



**CITY OF LANCASTER FUNDING OPPORTUNITIES
COMMUNITY PARTNER PROGRAMS/PROJECTS
Program Year 2024
Letter of Interest Process & Instructions**

OVERVIEW & RESPONSE INSTRUCTIONS

PURPOSE: The City of Lancaster applies for, directs, and oversees the administration of various Federal, State, and local grants and other funding sources on an annual basis. To help streamline application procedures and proactively assess the eligibility and viability of community programs and projects for available resources, the Departments of Administrative Services (Admin Services) and Community Planning and Economic Development (CPED) are collaborating to implement a Letter of Interest (LOI) process for all anticipated City-directed 2024 funding sources. This process will provide an opportunity for community partners to communicate their program and funding needs for the year and allow the City to assess project suitability for the available funding sources and offer recommendations and support.

The City has identified strategic community priorities and needs within its [“Block by Block” Strategic Plan](#) and updated [Comprehensive Plan](#). LOI respondents are encouraged to incorporate these priorities and needs into their responses.

PROCESS: Eligible community organizations are invited to express their interest in pursuing any available City-directed funding opportunities for program and project needs throughout 2024. Organizations shall provide responses utilizing the **2024 Letter of Interest Response Form**. Each organization shall submit one (1) response form for each program/project that they are interested in pursuing funding for based on the anticipated 2024 City funding opportunities (see below).

The City will hold one (1) information session in-person on March 6, 2024 at 12:00 PM in City Hall, City Council Chambers located at 120 N. Duke Street, Lancaster, PA 17602. Subsequently, it will hold virtual office hours on March 13 and March 20, 2024 from 10:00 – 11:00 AM. Please contact Brynn McGowan, Community Development Administrator, at bmcgowan@cityoflanasterpa.gov to obtain a link to these sessions.

LOI responses are due by 5:00 PM on Friday, March 29, 2024. Response Forms should be emailed to Brynn McGowan at bmcgowan@cityoflanasterpa.gov.

EVALUTION: The City of Lancaster plans to evaluate organizational responses to assess project/program eligibility and suitability for the available funding sources. LOI responses will be evaluated on the following basis:

- Project/Program Alignment with Available Funding Sources
- Viability of Project Timeline with Application Process(es)
- Demonstration of Organizational Capacity
- Ability to Meet Grant Requirements
- Level of Risk

The City will then provide each organization that submitted a response with the results of its evaluation, including assessment of the feasibility of the project(s)/program(s) for City-directed funding opportunities, recommendations for the organization to build capacity to make projects eligible for City-directed funding, and may include opportunities for technical assistance for training and capacity building. **The City will vet all LOI responses indicating an interest in pursuing LSA funding and make a determination of support based on this assessment. Please also note that the City’s role in the RACP process will be changing in 2024. More details will be communicated about these changes as RACP LOI responses are evaluated.**

ANTICIPATED CITY FUNDING OPPORTUNITIES AVAILABLE IN 2024

Funding Source	Eligible Programmatic Activities	Application Process/Needs	Timeline	Estimated Award Available
HOME Investment Partnerships Program (HOME) Entitlement: City/County Consortium https://www.hud.gov/program_offices/comm_planning/home	<i>Affordable Housing Development:</i> Building, Buying & Rehabilitation for Rent or Homeownership and/or Direct Rental Assistance	City/County Affordable Housing Request for Proposals Process	Q2 2024	Total Estimated Funding Available: \$800K
City of Lancaster Community Development Block Grant (CDBG) Program https://www.hud.gov/program_offices/comm_planning/cdbg/entitlement-program	<i>Affordable Housing Development Solutions:</i> Single-Family Rehabilitation for Low-to Moderate-Income Rental or Homeownership	City/County Affordable Housing Request for Proposals Process	Q2 2024	Total Estimated Funding Available: \$150K
Department of Community and Economic Development (DCED) Neighborhood Assistance Program (NAP) https://dced.pa.gov/programs/neighborhood-assistance-program-nap/	<i>Tax credit program to encourage businesses to invest in projects which improve distressed areas. Four (4) offerings available:</i> <ul style="list-style-type: none"> • Neighborhood Assistance Program (NAP) • Neighborhood Partnership Program (NPP) • Special Program Priorities (SPP) • Charitable Food Program (CFP) 	City supports application, non-profit neighborhood organization works to secure investments and commitment letters and drafts application for submittal to DCED.	Begins: Q2 2024 Due: June 30, 2024	Tax Credit incentives for contributing businesses/ corporate funders based on program: NAP: Up to 55% NPP: Up to 75% to 80% SPP: Up to 75% CFP: Up to 55%

	See linked Program Guidelines for eligible project activities.			
<p>Commonwealth of Pennsylvania Local Share Account (LSA) Funding</p> <p>https://dced.pa.gov/programs/local-share-account-lsa-statewide/</p>	<p>Projects in the Public Interest of the Commonwealth carried out by Non-Profit Organization: See Program Guidelines</p>	<p>City applies on behalf of non-profit organization with the non-profit organization responsible for drafting full funding application. Needs Council Resolution.</p> <p><u>Please note that City will be vetting LOI responses seeking this funding to determine if it will apply on behalf of the organization through this process.</u></p>	<p>Begins: August 2024 Due: December 15, 2024</p>	<p>Per Project Estimated Funding Available:</p> <p>Minimum \$25,000 Maximum \$1M</p>
<p>Commonwealth of Pennsylvania Redevelopment Assistance Capital Program (RACP)*</p> <p>https://www.budget.pa.gov/Programs/RACP/Pages/Main%20Page.aspx</p> <p>*The way the City supports this process is changing in 2024. More information will be communicated as RACP LOI responses are evaluated.</p>	<p>A project that has cultural, civic, recreational, historical, regional or multi-jurisdictional impact and generates substantial increases in employment, tax revenues or other measures of economic activity.</p>	<p><u>Consultant Strongly Recommended to Support Application & Award Processes</u></p> <p>City will assist in guiding process and providing advice. CBO must manage all phases of application and award:</p> <ul style="list-style-type: none"> • Development of Project Management Proposal • Legislative Process • Pre-Award Application Process • Award and Post Award Processes • Reimbursement Process 	<p>Projected 2024 Cycle: Begins: November 2024 Due: Mid-January 2025</p>	<p>Per Project Estimated Funding Available Minimum:</p> <p>\$1M (reimbursement structure)</p>

ELIGIBLE ORGANIZATIONS

- **For HOME:** Community Housing and Development Organizations (CHDOs)
- **For CDBG:** Non-Profit Organizations
- **For NAP Programs:** Non-Profit Neighborhood Organizations
- **For LSA:** Counties, Municipalities, Municipal Authorities, Economic Development Agencies, Redevelopment Authorities, Land Banks, Councils of Government, and Non-Profit Organizations. See [Program Guidelines](#).
- **For RACP:** Any entity that has an authorized eligible project and, subsequently, has submitted an e-RACP Application, but has not received an award. See the [Program Guidelines](#).

2024 CITY LOI PROCESS TIMELINE (IMPORTANT DATES)

Action Item	Dates
Request for LOIs Released	February 20, 2024
LOI Information Session – In-Person and Streamed	12-1 PM on March 6, 2024
LOI Office Hours – Virtual by Teams	10-11 AM on March 13, 2024 10-11 AM on March 20, 2024
LOI Responses Due	5 PM on March 29, 2024
City Provides Results of Evaluation and Recommendations	April 30, 2024