

City of Syracuse

Department of Neighborhood and Business Development



Community Development Block Grant (CDBG) RFP Program Year 43 (2017 - 2018)

Mayor Stephanie A. Miner
Paul Driscoll, Commissioner



Application Overview

The City of Syracuse Department of Neighborhood and Business Development is seeking proposals for the use of 2017 - 2018 Community Development Block Grant Entitlement Funds. The program year will run from May 1, 2017 – April 30, 2018. Proposals must align with the priorities and address community needs outlined in the city of Syracuse's [2015-2019 Consolidated Plan](#).

CDBG funding is extremely competitive as expected resources for 2017-18 will be at an all-time low. Therefore, NBD has identified the following as the top funding priorities:

- 1) Homeownership promotion and retention;
- 2) Provision of quality, affordable rental housing; and
- 3) Blight removal.

Applications for funding are available online at www.syr.gov 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: Wenona Timmons
wtimmons@syr.gov

One application should be completed for each individual program requesting 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. All additional information, please submit via email as attachments.

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 Atrium, City Hall Commons at 4PM. Funding decisions will be made based on the following timeline of events:

September

- RFP Release Publically

October

- Technical Assistance Workshop + One-on-One
- RFP's Due to NBD

December

- Staff + Volunteer Review of Applications

January

- Third Annual Action Plan Compiled for Release
- DRAFT Third Annual Plan Released for Public Comment

March

- Final Consolidated Plan Submitted to HUD for acceptance



**DEPARTMENT OF NEIGHBORHOOD AND BUSINESS DEVELOPMENT
2017-2018 CDBG Funding Application**

1. General Applicant Information	
Applicant / Organization (Lead Applicant)	
Organization Name:	
If applying on behalf of another entity, name of that entity: (If applicant does not have 501(c)(3) status)	
Program Name:	
<input type="checkbox"/> New program (never funded) <input type="checkbox"/> On-going (previously funded)	
Proposal Request	
Total Community Development Block Grant (CDBG) Funds Requested: \$	
Total of Other Funding Sources Amount: \$	
Total Project / Program Budget: \$	
Program Location	
Chief official of lead applicant	
Name	
Title	
Mailing Address	
City, State & Zip	
Phone	
DUNS #	Email
Designated contact person for this application	
Name	
Title	
Mailing address	
City, State & Zip	
Phone	
Email address	
<p>Required Documents:</p> <ul style="list-style-type: none"> Resumes and Job descriptions ✓ Board Resolution authorizing submission of application ✓ Articles of Incorporation ✓ IRS Determination Letter ✓ Audit or financial statement within the past 24 months and Management Letter ✓ Board By-Laws ✓ Board minutes (last 3 meetings, no more than 6 months old) ✓ Board of Directors including addresses, appointment/term expiration dates, whom each Board member represents 	<p>Applying for CBDO designation:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes Attach:</p> <ul style="list-style-type: none"> ✓ Completed CBDO Application ✓ Board List and Verification Forms (Exhibit C) <p>LCP Tracker Agreement: (Required)</p> <p><input type="checkbox"/></p> <p>As a CDBG funded agency requesting more than \$100,00, I agree to use LCPtracker for Section 3 reporting to ensure federal compliance.</p> <p align="center">Click here for more information on requirement for Section 3</p>

Narrative Information:

3. How does this program address the housing and community development need to protect the environment in regards to the removal of lead base paint and the Green and Healthy Homes (GHHI) Initiative?

4. How does this program address the strategic goals as outlined in the city of Syracuse [2015-2019 Consolidated Plan](#)

Narrative Information:

5. Describe the population targeted by this specific program and how these individuals/households will benefit from the service?

6. Describe the program delivery, timeline and how it will be implemented.

Program Goals and Desired Outcomes:

7. How many individuals, families, households, and/or housing units does the program propose to serve?

8. Discuss at least 2 desired outcomes the proposed program will have on the Syracuse Community:

9. How will the success of this program be tracked and measured?

Program Goals and Desired Outcomes:

10. If your organization is currently receiving CDBG funds and/or received funds in the prior year for a program state the following:
- a. Amount received for this or prior CDBG year, and the name of the program.
 - b. List one outcome and one accomplishment of prior year's program, if applicable.
 - c. What new accomplishments do you hope to achieve that will outline one of the strategic goals in the [2015-2019 Consolidated Plan](#)

CDBG/HOME RFP Program Budget Year 43 (2017-2018)

Applicant _____	Total CDBG Request	\$ _____
Program _____	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 *(attach resumes and job descriptions for each position listed)*

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

Non-Personnel

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

