American Street Empowerment Zone
Non Profit Capital Grant

City of Philadelphia, Department of Commerce

PHILADELPHIA EMPOWERMENT ZONE
EZ neighborhood funding stream

ABOUT THE EMPOWERMENT ZONE RESOURCES

The purpose of the Empowerment Zone program is to incentivize job creation in some of the most economically distressed urban and rural areas through tax incentives and grants. The Philadelphia Empowerment Zone grants are made available through the creation of an endowment, the Neighborhood Funding Stream. The Neighborhood Funding Stream provides support for economic development activity within the three designated Empowerment Zone neighborhoods.

ABOUT THE NON PROFIT CAPTIAL GRANT

The Non Profit Capital Grant assists non-profit organizations with an urgent capital need, that without addressing, would prevent them from providing much needed services to American Street Empowerment Zone resident. Grants can be used towards a one time capital need such as replacement, repair or improvement of facilities, existing equipment or basic systems that without repair and attention, services to would be halted or reduced. Grants will reimburse 75% of costs up to $75,000. In extreme situations a higher grant award may be considered. Staying true to the original mission of the funds, One Time Capital Grant dollars are made available to support organizations that:

- Have an urgent capital need;
- Exist to provide resources and programing to low/ moderate income families;
- Have a project that fills a community need, but cannot support or attract all required debt and equity;

APPLICATION PROCESS

Step One – Is your project eligible?

1. Property must be located within the American Street Empowerment Zone (ASEZ) or within close proximity and serve a majority of ASEZ residents.
2. Organization must have 5+ years operation.
3. Organization must exist primarily to serve low/ mod income individuals.
4. Organization must show that services would be interrupted or stopped if the capital need is not addressed.

Step Three – Apply

1. Meet with Commerce staff at your site to review capital needs and scope of work.
2. Send your application and required documentation by email to Sara.Lepori@phila.gov or by mail to: Sara Lepori, Commerce Department, 1515 Arch Street, 12th floor, Philadelphia, PA 19102.

2. Applications will be reviewed for completeness, responsiveness to application and impact. Application review usually takes 4 weeks.

   You MUST wait for approval before beginning work.

Step Four – Begin work

1. Receive approval letter then sign and return W-9 and Reimbursement Requirements forms
2. Hire your contractor(s) for the approved work
3. Obtain applicable permits
4. Approved applicants have up to twelve (12) months to complete proposed improvements.
5. If you who wish to change your project from what was approved you must contact the Commerce Department. A revised proposal for review and approval my be necessary.

Step Five – Receive funds

Submit completion documents:

1. Copies of final invoices from contractors showing payment in full
2. Proof of payment in the form of copies of cancelled checks (front & back), credit card statements, or money orders.
3. Color Photographs of completed work.

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PART 1 - APPLICANT INFORMATION

Address of Property Being Improved_____

Applicant Name (organization applying for rebate)_____

Applicant's Mailing Address _____ ZIP Code_____

Contact Person & Title_____

Contact Phone #_____ Fax #_____ Email_____

PART 2—ORGANIZATIONAL INFORMATION

Name of Organization in Property Being Improved _____

Services Provided: _____ Number of Employees_____

Number of existing Full Time Equivalent Jobs _____ Estimated number of FTE jobs to be created_____

Legal Name of Property Owner_____

PART 3 – PROPOSAL

Please provide a written request (no more than two (2) pages) containing the following information:

A. Statement of how the organization meets geographic eligibility requirements (i.e. located within the America Street Empowerment Zone; number of clients served or employed that reside within the American Street Empowerment Zone boundaries). See attached map.

B. Description of the organizational mission and how the proposed project meets the requirements listed on page 1.

C. Description of project timeline;

D. Information about other sources of funding that have been committed or solicited to support the proposed improvement project.

APPLICANTS MAY NOT PURCHASE EQUIPMENT UNTIL A WRITTEN APPROVAL LETTER FROM THE CITY OF PHILADELPHIA IS RECEIVED

PART 4 – CAPTIAL COSTS

Use this form to itemize costs of the improvements planned for project.You must also attach the estimates from your selected contractor(s) and the estimates from at least one additional contractor for each improvement type proposed below.

Note: Please be aware that only equipment and materials will be eligible for this grant. Labor costs will not be covered. Please provide estiments that seperate materials/equipment and labor costs.

