

City of Syracuse
Department of Neighborhood and Business Development



Request for Proposal
for
Community Development Block Grant (CDBG)
Program Year 48
(May 1, 2022-April 30, 2023)

Ben Walsh, Mayor
Michael Collins, Commissioner



RFP / Application Timeline Program Year 48	
October 2021	<p>◆ Oct 4th: RFPs/Applications for Funding Released for CDBG, HOME and ESG</p> <p>Oct 19th: 4:00 PM – Technical Assistance Training, All Programs. <i>Webex workshop providing an overview of the process and applications.</i></p>
November 2021	<p>Nov. 1st – 3rd: Open Technical Assistance – One-on-One. <i>Opportunity to ask specific questions and address concerns prior to submitting completed RFP/application. Contact the Program Administrator listed on the application to schedule.</i></p> <p>◆ Nov. 12th: 2:00 PM – Application Deadline, All Programs. <i>Applications <u>with required supporting documentation</u> submitted via email to Program Administrator listed on application. Late or Incomplete applications will not be reviewed.</i></p> <p>Nov. 22nd: Financial review of applications begins. <i>Agencies not demonstrating organizational fiscal health are <u>ineligible for funding</u>. Ineligible applicants will not advance in review process, and will be notified accordingly.</i></p>
December 2021	<p>Application Review begins for financially-eligible agencies. <i>Risk Analysis Committee review; recommendations to Department of Neighborhood & Business Development (NBD). Drafting of 3rd Annual Action Plan and budget underway.</i></p>
February 2022	<p>NBD’s Third Annual Action Plan Draft with budgets published for public review. <i>Proposed agency funding announced. 30-day comment period begins.</i></p>
March 2022	<p>Council Preservation Meeting / NBD Public Hearing take place. <i>Common Council votes to approve 3rd Annual Action Plan.</i></p>
April 2022	<p>Award Letters issued to Funded Agencies <i>upon finalized 3rd Annual Action Plan and approvals by Common Council, Mayor and HUD.</i></p>
May 2022	<p>◆ May 1st: Program Year 48 begins (May 1, 2022 – April 30, 2023)</p>

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 48 Community Development Block Grant (CDBG). The program year runs from May 1, 2022 – April 30, 2023. Proposals must align with the priorities and address community needs outlined in the City of Syracuse’s **2020-2024 Consolidated Plan**.

2. Application Submission

Applications for funding are available online at:

www.syr.gov.net/Neighborhood_and_Business_Development.aspx. Please complete the application and submit electronically to:

City of Syracuse, NBD
Attn: Dian Sherwood
DSherwood@syr.gov.net

All funding applications are due no later than 2:00 PM on November 12, 2021.

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. **Character limits: Each question should be no more than 3,000 characters.** Points may be deducted by the Risk Analysis Committee for responses that exceed the stated limit.

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 **October 19, 2021 at 4:00 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

CDBG grant funding is extremely competitive; Syracuse’s funding allocation is uncertain at this time and not all applicant programs will be allocated funds. The decision to fund is based, in part, on whether the proposed program supports NBD’s top funding priorities for our 2020-2024 Consolidated Plan, as outlined below:

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

I. PROMOTE AND PRESERVE SAFE, AFFORDABLE, AND STABLE HOUSING

- a. Home improvement direct assistance, targeting healthy housing principles with an emphasis on lead hazard remediation and improving energy efficiency;
- b. Development of affordable housing with preferences for scattered site, mixed income approaches, complementing identified community needs for those most vulnerable and improving housing quality;
- c. Eviction prevention and landlord/tenant counseling assistance with an emphasis on early intervention and reducing forced family mobility;
- d. Support homeless prevention, street outreach, and rapid rehousing activities;
- e. Reduce barriers to fair housing.

II. BUILD FAMILY WEALTH + PROMOTE ECONOMIC INCLUSION

- a. Home ownership promotion and retention, including homebuyer education, down payment assistance, and legal services related to estate planning and bequests;
- b. 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;
- c. Financial empowerment services available to all City residents, with an emphasis on partnerships with those preparing for and/or newly entering the workforce;
- d. Developing creative financing solutions to assist individuals, families, and small business owners in achieving their goals and achieving long-term sustainability.


III. CREATE MORE VIBRANT, RESILIENT NEIGHBORHOODS

- a. Reduce residential and commercial corridor vacancy and remove blighting influences;
- b. Support development efforts that result from demonstrated grass roots input and community engagement;
- c. Support city-owned community centers with emphasis on quality programming for youth and seniors.

6. Application Evaluation.

CDBG Funding is extremely competitive. Incomplete and/or late submissions will not be considered. Character limits, if applicable, are stated in the question; **points may be deducted** for exceeding the stated limit.

