

**BOARD AGENDA**  
**OF THE**  
**SYRACUSE HOUSING STRATEGIES CORPORATION**  
**BOARD OF DIRECTORS MEETING**

**September 22, 2025**

- 0. Call to Order
- 1. Proof of Notice

**New Business**

- 2. Resolution to Approve a Waiver of Competitive Bid for legal services incurred from January 2025 to date.
- 3. Resolution to amend the Fiscal Year 2025 Operating Budget.
- 4. Resolution to approve Block Challenge Program policy amendments.
  - a. Amendment 1 – Eligibility waivers for line-of-sight proximity.
  - b. Amendment 2 – Defining eligibility to participate based on occupancy/use.
    - i. Commercial.
    - ii. Religious/Churches.
  - c. Amendment 3 – Reimbursement maximums for “shared” projects.
  - d. Amendment 4 – Project pacing across multiple rounds/contributions toward future match.

**Other Business**

- 5. Other Updates
  - a. Block Challenge Program Implementation Update
  - b. Homeowner Renovation Program
    - i. Contributions toward future match
    - ii. Planning & implementation roadmap
- 6. Adjournment

City of Syracuse  
Syracuse Housing Strategies Corporation  
300 S. State Suite, Suite 700  
Syracuse, NY 13202  
315.448.8100

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PLEASE POST

PLEASE POST

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**PUBLIC MEETING NOTICE**  
**THE**  
**SYRACUSE HOUSING STRATEGIES CORPORATION**  
**HAS SCHEDULED A**  
**BOARD OF DIRECTORS MEETING**  
**FOR**  
**MONDAY, SEPTEMBER 22, 2025**  
**AT**  
**2:00 PM**  
**IN THE**  
**VAN B. ROBINSON COMMON COUNCIL CHAMBERS**  
**SECOND FLOOR**  
**CITY HALL**  
**233 E. WASHINGTON ST**  
**SYRACUSE NEW YORK, 13202**

For more information, please contact Michelle Sczpanski at:

[MSzczpanski@syr.gov](mailto:MSzczpanski@syr.gov)

## **EXECUTIVE SUMMARY: SHSC BOARD OF DIRECTORS MEETING - 9/22/2025**

### **02.00 – Waiver of Competitive Bid - Legal services incurred from January 2025 to date**

Authorization of waiver of competitive bid for professional legal services through Jean Everett/Bousquet Holstein for an amount not to exceed 30,000. Waiver covers costs of services rendered from date of organizational incorporation to date prior to formal authorization of FY25 operating budget. Jean was identified by Corporation Counsel as preferred vendor based on existing agreement with the City of Syracuse as its outside bond counsel. Total costs incurred for SHSC to date (approximately \$24,000) is within amount budgeted for legal services for the FY25 operating budget as adopted. An RFP for future services was put out 8/13/2025. Responses are due back 10/3/2025 and a recommendation for expected to be put forward for board

### **03.00 - Amend – FY25 Operating Budget**

Total costs for D&O and liability insurance in FY25 exceeds amount authorized by approximately \$175. Seeking amendment to increase insurance lines and commensurately reduce FY25 amount from license/fees line items

### **04.00 - Block Challenge Program Policy Amendments**

- ***04.01 - Amendment 1: Board review of eligibility waivers for line-of-sight proximity***

**Overview:** Current BCP Guidelines state that applications which meet eligibility terms can be approved administratively by executive director without additional review. Existing guidelines state that at least one team member must be able to see the front door of one other member from their front door. Per discussion at August board meeting, staff are committed to working with homeowners to find a workable alternative to line-of-sight guidance (ex: widening radius to surrounding blocks, matching teams of homeowners unable to find teams, etc.) In the interest of minimizing turnaround time between application submission and approvals, requesting to amend current BCP program eligibility guidelines to clarify the following:

**Recommendation:** Amend terms to clarify that if direct line of site to another team member is not practicable, ED may approve alternative accommodation administratively.

- ***04.02 – Amendment 2: BCP Eligibility based on property occupancy / use***

**Overview:** Existing guidelines limit program participation to properties with residential uses. Separate inquires received regarding ability of various non-residential uses to participate

- **Recommendation - Commercial:** Eligible if other terms are met
- **Recommendation - Churches/religious -** Ineligible

- **04.03 - Amendment 3: Reimbursement maximums for “shared” project component**

**Overview:** Received program inquiry regarding ability of two neighbors with a shared driveway to each claim a portion of costs towards repair/replacement for their respective match

**Recommendation:** Eligible if one of the following is met:

- Team includes four or more participants, OR
- Two participants pursue other improvements on respective properties in addition to shared

- **04.04 - Amendment 4: Project pacing across multiple BCP rounds / contributions towards future match**

**Overview** – Current program terms allow an individual owner to participate up to 3 times in a five-year period, and do not allow reimbursements for work completed prior to team application approval. Multiple inquiries received regarding the ability to spread a project across multiple rounds (e.g. if a siding project costs \$10,000, can a homeowner claim \$5,000 in one round, and the other \$5,000 in a second round?)

