

**City of Syracuse
Department of Neighborhood and Business Development**



**HOME Investment Partnership Program RFP
Community Housing Development Organization (CHDO) Certification
Year 51 (May 1st, 2025- April 30th, 2026)**

**Mayor, Ben Walsh
Michael Collins, Commissioner**



Application Overview

*Please contact NBD staff to discuss requirements prior to submitting an application that includes a request for CHDO operating funds.

*Please note the HOME regulations require the CHDO to have an eligible project using CHDO reserve funds for the development of housing within 12 months of receiving said CHDO operating funds. Agencies applying for CHDO Operating funds will be required to provide a detailed description of the CHDO projects planned during the 2025-2026 program year and the CHDO projects that will be constructed during this time frame.

HOME Investment Partnership Program Introduction and Submission Requirements

The HOME Investment Partnership Program was created under Title II of the National Affordable Housing Act of 1990. The general purposes of HOME are expanding the supply of decent and affordable housing, strengthening the abilities of State and local governments to design and implement strategies for achieving adequate supplies of decent affordable housing, providing financial and technical assistance to participating jurisdictions, and extending and strengthening partnerships among all levels of government and the private sector, including for profit and nonprofit organizations, in the production and operation of affordable housing. The City of Syracuse has been a participant in the HOME Investment Partnership Program since its inception. Through this program, activities have been undertaken to enhance ongoing neighborhood revitalization efforts.

As part of the HOME program, a minimum of 15% must be allocated for housing development activities in which qualified Community Housing Development Organizations (CHDOs) are the owners, developers and/or sponsors of the housing. A CHDO is a specific type of private non-profit entity that meets certain requirements pertaining to their legal status, organization structure, and capacity and experience. The City of Syracuse is required to certify/recertify CHDOs on an annual basis.

The City of Syracuse is also able to set aside up to 5% of the total HOME program allocation to be used by CHDO's for administration and operating expenses in conjunction with running a CHDO program. Please note HOME regulations require that any CHDO must have an eligible project using CHDO reserve funds for the development of housing within 12 months of receiving CHDO operating funds. CHDO Operating funds may not be awarded to an agency without establishing a viable HOME funded project within the program year.

Eligible Applicants

1. Applicants must certify or recertify as a Community Housing Development Organization through this application process.
2. Applicants must demonstrate the financial management and programmatic expertise to successfully develop, design, implement and monitor the proposed activities. This expertise is demonstrated through previous experience in successfully developing projects similar to the one proposed, either by partners or key staff within the business or organization.
3. Applicants must be able to meet other Federal requirements relative to the HOME program, specifically those concerning equal opportunity and fair housing, affirmative marketing, environmental review,

displacement, relocation, and acquisition, labor, lead-based paint, conflict of interest, debarment and suspension, and flood insurance. Federal requirements include those listed in Title 42, Chapter 130 and CFR Title 24 Part 92. All applicants should be aware that additional federal requirements apply.

Applications for CHDO certification and/or CHDO Operating funding are available online at: <https://www.syr.gov/Departments/NBD/NBD-Updates-and-Notices>. Please complete the application and submit electronically to the following:

City of Syracuse, NBD
Attn: Renee Choiniere
HOME Program Administrator
Email: RChoiniere@syr.gov

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

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

In addition, the Department of Neighborhood and Business Development invites you to attend an online technical assistance workshop on how to complete the RFP on **September 24th, 2024, at 3:00 pm** via Microsoft Teams.

A complete proposal will include the following:

CHDO Certification

- A completed CHDO Checklist
- Completed CHDO Checklist will include all attachments such as board by-laws, articles of incorporation, policies and procedures, etc. necessary to provide proof that each objective in the CHDO Checklist is met.
- Completed list of current Board of Directors (Appendix B). Included in the Board of Directors list, please provide information on which Board members represent or are low- to moderate-income (LMI) neighborhood residents. For each LMI Board member, have them sign the appropriate certification on page two of Appendix B.
- Board Resolution authorizing submission of this application.

CHDO Operating Funding

1. General Applicant Information
2. Signature Section
3. Narrative Section
4. Completed Program Budget

***Reservations**

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

Timeline of Events

- **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.



**DEPARTMENT OF NEIGHBORHOOD AND BUSINESS DEVELOPMENT
2025-2026 CHDO Certification/Funding Application**

1. General Applicant Information			
Applicant Name:			
Federal Tax ID Number:			
UEI Number:			
Proposed Addresses of CHDO Units Developed in 2025-2026:			
Proposed Number of CHDO Units Developed in 2025-2026:			
CHDO Operating Request (if applicable): <small>*Please contact NBD staff if applying for operating</small>	\$	Certification ONLY : Yes/No	
Chief official of applicant			
Name			
Title			
Mailing Address			
City, State & Zip			
Email			
Phone		Fax	
Designated contact person for this application			
Name			
Title			
Mailing Address			
City, State & Zip			
Email			
Phone		Fax	

2. Signature Section

I HEREBY SUBMIT THIS PROPOSAL FOR THE CONSIDERATION OF FINANCIAL ASSISTANCE IN SUPPORT OF THE PROJECT HEREWITHIN DESCRIBED. ALL INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. IF SELECTED FOR FUNDING, I WILL COOPERATE FULLY WITH THE CITY OF SYRACUSE TO COMPLY WITH LOCAL AND FEDERAL HOME INVESTMENT PARTNERSHIP PROGRAM GUIDELINES, AS APPLICABLE.

