



CITY OF SYRACUSE
**DEPARTMENT OF NEIGHBORHOOD
AND BUSINESS DEVELOPMENT**

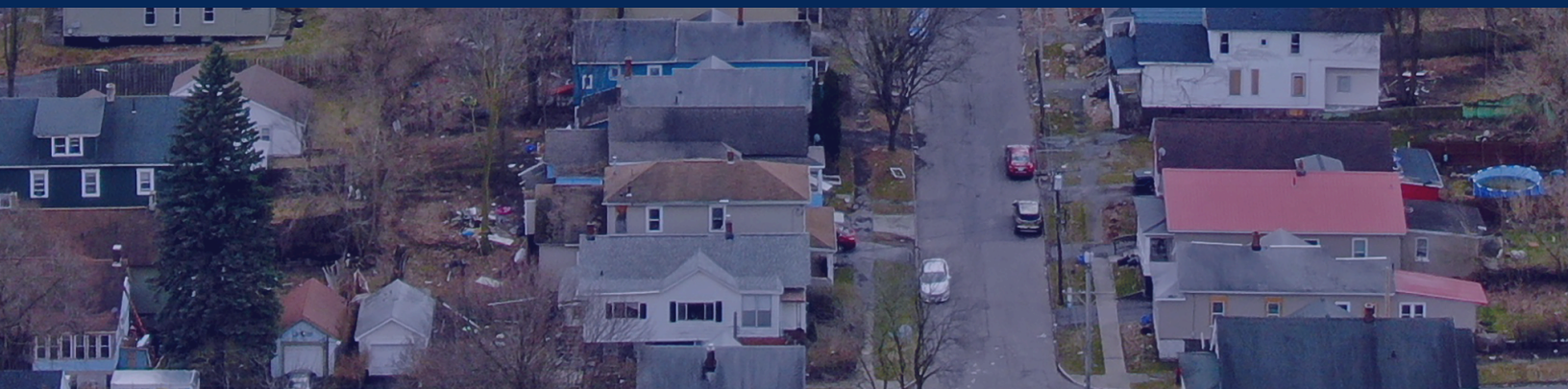


REQUEST FOR PROPOSAL II

Community Development Block Grant (CDBG)

Program Year 51 (May 1, 2025 - April 30, 2026)

Mayor Ben Walsh
Michael Collins, Commissioner





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

Community Development Block Grant (CDBG) RFP2 Timeline
Program Year 51 (2025 – 2026)

- **January 10, 2025 - CDBG Request for Proposals (RFP2) Release**
CDBG Applications will be available on the City’s website at goto.syr.gov/CDBG. Applications will also be available to mail upon request.
- **January 16, 2025 @ 1PM | Technical Assistance Training: All Sources**
Applicants seeking assistance in completing the Request for Proposal (RFP) are invited to attend an overview of the CDBG RFP 2 process and application held online via Microsoft Teams. The recording and slides will be posted at goto.syr.gov/neighborhoodgrants on Friday, January 17, 2025.
- **January 21 – January 23 | Open Technical Assistance Sessions**
Department of Neighborhood and Business Development (NBD) staff will be available to meet with applicants by appointment throughout this week for one-on-one sessions via Microsoft Teams to answer RFP questions and address concerns prior to submitting a completed RFP application.
- **February 10, 2025 @ 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.
- **February 11 – Feb 21 | Application Review & Scoring**
NBD’s Chief Financial Officer reviews all agency financial statements to review organizational fiscal health and identify those who are ineligible for funding. Any ineligible agencies will be notified accordingly. NBD staff and volunteer Risk Analysis Committee (RAC) members will review and score all eligible applications.
- **February 28, 2025 | Draft Program Year 51 Year 1 Annual Action Plan**
The Draft First Year Annual Action Plan will be released for comment on the City’s website at 5 pm, beginning the 30-day open comment period.
- **March 2025 | Draft Program Year 51 Year 1 Annual Action Plan NBD Public Meeting**
 - The NBD Public Meeting during the 30-day comment period will be held on Tuesday, March 18 at 5:30 p.m. in the City of Syracuse Common Council Chambers, 233 E. Washington St., City Hall, Suite 314.
 - Tentative schedule by City Clerk, Common Council Neighborhood Preservation Committee Public Meeting.
- **April 2025**
 - End of 30-Day Public Comment Period (April 2, 2025).
 - Common Council Regular Meeting – Block Grant Budget Review and Consideration.
 - Agencies receive tentative award letters (pending Council and U.S. Department of Housing and Urban Development (HUD) approval); Scope and Budget meetings held.
- **May 1, 2025 – April 30, 2026 | Grant Program Period**
Year 51 begins May 1, 2025. Grant Subrecipients begin submitting monthly vouchers and performance reports.
- **August 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 and on an ongoing basis throughout the grant period.

Application Overview

RFP Description & Eligibility:

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**.

Application Submission:

Applications for funding are available online at goto.syr.gov/CDBG. Completed applications **must be submitted 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 p.m. on February 10, 2025.

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 to be considered for funding.

Technical Assistance:

NBD invites you to attend a virtual technical assistance workshop on how to complete the RFP on **January 16, 2025 at 1:00 p.m.**

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.

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 U.S. 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 on the following page (Page 3).

