



**City of Syracuse  
Department of Neighborhood and Business  
Development**

**Third Program Year Action Plan  
Proposed Substantial Amendment  
(2012-2013)**

**Stephanie A. Miner, Mayor**

**Paul S. Driscoll, Commissioner**

## Executive Summary

The City of Syracuse Department of Neighborhood & Business Development (NBD) submits this *City of Syracuse Substantial Amendment of the Third Program Year Action Plan* of its Five Year Consolidated Plan as required by the United States Department of Housing and Urban Development (HUD). This 3<sup>rd</sup> Program Year Action Plan of the Five-Year Consolidated Plan which was the result of a collaborative process where this community established a unified vision for housing and community development needs, serves as an extension and amendment to the Five-Year Strategic Plan, released in 2010. The purpose of the Action Plan is to focus the needs of the City on HUD's national goals of Creating Suitable Living Environments, Providing Decent Affordable Housing, and Creating Economic Opportunities and to use the available federal resources to work towards these national objectives.

The Plan describes community needs, resources, priorities, and proposed activities to be undertaken utilizing federal Community Development Block Grant (CDBG), HOME Investment Partnership Grant (HOME), and Emergency Shelter Grant (ESG) funds. The City will utilize the following entitlement funds for the 2012-2013 fiscal year:

<b>CDBG</b>	<b>\$5,005,148.00*</b>
<b>HOME</b>	<b>\$1,157,001.00*</b>
<b>ESG</b>	<b>\$483,746.00*</b>

\*Pending HUD approval of submitted 3<sup>rd</sup> Year Action Plan

This **Substantial Amendment** to the 3<sup>rd</sup> Year Action Plan (currently pending HUD approval) describes program and funding amendments as proposed by the Department of Neighborhood and Business Development. Specifically the Department of Neighborhood and Business Development proposes reprogramming of CDBG funding allocated and unspent in previous funding years in the amount of \$548,667.00. These unused funds and their proposed reallocation are outlined in this document.

### **Substantial Amendments/Additions to the Third Year Action Plan**

#### Identification of Funding Designated for Reprogramming

The Department of Neighborhood and Business Development (NBD) reviewed present and past expenditures through the use of standard reporting tools on the Department of Housing and Urban Development's Integrated Disbursement and Information System (IDIS). IDIS OnLine is a real-time, web-based computer application that provides financial disbursement, tracking, and reporting activities for the CPD formula grant programs. Through this process, NBD identified previously funded programs/activities with funding unspent. These projects/activities are listed in the Table A below:

**Table A**

<i>Year</i>	<i>Project Number</i>	<i>Project Name</i>	<i>Project Setup Amount</i>	<i>Activity Setup Amount</i>	<i>Amount Drawn</i>	<i>Balance</i>
2002	22	Open Hand Theatre Renovations	\$11,160.00	\$0.00	\$0.00	\$11,160.00
2002	26	Urban Renewal Land Disposition	\$8,000.00	\$0.00	\$0.00	\$8,000.00
2002	40	Urban Business Opportunity Center (UBOC)	\$15,000.00	\$0.00	\$0.00	\$15,000.00
2002	41	Westcott Community Development Corp.	\$30,000.00	\$12,108.67	\$12,108.67	\$17,891.33
2002	46	Center for Community Alternatives-Self	\$31,000.00	\$30,254.69	\$30,254.69	\$745.31
2002	48	Delaware Mission	\$10,000.00	\$3,995.28	\$3,995.28	\$6,004.72
2002	60	Neighborhood Linking Project	\$7,500.00	\$6,692.05	\$6,692.05	\$807.95
2002	67	PEACE. Inc. Project Connection	\$32,000.00	\$31,973.60	\$31,973.60	\$26.40
2002	73	Spanish Action League-Trabajo Jobs Program	\$30,000.00	\$29,999.94	\$29,999.94	\$0.06
2003	8	Housing Visions Unlimited	\$159,915.00	\$159,307.62	\$159,307.62	\$607.38
2003	29	Downtown Committee - Micro-Enterprise Assistance	\$25,000.00	\$22,486.48	\$22,486.48	\$2,513.52
2003	40	Concerned Citizens Action Program	\$7,500.00	\$7,066.52	\$7,066.52	\$433.48
2003	41	Delaware Mission	\$5,000.00	\$0.00	\$0.00	\$5,000.00
2003	42	Neighborhood Advisor Program - Dunbar Association	\$12,297.00	\$12,294.66	\$12,294.66	\$2.34
2003	51	Latinos Unidos - Southwest Community Center	\$6,000.00	\$5,889.17	\$5,889.17	\$110.83
2003	57	Northeast Community Center	\$200,797.00	\$200,795.00	\$200,795.00	\$2.00
2003	58	Neighbors Together - Northside Neighborhood Group	\$2,570.00	\$2,520.83	\$2,520.83	\$49.17
2004	68	Spanish Action League - Career Services	\$18,793.00	\$18,414.59	\$18,414.59	\$378.41