Signature (Authorized Official)

Name (Typed or Printed)

Title (Typed or Printed)

Date

Narrative Components (1 – 2-page Narrative)

Project Description

Provide a detailed description of the CHDO projects your organization is planning for the 2025-2026 program year and/or the CHDO projects that will be constructed. This can be a combination of proposed projects and currently funded projects that use CHDO reserve funding. Please include the following information as part of the description.

- i. Location of the housing units
- ii. General redevelopment strategy and how it fits into the neighborhood/block plan
- iii. Number and type of units included
- iv. Details regarding building types (number bedrooms/unit, square footage, any special amenities, ownership structure, strategy per unit)
- v. Details regarding the use of building materials, utility types
- vi. For proposed rehabilitation please include – the average age of the buildings, extent of rehabilitation to be completed prior to occupancy, number of current occupants, current utilities (type of heating/cooling), and storm drain system.
- vii. Describe the construction/development timeline for each CHDO project proposed or underway.

Target Market

Describe the targeted population that will occupy the units after development work is complete. Please include information on the target population by income levels, household sizes, tenure (owner occupied, or renter occupied), and any special needs (elderly, physically or mentally disabled, homeless, etc.)

Development History

Describe organizational experience or involvement in the development of other housing occupied or owned by the same target market to be assisted through this housing project over the past five years.

1. Program Narrative

Project Description – Please provide a detailed description of the CHDO projects your organization is planning during the 2025 - 2026 program year and the CHDO projects that will be constructed. This can be a combination of proposed projects and currently funded projects that use CHDO reserve funding.

i. Location of the Housing Units:

ii. General Redevelopment Strategy (and how it fits into neighborhood/block plan):

iii. Number and Type of Units Included (rental units or owner occupants):

2. Target Market

Describe the targeted population that will occupy the units after development work is complete. Please include information on the target population by income levels, household sizes, tenure (owner occupied or renter occupied), and any special needs (elderly, physically or mentally disabled, homeless, etc.)

3. Development History

Describe organizational experience or involvement in the development of other housing occupied or owned by the same target market to be assisted through this CHDO application over the past five years.

Appendix A: CHDO REQUIREMENTS

The information contained in this checklist refers to the definition of Community Housing Development Organizations (CHDOs) in Subpart A, Section 92.2 of the HOME Rule. The checklist is a tool for participating jurisdictions concerning the documents they must receive from a nonprofit before it may be certified or recertified as a CHDO.

Please fill out this form and attached **all** appropriate documents as evidence to meeting the criteria.

Agency: _____

1) LEGAL STATUS

- a. The nonprofit organization is organized under State or local laws, as evidenced by one of the following documents:

_____ Charter _____ Articles of Incorporation

- b. No part of its net earnings inure to the benefit of any member, founder, contributor, or individual, as evidenced by one of the following documents:

_____ Charter _____ Articles of Incorporation

- c. Has a tax exemption ruling from the Internal Revenue Services (IRS) under Section 501(c)(3) or (4) of the Internal Revenue Codes of 1986, as evidenced by:

_____ a 501(c)(3) or (4) Certificate from the IRS.

OR

Is classified as a subordinate of a central organization non-profit under Section 905 of the Internal Revenue Code, as evidenced by:

_____ a group exemption letter from the IRS that includes the CHDO

- d. Has among its purposes the provision of decent housing that is affordable to low- to moderate- income people, as evidenced by a statement in one of the organization's documents such as:

_____ Charter _____ Articles of Incorporation

_____ By-laws _____ Resolutions

2) CAPACITY

- a. Conforms to the financial accountability standards of 24 CFR 84.21, "Standards for

Financial Management Systems”, as evidenced by one of the following documents:

_____ A notarized statement by the president or chief financial officer of the organization

_____ Certification from a Certified Public Accountant

- b. Has demonstrated capacity for carrying out activities assisted with HOME funds, as evidenced by one of the following documents:

_____ Resumes and/or statements that describe the experience of key staff members who have successfully completed projects similar to those to be assisted with HOME funds.

_____ Contract(s) with consultant firms or individuals who have housing experience similar to projects to be assisted with HOME funds, to train appropriate key staff of the organization.

- c. Has a history of serving the community within which housing to be assisted with HOEM funds is to be located, as evidenced by one of the following documents:

_____ a statement that documents at least one year of experience in servicing the community.

_____ for newly created organizations formed by local churches, service or community organizations, a statement that documents that its parent organization has at least one year of experience in serving the community.

