

**INTER**

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

**OFFICE**

# MEMO

To: HARRISBURG CITY COUNCIL  
From: Kirk Petroski, City Clerk  
LEGISLATIVE APPROVAL FORM

Date:

LEGISLATIVE APPROVAL FORM/CERTIFICATE OF ACCEPTANCE

BILL NO. -2020      RESOLUTION NO. -2020

THE ABOVE LISTED ITEM WAS WRITTEN AND PREPARED FOR FINAL INTRODUCTION AT THE HARRISBURG CITY SOLICITOR'S OFFICE ON:

  
Deputy City Solicitor

7-6-20  
Date

Requested by Department/Bureau: DBHD

Department/Bureau Contact Person: L. Williams / M. Woolley

For Action on or before:

The attached was received in the Office of the City Clerk for introduction on

\_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

**RESOLUTION NO. \_\_\_\_ - 2020**

Moved by: \_\_\_\_\_

A Resolution authorizing the City to distribute additional federal money received through the CARES Act to entities which received subrecipient funding pursuant to the City's fiscal year 2019 CDBG and ESG awards, and to negotiate and enter into agreements necessary to effectuate the distribution of such CARES Act funding.

**WHEREAS**, the City of Harrisburg receives funding from the Department of Housing and Urban Development (HUD) in the form of, among other things, Community Development Block Grants (CDBG) and Emergency Shelter Grants (ESG); and

**WHEREAS**, the City entered into subrecipient agreements with twelve (12) eligible organizations to distribute CDBG and ESG funding, and such contracts were ratified by City Council through Resolution 34 of 2020 which is attached hereto as "Exhibit A"; and

**WHEREAS**, the City has received additional federal funding through the Department of Housing and Urban Development as part of the CARES Act; and

**WHEREAS**, in order to distribute portions of the money received through the CARES Act the City desires to negotiate and enter into amendments to those agreements to provide additional funding for those entities to carry out pandemic relief related activities as permitted by the CARES Act; and

**WHEREAS**, the Department of Building and Housing Development has not determined the amount of funds that will be distributed through this mechanism; and

**WHEREAS**, distributing CARES Act funding in this manner will allow the City to more efficiently provide funding for programs that qualify as eligible under the CARES Act; and

**WHEREAS**, prior to the distribution of any funding authorized by this resolution the Department of Building and Housing Development shall forward a written copy of the agreement delineating the exact amount of funding awarded to the City, the amount to be disbursed, and the uses for which such a disbursement is authorized.

**NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE COUNCIL OF THE CITY OF HARRISBURG**, that the City of Harrisburg is authorized to distribute additional federal money received through the CARES Act to entities which received subrecipient funding pursuant to the City's fiscal year 2019 CDBG and ESG awards, and to negotiate and enter into agreements necessary to effectuate the distribution of such CARES Act funding.

**BE IT FURTHER RESOLVED** that the Mayor, City Controller, and other appropriate City officials are authorized and directed to take all steps necessary to further effectuate the purpose of this Resolution.

I second this resolution \_\_\_\_\_

# **EXHIBIT A**

RESOLUTION NO. 34 - 2020

Moved by: Madson

A Resolution ratifying certain CDBG and ESG subrecipient agreements entered into by the City of Harrisburg in order to distribute CDBG and ESG funding to eligible subrecipient organizations.

**WHEREAS**, the City of Harrisburg receives funding from the Department of Housing and Urban Development (HUD) in the form of, among other things, Community Development Block Grants (CDBG) and Emergency Solutions Grants (ESG); and

**WHEREAS**, the City conducted a public process to advertise the availability of that funding and solicit applications from eligible subrecipients in conformance with HUD regulations; and

**WHEREAS**, the City evaluated potential subrecipients and determined to award CDBG funding to the following subrecipients as follows:

Subrecipient	Amount
A Miracle 4 Sure	\$13,810.00
Center for Employment Opportunities	\$13,810.00
Communities in Schools	\$13,810.00
Heinz-Menaker Senior Center	\$14,000.00
Latino Hispanic American Community Center (LHACC)	\$13,810.00
Neighborhood Dispute Settlement	\$13,810.00
Pennsylvania Immigrant and Refugee Women's Network	\$13,810.00
The Salvation Army Harrisburg Capital City Region	\$25,000.00

**WHEREAS**, the City evaluated potential subrecipients and determined to award ESG funding to the following subrecipients as follows:

Subrecipient	Amount
Capital Area Coalition on Homelessness	\$24,000.00
Christian Churches United of the Tri-County Area	\$63,000.00
Shalom House	\$43,100.00
YWCA Greater Harrisburg	\$50,000.00

**WHEREAS**, the form of the contracts between the City and each subrecipient are attached collectively hereto as "Exhibit A" and a single copy of the exhibits to each CDBG contract are

attached hereto as "Exhibit B," and a single copy of the exhibits to each ESG Contract are attached hereto as "Exhibit C."

**NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE COUNCIL OF THE CITY OF HARRISBURG,** that the contracts entered into by and between the City of Harrisburg and each of the abovementioned subrecipient entities is hereby ratified.