2004	69	Urban Delights - Youth Farmstand Project	\$18,978.00	\$18,303.00	\$18,303.00	\$675.00
<i>Year</i>	<i>Project Number</i>	<i>Project Name</i>	<i>Project Setup Amount</i>	<i>Activity Setup Amount</i>	<i>Amount Drawn</i>	<i>Balance</i>
2005	59	HOME - Housing Options & Management for the Elderly	\$22,945.00	\$22,944.99	\$22,944.99	\$0.01
2006	53	North Athletic Area & Recreational Center	\$12,000.00	\$11,992.62	\$11,992.62	\$7.38
2007	22	Relocation Expenses for Code Enforcement Activities	\$10,000.00	\$0.00	\$0.00	\$10,000.00
2007	40	Greater Love in Christ Church, Inc. Rehabilitation Program	\$10,000.00	\$0.00	\$0.00	\$10,000.00
2007	58	Syracuse Area Latinos United Against Disparities, Inc. (SALUD)	\$24,148.00	\$0.00	\$0.00	\$24,148.00
2007	66	Latinos Unidos - Southwest Community Center	\$10,000.00	\$3,000.00	\$3,000.00	\$7,000.00
2007	102	HUD 108 Repayment Subsidy	\$370,000.00	\$370,000.00	\$0.00	\$370,000.00
2007	103	Urban Business Development Center	\$15,000.00	\$0.00	\$0.00	\$15,000.00
2008	8	Urban Business Opportunity Center (UBOC)	\$10,000.00	\$0.00	\$0.00	\$10,000.00
2008	58	Syracuse Area Latinos United Against Disparities, Inc. (SALUD)	\$22,941.00	\$0.00	\$0.00	\$22,941.00
2008	62	Latinos Unidos - Southwest Community Center	\$2,850.00	\$2,687.00	\$2,687.00	\$163.00
2009	8	Urban Business Opportunity Center (UBOC)	\$10,000.00	\$0.00	\$0.00	\$10,000.00
<b>TOTAL</b>			<b>\$548,667.29</b>			

### Funding Reprogramming Destination

The City of Syracuse through the Department of Neighborhood and Business Development continues to be committed to the priorities set forth in its Five Year Comprehensive Plan issued in 2010:

*" ... the City of Syracuse's vision to provide all residents with vibrant neighborhoods that contain decent housing choices, prosperous business opportunities, decent schools, and abundant recreational resources. The strategies identified in the Consolidated Plan reflect the following goals:*

- *Provide decent, affordable housing options for owners and renters;*
- *Provide a suitable living environment for residents*

- *Expand economic opportunities;*
- *Strategically revitalize our neighborhoods to strengthen communities, families and individuals; and*
- *Provide services to individuals that promote or foster self-sufficiency.”*

Within the confines of this vision, NBD established priority strategy areas in which to focus its funding decisions and maximize effective use of HUD funds. The 3<sup>rd</sup> Year Action Plan submitted to HUD incorporated this funding strategy and consisted of 4 priority areas:

**Strategy Area #1:** Housing Production

**Strategy Area #2:** Services for Housing Vulnerable Populations

**Strategy Area #3:** Non-housing Services for Special Needs Populations

**Strategy Area #4:** Services to Homeless Populations (ESG)

Program/project activities were funded through a comprehensive Request for Proposal application, review and award process consistent with HUD regulations and in accordance with the City of Syracuse Citizen Participation. In order to further facilitate the vision set forth in the Five Year Comprehensive Plan the Department of Neighborhood and Business Development proposes the use of the identified unused funding in the following ways:

- Restore all funded programs/projects to previous year levels set forth in the 2<sup>nd</sup> Year Action Plan (2011-12). While the City’s Draft Consolidated Plan anticipated cuts to the CDBG Program, it was not until the 30-day comment period for the 2012-13 Draft Consolidated Plan that Syracuse learned that the actual HUD allocation for 2012-13 would force a 15% reduction for each agency.
- As part of the restoration of funds to previous year levels, several housing agencies will be able to serve a greater number of households including:
  - 10 additional low-income owner-occupants receiving emergency repairs through the Urgent Care Program
  - 11 additional low-income owner-occupants receiving \$1,000 SHARP grants (\$100 owner match required) for minor repairs to their homes. Repairs typically involve attempts to address code violations and health and safety issues.
  - 10 additional low-income owners will be able to access lending capital totaling over \$100,000 at a reduced interest rate of 1% in order to make improvements to their homes.

- A new project has been added to the proposed substantial amendment: Relocation Direct Financial Assistance. In light of this community's transition from Homeless Prevention and Rapid Re-housing Program (HPRP), NBD proposes the addition of \$60,000 for security deposits needed in emergency relocation efforts. This funding will be used in accordance with relocation efforts currently underway by Catholic Charities for low-income residents living in housing declared to be unfit for human habitation by the City of Syracuse Division of Code Enforcement.
- Multi-functional neighborhood based community centers play a vital role in facilitating neighborhood level services on a daily basis. While all programs in strategy area #3 are proposed to receive funding to 2011-12 funding levels, a significant impact will be realized through increases to the Syracuse Model Neighborhood Facility, Inc. (Southwest Community Center) and Northeast Community Center, Inc. (Northeast Community Center). Both multi-functional neighborhood based community centers provide a variety of services to a significant number of low-income city residents particularly in the evenings and during summer months.

### 3<sup>rd</sup> Year Action Plan Substantial Amendment Budget

See Budget – Attachment A

## **Citizen Participation Process**

The City of Syracuse will provide reasonable notice of the proposed Substantial Amendment. The newly amended Citizen Participation Plan (May 2011) will implement the following process:

- *A detailed written description of the proposed Substantial Amendment will be made available to the public at no cost within five working days of a request. Also, copies will be available at the locations indicated earlier in this Citizen Participation Plan under "Public Access to Information".*
- *There will be a public hearing regarding the proposed Substantial Amendment conducted by the City of Syracuse Department of Neighborhood and Business Development. This public hearing will not take place until the public has had 30 days to review and/or comment on the proposed Substantial Amendment.*

- *In preparing a Final Substantial Amendment, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at the public hearing or submitted in writing during the review and comment period. The Final Substantial Amendment will have a section that presents all comments.*

Specifically, bullet 2 above specifies:

*Standard Documents*

*Standard documents include the draft and final Annual Action Plans, the draft and final Five Year Consolidated Plan, draft and final Substantial Amendments to an Annual Plan or Consolidated Plan, CAPER, and the Citizen Participation Plan.*

*Availability of Standard Documents*

*In the spirit of encouraging public participation, copies of standard documents will be provided to the public at no cost and within five working days of a request.*

*These materials will be available in a form accessible to persons with disabilities, when requested.*

*Places Where Standard Documents are Available*

*Standard documents will also be available at the City of Syracuse Department of Neighborhood and Business Development, other City government offices, City of Syracuse official website, Onondaga County Executive Office, and the Onondaga County Central library*

Public Hearing Comments

All comments regarding the CDBG Substantial Amendment to the 3<sup>rd</sup> Year Action Plan will be included in the final document to be submitted to HUD.

