

City of Syracuse
Department of Neighborhood and Business Development



Request for Proposal
for
Community Development Block Grant (CDBG)
Program Year 51
(May 1, 2025-April 30, 2026)

Ben Walsh, Mayor
Michael Collins, Commissioner





DEPARTMENT OF NEIGHBORHOOD & BUSINESS DEVELOPMENT
CITY OF SYRACUSE, MAYOR BEN WALSH

Program Year 51 RFP Timeline

- **September 13, 2024 - CDBG | ESG | HOME Request for Proposals (RFP) Release**
CDBG, HOME and ESG Applications will be available on the city's website. Applications will also be available to mail upon request.
- **September 24, 2024 @ 3PM | Technical Assistance Training: All Sources**
Applicants looking for assistance in completing the RFP are invited to attend an overview of the CDBG|HOME|ESG RFP process and application. The workshop will be held online via Microsoft Teams. The recording and slides will be posted on the city's website Wednesday, September 25th.
- **September 30 – October 4 | Open Technical Assistance Sessions**
Neighborhood and Business Development Staff will be available to meet with applicants by appointment throughout this week for one-on-one sessions via Microsoft Teams. These sessions are designed to answer RFP questions and address concerns prior to submitting a completed RFP application.
- **October 25, 2024 @ 2PM | Completed Applications Due to NBD Program Administrators**
Completed RFP applications must be received by NBD via email. Please contact your program administrator if you cannot provide an electronic copy. Incomplete applications will not be reviewed.
- **October 29 – November 22 | Application Review & Scoring**
NBD's Chief Financial Officer will review all agency financial statements to review organizational fiscal health and provide a listing of those who are ineligible for funding. Any agency on this list will be notified accordingly. NBD staff and volunteer Risk Analysis Committee (RAC) members will receive all eligible applications for review and begin scoring applications and requesting any follow up information.
- **January 6, 2025 | Draft Program Year Fifty First Annual Action Plan**
November – December, NBD staff will draft the Program Year 51 Annual Action Plan and 2025-2030 Five Year Consolidated Plan. The Draft Fifth First Year Annual Action Plan will be released for comment on the City's website at 12 pm, beginning the 30-day open comment period.
- **January 29, 2025 @ 5:30PM | Draft Program Year Fifty First Annual Action Plan NBD Public Meeting**
The NBD Public Meeting during the 30-day comment period, will be held on Wednesday, January 29, 2025, in the City of Syracuse Common Council Chambers at 5:30PM.
- **February 2025**
 - End of 30-Day Public Comment Period (February 7, 2025)
 - Tentative schedule by City Clerk, Common Council Neighborhood Preservation Committee Public Meeting
 - Common Council Regular Meeting – Block Grant Budget Review and Consideration

➤ **March – April 2025 | Grant Program Preparation**

Agencies will receive tentative award letters (pending HUD approval). Scope and Budget meetings will be held.

➤ **May 1, 2025 – April 30, 2026 | Grant Program Period**

Program Year 51 begins May 1, 2025. Grant Subrecipients are asked to submit monthly vouchers and performance reports.

➤ **September 2025 – December 2025 (Anticipated) | Grant Subrecipient Contracting & Release of Funds**

CDBG/ESG/HOME Program Administrators will work with grant subrecipients to execute grant subrecipient contracts and communicate regarding release of funds from HUD.

➤ **May 1, 2025 – April 30, 2026 | Grant Subrecipient Monitoring Meeting**

CDBG/ESG/HOME Program Administrators will work with grant subrecipients to schedule a formal check-in with the organization to complete the required HUD Monitoring. Program Administrators will informally be in contact with subrecipients throughout the grant period.

Application Overview

1. RFP Description

The City of Syracuse Department of Neighborhood and Business Development (NBD) is seeking proposals for the use of Program Year 51 Community Development Block Grant (CDBG) funds. The program year runs from May 1, 2025 – April 30, 2026. Proposals must align with the priorities and address community needs outlined in the City of Syracuse's **2025-2029 Consolidated Plan**.

2. Application Submission

Applications for funding are available online at: www.syr.gov/Departments/NBD/NBD-Updates-and-Notices. Please complete **the application and submit electronically to:**

City of Syracuse, NBD
Attn: Sophia Fisher
CDBG Program Administrator
NBD@syr.gov

All funding applications are due no later than 2:00 PM on October 25, 2024.

One application should be completed for each individual program for which you are seeking CDBG funding. Please do not combine funding requests. All documentation must be submitted with the application by the deadline in order to be considered for funding.

3. Technical Assistance

The Department of Neighborhood and Business Development invites you to attend a virtual technical assistance workshop on how to complete the RFP on **September 24, 2024, at 3:00 PM**.