**BE IT FURTHER RESOLVED** that the Mayor, City Controller, and other appropriate City officials are authorized and directed to take all steps necessary to further effectuate the purpose of this Resolution.

I second this resolution Williams

Passed by City Council May 12, 2020

Wanda R. Williams

President of City Council

Attest

[Signature]  
City Clerk

Approved

Returned to City Council with objections

Returned to City Council with objections

YEAS	NAYS
<del>MR. ALLATT</del>	
<del>MS. BOWERS</del>	
<del>MS. DANIELS</del>	
<del>MS. GREEN</del>	
<del>MR. MADSEN</del>	
<del>MR. MAJORS</del>	
<del>MS. WILLIAMS</del>	
Yeas <u>7</u>	
Nays <u>0</u>	

# Approved Budget

		Category	Eligible	Budget Item	Calculation	Total Amount	CDBG/Approved Fund
A Miracle 4 Sure	CDBG	Public Services	Equipment	Copier Lease- Executive Image	-		\$ -
			Case Managers (4)	Independent contractor stipend \$5,000	-		\$ -
			Client Services	Bus tickets, PAID's, work clothing, basic needs- @ \$100 per ctt. Serving est. 85-100 ctt.	10,655.00		\$ 10,655.00
			Housing Assistance	Housing needs unrelated to rent	3,165.00		\$ 3,165.00
			(Source of funds) Philanthropic Grants	Stabler Foundation (rental assistance)	-		\$ -
					-		\$ -
					-		\$ -
						<b>13,810.00</b>	<b>\$ 13,810.00</b>

\* Please see far right column for approved CDBG Funding

# Approved Budget

Agency	Eligibility	Budget Item	Calculation	Total Amount	CDBG Request	
Communities in Schools	CDBG	Public Services	Location buildout/ renovation, work stations, furniture	Estimate based on quote	\$	4,605.00
			Technology (on-line learning, printers, and on-line curriculum)	Estimate based on market price of on-line educational tools	\$	4,605.00
			Staff Salaries- Program Director	Based on salary max for position	\$	-
			Staff Salaries- Outreach Coordinator(s)	Based on salary max for position	\$	-
			Benefits and Payroll @ 21%	Estimate based on market value for benefits packages	\$	-
			Job Trainer/Placement Coach	Based on salary max for position	\$	-
			Staff training and supplies (including travel for training at similar re-engagement centers)	Estimate based on market price of supplies and 2018 training cost at other RECs	\$	4,605.00
			(Source of Funds) Other	Dauphin County Human Services Dept.	\$	-
			(Source of Funds) Other	Dauphin County Earning Commission	\$	-
			<b>Total</b>			

\* Please see far right column for approved CDBG Funding



## Approved Budget

	Category	Eligibility	Budget Item	Calculation	Total Amount	CDBG Request
Heinz Menaker	CDBG	Public Facility	Refurbishment of bathrooms	Prior Estimates w/ADA compliance	[REDACTED]	\$ 10,000.00
			Repaving of parking lot	Prior Estimated		\$ 4,000.00
			Facility Security Upgrades entrance access control, Cameras and Lighting (Courtyard, etc.)	Prior Estimates w/ADA compliance		
			Ice Cuber with Bin (ICEU30SHA)	Prior Quote		
			(Source of Funds) Other	Dauphin County Gaming Grant		
						\$ -
						\$ -
			\$ 14,000.00			

\* Please see far right column for approved CDBG Funding





### Approved Budget

Category	Agency	Eligibility	Amount from	Calculation	Amount	Comments
Salvation Army	CDBG	Public Services	Lead Ed Facilitator-1	18.27 per hour, 16 hours per week, 34 weeks	\$ 9,938.00	
			Educational Enrichment Facilitator-1	17.29 per hour, 16 hours per week, 34 weeks	\$ 9,405.00	
			Educational Enrichment Asst.	16.88 per hour, 16 hours per week	\$ 5,657.00	
			Educational Enrichment Admin 1	26.77 per hour, 16 hours per week, 34 weeks	\$ -	
			Arts Teacher	15.23 per hour, 12 hours per week, 34 weeks	\$ -	
			Program Asst./Aids(3)	10 per hour, 12 hours per week, 34 weeks	\$ -	
			Fringe Benefits	Health, Pension, Life, Accident	\$ -	
			Supplies	Food purchased, project-based supplies	\$ -	
			Equipment	Sports and recreation, racks, etc.	\$ -	
			Rent/Lease	Utilities	\$ -	
			Insurance		\$ -	
			Printing	Printing, copies, postage	\$ -	
			Telephone	Call Phone	\$ -	
Travel		\$ -				
Other-Special Programs, Instructor	\$360 per week, 40 weeks	\$ -				
Contract Services	Janitorial/Grounds-Cleaning, Snow, Lawn Support Services-HR, IT, Program Audit FIR, Consult	\$ -				
(Source of Funds)	Other	Salvation Army HBG unrestricted operating funds	\$ -			
					\$ 26,000.00	

