# Questions?



Thank you for your time  
and attention.