4. Reservations

- i. The City of Syracuse reserves the right to accept or reject any or all proposals received.
- ii. The City of Syracuse reserves the right to seek additional information from organizations, especially those not previously funded by the City.
- iii. The City of Syracuse reserves the right to establish spending guidelines for all projects.

5. Strategic Funding Priorities

Please note that CDBG funding is extremely competitive and not all applicants will receive funding. The City of Syracuse's allocation is always estimated until we receive our final allocation letter from the Department of Housing and Urban Development (HUD). The decision to fund is based, in part, on how well the proposed program aligns with NBD's strategic funding priorities as outlined in our 2025-2029 Consolidated Plan and provided below.

**Strategic Funding Priorities | Five-Year Consolidated Plan
(CDBG, HOME, ESG)**

I. PRESERVE QUALITY & SAFETY OF EXISTING HOUSING

- Provide direct financial assistance to existing homeowners for rehabilitation, improvements and repairs to address health, safety, energy efficiency, or lead remediation

II. PROMOTE AFFORDABLE HOMEOWNERSHIP

- Provide direct financial assistance to new homeowners for down payments or closing costs
- Provide education and counseling for first-time homebuyers

III. CREATE NEW AFFORDABLE HOUSING

- Construction & development of new affordable housing for first-time homebuyers
- Construction & development of new affordable multi-family rental housing

IV. PREVENT & ADDRESS HOMELESSNESS

- Homeless prevention services, street outreach, and rapid rehousing activities
- Security deposits
- One-time or short-term emergency payments to prevent homelessness

V. PROVIDE QUALITY HOUSING RESOURCES & PUBLIC SERVICES

- Legal services for housing, such as eviction prevention, estate planning and bequests
- Fair housing activities
- Housing programs or services targeted for one or more special populations, including
 - Homeless or AIDS patients
 - People with disabilities
 - Victims of domestic violence
 - Seniors
 - Immigrants or refugees
- Landlord / tenant counseling
- Housing information and referral services
- Other housing information services

VI. IMPROVE NEIGHBORHOOD HEALTH

- Address neighborhood vacancy and blight through demolition, correction of code violations, or other façade improvements
- Maintain foreclosed property



**DEPARTMENT OF NEIGHBORHOOD & BUSINESS DEVELOPMENT
CITY OF SYRACUSE, MAYOR BEN WALSH**

Community Development Block Grant (CDBG) Funding Request - Program Year 51

I. Applicant Information and Agreement (Answer all questions.)

Applicant / Organization (Lead Applicant)

Organization Name:			
Mailing Address			
City, State & Zip			
UEI NUMBER*	*Required.		
Chief Official of Lead Applicant	Name		Title
	Phone		Email
Program Name			

Proposed Program is New (Never Funded) Ongoing (Previously Funded)

Community Development Block Grant (CDBG) Funds Requested:	
(+)	Total of Other Funding Sources:
(-)	Total Project/ Program Budget:

If applying on behalf of another entity that will administer the program but (a) does not have 501(c)(3) status or (b) otherwise requires fiscal sponsorship, provide organization's information below.

Administering Agency

Organization Name:			
Mailing Address			
City, State & Zip			
Designated Contact Person for this Application	Name		Title
	Phone		Email

Community Based Development Organization (CBDO)

Check here if applying for CBDO Designation and attach:

- Completed CBDO Application *and*
- Board List and Verification Forms (Exhibit C)

CDBG Required Supporting Documentation

The following supporting documentation ***must be included with your completed application at the time of submission:***

- Board Resolution authorizing submission of application
- Articles of Incorporation
- IRS Determination Letter
- Audit or prepared financial statement within the past 18 months and management letter
- Board By-laws
- Board minutes from last three meetings (no more than six months old)
- Board of Directors including addresses, appointment/term expiration dates, whom each Board member represents
- Staff resumes and job descriptions
- Proof of Liability Insurance
- Funding Award Letter(s) or Comparable Proof of Matching Funds
- Ban the Box (Exhibit A)
- Equal Employment Opportunity (Exhibit B)
- Most Recent IRS 990 *and*
- CBDO Application (if applying)

Section 3 Compliance - Required for Awards Over \$100,000

Section 3 is a provision of the Housing and Urban Development Act of 1968. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons. While the requirements of Section 3 typically --but not exclusively-- apply to recipients of HUD funds that will be used for housing construction, rehabilitation or other public construction, all agencies and organizations applying to NBD for funding over \$100,000 must agree to comply with Section 3 utilization and reporting requirements as applicable to the proposed project or program.

- As a CDBG funded agency requesting more than \$100,000, I agree to follow Section 3 utilization and reporting guidelines to ensure federal compliance.