PROJECT COSTS

Improvement Type	Total Cost	Your Selected Contractor/Vendor
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
TOTAL COST	$	

PART 5– APPLICATION ATTACHMENTS

CHECKLIST -Please attach the following:

1. Completed Application Form
2. Completed Improvement Proposal and written statement
3. Completed project budget with estimates (separation of equipment/material and labor costs required). Two estimates are required. We recommend you secure at least three. All applicants must seek proposals from businesses owned and controlled by minority persons (MBEs), women (WBEs) or disabled persons (DSBEs) as described below. All applicants are encouraged to look for Equipment estimates MUST include the model numbers of the units.
4. Two (2) years Financial Statements showing business revenues and expenditures
5. 501(c)3 Documentation and Articles of Incorporation
6. Letter from building owner (if different from applicant) granting permission for the proposed work

• <u>Applications submitted after work has begun will not be considered.</u>

• Organization must have completed at least 5 full years of operation.

• Projects must make eligible improvements. Please be aware that grant funds will only pay for equipment and material costs. Examples of eligible improvements include: HVAC Systems, Structural Repairs,

• Churches, schools, colleges and universities, government offices, and elected officials are not eligible to apply.

PART 5 – CERTIFICATION FOR COMPLIANCE WITH FEDERAL, STATE & LOCAL REQUIREMENTS

I certify that:

1. The information contained here is accurate.
2. The organization and property owner(s) are current with all City obligations, including but not limited to taxes, licenses, water revenue billings etc. All permits, licenses, environmental and historical requirements associated with the above work will be complied with the application.
3. I have read and will comply with the requirements outlined in the Non Profit Capital Grant Program Guidelines.
4. I certify to make "best and good faith efforts" to include businesses owned and controlled by minority persons (MBEs), women (WBEs) and disabled persons (DSBEs) in the project. Potential M/W/DSBE project participants can be found in the City of Philadelphia's Office of Economic Opportunity Directory of Certified Firms (Contact OEO at 215-686-6232 or review the online directory at http://www.phila.gov/mbec/directory.asp) or the Pennsylvania Unified Certification Program's Directory of Disadvantaged Business Enterprises (http://www.paucp.com).
5. I certify to make "best and good faith efforts" recruit lo.

APPLICANT OR DESIGNATED REPRESENTATIVE

Name_____ **Title**_____

Signature_____ **Date**_____

Submit your completed application to Sara Lepori, Sara.Lepori@phila.gov,
or mail to Sara Lepori, Phila Commerce Dept, 1515 Arch St, 12th Fl, Phila, PA 19102.
You will receive a notification by e-mail when your application is received.
Application questions can be directed to Sara Lepori, Neighborhood Manager, 215-683-2045

PART 6: COMPLETED AND SIGNED BY APPLICANT OR AUTHORIZED REPRESENTATIVE
CITY OF PHILADELPHIA TAX AND REGULATORY
STATUS AND CLEARANCE STATEMENT FOR APPLICANTS

THIS IS A CONFIDENTIAL TAX DOCUMENT NOT FOR PUBLIC DISCLOSURE

This form must be completed and returned with Applicant's proposal in order for Applicant to be eligible for award of a contract with the City. Failure to return this form will disqualify Applicant's proposal from further consideration by the contracting department. Please provide the information requested in the table, check the appropriate certification option and sign below:

Applicant Name	
Contact Name and Title	
Street Address	
City, State, Zip Code	
Phone Number	
Federal Employer Identification Number or Social Security Number:	
Philadelphia Business Income and Receipts Tax Account Number (f/k/a Business Privilege Tax) (if none, state "none")*	
Commercial Activity License Number (f/k/a Business Privilege License) (if none, state "none")*	

____ I certify that the Applicant named above has all required licenses and permits and is current, or has made satisfactory arrangements with the City to become current with respect to the payment of City taxes or other indebtedness owed to the City (including, but not limited to, taxes collected by the City on behalf of the School District of Philadelphia), and is not in violation, or has made satisfactory arrangements to cure any violation, or other regulatory provisions applicable to Applicant contained in The Philadelphia Code.

___ I certify that the Applicant named above does not currently do business, or otherwise have an economic presence in Philadelphia. If Applicant is awarded a contract with the City, it promptly will take all steps necessary to bring it into compliance with the City's tax and other regulatory requirements.

_____ _____
Authorized Signature Date

_____
Print Name and Title

* You can apply for a City of Philadelphia Business Income and Receipts Tax Account Number or a Commercial Activity License on line after you have registered your business on the City's Business Services website located at http://business.phila.gov/Pages/Home.aspx. Click on "Register" or "Register Now" to register your business.

PART 7: UNDERSTANDING OF GRANT INSURANCE REQUIREMENTS

During the Term of this Agreement, Vendor, or its General Contractor, may be required to carry, at its expense, insurance of the types and minimum coverage amounts as follows:

(a) workers' compensation (or similar) insurance as required by the jurisdiction where the Services are performed;

(b) commercial general liability insurance (including products liability, completed operations and contractual liability coverage) with minimum limits applicable to bodily injury and property damage of $1,000,000 per occurrence, and $2,000,000, and containing a waiver of subrogation against The Fund;

(c) excess or umbrella insurance with minimum limits of $1,000,000 per each occurrence and in the aggregate and containing a waiver of subrogation against The Fund;

(d) errors and omissions insurance with minimum limits of $1,000,000 combined single limit.