See Appendix A for Comments

## Monitoring

Monitoring is a continuous process to determine which assisted programs and services are meeting their stated objectives and are in compliance with HUD requirements set forth by 24 CFR part 85 and 24 CFR 570, as well as other New York State and local regulations and laws. The process will be done through on-site visits and regular in-house reviews of quarterly performance reports and payment requests.

Specifically, the programs to be evaluated and monitored will be those operating with the use of CDBG, ESG, and HOME funds. Sub-recipients may include private entities, non-for-profit agencies, and City departments.

### Objectives

Monitoring will ensure compliance with HUD regulations, be used to identify specific compliance deficiencies, request corrective actions, and reinforce or improve grantee performance by providing technical assistance to grantees. Specific objectives of monitoring include the following:

- Verification of the accuracy of sub-recipient's records
- Verification that grantees' use of funds is consistent with their stated objectives
- Identification of potential problems or the apparent causes of actual problems and offer recommendations for corrective actions.
- Confirmation of the accuracy of information presented in the Consolidated Annual Performance and Evaluation Report (CAPER)

### Guidelines

The frequency of monitoring will be determined for each sub-recipient by an annual assessment of several risk factors associated with the administration of the assisted activity or service. The following criteria are used to determine the level of risk that will determine the scope of monitoring activities to be undertaken:

- The type of activity being assisted
- Whether the funded activity provides a direct benefit that is consistent with at least one national objective
- The amount of CDBG/HOME/ESG funding being provided
- The number of years that the program or service has been federally funded
- The agency's prior history and level of success in administering CDBG funds and other types of programming
- Staff turnover, particularly staff funded by CDBG
- The program's track record with regard to problems and problem resolution

The minimum level of monitoring will consist of in-house reviews on a quarterly basis of the sub-recipient's performance reports and the supporting documentation submitted with their request vouchers for reimbursements. The performance report will be examined to determine if the actual accomplishments meet the stated goals and objectives contained in the sub-recipient agreement. This review will also determine if projected time schedules are met and whether projected work units, caseloads, or other performance goals are achieved. Sub-recipient requests for payment will be approved only if: the request includes program reports and supporting documentation,



the request complies with the sub-recipient agreement, reimbursements are for eligible costs and are reasonable, and if the program is still operational.

Additional monitoring activities will be undertaken as needed including increased telephone contacts, more frequent on-site visits, and requests for additional program and financial information.

NBD will prepare a Consolidated Plan Performance Report (CAPER) that assesses the overall progress of the Consolidated Plan.

