



**CITY OF LANCASTER FUNDING OPPORTUNITIES  
COMMUNITY PARTNER PROGRAMS/PROJECTS  
Program Year 2025  
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, as well as 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 2025 funding sources. This process will provide an opportunity for community partners to communicate their program and funding needs for the year, allowing 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 2025. Organizations must submit responses utilizing the **2025 Letter of Interest Response Form**. **Each organization may submit one (1) response form per project for which they are interested in pursuing funding based on the anticipated 2025 City funding opportunities (see below).**

The City will hold one (1) in-person information session on Tuesday, March 25, 2025, at 2:00 PM at City Hall, City Council Chambers located at 120 N. Duke Street, Lancaster, PA 17602 or virtually at <https://us06web.zoom.us/j/85386895186>. Subsequently, it will hold virtual office hours on April 8 and April 14, 2025, from 10:00 – 11:00 AM. Please contact Jenn Rummel, Community Development Administrator, at [jrummel@cityoflanasterpa.gov](mailto:jrummel@cityoflanasterpa.gov) to obtain a link to these sessions.

**LOI responses are due by 5:00 PM on Friday, April 18, 2025.** Response Forms should be emailed to Jennifer Rummel at [jrummel@cityoflanasterpa.gov](mailto:jrummel@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 an 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.**

**ANTICIPATED CITY FUNDING OPPORTUNITIES AVAILABLE IN 2025**

| Funding Source  | Eligible Programmatic Activities  | Application Process/Needs  | Timeline   | Estimated Award Available  |
|---|---|--|--|--|
| <b>HOME Investment Partnerships Program (HOME) Entitlement:</b><br>City/County Consortium<br><br><a href="https://www.hud.gov/program_offices/comm_planning/home">https://www.hud.gov/program_offices/comm_planning/home</a>                                    | <i>Affordable Housing Development:</i><br>Building, Buying & Rehabilitation for Rent or Homeownership and/or Direct Rental Assistance   | City/County Affordable Housing Request for Proposals Process   | Q4 2025  | <b>Total Estimated Funding Available:</b><br><br>TBD   |
| <b>City of Lancaster Community Development Block Grant (CDBG) Program</b><br><br><a href="https://www.hud.gov/program_offices/comm_planning/cdbg/entitlement-program">https://www.hud.gov/program_offices/comm_planning/cdbg/entitlement-program</a>            | <i>Affordable Housing Development Solutions:</i><br>Single-Family Rehabilitation for Low- to Moderate-Income Rental or Homeownership  | City/County Affordable Housing Request for Proposals Process   | Q4 2025  | <b>Total Estimated Funding Available:</b><br><br>(est) \$400,000+  |
| <b>Department of Community and Economic Development (DCED) Neighborhood Assistance Program (NAP)</b><br><br><a href="https://dced.pa.gov/programs/neighborhood-assistance-program- nap/">https://dced.pa.gov/programs/neighborhood-assistance-program- nap/</a> | <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"> <li>• Neighborhood Assistance Program (NAP)</li> <li>• Neighborhood Partnership Program (NPP)</li> </ul> | City supports application, non-profit neighborhood organization works to secure investments and commitment letters and drafts application for submittal to DCED. | <b>Begins:</b><br>Q2 2025<br><br><b>Due:</b><br>May 30, 2025 | <b>Tax Credit incentives for contributing businesses/ corporate funders based on program:</b><br><br>NAP: Up to 55%<br>NPP: Up to 75% to 80%<br>SPP: Up to 75%<br>CFP: Up to 55% |

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|---|--|---|---|---|
|   | <ul style="list-style-type: none"> <li>• Special Program Priorities (SPP)</li> <li>• Charitable Food Program (CFP)</li> </ul> <p>See linked <a href="#">Program Guidelines</a> for eligible project activities.</p>  |   |   |   |
| <p><b>Commonwealth of Pennsylvania Local Share Account (LSA) Funding</b></p> <p><a href="https://dced.pa.gov/programs/local-share-account-lsa-statewide/">https://dced.pa.gov/programs/local-share-account-lsa-statewide/</a></p>             | <p>Projects in the Public Interest of the Commonwealth carried out by Non-Profit Organization: See <a href="#">Program Guidelines</a></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><b><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></b></p>  | <p><b>Begins:</b><br/>September 2025</p> <p><b>Due:</b><br/>December 15, 2025</p> | <p><b>Per Project Estimated Funding Available:</b></p> <p><b>Minimum</b><br/>\$25,000<br/><b>Maximum</b><br/>\$1M</p> |
| <p><b>Commonwealth of Pennsylvania Redevelopment Assistance Capital Program (RACP)</b></p> <p><a href="https://www.budget.pa.gov/Programs/RACP/Pages/Main%20Page.aspx">https://www.budget.pa.gov/Programs/RACP/Pages/Main%20Page.aspx</a></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><b><u>Must Secure Consultant to Support Application &amp; Award Processes</u></b></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"> <li>• Development of Project Management Proposal</li> <li>• Legislative Process</li> <li>• Pre-Award Application Process</li> <li>• Award and Post Award Processes</li> </ul> | <p>Projected 2025 Cycle:</p> <p><b>Begins:</b> TBD</p> <p><b>Due:</b> TBD</p>     | <p><b>Per Project Estimated Funding Available Minimum:</b></p> <p>\$1M<br/>(reimbursement structure)</p>              |

|  |  |   |  |  |
|--|--|---|--|--|
|  |  | <ul style="list-style-type: none"> <li>• Reimbursement Process</li> </ul> |  |  |
|--|--|---|--|--|

**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](#).

**2025 CITY LOI PROCESS TIMELINE (IMPORTANT DATES)**

| Action Item   | Dates   |
|---|---|
| Request for LOI Released                                | March 11, 2025                                      |
| LOI Information Session – In-Person                     | March 25, 2025, 2-3 PM                              |
| LOI Office Hours – Virtual by Teams                     | April 8, 2025, 10-11 AM<br>April 14, 2025, 10-11 AM |
| LOI Responses Due                                       | April 18, 2025, 5 PM                                |
|   |   |
| City Provides Results of Evaluation and Recommendations | May 23, 2025  |