Acknowledgments / Agreement

TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE STATEMENTS AND DATA IN THIS APPLICATION ARE TRUE AND CORRECT AND ITS SUBMISSION HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT. WITH THIS SUBMISSION, THE AGENCY AGREES TO FOLLOW ALL RULES AND REGULATIONS GOVERNING FEDERAL (CDBG) FUNDING. I CERTIFY THAT I UNDERSTAND IF THIS APPLICATION IS LATE OR INCOMPLETE IT WILL NOT BE CONSIDERED FOR FUNDING.

Signature (Authorized Official)

Printed Name / Title

Date _____

Narrative

I. Agency Background

1. How long has your agency been in operation? _____years

2. Please list the name of the Executive Director(s) and Chief Financial Officer(s) for the last 5 years and provide the dates (*year only*) they served in the position.

Executive Director	_____	from _____ to _____
	_____	from _____ to _____
	_____	from _____ to _____
Chief Financial Officer	_____	from _____ to _____
	_____	from _____ to _____
	_____	from _____ to _____

3. Please list **key staff members, their title, and role in managing** the proposed program over the last 5 years.

Staff Member: _____	Title: _____
Role: _____	
Staff Member: _____	Title: _____
Role: _____	
Staff Member: _____	Title: _____
Role: _____	
Staff Member: _____	Title: _____
Role: _____	
Staff Member: _____	Title: _____
Role: _____	

II. Efficiency Utilizing Public Funds

1. Has your agency utilized public funding (*federal, state, or local*) previously? Yes No

If yes, please list the **three (3) most recent program(s) closest in relevance** to the proposed program, the associated amount of funding, and funding source:

Program: _____ Funded Amount: _____

Funding Source: _____

Program: _____ Funded Amount: _____

Funding Source: _____

Program: _____ Funded Amount: _____

Funding Source: _____

Program: _____ Funded Amount: _____

Funding Source: _____

2. Please share and briefly explain, 2 examples of policies and procedures currently in place within your agency that allow for the efficient use of programmatic funds:

a.

b.

III. Program Summary

1. Program Name: _____

2. a. Please identify the priority needs the proposed program will address (check all that apply)

I. PRESERVE QUALITY & SAFETY OF EXISTING HOUSING

- Provide direct financial assistance to existing homeowners for rehabilitation, improvements and repairs to address health, safety, energy efficiency, or lead remediation

II. PROMOTE AFFORDABLE HOMEOWNERSHIP

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 - Homeless or AIDS patients
 - People with disabilities
 - Victims of domestic violence
 - Seniors
 - Immigrants or refugees
- Landlord / tenant counseling
- Housing information and referral services
- Other housing information services

VI. IMPROVE NEIGHBORHOOD HEALTH

- Address neighborhood vacancy and blight through vacant property demolition, correction of code violations, and/or façade improvements
- Maintain foreclosed property

3. Please identify the program's target population (check all that apply):

- Very Low Income (30% or below Average Median Income)
- Low Income (30-50% of Average Median Income)
- Moderate (50-80% of Average Median Income) Seniors
- Homeless and/or Housing Vulnerable Disabled
- Refugee or Immigrant
- Other (please identify)_____

4. How many years has this program been in existence?

_____Years N/A New Program

5. If program is *new*, has agency managed similar or like programs? Yes No

If yes, please explain. Be sure to include details that demonstrate agency capacity and capability.:

6. Please identify the services to be provided by this program:

7. How does this program advance housing stability?

8. Does this program address lead-based paint hazards?

Yes No

If Yes, briefly explain.

9. Please Identify the geographic area(s) served by this program (census tracts and/or neighborhood boundaries):

IV. Program Design/Implementation

1. Please explain how services will be implemented. Discuss program structure and program delivery.

2. How you will establish income eligibility and what is your method of tracking service delivery (*e.g., intake, databases*).

3. **a. Please explain how your proposed program is relevant to the intended population.**
- b. How does the program design reach the intended populations (indicated earlier in the application)?
- c. What strategies will you use to reach those populations least likely to know about your program or least likely to be served? Please consider language, accessibility, and other barriers to service delivery.

V. Performance Measurement.

CDBG Program funding requires that applicant organizations define Performance Objectives and Outcomes for the proposed program, as well as develop clear, measurable goals toward achieving those objectives.

Prior to completing this section, applicants should review [CDBG Performance Measurement Standards Codes](#) to become familiar with HUD’s performance measurement system.

1. Defining Success. Using data from previous program years, describe the success of the proposed services. Please detail how success is tracked and measured.

2. Objectives and Outcomes.

Using HUD’s performance measurement system, define your proposed program’s Objective and desired Outcome in the statement below. Prove three (3) specific, measurable goals/outputs to achieve the Objective/Outcome during the program year.

Note: The primary goal must include the proposed number of unduplicated units (e.g., LMI persons served, houses rehabilitated, jobs created).