**ATTACHMENT A**

**Budget**

**Proposed Substantial Amendment to City of Syracuse CDBG 2012-13 (Year 38) Budget**

Applicant	Program	Yr 37 Allocation	Yr 38 Request	Yr 38 Draft Budget	Yr 38 Final Budget	Substantial Amendment Additions	Substantial Amendment Totals
<b>Strategy #1: Provision and Maintenance of Quality Affordable Housing</b>							
<b>Housing Delivery Network Partners</b>							
ARISE	Home Access Program (Ramp Program)	\$ 60,000	\$ 78,936	\$ 57,000	\$ 51,200	\$ 8,800	\$ 60,000
Empire Housing	Housing Development	\$ 108,000	\$ 121,500	\$ 102,600	\$ 92,200	\$ 15,800	\$ 108,000
Home HeadQuarters	Distressed Property Program	\$ 405,778	\$ 500,000	\$ 385,489	\$ 346,200	\$ 32,423	\$ 378,623
Home HeadQuarters	Home Improvement - Urgent Care	\$ 1,075,000		\$ 1,021,250	\$ 1,000,000	\$ 75,000	\$ 1,075,000
Home HeadQuarters	Home Improvement - SHARP	\$ 167,679	\$ 2,000,000	\$ 116,000	\$ 104,200	\$ 11,800	\$ 116,000
Home HeadQuarters	Home Improvement - 1% Loan Program	\$ -		\$ 212,000	\$ 190,400	\$ 21,600	\$ 212,000
Home HeadQuarters	Homeownership Services - Downpayment Assistance	\$ 450,000	\$ 500,000	\$ 427,500	\$ 383,900	\$ 66,100	\$ 450,000
Jubilee Homes of Syracuse	Palmer Ave. Stabilization Block Strategy	\$ 175,000	\$ 180,495	\$ 166,250	\$ 149,300	\$ 25,700	\$ 175,000
Northeast Hawley Development Association	Neighborhood Revitalization and Stabilization Program	\$ 52,000	\$ 597,050	\$ 49,400	\$ 44,400	\$ 7,600	\$ 52,000
Northeast Hawley Development Association	Butternut St. Residential Home Improvement Program	\$ 24,000	\$ 52,600	\$ 22,800	\$ 20,500	\$ 3,500	\$ 24,000
Southeast Gateway Community Development Corp.	Affordable Housing & Community Revitalization Program	\$ 80,000	\$ 150,000	\$ 76,000	\$ 68,300	\$ -	\$ 68,300
Syracuse Model Neighborhood Corp.	Residential Property Maintenance	\$ 360,000	\$ 360,000	\$ 342,000	\$ 307,100	\$ 52,900	\$ 360,000
<b>SUBTOTAL</b>		<b>\$ 2,957,457</b>	<b>\$ 4,540,581</b>	<b>\$ 2,978,289</b>	<b>\$ 2,757,700</b>	<b>\$ 321,223</b>	<b>\$ 3,078,923</b>
<b>Syracuse Housing Programs</b>							
Syracuse NBD	Blight Removal	\$ 86,000		\$ -		\$ -	\$ -
Syracuse NBD	Vacant Property Program	\$ 500,000		\$ 400,000	\$ 265,142	\$ -	\$ 265,142
<b>SUBTOTAL</b>		<b>\$ 586,000</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ 265,142</b>	<b>\$ -</b>	<b>\$ 265,142</b>
<b>TOTAL PROVISION AND MAINTENANCE OF QUALITY AFFORDABLE HOUSING</b>		<b>\$ 3,543,457</b>	<b>\$ 4,540,581</b>	<b>\$ 3,378,289</b>	<b>\$ 3,022,842</b>	<b>\$ 321,223</b>	<b>\$ 3,344,065</b>
<b>Strategy #2: Services for Housing Vulnerable Populations</b>							
Covenant Housing Corporation of Central New York	Special Needs Housing Development	\$ 20,875	\$ 29,204	\$ 18,788	\$ 16,900	\$ 3,975	\$ 20,875
Dunbar Association, Inc.	Seniors Housing Services Program	\$ 16,700	\$ 50,000	\$ 15,030	\$ 13,500	\$ 3,200	\$ 16,700
Frank H. Hiscock Legal Aid Society	Legal Aid for Tenants Facing Eviction	\$ 45,925	\$ -	\$ -		\$ -	\$ -
Greater Syracuse Tenants Network, Inc.	Tenant Assistance and Counseling Program	\$ 27,973	\$ -	\$ -		\$ -	\$ -
Greater Syracuse Tenants Network, Inc.	Landlord & Tenant Training	\$ 11,690	\$ -	\$ -		\$ -	\$ -
Spanish Action League	Housing Services	\$ 10,438	\$ 24,996	\$ 9,394	\$ 8,500	\$ 1,938	\$ 10,438
Welch Terrace Housing Development Fund Inc.	Welch Terrace Housing	\$ 6,680	\$ 8,000	\$ 6,012	\$ 5,400	\$ 1,280	\$ 6,680
YMCA of Greater Syracuse	YMCA Residential Advisement Program	\$ 8,350	\$ 9,500	\$ 7,515	\$ 6,800	\$ 1,550	\$ 8,350
Catholic Charities of Onondaga County	Relocation Services for the Housing Vulnerable	\$ 219,232	\$ 219,232	\$ 211,601	\$ 200,000	\$ 11,601	\$ 211,601
Catholic Charities of Onondaga County	Relocation Direct Financial Assistance	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 60,000
ARISE Child and Family Service, Inc.	Housing Referral and Advocacy Program	\$ 15,000	\$ 20,864	\$ 13,500	\$ 12,200	\$ 2,800	\$ 15,000
InterFaith Works of CNY	Community Integration Program	\$ 40,000	\$ 86,260	\$ 36,000	\$ 32,400	\$ 7,600	\$ 40,000
<b>TOTAL SERVICES FOR HOUSING VULNERABLE POPULATIONS</b>		<b>\$ 367,862</b>	<b>\$ 340,932</b>	<b>\$ 317,840</b>	<b>\$ 295,700</b>	<b>\$ 93,944</b>	<b>\$ 389,644</b>

