

City of Syracuse

Department of Neighborhood and Business Development



Community Development Block Grant (CDBG) RFP Program Year 47 (2021 - 2022)

Ben Walsh, Mayor
Michael Collins, Commissioner



Application Overview

The City of Syracuse Department of Neighborhood and Business Development (NBD) are seeking proposals for the use of 2021 - 2022 Community Development Block Grant (CDBG) Entitlement Funds. **The program year will run May 1, 2021 – April 30, 2022.** Proposals must align with the priorities and address community needs outlined in the city of Syracuse’s **2020-2025 Consolidated Plan.**

CDBG funding is extremely competitive, and Syracuse’s funding allocation is uncertain at this time. This will be the first year of the outlined Consolidated Plan. Therefore, NBD will identify the following as the top funding priorities for our 2020-2025 Consolidated Plan:

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 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.

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.

Applications for funding are available online at:

www.syr.gov.net/Neighborhood_and_Business_Development.aspx Please complete the fillable PDF and submit in electronic form to the following:

City of Syracuse, NBD
Attn: Wenona Timmons, CDBG Program Administrator
wtimmons@syr.gov.net

All funding applications are due no later than 2PM on November 19th, 2020

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. **Character limits: Each question should be no more than 3,000 characters.** Points may be deducted by the Risk Analysis Committee when reviewing all applications if the character limits exceed 3,000 characters.

Please note: the Department of Neighborhood and Business Development invites you to attend a technical assistance workshop on how to complete applications via video conference on **October 27th at 4PM.**

In order to assist in the completion of this application, for reference below is the CDBG RFP Scoring Tool that will be used when evaluating applications.



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

RFP Scoring Tool

Project Name:	
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Applicant Name Address Phone Number & Email	

Category		Point Value
Agency Overview	The proposal highlights the program’s administrative capacity.	5
Program Description	The proposal clearly identifies the program description and or services for which the agency is requesting CDBG funding.	5
Program Implementation	The proposal explains program deliver, implemented and how data will be collected.	5
Data Collection	The proposal describes how success of the program is tracked and measured.	5
Efficiency in Utilizing Public Funds	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
Comment	Would you recommend this agency/program for funding?	Yes or No
Total Points		Out of 30

For NBD Staff Only:	Has vouchering been completed on a monthly basis or minimally quarterly?
	Have quarterly reports been completed in a timely manner and with a high standard of quality?
	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?

Timeline of Events

- **October 5th, 2020 CDBG | ESG | HOME RFP Release**

CDBG, HOME, and ESG Applications will be available on the city's website. Applications will also be available to mail upon request.
- **October 27th, 2020 @ 4PM | *Technical Assistance Training: All Sources***

Applicants looking for assistance completing the RFP are invited to attend an overview of the CDBG | HOME | ESG RFP process and application. The workshop will be held online via Webex.
- **November 2nd, 2020 – November 4th, 2020 – *Open Technical Assistance Sessions***

Neighborhood and Business Development Staff will be available to meet with applicants by appointment throughout this week for one-on-one sessions via Webex. These sessions are designed to answer RFP questions and address concerns prior to submitting a completed RFP application.
- **November 19th, 2020 at 2pm – *Completed RFP 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.
- **December 2020**

NBD's Chief Financial Officer will review all agency financials to review organizational fiscal health and provide a listing of those who are ineligible for funding. Any agency on this list will be notified accordingly. NBD staff and volunteer Risk Analysis Committee (RAC) members will receive all eligible applications for review and begin scoring applications and requesting any follow up information.
- **January 2021**

NBD's staff will comprise planning document with jurisdiction's priority performance goals with strategies for carrying out each goal.
- **February 2021| *Plan Released Publicly***

February 8th, the Draft Second Year Annual Action Plan will be released for comment on the city's website at 12pm, beginning the 30 day open comment period.