Vendor will be required to name The Mayor's Fund for Philadelphia as additionally insured and furnish insurance documents at the request of the Philadelphia Department of Commerce or the Mayors Fund for Philadelphia.

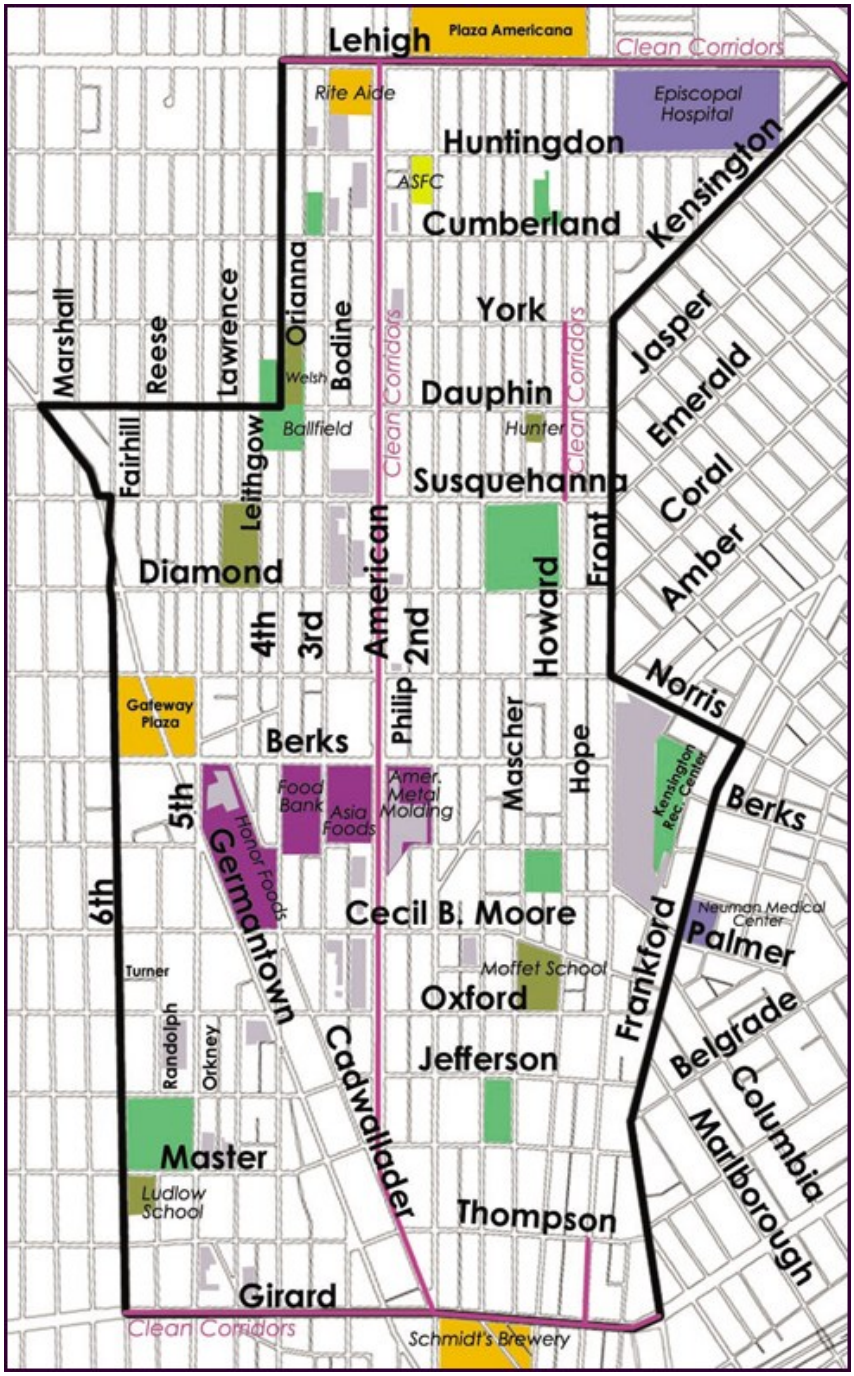
If the organization does not hold these insurances at time of application, they are required to contact the Neighborhood Manager at time of application to review and discuss their current insurances along with the scope of their project.

I have read and understand insurance requirements associated with the grant.

_____ _____

Authorized Signature Date

_____

Print Name and Title

Map of American Street Empowerment Zone