Please note: Program Year 51 HOME, ESG, and CDBG applications for Strategic Funding Priorities I through VI were requested in the RFP published in Fall 2024. **NBD is currently accepting CDBG applications for Strategic Priorities VII and VIII only.**

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

I. Preserve Quality and Safety of Existing Homes

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

IV. Prevent and 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 and 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:
 - Unhoused individuals
 - People with AIDS and/or HIV
 - 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.

VII. Build Family Wealth and Promote Economic Inclusion

- Workforce development programming targeting underserved Syracuse residents that focuses on existing and projected employment opportunities, most notably the construction trades and supporting the Syracuse Build collaborative.
- Developing creative financing solutions to assist individuals, families, and small business owners in achieving their goals and achieving long-term sustainability.

VIII. Improve Neighborhood Vibrancy

- Support City-owned community centers with emphasis on quality programming for youth and seniors.

Application Evaluation

To assist in the completion of this application, the **CDBG RFP Scoring Tool** used to evaluate proposals is provided below.

CDBG RFP Scoring Tool		
Project Name		
Applicant Agency Name		
RAC Reviewer	Name	
	Phone Number	Email

Category	Criteria	Point Value
Qualifications to Manage Funds and Program	▪ Program has been in existence for 5+ years.	1 pt
	▪ Agency has managed the same or like program utilizing federal funding for 5+ years.	1 pt
	Agency has low staff turnover	1 pt
	Agency demonstrates relevant staff qualifications and experience	1 pt
Clear Description of the Program	▪ Target Population: Average Median Income (AMI) of 80% or below	1 pt
	▪ Clearly defines population served and strategy area.	1 pt
	▪ Program aligns with the required objectives for the chosen activity.	1 pt
Performance Measures	Proposal clearly defines:	
	▪ Program implementation plan that is clear, concise and consistent.	2 pts
	▪ How it will determine client income eligibility.	2 pts
	▪ How data will be collected and reported.	1 pt
	▪ <u>S</u> pecific, <u>M</u> easurable, <u>A</u> chievable, <u>R</u> ealistic, and <u>T</u> imely outcomes.	5 pts
Financial Feasibility	▪ The agency provides proof of 25% funding match or greater.	1 pt
	▪ The budget is complete, clear, concise and consistent with the proposed program.	1 pt
	▪ The agency provides documentation of all secured funding sources.	1 pt
Total Points		Out of 20

For NBD Staff Only:	Has vouchering been completed on a monthly basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Have monthly reports been completed on time, with a high standard of quality?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Are all monitoring visits without violations? If not, are all findings and violations addressed in an action plan? Has the action plan been followed through on?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A



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

Community Development Block Grant (CDBG) Funding Request Application
Program Year 51 (2025 – 2026)

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	
(+) 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.

Acknowledgements and 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

Agency Background:

How long has your agency been in operation? ____ Years

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 ____

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: _____

Efficiency Utilizing Public Funds:

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: _____

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:

Example 1:

Example 2:

Program Summary:

Program Name: _____

1. Please identify the **Strategic Funding Priority** the proposed program will address (*refer to page 3 for descriptions*):

- Promote and Preserve Safe, Affordable, and Stable Housing
- Build Family Wealth and Promote Economic Inclusion
- Create More Vibrant, Resilient Neighborhoods

2. Please identify the activity type (*select all that apply*):

- Housing
- Workforce Development
- Public Service
- Community Center
- Other: (please identify): _____

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:

A large, empty rectangular box with a thin black border, intended for the user to list the services to be provided by the 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):

Program Design / Implementation:

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

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

- 3. Please explain how your proposed program is relevant to the intended population.
 - a. How does the program design reach the intended populations (indicated earlier in the application)?
 - b. 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.

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 (select objective): _____

Through new and improved (select outcome): _____ to _____

This will be achieved through:

Performance Measurement:

1. 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) %	

2. 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.

3. Agency Capacity:

Describe the organization's current capacity and qualifications in carrying out the proposed activity. Please attach:

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

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					

Exhibit A – Ban the Box

Acknowledgment:

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

Equal Employment Opportunity

FORM H

Human Rights Commission of Syracuse and Onondaga County
 John H Mulroy Civic Center
 421 Montgomery St., 11th Floor
 Syracuse, New York 13202
 315-435-3567

Employment Information Report HRC-1

Section A – Company Identification (To be answered by all respondents)

Report unit for which this report is filed. (If a combined report covering two or more units, please indicate and identify the area covered by this report)

Name of Reporting Unit _____ Telephone _____

Address _____

City _____ State _____ Zip _____

Section B – Reporting Unit Information

Number of Employees at Reporting Unit:

Job Categories	ALL Employees				Minority Group Employees										
	Total	Male	Female	Male					Female						
				African American	Latino	Native American	Pacific Islander or	Multi Racial	African American	Latino	Native American	Pacific Islander or	Multi Racial		
Officials & Managers															
Professionals															
Technicians															
Sales Workers															
Office & Clerical															
Craftsman Skilled															
Operatives Semi-Skilled															
Laborer Un-skilled															
Service Worker															
Totals															

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) _____ Name (Type or Print) _____

Title _____ Date of Report _____

Address (Number and Street) _____

City _____ State _____ Zip _____

Telephone _____

Willfully false statements on this report are punishable by law