

City of Syracuse

Department of Neighborhood and Business Development



HOME Investment Partnership RFP Program Year 43 (2017 - 2018)

Mayor Stephanie A. Miner
Paul Driscoll Commissioner



Application Overview

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, particularly rental housing, for low and very low income residents, 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, 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. All projects must be located within the City of Syracuse boundaries. The City of Syracuse has an interest in addressing the mitigation of lead paint hazards particularly in rental units within the City of Syracuse Neighborhood Revitalization Strategy Area (NRSA). Applications for projects that address lead paint hazards will be given a priority.

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.

Eligible Applicants

- Applicants must be incorporated for-profit or non-profit entities to undertake affordable housing activities within the boundaries of the City of Syracuse.
- 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.
- 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 floor 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.

HOME Program Regulations

Recipients of HOME funds must comply with certain federal requirements set forth in 24 CFR §92.350. Following are some of the additional program requirements that must be met once a business/organization is selected for funding.

1. Insurance Coverage – Worker’s Compensation insurance must be purchased under the provisions of the New York State Worker’s Compensation Act. Liability insurance, in the amount of \$2 million per occurrence, also must be purchased and the City of Syracuse must be named as an additional insured, and Builders Liability Insurance when applicable.

2. Affirmative Marketing Plan – The organization renting or selling the units must follow an Affirmative Marketing Plan to reach income-eligible families as described in 24 CFR 92.351 for projects with 5 or more HOME-assisted units. This Affirmative Marketing Plan must be approved by the City of Syracuse, Department of Community Development prior to implementation.
3. For projects with 12 or more units, Davis-Bacon regulations must be followed in addition to the bidding requirements as described in Title 42, Chapter 69, Section 5310.

For the full HOME Regulation document please go to:

http://www.access.gpo.gov/nara/cfr/waisidx_06/24cfr92_06.html

Applications for funding are available online at www.syr.gov.net and for pick up at 201 E. Washington Street Suite 600. All funding applications are due no later than 2PM on Thursday, October 27th, 2016. Please submit in electronic form to the following:

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

In addition the Department of Neighborhood and Business Development invites you to attend a technical training workshop on how to complete the RFP on September 20th, 2016 in the City Hall Commons Atrium at 4PM.



**DEPARTMENT OF NEIGHBORHOOD AND BUSINESS DEVELOPMENT
2017-2018 HOME INVESTMENT PARTNERSHIP PROGRAM**

1. General Application Information			
Applicant Name:			
Federal Tax ID Number		DUNS No.	
Private Corporation/Individual <input type="checkbox"/>		Non-Profit Corporation <input type="checkbox"/>	
Project Type: New Construction Rehabilitation			
Project Location:			
Total Number of Units:		Number of Affordable Units:	
Will this project be mixed income?		<input type="checkbox"/> Yes <input type="checkbox"/> No (If not please attach explanation)	
Is Property Currently Vacant:		If Occupied, # of Units Occupied *	
<ul style="list-style-type: none"> • Attach relocation plan if units are currently occupied 			
Total Project Cost:		HOME Funds Requested:	
Chief official of applicant			
Name			
Title			
Mailing Address			
City, State & Zip			
Phone		Email	
Designated contact person for this application			
Name			
Title			
Mailing Address			
City, State & Zip			
Phone		Email	
Property Owner Information (if different than applicant)			
Name			
Title			
Mailing Address			
City, State & Zip			
Phone		E-mail	
Developer Information (if different than applicant)			
Name			
Title			
Mailing Address			
City, State & Zip			
Phone		E-mail	
Required Support Documentation:		<ul style="list-style-type: none"> ✓ Resolution Authorizing Submission of Application ✓ Articles of Incorporation ✓ IRS Determination Letter ✓ Audit or Financial Statement within past 24 months and Management Letter <p align="center">I agree to use LCPtracker for Section 3 reporting if funded \$100,000 as required by NBD.</p>	

The City of Syracuse has outlined through its Sustainability Plan the goal of reducing overall carbon emissions by 7% as a community by the year 2020. Please describe below any steps your organization will take on this project toward becoming more sustainable and assisting the city in accomplishing this goal:

The City of Syracuse had identified in its most recent Consolidated Plan an interest in reducing high concentrations of poverty and economic isolation within the city. Please describe below how your project works to further address this goal:

Narrative Components

- a. **Project Description** –Provide a detailed description of the project that is proposed. Please include the following information:
 - i. Location of the housing units
 - ii. General redevelopment strategy and how it fits into the larger neighborhood plan
 - iii. Number and type of units included
 - iv. Details regarding building types (number of 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.

- 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, and any special needs (elderly, physically or mentally disabled, homeless etc.)

- c. **Extent of Affordability**
 - i. List anticipated monthly rent for each type/size of unit based on current market conditions and HOME rent limits. Include rates for both subsidized and non-subsidized units, if applicable. Indicate if rents include utilities and indicate the expected monthly utility expenses if not included in the rent.

- d. **Justification for Subsidy**
 - i. Briefly justify the level of funding requested by describing the relationship between the cost of the project and the required revenue needed to support project feasibility. Include requirements of other funding sources and all costs to be charged to the project (i.e., relocation, infrastructure costs, etc.). The Development Pro forma and Operating Pro forma should support the size of the request and funding requests from other sources. Any project contingencies should also be noted.
 - ii. Describe what other assistance is needed or would be beneficial in order to meet project financing costs and minimize total development costs.

- e. **Development Plan**
 - i. Describe the plan for property management. Include a maintenance plan and measures that will be taken to ensure renters will have long-term housing stability.
 - ii. Describe tenant selection policies currently in place. How are potential tenants screened? Include information on how a waiting list is developed and collected and how rental units are advertised.
 - iii. Does your project include additional housing support services for the tenants? Describe such services and the relationship between multiple partners to provide these services, if applicable.

iv. Describe previous experience or involvement in the development of other housing occupied or owned by the same target market to be assisted through this housing project. Include resumes of key development team members or other supporting documents to demonstrate capacity.

f. Current Status

i. Describe where in the development process the project stands at the time of proposal submission. Include a projection of future significant dates, any and all anticipated barriers to overcome and expected completion date. If other funding sources already secured for this project, please provide proof of funding.

Budget Information

a. Resources

- i. Provide a full development budget with sources and uses
- ii. Provide an operating pro forma (if rental)

Include a table of all properties in the application with the following information:

- Address
- # of Units before developed
- # of Units after developed
- Development strategy
- Total Development Cost
- HOME subsidy requested
- Other sources of funding and amounts

All costs of development including hard and soft costs should be included. A developer's fee up to 15% of total development cost is allowable.

Agency History

a. Experience and Credentials

- i. Discuss organization's history and briefly describe like projects that have been developed over the past 10 years

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

HOME RFP Program Budget Year 43 (2017-2018)

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

Other Funding Sources

Use Of Funding	Funding Source	Secured Funding?	Amount Funded
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
<i>Total Other Funding Sources</i>			\$ _____ -

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

Position/Title	Total Salary	% of Time to HOME	\$ HOME
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
			\$ _____
<i>Total Personnel</i>			\$ _____ -

