

CITY OF SYRACUSE

DEPARTMENT OF NEIGHBORHOOD
& BUSINESS DEVELOPMENT

APPLICATION & CERTIFICATION TECHNICAL ASSISTANCE YEAR 51 (2025-26)



CDBG | HOME | ESG

SEPTEMBER 24, 2024



DEPARTMENT OF NEIGHBORHOOD
& BUSINESS DEVELOPMENT

CITY OF SYRACUSE

Michael Collins

Commissioner

Michelle Sczpanski

Deputy Commissioner

Tanya Eastman

Director of Neighborhood Grants

Sophia Fisher

CDBG Program Administrator

Sue McMahon

ESG Program Administrator

Renee Choiniere

HOME Program Administrator

NBD Neighborhood Grants

Year 51 Application Overview

CDBG | HOME | ESG
(2025 – 2026)

👉 *Applications that are
incomplete or received after
2:00 pm on October 25th will
not be reviewed.*

- ▶ **RFP / Application Timeline**
- ▶ **Supporting Documentation**
- ▶ **Section 3**
- ▶ **Notes on Funding**



Application Overview: Timeline

September 2024 – October 2024

- **September 30th – October 4th: Technical Assistance Sessions**
 - One-on-One Session with NBD Staff
 - By Appointment Only
 - CDBG – email sfisher@syr.gov to schedule
 - ESG – email smcmahon@syr.gov to schedule
 - HOME – email rchoiniere@syr.gov to schedule

- **October 25th: 2:00 pm Application Deadline - All Programs**
 - Completed applications must be submitted via email
 - If unable to provide electronic copy, contact Program Administrator
 - ***Late or Incomplete applications will not be reviewed***

Application Overview: Timeline

November 2024

- Financial Review Begins
 - Agencies must demonstrate organizational fiscal health
 - Ineligible applicants do not advance in review process
- Risk Analysis Committee (RAC) review begins
 - RAC members comprise various community stakeholders
 - RAC reviews applications, deliberates funding decisions, and submits recommendations to NBD

December 2024

- Drafting of 1st Annual Action Plan and Budget underway

Application Overview: Timeline

January 2025

- First Annual Action Plan Draft with proposed budgets and 2025-2029 Consolidated Plan published January 6th for public review.
 - Proposed Agency funding announced
 - 30-day Comment Period begins
 - NBD Public Hearing *January 29, 2025 @ 5:30PM*

February 2025

- Common Council Neighborhood Preservation Committee
- Common Council votes to approve First Annual Action Plan & 2025-2029 Consolidated Plan

Application Overview: Timeline

March 2025 – April 2025

- Award Letters Issued to Funded Agencies *upon finalized action plan and approvals by Common Council, Mayor & HUD*
- NBD staff conducts scoping and budget meeting with funded agencies

May 2025

- Program Year 51 begins (May 1, 2025 – April 30, 2026)
- Monthly Voucher & Performance Reporting

September 2025 – November 2025 (Anticipated)

- Program Administrators will work with funded agencies to execute grant contracts and communicate regarding release of funds from HUD.

Application Overview: Supporting Documents

Completed application will include ALL REQUIRED ATTACHMENTS AND SUPPORTING DOCUMENTATION at the time of submission. All programs require the following documentation, at a minimum. *Individual programs may require additional documents:*

- Board Resolution to Apply/Be Certified
- Articles of Incorporation
- IRS Determination Letter
- Most recent audit or financial statements (within last 18 months) and Management Letter
- Resumes and Job Descriptions
- Board By-Laws
- Board Minutes (last 3 meetings and within last 6 months)
- Board of Directors including addresses, appointment/term expiration dates, whom each Board member represents
- Fair Employment & Licensure Opportunity Ordinance/Ban the Box
- EEO Employment Information Report
- Agency's most recent IRS 990

Application Overview: Section 3 & Local Hiring Goals

- The Department of Neighborhood and Business Development will monitor awardees of CDBG, ESG, and HOME funding to measure:
 - MWBE Participation
 - Local Section 3/ City Resident Employment
 - Section 3 Business Participation
- Section 3 is a tool that encourages local economic, neighborhood and workforce development. *Refer to HUD Exchange for additional information on Section 3.*
- Agencies requesting more than \$100,000 will agree to follow Section 3 reporting as required by NBD. Be sure to include all Section 3 information on the RFP Budget.