**Recommendation** – Amend language in program guidelines to clarify that:

- Specific project components must be 100% complete be eligible for reimbursement
- Homeowners with documented, approved project costs over 5k in their first or second round of participation may count those additional costs towards their homeowner match for a subsequent round for a different project component, subject to available funding and provided that all other program terms are met. For example:
  - Round 1: Homeowner spends \$10,000 for siding and is reimbursed \$2,500
  - Round 2: Homeowner spends \$3,000 for windows and is reimbursed \$2,500

## 05.00 - Other Updates

- **05.01 - Block Challenge Program Implementation Update**

- 100+ constituent inquiries received since 8/22; strong turnout across all neighborhood meetings & events
- Four full team applications totaling 18 properties submitted as of 9/9; NBD is aware of at least 10-12 additional teams which anticipate submitting applications in the coming weeks
- Submitted applications as of 9/9 account for ~50% of budget as adopted; will pursue budget amendment across direct programmatic line items as necessary based on submissions
- Continuing to work through BCP launch and homeowner engagement. Events to date include: virtual Webinar (8/26), Neighborhood Info Meetings (8/27 and 8/28), Neighborhood Open Houses – (9/10 and 9/11), Direct mail postcards (delivered week of 9/3), and additional neighborhood/TNT meetings.

- **05.02 – Homeowner Renovation Program**

- **05.02a - Planning & implementation roadmap**
- **05.02b - Contributions toward future match – substantial homeowner & rental rehabilitation programs**
  - **Overview:** Similar to prior item, several inquiries have been received from individuals who are interested in pursuing significant rehab work in excess of \$50,000 prior to full launch of larger grant programs in their block area who have asked whether they could receive any sort of subsequent reimbursement
  - **Recommendation:** Ensure subsequently adopted substantial renovation programs allow flexibility to count previously incurred project costs towards homeowner match for

additional future work, provided they obtain written acknowledgement from SHSC staff on anticipated scope. Such acknowledgement should in no way be construed as a guarantee of future funding or reimbursement eligibility. Applicants pursuing this option do so at their own risk understanding that future eligibility is ultimately subject to all rules henceforth adopted regarding substantial rehabilitation programs and available program funds.

## OTHER BUSINESS

### 08.02a - Program Planning & Implementation Roadmap

SHSC PROGRAM IMPLEMENTATION & PLANNING ROADMAP - July 2025-June 2026													
		Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26
<b>Block Challenge Program</b> Small Matching Grants for Exterior Home Improvements	Final Terms Approved												
	Applications Open												
	Rollout & Engagement												
<b>Homeowner Renovation</b> Substantial Renovations Owner Occupants	85% Draft Review												
	Focus Groups												
	Remaining Loose Ends												
	All Final Terms Approved												
	Applications Open												
	Outreach & Engagement												
<b>Rental Rehabilitation</b> Substantial renovation grants for current rental owners – no purchase / acquisition	85% Draft Review												
	Focus Groups												
	Remaining Loose Ends												
	All Final Terms Approved												
	Applications Open												
	Outreach & Engagement												
<b>Single Family Developer</b> Renovation/new build for sale to owner occupant	Draft Review												
	All Final Terms Approved												
	Applications Open												
	Outreach & Engagement												
<b>Other Administration/Fiscal</b> Organizational / administrative establishment & fundraising	Execute Fund Agreements												
	Initial Programming Launch												
	Additional Fund Development												



# BOUSQUET HOLSTEIN PLLC

110 WEST FAYETTE STREET ▪ ONE LINCOLN CENTER ▪ SUITE 1000  
SYRACUSE, NEW YORK 13202 ▪ PH: 315.422.1500 ▪ FX: 315.422.3549

## 2a.Waiver of Competitive Bid - Legal Services

Syracuse Housing Strategies Corporation  
Attn: Michelle Sczpanski  
Deputy Commissioner of Neighborhood Development  
City Hall  
233 East Washington Street  
Syracuse, NY 13202-1421

### STATEMENT OF ACCOUNT

FOR ACTIVITY THROUGH 08/01/25

**Statement Date: August 1, 2025**

**Client Name: Syracuse Housing Strategies Corporation**

**Client No: S3872**

<u>INVOICE NO.</u>	<u>DATE</u>	<u>BILLED</u>	<u>RECEIVED</u>	<u>OUTSTANDING</u>
275575	12/10/24	\$9,000.00	\$0.00	\$9,000.00
276513	01/09/25	\$4,612.50	\$0.00	\$4,612.50
277843	02/12/25	\$2,887.50	\$0.00	\$2,887.50
279123	03/13/25	\$5,770.50	\$0.00	\$5,770.50
283183	06/11/25	\$1,577.50	\$0.00	\$1,577.50
<b>TOTAL AMOUNT OUTSTANDING:</b>				<b>\$23,848.00</b>
<b>INTEREST DUE THIS STATEMENT:</b>				<b>\$0.00</b>
<b>TOTAL DUE THIS STATEMENT:</b>				<b>\$23,848.00</b>