\* Please see far right column for approved CDBG Funding

### Approved Budget

Category	Eligibility	Budget Item	Calculation	Total		
				Amount	CDBG Request	
CACH Capital Area Coalition on Homelessness	ESG	ESG	Staff and Benefit	1 and 1/2 full time position x \$31.37/hour	\$	12,000.00
			HMIS software	ESG request is 50% of total	\$	12,000.00
			(Source of Funds) City of HBG ESG	27% of HMIS budget		
			(Source of Funds) City of HBG			
			(Source of Funds) Commonwealth of PA	ESG through Dauphin County		
			(Source of Funds) Other Federal Grants	HUD COC HMIS	\$	-
			(Source of Funds) Philanthropic Grants	Local Foundations	\$	-
			(Source of Funds) Private Donations	Amazon Friends, Network for Good, Highmark Walk for a Healthy Community	\$	-
			(Source of Funds) Other	HRA Contributions 12 months	\$	-

\* Please see far right column for approved CDBG Funding

**Approved Budget**

CDBG Request		Total Amount		CDBG Request	
Budget Item	Calculation				
Shelter Screening & Case Management Salaries: 1.75 FTE (3.75/week) @ 15/hr.	1.75 FTE x 8000	\$	17,500.00	\$	17,500.00
HP/RRH Program Staff Salaries: (37.5hrs/week) @ \$17/hr.	1.5 FTE	\$	8,800.00	\$	8,800.00
Benefits	1.5 FTE x 8000	\$	2,100.00	\$	2,100.00
RRH Financial Asst. (Security Deposits)	35 households x \$800 x 3 months	\$	5,600.00	\$	5,600.00
HP/RRH Rental Assistance	35 Households x \$800 x 3 months	\$	24,000.00	\$	24,000.00
Utilities	\$250 monthly/12 months	\$	-	\$	-
Property Expenses	\$100 monthly/12 months				
Telephone/Internet	\$50 monthly/12 months				
Office Supplies/Copier	\$30 month/12 months				
Professional: Payroll & Audit					
Insurance					
Audit					
Misc.					
(Sources of Funds): Comm of PA					
Philanthropic Grants					
Private Donations					
Other-Dauphin County HAP					
		\$	63,000.00	\$	63,000.00

\* Please see far right column for approved CDBG Funding

Christian Churches United  
Tri-County

ESG

ESG

**Approved Budget**

Category		Eligibility	Budget Item	Calculation	Total Amount	CDBG Request
Shalom House		ESG	Executive Director	\$30/hr @ 1.0 FTE		
			Sr. Life Coach/Case Manager	\$20/hr @ 1.0 FTE	\$3,800.00	
			Sr. Life Coach/Metrics Manager	\$23/hr @ .5 FTE	\$3,800.00	
			Life Success Coach/Sr. Client Specialist	\$15/hr @ 1.0 FTE	\$3,800.00	
			Life Success Coach/Admin (2)	\$15/hr @ 1.0 FTE	\$3,200.00	
			Life Success Coach/House Mgr	\$13/hr @ .5 FTE	\$3,200.00	
			Life Success Coach/Client Specialists (6)	\$12/hr @ 1.0 FTE	\$3,200.00	
			Health Insurance: Sick/Vac/Holidays	2500 per month	\$2,900.00	
			Supplies (food, paper, cleaning, other)		\$6,000.00	
			Equipment Rental/Maintenance	\$426/mo.	\$1,900.00	
			Insurance (166/month (D&O, WC, Bldg)		\$4,000.00	
			Printing (375/month (training materials, etc)			
			Telephone (\$400/mo (data, long distance, standard)		\$2,800.00	
			Training/Staff Development	\$483/mo	\$2,500.00	
			Audit (\$17000(full audit)			
			House main/replacement furn.	\$1000/monthx12	\$2,000.00	
			Total Use of Funds			
			Source of Funds			
			Comm of Pa			
			Other Federal Grants			
			Philanthropic Grants			
			Corporate Contributions			
			Private Donations			
			In-Kind Donations			\$0.00
						\$43,100.00

\* Please see far right column for approved CDBG Funding

## Approved Budget

Category	Eligibility	Budget Item	Calculation	Total Amount	CDBG Request
YWCA Greater HBG	ESG	Salaries: Shelter Case Manager	\$34,000 x 100% FTE		\$ 17,000.00
		Residential Rep	27,000 x 100% FTE		\$ 13,500.00
		Benefits: Health Insurance	\$600/mo. x 12 months x 2 FTE		\$ 7,200.00
		Retirement	\$61,000 x 7.5%		\$ 2,290.00
		Long Term Disability	61,000 x .13%		\$ 40.00
		Workers Compensation	61,000 x 1.7%		\$ 520.00
		Unemployment Compensation	61,000 x 1.3%		\$ 400.00
		FICA	61,000 x 7.65%		\$ 2,340.00
		Supplies	700/month x 12 months		\$ 4,200.00
		Telephone/Internet	100/month x 12 months		\$ 600.00
		Occupancy	1,004/month x 12 months		\$ 1,010.00
		Equipment	150/month x 12 months		\$ 900.00
		Admin	1250/month x 12 months		
		(Source of Funds) Other		Dauphin County & United Way ESFP	
					\$ 50,000.00

\* Please see far right column for approved CDBG Funding