The _____ program will **Objectives** (Create Suitable Living Environment) through new or improved **Outcomes** (Affordability) to _____. This will be achieved through:

(1)

(2)

(3)

VI. Funding Feasibility

4. **Leveraging funds.** Please indicate the CDBG to “other funding sources” ratio. Priority will be given to programs that demonstrate 25% match or greater. Provide the match source, amount(s), and indicate whether match source is submitted pending or committed in hand.

Other Funding Sources		
Source	Submitted Pending -or- Committed in Hand?	Amount
	A. Total “Other” Funds	\$
	B. CDBG Requested Funds	
	C. Other Funding Ratio (A÷B) %	

5. **Budget.** Complete the attached CDBG Program Budget. The intent of the form is to provide information on the cost to administer the entire program, not just what is requested from the CDBG program funds. Please include information on both the hard and soft costs. Make sure the items that propose to be funded are eligible CDBG activities and they meet the objectives set forth in the strategy area and include full salary information for personnel costs.

6. **Agency Capacity.** Describe the organization's current capacity and qualifications in carrying out the proposed activity.

Attach:

- Organizational Chart
- Job Descriptions for those employees involved in administering the specific programs
- Staff resumes for employees involved in administering the specific program

CDBG RFP Program Budget Year 51 (2025 - 2026)

Applicant Program		Total CDBG Request	
Budget Submitted By		Total Other Funding	
		Total Program Cost	

Other Funding Sources

Use of Funding	Funding Source	Secured? Yes/No	Amount Funded
Total OTHER Funding			

CDBG Funding

Personnel *(attach resumes and job descriptions for each position listed)*

Position/Title	City Resident Yes/No	Section 3 Employee Yes/No		Salary	% Time on CDBG	Cost to CDBG
Subtotal CDBG Personnel Cost						

CDBG RFP Program Budget Year 51 (2025 - 2026)

CDBG Funding continued

Non-Personnel

Budget Line	Need Description	Cost	% Time on CDBG	Cost to CDBG
Subtotal CDBG Non-Personnel Costs				

PROGRAM BUDGET (Other + CDBG Funds)

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CDBG RFP Program Budget Year 51 (2025-2026)

Applicant Program						Total CDBG Request	\$
Budget Submitted By						Other Funding	\$
						Total Program Cost	\$

Other Funding Sources							
Use Of Funding	Funding Source					Amount Funded	
			<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	\$
				YES	<input type="checkbox"/>	NO	\$
				YES	<input type="checkbox"/>	NO	\$
				YES	<input type="checkbox"/>	NO	\$
				YES	<input type="checkbox"/>	NO	\$
				YES		NO	\$
				YES	<input type="checkbox"/>	NO	\$
				YES	<input type="checkbox"/>	NO	\$
				YES	<input type="checkbox"/>	NO	\$
<i>Total Other Funding Sources</i>							\$

Personnel <i>(attach resumes and job descriptions for each position listed)</i>					
Position/Title	City Resident Yes or No	Section 3 Employee Yes or No	Total Salary	% of Time on CDBG Projects	\$ CDBG
					\$
					\$
					\$
					\$
					\$
					\$
					\$
<i>Total Personnel</i>					\$0

Non-Personnel			
Use	Need Description	% of Time on CDBG Projects	\$ CDBG
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
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			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
<i>Total Non-Personnel</i>			\$

Exhibit A – Ban the Box

ACKNOWLEDGEMENT

Compliance agreement between the City of Syracuse and

APPLICANT'S NAME

We, the above named vendor, certify that we are in compliance with the City of Syracuse General Ordinance #45-2014 which includes the following language:

*** This contract is subject to the Fair Employment and Licensure Opportunity Ordinance of the City of Syracuse. This ordinance requires that all City contractors shall not include any question about a job applicant's prior criminal history on the job application and shall defer making any criminal history inquiry about a job applicant's past criminal convictions until after a conditional offer of employment is made. The City of Syracuse shall have the authority to suspend and terminate the contract for violations of the Fair Employment and Licensure Opportunity Ordinance. ***

PRINT NAME

SIGNATURE

TITLE

DATE

Exhibit B – Equal Employment Opportunity

SECTION C – REMARKS

Use this item to give any identification data appearing on the last report which differs from that given above, explain major changes in employment, changes in composition of reporting units and other pertinent information.

SECTION D – SIGNATURE AND IDENTIFICATION (To be answered by all respondents)

NAME (SIGNATURE)

ADDRESS (NUMBER AND STREET)

DATE OF REPORT

NAME (TYPE OR PRINT)

CITY

TELEPHONE #

TITLE

STATE

ZIP CODE

WILLFULLY FALSE STATEMENTS ON THIS REPORT ARE PUNISHABLE BY LAW