To assist in the completion of this application, for reference below is the *ESG RFP Scoring Tool* used to evaluate applications:

		<p>DEPARTMENT OF NEIGHBORHOOD & BUSINESS DEVELOPMENT CITY OF SYRACUSE, MAYOR BEN WALSH</p> <p><u>RFP Scoring Tool: CDBG</u></p>	
Project Name			
Applicant Agency Name			
Address			
Contact Person	Name		
	Phone Number	Email	
Category	Criteria		Point Value
Agency Information	Agency background and length of time providing services and agency method of documenting clients benefitting from CDBG dollars.		5
Efficiency in Utilizing Public Funds / Navigating COVID-19 Effects	The proposal demonstrates the agency's ability to adapt to unforeseen challenges and modify strategies to achieve target outcomes while maintaining operational efficiencies.		5
Activity/ Program Summary	The proposal clearly identifies the program description and or services for which the agency is requesting CDBG funding.		5
Program Design / Implementation	The proposal explains program delivery and design based on eligible activity and matrix code, implemented and how data will be collected.		5
Performance Measures	The proposal is clear on activity/program request, objectives and outcomes. The proposal discusses at least two desired outcomes from the program that aligns with CDBG strategic funding priorities.		5
Financial Feasibility	The proposal outlines previous programming and the amount of funding received while showing clarity and completeness of proposed budget; consistency with the current project outline.		5
Total Points			Out of 30
For NBD Staff Only:	Has vouchering been completed on a monthly basis or minimally quarterly?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Have quarterly reports been completed in a timely manner, 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 - Program Year 48

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

Applicant / Organization (Lead Applicant)

Organization Name:				
Mailing Address				
City, State & Zip				
DUNS #*	<i>*Required.</i>			
Chief Official of Lead Applicant	Name		Title	
	Phone		Email	
Program Name				

Proposed Program is New (Never Funded) On-going (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 does not have 501(c)(3) status) provide organization's information below.

Sponsoring 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)

Section 3 Agreement (Required) More information on requirements for [Section 3](#).

I agree to follow Section 3 reporting as required by NBD for awards over \$100,000, and have provided Section 3 data in the Budget attached to this Application.

CDBG Required Supporting Documentation

The following supporting documentation **must be included with your 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 24 months and management letter

Board Bylaws

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

CBDO Application (if applying) *plus*

Board List and Verification Forms (Exhibit C)

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

- a. Outline the background of your agency. Include the length of time in operation and the date it was founded. *(Limit response to 3,000 characters.)*
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II. Efficiency Utilizing Public Funds

- a. Indicate how your organization is proficient in utilizing public funding. Share specific examples of innovative approaches for operating efficiencies. (*Limit response to 3,000 characters.*)**

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- b. Describe how your organization has been impacted by recent events and share how your organization has been or is planning for the future with current uncertainties (COVID-19) including any modifications you have made to your overall strategy, staffing and budgeting for program services your are applying for in this application. (*Limit response to 3,000 characters.*)**

III. Program Summary

- a. Briefly describe the proposed activity or project request, including the activity program design or the services to be provided using the requested CDBG funding. *(Limit response to 3,000 characters)*

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- b. Outline the population to be served or the area benefited. Include the number of individuals or households who will benefit from the activity / project. *(Limit response to 3,000 characters.)*

IV. Program Design/Implementation

a. Describe the program implementation strategy. *Please note that all funds must be expended by April 30 of the forthcoming year. (Limit response to 3,000 characters.)*

b. How does this program advance housing stability? If applicable, please include how this program protects families from lead based paint hazards. (Limit response to 3,000 characters.)

V. Performance measures.

CDBG Program funding requires that applicant organizations define clear, measurable Performance Objectives and Outcomes for the proposed program. Please refer to the [CDBG Performance Measurement Standards Matrix Codes](#) to complete the following section.

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

2. Matrix Code for eligible activity: _____

3. Performance Measure Objectives/Outcomes. For each category, Check the measurement that applies to your activity request.

AVAILABILITY / ACCESSIBILITY	AFFORDABILITY	SUSTAINABILITY
Enhance suitable living environment through new/improved accessibility	Enhance suitable living environment through new/improved affordability	Enhance suitable living environment through new/improved sustainability
Create decent housing with new/improved availability/accessibility	Create decent housing with new/improved affordability	Create decent housing with new/improved sustainability
Provide economic opportunity through new/improved availability/accessibility	Provide economic opportunity through new/improved affordability	Provide economic opportunity through new/improved sustainability

4. Performance Measurement Outcome Statement. **This section must be completed to be considered for funding.**

VI. Financial Feasibility

5. 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) %	

6. **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.

7. **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 48 (2022-2023)

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

Other Funding Sources

Use Of Funding	Funding Source	Secured Funding?		Amount Funded
		YES	NO	\$
		YES	NO	\$
		YES	NO	\$
		YES	NO	\$
		YES	NO	\$
		YES	NO	\$
		YES	NO	\$
		YES	NO	\$
		YES	NO	\$
		YES	NO	\$
		YES	NO	\$
		YES	NO	\$
Total Other Funding Sources				\$

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

Position/Title	City Resident?	Section 3 Employee?	Total Salary	% of Time on CDBG Projects <small>(Ex: For 75% enter .75)</small>	\$ CDBG
			\$		\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
Total Personnel					\$

Non-Personnel			
Use	Need Description	% of Time on CDBG Project <i>(Example: for 75%, enter .75)</i>	\$ CDBG
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<i>Total Non-Personnel</i>			\$