

City of Syracuse
Department of Neighborhood and Business Development



Request for Proposal
for
HOME Investment Partnership Program
Community Housing Development Organization (CHDO)
Certification

Program Year 48
(May 1st, 2022- April 30th, 2023)

Ben Walsh, Mayor
Michael Collins, Commissioner





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

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

IF APPLYING FOR CHDO OPERATING FUNDS, PLEASE TAKE NOTE:

Organizations must contact the Department of Neighborhood and Business Development to discuss the application *prior to submitting* the request for funding.

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 2022-2023 program year and the CHDO projects that will be constructed during this time frame.

1. RFP Description

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 *must*

- i. certify or recertify as a Community Housing Development Organization through this application process.
- ii. 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.
- iii. 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. **Note: Additional federal requirements apply.**

2. Application Submission

Applications for CHDO certification and/or CHDO Operating funding are available online at:

[www.syr.gov.net/Neighborhood and Business Development.aspx](http://www.syr.gov.net/Neighborhood%20and%20Business%20Development.aspx) or an application may be mailed upon request.

Please complete the application and submit electronically to:

City of Syracuse, NBD
Attn: Dian Sherwood
HOME Program Administrator
Dsherwood@syr.gov.net

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

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 in order to be considered for certification or funding.

All documentation must be submitted with the application by the deadline in order to be considered for certification or for funding. **A complete proposal will include the following:**

CHDO Certification

- **Completed CHDO Checklist**, to 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

- Application and Acknowledgement
- Program Narrative
- Completed Program Budget

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.



DEPARTMENT OF NEIGHBORHOOD & BUSINESS DEVELOPMENT
 CITY OF SYRACUSE, MAYOR BEN WALSH
 CHDO CERTIFICATION / FUNDING REQUEST PY 48

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

Applicant / Organization

Applicant Name	
Applicant Address	
Federal Tax ID Number	
DUNS Number	

Chief Official of Applicant

Name	Title
Mailing Address	Email
Phone	Fax

Proposed Addresses of CHDO Units Developed in 2022-2023:

Proposed Number of CHODO Units Developed in 2022-2023:

CHDO Application for : Certification ONLY Certification AND Request for Operating Funds*

*Please contact NBD Prior to Submitting Request

Designated Contact for this Application

Name	Title
Street Number	City, State Zip
Contact Information	Phone
	Fax
	Email

Acknowledgements and Agreement

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)

Printed Name / Title

Date

II. Program Narrative

In one to two pages, describe your Project, Target Market and Development History. Include in your narrative the details requested below:

- a. **Project Description** – Provide a detailed description of the CHDO projects your organization is planning for the 2022-2023 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.

- b. **Target Market**
 - i. 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.)

- c. **Development History**
 - i. 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.

a. Project Description. Please provide a detailed description of the CHDO projects your organization is planning during 2022 - 2023 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):

iv. **Details regarding building types (number of bedrooms/unit, square footage, any special amenities, ownership structure, strategy per unit)**

v. **For proposed rehabilitation please include the average age of the buildings, extent of rehabilitation to be completed, number of current occupants, current utilities (type of heating/cooling), and storm drain system.**

vi. **Describe the construction/development timeline for each CHDO project proposed or underway**

b. 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.)

c. 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.



DEPARTMENT OF NEIGHBORHOOD & BUSINESS DEVELOPMENT
 CITY OF SYRACUSE, MAYOR BEN WALSH
 CHDO CERTIFICATION / FUNDING REQUEST PY 48

HOME RFP Program Budget Year 48 (2022-2023)			
Applicant _____		Total HOME Request Program	
		Total Other Funding	
Budget Submitted By _____		Total Program Cost	
Other Funding Sources			
Use Of Funding	Funding Source	Secured Funding?	Amount Funded
<i>Total Other Funding Sources</i>			
Personnel Costs <i>(attach resumes and job descriptions for each position listed)</i>			
Position/Title	Total Salary	% of Time to HOME	\$ HOME
<i>Total Personnel</i>			

HOME RFP Program Budget Year 48 (2022-2023)

Operating (Non-Personnel) Costs

Use	Need Description	% of Time to HOME	\$ HOME
		Total Non-Personnel	-

CHDO CHECKLIST

The information contained in this checklist refers to the definition of Community Housing Development Organizations (CHDOs) in Subpart A, •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 attach 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 Service (IRS) under Section 501(c)(3) or (4) of the Internal Revenue Code of 1986, as evidenced by:

a 501(c)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- and moderate- income people, as evidenced by a statement in one of the organization's documents such as:

Charter
Articles of Incorporation
Bylaws
Resolution

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 a 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 HOME funds is to be located, as evidenced by one of the following documents:

- a statement that documents at least one year of experience in serving 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 stock and 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 official 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:

- Bylaws
 - 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:

- Bylaws
 - 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:

- Bylaws
- 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 entity may not, in turn, appoint the remaining two-thirds of the board members, as evidenced by one of the CHDO's following documents:

- Bylaws
- 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:

- Bylaws
- 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 purpose does not include the development or management of housing, as evidenced by:

- the for-profit organization's Bylaws

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:

- Bylaws
- Charter
- Articles of Incorporation:

-END OF CHECKLIST-

**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

CHDO Self Certification, page 2. To be completed by each Board member representing an LMI community, completing Section A, B or C, as applicable.

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		Amount* * 2021 HUD Income Limits
	IS ABOVE	IS BELOW	
1			\$44,550
2			\$50,900
3			\$57,250
4			\$63,600
5			\$68,700
6			\$73,800
7			\$78,900
8			\$84,000

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