 - February 26th, 2020- NBD Public Hearing via Webex
- **March 2021**
 - End of 30 Day Public Comment Period (March 10th)
 - Tentative schedule by City Clerk, March 10th, Common Council Neighborhood Preservation Committee Public Meeting
 - Common Council Regular Meeting – Block Grant Budget Review + Consideration
- **May 2021**
 - Program Year begins May 1st, 2021



CITY OF SYRACUSE, NEW YORK
DEPARTMENT OF NEIGHBORHOOD AND BUSINESS DEVELOPMENT
2021-2022 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	Email
DUNS #	
Designated contact person for this application	
Name	
Title	
Mailing address	
City, State & Zip	
Phone	
Email address	

<p>Required Attachments:</p> <ul style="list-style-type: none"> ✓ 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 ✓ Resumes and Job descriptions ✓ 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 ✓ Proof of Liability Insurance 	<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>Section 3 Agreement: (Required)</p> <p>As an agency requesting more than \$100,000, I agree to follow Section 3 reporting as required by NBD. Please enter in all Section 3 information on Budget, see page 10.</p> <p>More information on requirement for Section 3</p>
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Narrative Information:

1. Highlight your administrative capacity to carry out this project? (Limit responses to 3,000 characters)

Narrative Information:

2. Describe program delivery, hours and days of availability, timeline and implementation strategy. (Limit responses to 3,000 characters) (Limit responses to 3,000 characters)

Narrative Information:

3. The targeted population for this funding is low- to moderate-income Syracuse residents. How will the proposed benefit these individuals/households, and what outreach and/or referral activities do you employ to ensure the hardest to reach have access to these services? (Limit responses to 3,000 characters)

Narrative Information:

4. How does this program advance housing stability? Please include how this program protects families from lead based paint hazards, (if applicable) (Limit responses to 3,000 characters)

Narrative Information:

5. Use data from previous program years, describe the success of the proposed services. Please describe how success tracked and measured. (Limit responses to 3,000 characters)

Narrative Information:

6. How many individuals, families, households, and/or housing units does the program propose to serve? (Limit responses to 3,000 characters)

Narrative Information:

7. Discuss at least two desired outcomes from your proposed program that align with CDBG strategic funding priorities as outlined in the Application Overview? (Limit responses to 3,000 characters)

Program Goals and Desired Outcomes:

8. Describe how your organization has been impacted by recent events. Share how your organization has been or is planning for the future with the current uncertainties in mind, including any modifications you have made to your overall strategy, staffing, and budgeting for the agency and the program you are applying for in this application.

9. Explain why your organization is best suited to successfully deliver the proposed services and any collaboration with other entities for human service programming. (Limit responses to 3,000 characters)

Program Goals and Desired Outcomes:

10. Please indicate the CDBG to "other funding sources" ratio. Priority will be given to programs that demonstrate a 25% match or greater. Indicate whether any match source is submitted, pending or committed in hand and amounts. (Limit responses to 3,000 characters)

1. Budget

- a. 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.

2. Agency History & Capacity

- a. Describe the organization's current capacity and qualifications in carrying out the proposed activity.
 - i. Include organizational chart
 - ii. Job descriptions for those employees involved in administering the specific programs
 - iii. Staff resumes for employees involved in administering the specific programs

3. Signature Section

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 ALSO AGREES TO FOLLOW ALL RULES AND REGULATIONS GOVERNING FEDERAL (CDBG) FUNDING. I AM CERTIFYING THAT I UNDERSTAND IF THE APPLICATION IS LATE OR INCOMPLETE IT WILL NOT BE READ.

Signature (Authorized Official)

Name (Typed or Printed)

Title (Typed or Printed)

Date

CDBG RFP Program Budget Year 47 (2021-2022)

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
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
<i>Total Other Funding Sources</i>			\$

Personnel <i>(attach resumes and job descriptions for each position listed)</i>					
Position/Title	City Resident Yes or No	Section 3 Employee Yes or No	Total Salary	% of Time on CDBG Projects	\$ CDBG
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
<i>Total Personnel</i>					\$