**Proposed Substantial Amendment to City of Syracuse CDBG 2012-13 (Year 38) Budget**

Applicant	Program	Yr 37 Allocation	Yr 38 Request	Yr 38 Draft Budget	Yr 38 Final Budget	Substantial Amendment Additions	Substantial Amendment Totals
<b><u>Strategy #3: Services for Special Needs Populations</u></b>							
Boys and Girls Clubs of Syracuse	Boys and Girls Clubs' Teen Program	\$ 18,000	\$ 20,000	\$ 16,200	\$ 14,600	\$ 3,400	\$ 18,000
Dunbar Association, Inc.	Resilient Youth	\$ 10,000	\$ 25,035	\$ 10,000	\$ 9,000	\$ 1,000	\$ 10,000
Fair Housing Council of CNY	Analysis of Fair Housing Impediments	\$ 45,000	\$ 101,569	\$ 40,500	\$ 36,400	\$ 8,600	\$ 45,000
Faith Hope Community Center, Inc.	Faith Hope Youth Services	\$ 12,000	\$ 27,576	\$ 10,000	\$ 9,000	\$ -	\$ 9,000
Huntington Family Centers, Inc.	James Geddes Youth Services Program	\$ 20,000	\$ 25,376	\$ 15,000	\$ 13,500	\$ 6,500	\$ 20,000
Spanish Action League	Career Services	\$ -	\$ 24,377	\$ -	\$ -	\$ -	\$ -
Syracuse Model Neighborhood Facility, Inc.	Southwest Community Center	\$ 350,000	\$ 515,781	\$ 315,000	\$ 282,900	\$ 67,100	\$ 350,000
Syracuse Northeast Community Center	Northeast Community Center	\$ 200,000	\$ 210,127	\$ 180,000	\$ 161,700	\$ 38,300	\$ 200,000
Westcott Community Center	Job Works		\$ 100,252	\$ -	\$ -	\$ -	\$ -
Westcott Community Center	Westcott Community Center Kids Club	\$ 40,000	\$ 80,176	\$ 36,000	\$ 32,400	\$ 7,600	\$ 40,000
<b>TOTAL SERVICES FOR SPECIAL NEEDS POPULATIONS</b>		<b>\$ 705,000</b>	<b>\$ 1,578,325</b>	<b>\$ 622,700</b>	<b>\$ 559,500</b>	<b>\$ 132,500</b>	<b>\$ 692,000</b>
<b>Administration</b>							
Syracuse NBD	NBD Administration	\$ 1,129,830	\$ 1,100,000	\$ 1,113,382	\$ 1,001,030	\$ -	\$ 1,001,030
SEDCO	Empire Zone Rebuild Syracuse	\$ 83,000		\$ 74,700	\$ 67,076	\$ -	\$ 67,076
FOCUS		\$ -	\$ 15,000	\$ 10,000	\$ 9,000	\$ 1,000.00	\$ 10,000
<b>TOTAL ADMINISTRATION</b>		<b>\$ 1,174,830</b>	<b>\$ 1,115,000</b>	<b>\$ 1,113,382</b>	<b>\$ 1,001,030</b>	<b>\$ 1,000</b>	<b>\$ 1,001,030</b>
Council Grantwriter Position				\$ 50,000	\$ 50,000	\$ -	\$ 50,000
<b>GRAND TOTAL</b>		<b>\$ 5,874,149</b>	<b>\$ 7,574,838</b>	<b>\$ 5,566,911</b>	<b>\$ 5,005,148</b>	<b>\$ 548,667</b>	<b>\$ 5,553,816</b>