

**Greater Hill District Neighborhood  
Reinvestment Fund**

**Development Program Initiatives Grant  
Program Guidelines**

**I. Program Objective**

The Development Programs Initiatives (the “Program”), funded with proceeds from the Greater Hill District Neighborhood Reinvestment Fund (“GHDNRF”), administered by the Urban Redevelopment Authority of Pittsburgh (“URA”) and developed in cooperation with the GHDNRF Advisory Board, seeks to support programs, projects, and activities that further the improvement of land and structures within the Greater Hill District. The Program aims to provide grant support for new construction and rehabilitation of commercial, mixed-use, and housing development projects in the Greater Hill District that demonstrate readiness, community benefit, and alignment with the Greater Hill District Master Plan. Intended to provide a form of “last-in” grant support, projects must be in their final funding stage to be eligible for the Program.

**II. Grant Amounts**

Program grants will be awarded through the GHDNRF in amounts up to \$250,000 in total. Requests for grant funds must be supported by complete and accurate proof of spending that evidences costs, which includes, but is not limited to, paid invoices, canceled checks (front and back), and bank statements. The URA may, at its discretion, authorize grant funds, or a portion thereof, to be advanced to each grantee. For projects whose costs exceed the Program grant, the URA may require evidence that the other project funding has been secured.

**III. Fees**

[To be determined.]

**IV. Approval Process**

All grant applications must be submitted to Kirk Holbrook, GHDNRF Project Manager, by email at [ghdnrf@ura.org](mailto:ghdnrf@ura.org) or delivered to the URA's offices at 412 Boulevard of the Allies, Suite 901, Pittsburgh, PA 15219. All applications will be reviewed by the GHDNRF Project Manager who will then make recommendations to the GHDNRF Advisory Board. The GHDNRF Advisory Board will then select those projects to be recommended to receive final approval by the URA's Board of Directors. The URA, at its discretion, may conduct further review of applications or request additional materials from the applicant prior to submission for approval by the URA's Board of Directors.

Following approval by the URA Board of Directors, the awarded grantee shall enter into a grant agreement with the URA, setting forth the terms and conditions of the Program grant award.

## **V. Use of Funding**

The program is intended to provide grant support for new construction and rehabilitation of commercial, residential, and mixed-use developments in the Greater Hill District that are in the final stages of funding.

### **A. Funding Requirements**

- Projects must demonstrate 90% or more of total project funding already committed or a funding gap of no more than \$250,000.00 in total.
- Grant funding cannot exceed more than 20% of the total project cost.
- Applicants must provide the following, if applicable:
  - Evidence of secured site control, permits, or prior capital commitment.
  - Evidence that all other funds needed for the project are secured or committed, including evidence of sources and uses of funding.

### **B. Eligible Activities**

- Hard costs related to construction or rehabilitation
- Equipment
- Costs related to securing payment and performance bonds

Eligible projects must have a physical presence in the Greater Hill District and preference will be given to projects that are aligned with the Greater Hill District Master Plan and the

Community Collaboration and Implementation Plan. Applicants seeking assistance for residential development are encouraged to include affordability requirements in their project.

### **C. Ineligible Activities**

- Costs related to licensing, permitting and inspections
- General operating expenses
- Surveying and testing
- Accounting and administrative costs
- Site acquisition
- Refinancing existing debt
- Payment of developer fees

### **VI. Grantee Eligibility**

**Eligible Grantees:** Eligible grantees include non-profit organizations classified as tax-exempt under Section 501(c)(3) of the Internal Revenue Code and for-profit entities. Minority-owned entities based in the Greater Hill District are encouraged to apply.

**Ineligible Grantees:** Entities whose development projects are not located in the Greater Hill District.

### **VII. Other Requirements**

If awarded, the grant recipient agrees to the following:

- **Impact reporting:** The grantee shall track outcomes related to grant goals, communicate stories of impact, and provide recurring program updates.
- **Photo and Media release:** The grantee agrees to the capturing and promotion of photos, testimonials, news articles, and social media posts related to the project
- **Budget narrative:** The grantee shall track budget expenditures and provide reports as part of recurring program updates and at the conclusion of the project.

### **VIII. Grant Closing**

Following approval by the URA Board of Directors, the awarded grantee shall enter into a grant agreement with the URA, setting forth the terms and conditions of the Program grant award.

**IX. Insurance Requirements**

All applicants are required to maintain up-to-date comprehensive general liability insurance and workers compensation insurance in amounts acceptable to the URA. Prior to the award of grant funding, the applicant must provide a Certificate of Insurance naming the URA as additional insured on its general liability policy.

**X. Prevailing Wage**

All projects over \$25,000 utilizing Program funding for construction, rehabilitation, alteration, and repair activities trigger the requirements of the Pennsylvania Prevailing Wage Act, to the extent applicable, unless otherwise subject to the Davis-Bacon Act of 1934.

**XI. Minority and Women-Owned Business Enterprise Participation**

If the total development cost of the project is greater than or equal to \$250,000, entity agrees to submit and use good faith efforts to follow an URA-approved Minority/Women's Business Enterprise (M/WBE) Plan and achieve 30% of total project costs to Minority-Owned Business Enterprises and 15% of total project costs to Women-owned Business Enterprises.

**XII. Compliance With Laws**

All applicants shall comply with all applicable laws, ordinances, and regulations with respect to activities funded by the GHDNRF.

**XIII. Waiver of Guidelines**

The URA reserves the right to waive these guidelines by recommendation of the URA Executive Director.

**XIV. Non-Discrimination Certification**

The URA abides by all applicable laws and regulations regarding nondiscrimination and refrains from discriminating on the basis of age, race, color, religious creed, ancestry, national origin, sex, sexual orientation, gender identity, gender expression, political or union affiliation, and/or disability. No person shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination solely on the basis of any of the above factors under the loan and grant programs operated by the URA. Further, all applicants must comply with the applicable sections of the Pittsburgh Code: Title Six – Conduct, Article V – Discrimination, and any amendments thereto.

### **XIII. Grant Administration**

The URA will charge an administration fee to the GHDNRF for Staff time spent administering these programs, pursuant to the GHDNRF Policies and Procedures.

To learn more about the Development Program Initiatives, please contact Kirk Holbrook, Project Management Consultant of Greater Hill District Neighborhood Reinvestment Fund, at [ghdnrf@ura.org](mailto:ghdnrf@ura.org) or at 412-255-6670.

Applications can be found on the URA's website at [www.ura.org](http://www.ura.org).