Application Overview: Notes on Funding

- HUD funding levels change every year.
- Applicants strongly encouraged to review **all** RFP descriptions for eligibility.
- Agency funding allocations depend upon level of HUD funding received.
- Priority given to the highest quality programs, best aligned with the City's funding strategies.
- Applicants strongly encouraged to demonstrate funding from non-city sources to leverage CDBG, HOME and ESG funds.
- PY51 funding allocations will focus specifically on **housing programs, services, and construction.**

Application Overview: Strategic Funding Priorities

- I. PRESERVE QUALITY & SAFETY OF EXISTING HOUSING
 - I. 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
 - I. Provide direct financial assistance to new homeowners for down payments or closing costs
 - II. Provide education and counseling for first-time homebuyers
- III. CREATE NEW AFFORDABLE HOUSING
 - IV. Construction & development of new affordable housing for first-time homebuyers
 - V. Construction & development of new affordable multi-family rental housing

Application Overview: Strategic Funding Priorities

IV. PREVENT & ADDRESS HOMELESSNESS

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

V. PROVIDE QUALITY HOUSING RESOURCES & PUBLIC SERVICES

- I. Legal services for housing, such as eviction prevention, estate planning and bequests
- II. Fair housing activities
- III. Housing programs or services targeted for one or more special populations*
- IV. Landlord / tenant counseling
- V. Housing information and referral services
- VI. Other housing information services

Application Overview: Strategic Funding Priorities


VI. IMPROVE NEIGHBORHOOD HEALTH

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

** Housing programs or services targeted for one or more special populations, include:*

- *Homeless or Persons with HIV/AIDS*
- *People with disabilities*
- *Victims of domestic violence*
- *Seniors*
- *Immigrants or refugees*

Community Development Block Grant (CDBG)

 *Funding is extremely competitive. Priority will be given to programs demonstrating a 25% or greater match.*

- ▶ **Funding Priorities**
- ▶ **Housing Counseling**
- ▶ **Community Development Based Organization (CBDO)**



CDBG: Funding Priorities

- CDBG funding is extremely competitive.
- Proposals must align with priorities and address community needs noted earlier in the presentation (*Slides 11-13*).
- Funding allocations will focus specifically on housing programs, services, and construction.
- Priority given to programs that demonstrate a 25% match or greater.
- City of Syracuse's funding allocation is uncertain at this time, *but*
- Year 51 allocation expected to be consistent with current level.


CDBG: Housing Counseling

- **Housing Counseling definition:** independent expert advice customized to the needs of the consumer to address housing barriers and to help achieve their housing goals.
 - Counseling ***must include*** the following elements:
 - intake
 - client budget
 - financial and housing affordability analysis
 - client action plan
 - reasonable effort to follow up with client.
- Become a HUD approved Housing Counseling Agency (HCA)
 - Apply directly to HUD, or
 - partner with an existing HCA.
- Take the *Intro to Housing Counseling* course. Get certified.
- New certification requirements have been in effect as of August 1, 2021.

CDBG: Community Based Development Organization (CBDO)

- CBDOS may use CDBG funds to carry out neighborhood revitalization and community economic development projects (related to housing).
- Project's **primary purpose *must be***:
 - to improve the physical, economical or social environment of an agency's specific targeted geographic area, ***and***
 - address one or more critical problem through activities aligning with the Strategic Funding Priorities
- A certified CBDO that intends to carry out neighborhood revitalization projects in the **NRSA** boundaries will be given highest priority.
- Activities carried out by a certified CBDO **are exempt from the HUD 15% public service cap.**

HOME Investment Partnership Program (HOME)

 *Applicants are strongly encouraged to set up a meeting to discuss their projects prior to application submission.*

- ▶ **HOME Funding Overview**
- ▶ **Community Housing Development Organization (CHDO)**
- ▶ **CHDO Reserve**
- ▶ **HOME Entitlement Funding**



HOME: Funding Overview

The HOME Investment Partnership Program was created under Title II of the National Affordable Housing Act of 1990. The City of Syracuse has been a participant in the HOME Investment Partnership Program since its inception. Through this program, activities enhance ongoing neighborhood revitalization efforts.