  

Invoice Aging					
<u>0 -30</u>	<u>31-60</u>	<u>61-90</u>	<u>91-120</u>	<u>Over 120</u>	<u>Total</u>
\$0.00	\$1,577.50	\$0.00	\$0.00	\$22,270.50	\$23,848.00

### Bousquet Holstein PLLC sincerely appreciates your business.

Original invoice payment terms are due upon receipt. Please include your client number (above) and invoice number with payment. To pay your balance by credit card online please visit <https://www.bhlawpllc.com/client-payments/>  
You may also contact our Time and Billing Department to arrange for payment or copies of invoices by email at [TimeBilling@bhlawpllc.com](mailto:TimeBilling@bhlawpllc.com) or by calling (315) 701-6496.

**WARNING!** We will never ask you to change instructions for payment of invoices by email. If you receive any communication purporting to be from Bousquet Holstein PLLC asking you to send payment to a new destination, please immediately call our Time and Billing Department at (315) 701-6496.

## 2b. Amend FY25 Operating Budget

**SYRACUSE HOUSING STRATEGIES CORPORATION**  
**DRAFT OPERATING BUDGET - July 2025- December 2027 as of 6/23/2025**

	2025 PROJECTED	2025 DRAFT-AMEND 09.09.2025	2026 PROJECTED	2027 PROJECTED
<b>REVENUE</b>				
GRANTS				
GRANT INCOME - NYS ESD (2025-29)	\$ 2,000,000	\$ 2,000,000		\$ 2,000,000
GRANT INCOME - CITY (2024-25)	\$ 2,500,000	\$ 2,500,000		
<b>TOTAL REVENUE</b>	<b>\$ 4,500,000</b>	<b>\$ 4,500,000</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>
<b>EXPENSES</b>				
<b>HOMEOWNER PROGRAMS - DIRECT COSTS</b>				
BCP - BLOCK CHALLENGE PROGRAM	\$ 73,695	\$ 73,695	\$ -	\$ -
HRP - MINOR EXTERIOR PROGRAM	\$ -	\$ -	\$ 423,904	\$ 423,904
HRP - HOME RENOVATION PROGRAM	\$ -	\$ -	\$ 1,642,586	\$ 1,642,586
DIRECT PROGRAM ADMINISTRATION SALARIES & FRINGE @ 10%	\$ 7,370	\$ 7,370	\$ 206,649	\$ 233,805
<b>TOTAL HOMEOWNER PROGRAMS - DIRECT COSTS</b>	<b>\$ 81,065</b>	<b>\$ 81,065</b>	<b>\$ 2,273,138</b>	<b>\$ 2,300,294</b>
<b>INDIRECT COSTS - STAFF, SALARY, ADMINISTRATION - NTE 250,000 (10% OF \$2.5M)</b>				
<b>SHSC STAFFING (SALARY &amp; FRINGE)</b>				
DC NEIGHBORHOOD DEVELOPMENT @ 30% FTE	\$ -	\$ -	\$ 41,376	\$ -
HOUSING INITIATIVES PROJECT MANAGER @ 30% FTE	\$ -	\$ -	\$ 23,433	\$ -
DIRECTOR OF HOUSING & NEIGHBORHOOD PLANNING @ 20% FTE	\$ -	\$ -	\$ 22,373	
DATA & MAPPING ANALYST @ 7.5% FTE	\$ -	\$ -	\$ 6,503	\$ -
PLANNER @ 5% FTE	\$ -	\$ -	\$ 5,858	\$ -
SUMMER AIDE	\$ -	\$ -	\$ 1,124	
<b>TOTAL STAFFING (SALARY &amp; FRINGE)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,668</b>	<b>\$ -</b>
PROF SERVICES - AUDIT	\$ -	\$ -	\$ 15,000	
PROF SERVICES - FISCAL	\$ 15,000	\$ 15,000	\$ 15,000	
LEGAL FEES	\$ 30,000	\$ 30,000	\$ 30,000	
TRAINING/TRAVEL	\$ 5,000	\$ 5,000	\$ 5,000	
CONFERENCE / MEETING	\$ 2,500	\$ 2,500	\$ 5,000	
EVENTS / MARKETING	\$ 6,000	\$ 6,000	\$ 6,000	
LICENSE / FEES	\$ 3,000	\$ 2,824.00	\$ 3,000	
INSURANCE - GENERAL LIABILITY	\$ -	\$ 572.00		
INSURANCE - DIRECTORS	\$ 4,416	\$ 4,020.00	\$ 4,416	
<b>TOTAL INDIRECT COSTS - STAFF SALARY &amp; ADMINISTRATION</b>	<b>\$ 65,916</b>	<b>\$ 65,916</b>	<b>\$ 184,084</b>	<b>\$ -</b>
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 146,981</b>	<b>\$ 146,981</b>	<b>\$ 2,557,890</b>	<b>\$ 2,300,294</b>