The CHDO or its parent organization must be able to show one year of serving the community prior to the date the participating jurisdiction provides HOME funds to the organization. In the statement, the organization must describe its history (or its parent organization’s history) of serving the community by describing activities which it provided (or its parent organization provided), such as, developing new housing, rehabilitating existing housing stock, or managing housing stock, or delivering non-housing services that have had lasting benefits for the community, such as counseling, food relief, or childcare facilities. The statement must be signed by the president or other office of the organization.

3) ORGANIZATIONAL STRUCTURE

- a. Maintains at least one-third of its governing board’s membership for residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations as evidenced by one of the organization’s following documents:

_____ By-laws

_____ Charter

_____ Articles of Incorporation

Under the HOME program, for urban areas, the term “community” is defined as one or several neighborhoods, a city, county, or metropolitan area. For rural areas, “community” is defined as one or several neighborhoods, a town, village, county, or multi-county area (but not the whole state).

- b. Provides a formal process for low-income, program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development, and management of affordable housing projects, as evidenced by one of the following documents:

_____ By-laws

_____ Resolutions

_____ A written statement of operating procedures approved by the governing body.

- c. A CHDO may be chartered by a State or local government, but the following restrictions apply:
 - i. The state or local government may not appoint more than one-third of the membership of the organization’s governing body
 - ii. The board members appointed by the state or local government may not, in turn, appoint the remaining two-thirds of the board members
 - iii. No more than one-third of the governing board members are public officials (including any employees of the PJ),
These restrictions are evidenced by one of the organization’s following documents:

_____ By-laws

_____ Charter

_____ Articles of Incorporation

- d. If the CHDO is sponsored or created by a for-profit entity, the for-profit entity may not appoint more than one-third of the membership of the CHDO’s governing body, and the board members appointed by the for-profit may not, in turn, appoint the remaining two-thirds of the board members, as evidenced by one of the CHDO’s following documents:

_____ By-laws

_____ Charter

_____ Articles of Incorporation

4) RELATIONSHIP WITH FOR-PROFIT ENTITIES

- a. The CHDO is not controlled, nor receives directions from individuals, or entities seeking profit from the organization, as evidenced by one of the following documents:

_____ By-laws

_____ A Memorandum of Understanding (MOU)

- b. A Community Housing Development Organization may be sponsored or created by a for-profit entity, however;
 - i. The for-profit entity’s primary purposes does not include the development or management of housing, as evidenced by:

____ the for-profit organization's By-laws

AND

II. The CHDO is free to contract for goods and services from vendor(s) of its own choosing, as evidenced in one of the CHDO's following documents:

____ By-laws

____ Charter

____ Articles of Incorporation

Appendix B

COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)
GOVERNING BODY SELF-CERTIFICATION FORM
LOW AND MODERATE-INCOME COMMUNITY REPRESENTATIVES

The goal of the CHDO is to respond to a particular community's needs. The structure of the board of directors of a CHDO is viewed as the main indicator of community control over a CHDO. To meet this requirement, a CHDO board must be composed by at least one-third of representatives from the low-income community the CHDO serves. Please provide the Department of Neighborhood & Business Development with a comprehensive board listing. For any board members who represent the low-moderate income community (LMI) please fill out a more detailed form on the following page and have the board member sign to certify the stated information is true.

Board Listing If you need additional space for the board listing, please attach additional pages.

Board Member Name	Affiliation	Home or Business Address	Census Tract	LMI

A. Residents of low-income neighborhoods in the Community

Low-income neighborhoods are defined as neighborhood where 51% or more of the residents are low income.

Name:

Home Address:

I certify the above information is accurate and correct.

Signature

B. Low-income residents not residing in a low-income neighborhood

Name:

Home Address:

Family Size	Total Annual Family Income is Above	Total Annual Family Income is Below	Amount* *2024 HUD Income Limits
1	<input type="checkbox"/>	<input type="checkbox"/>	\$53,100
2	<input type="checkbox"/>	<input type="checkbox"/>	\$60,700
3	<input type="checkbox"/>	<input type="checkbox"/>	\$68,300
4	<input type="checkbox"/>	<input type="checkbox"/>	\$75,850
5	<input type="checkbox"/>	<input type="checkbox"/>	\$81,950
6	<input type="checkbox"/>	<input type="checkbox"/>	\$88,000
7	<input type="checkbox"/>	<input type="checkbox"/>	\$94,100
8	<input type="checkbox"/>	<input type="checkbox"/>	\$100,150

I certify the above information is accurate and correct.

Signature

C. Elected Representatives of low-income neighborhood organizations

A low-income neighborhood organization is an organization composed primarily of residents of a low-income neighborhood. The primary purpose of the organization must be to serve the interests of the neighborhood residents. Examples include block groups, town watch organizations, civic associations, neighborhood church groups and NeighborWorks® organizations.

Name:

Home Address:

Neighborhood Organization:

Title/Role (President, Vice President, etc.):

I certify the above information is accurate and correct.

Signature