- The City of Syracuse's HOME Allocation provides funding for the following:
 - Development Subsidies/Direct Homebuyer Assistance
(70% - \$917,325 in Year 50)
 - CHDO Reserve (15% - \$192,894 in Year 50)
 - CHDO Operating (*5% of allocation - \$53,474 in Year 50*)
 - HOME Administration (10% - \$128,596 Year 50)
 - Program Income (*\$20,879 in Year 50*)
 - Year 50 Allocation: **\$1,323,991**

HOME: Community Housing Development Organization (CHDO)

- A CHDO is a private nonprofit, community-based service organization whose primary purpose is to provide and develop decent, affordable housing for the community it serves. Certified CHDOs receive certification from the city of Syracuse indicating that they meet specific HOME Program requirements and therefore are eligible for HOME funding.
- CHDO Operating funds are awarded only to agencies carrying out a HOME-funded project during the program year. These funds are **set aside exclusively** for qualified, eligible CHDO projects (15%) and operating expenses (5%).
- CHDO set-aside funds provide equity for organizations to undertake projects, build their capacity to serve a broad range of affordable housing needs, and provide guaranteed resources for affordable housing development.
- Operating costs must be directly connected to development projects during the proposed funding year for consideration.

HOME: CHDO Reserve

- Projects must align with affordable housing priorities.
- Applicants are **strongly encouraged** to set up a meeting with NBD staff to discuss their projects *prior* to application submission.
- Further technical assistance is available for scattered site projects from NBD.

***HOME:* Entitlement Funding**

- Entitlement funds will be targeted for the development of affordable rental housing developments.
- Applications for funding are accepted on a rolling basis.
- The City of Syracuse has an interest in addressing the mitigation of lead-based paint hazards particularly in rental units within the Neighborhood Revitalization Strategy Area (NRSA).
- Applications for projects that address lead paint hazards in rental property will be given a priority.

Emergency Solutions Grant (ESG)

👉 *ESG Match Requirements are 100% from non-ESG sources.*

- ▶ **Program Requirements**
- ▶ **Eligible Activities**
- ▶ **Transitional Program exception**



ESG: Program Requirements

- ESG proposals must align with local priorities identified by the Continuum of Care (CoC)
- ESG Match requirements are 100% from non-ESG sources. Match sources can be cash or in-kind but must be documented appropriately!
- ESG programs must participate in the “Coordinated Entry” process and adopt the “Housing First” philosophy and intervention.
- Recipients must be active members of the Housing and Homeless Coalition (HHC).

ESG: Program Requirements

- Funding will be focused on the **following activities:**
 - Rapid Rehousing
 - Homeless Prevention
 - Street Outreach
 - Emergency Shelter*
 - Homeless Management Information System (HMIS)

ESG: Eligible Activities

- **Rapid Rehousing Activities** (24 CFR 576.104):
Aiding individuals and families that are homeless in transitioning as quickly as possible into permanent housing.
- **Homeless Prevention Activities** (24 CFR 576.103):
Individuals and families who are at imminent risk or at risk of homelessness, meaning those who qualify under paragraph (2) and (3) of the homeless definition or those who qualify as at risk of homelessness. Individuals and families must have an income at or below, 30% of AMI.
- **Street Outreach** (24 CFR 576.101): Providing outreach, engagement, case management, emergency and/or mental health services, transportation or services to special populations are essential street outreach services for unsheltered individuals and families.

ESG: Transitional Program Exception

- **Emergency Shelter** *(21 CRF 576. 102):
Only Transitional programs who received funds under a FY 2010 ESG grant **and** met the criteria under the former emergency shelter definition (“any facility, the primary purpose of which is to provide temporary or transitional shelter for the homeless in general or for specific populations of the homeless”).
- **Homeless Management Information System (HMIS)**: HMIS is a secure online database that enables organizations to collect client-level, system wide information on the services they provide to people experiencing homelessness and those who are at risk of homelessness. All ESG programs are required to enter information into the HMIS system and to follow the privacy and security standards of HMIS as described in the 2004 Data and Technical Standards Notice.

Closing Tips

👉 *Applications that are incomplete or received after 2:00 pm on October 25th will not be reviewed.*

- Carefully review RFP for eligibility requirements
- Allow sufficient time to request/prepare supporting documents
- Refer to the Strategic Funding Priorities and Application Notice on NBD website
- Take advantage of one-on-one technical training
- Answer narrative questions directly and concisely; do not exceed stated character limits
- Submit COMPLETED application in advance of 2:00 pm deadline to allow for *Murphy's Law*





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Questions?



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