BOARD AGENDA
OF THE
SYRACUSE HOUSING STRATEGIES CORPORATION
MEETING OF THE BOARD OF DIRECTORS
April 27, 2026

0. Call to Order
1. Proof of Notice
2. Approval of Minutes – March 23, 2026 Audit Committee Meeting
3. Approval of Minutes – March 23, 2026 Board of Directors Meeting

Old Business

4. Resolution to enter into agreement for design and construction specialist services
5. Resolution to establish Homeowner Renovation Program

Other Business

6. Block Challenge Program Activity

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

PLEASE POST **PLEASE POST** **PLEASE POST**

PUBLIC MEETING NOTICE

THE

SYRACUSE HOUSING STRATEGIES CORPORATION

HAS SCHEDULED A

BOARD OF DIRECTORS MEETING

FOR

MONDAY, APRIL 27, 2026

AT

2:00 PM

IN THE

BURNET EXECUTIVE CONFERENCE ROOM

SEVENTH FLOOR

ONE PARK PLACE

300 SOUTH STATE ST

SYRACUSE NEW YORK, 13202

Link to livestream:

Meeting ID: https://teams.microsoft.com/meet/25089586434650?p=FDIcpSof57DwravrMp

Meeting ID: 250 895 864 346 50 | **Passcode**: Eu6JJ2uZ

For more information, please contact Michelle Sczpanski at:

MSczpanski@syr.gov

Syracuse Housing Strategies Corporation
One Park Place
300 South State St., Suite 700
Syracuse, New York 13202

MINUTES
Board of Directors - Audit Committee Meeting
March 23, 2026, 2:00 p.m.

An Audit Committee meeting of the Syracuse Housing Strategies Corporation (the "***Corporation***") Board of Directors was convened in public session on March 23, 2026, at 2:00 p.m., in the Burnet Executive Conference Room, One Park Place, 300 South State Street, Suite 700, Syracuse, New York 13202.

Board Members Present: Robert Simpson, Stephanie Pasquale, Patrona Jones-Rowser, Karen Schroeder, Patrick Hogan, Katelyn Wright, Donald Radke

Excused Members: Rasheada Caldwell, Hon. Rita Paniagua

Staff Present: Michelle Sczpanski, Annemarie Deegan

Others Present: Mike Lisson, Brianah Lane, Kelly Caza, Hannah Garty, Kaylin Hubbard

I. CALL MEETING TO ORDER

Committee Chair Pasquale called the meeting to order at 2:02 p.m.

II. ROLL CALL

Committee Chair Pasquale acknowledged the board members present and noted the excused absences of Members Caldwell, and Paniagua.

III. PROOF OF NOTICE

Board Chair Pasquale acknowledged that notice of the meeting had been duly and properly provided.

IV. INDEPENDENT AUDIT REPORT

Mike Lisson introduced Brianah Lane, a Supervisor in the Audit Services Group, and Kelly Caza, an Associate at Grossman St. Amour CPAs. Mike Lisson, Partner at the firm, noted their collaboration on the audit, and mentioned that they also work with other city agencies, including the site and SLVC. Mr. Lisson. He clarified that while the audit does examine key internal controls, such as cash reconciliations and expenses, the scope does not extend to issuing a formal opinion on internal controls. No issues or concerns were found in those areas. He noted that these are required communications to be presented to the board routinely, with nothing significant to flag at this time.

Mr. Lisson addressed the firm's status with regard to auditor independence. He confirmed the firm is independent of management and the client per applicable regulations. He also addressed significant risks, noting that board members sometimes misinterpret this terminology. He explained that items like revenue recognition and management override of internal controls are automatically required by professional audit standards and they do not indicate actual problems specific to the organization. Any risks beyond those defaults would have been explicitly disclosed. He noted the terminology has changed in the last two years, so members serving on other boards may encounter it elsewhere.

Mr. Lisson noted that slide 4 covers significant items in the financial statements. He explained that the accounting policies listed, largely tied to the grant program, are standard policies typical for an entity of this size, with nothing unusual to flag. He confirmed there were no difficulties encountered during the audit and no unusual transactions. He also acknowledged the close collaboration with Ms. Garty throughout the year, and with Ms. Sczpanski in the period leading up to January.

Mr. Lisson continued, explaining that prior to the audit, SURA funds had been recognized entirely as revenue. Per accounting standards, however, those funds should be deferred. He noted this type of reclassification is common in first-year audits and that he and the team would walk through it in more detail later in the meeting. He added that discussions with city's fiscal team are underway to properly reflect this treatment going forward.

Mr. Lisson noted slide 6 covers additional standard required communications, including no disagreements with management and no outside consultations. He explained this would apply if management had sought a second opinion from another firm ("opinion shopping"), which would be required to be disclosed. He confirmed he is not aware of any such activity. Mr. Lisson highlighted that this was an unmodified (clean) audit opinion. In recent years, the opinion has been moved to the front of the document, so the clean opinion language now appears in the first paragraph rather than at the end. He explained that RSI Management Discussion & Analysis (MD&A) is an unaudited narrative summary prepared by management. He flagged that a new accounting standard, already issued but not yet implemented, will require a more detailed MD&A beginning next year, with additional budget-to-actual discussion. He noted this will require more lift from governmental agencies generally, though less so for this organization.

Mr. Lisson walked through key figures, including $2.3 million in cash, $81,000 in prepaid grant administration, and $2.4 million in deferred revenue — reflecting the SIRA grant funds that are restricted until eligibility requirements are met. He explained that revenue is recognized as grants are issued to recipients, not upon receipt of the full $2.5 million. Prepaid grant administration funds sent to Home Headquarters have not yet been dispersed. As of the meeting date, $73,796 remained to be dispersed, though approximately $33,000 had been dispersed since March 6th, leaving roughly $40,000 remaining.

He illustrated the flow: revenue recognized ($52,669) equals grants awarded ($52,669), with indirect/administrative expenses also tracking to 10% of the $2.5 million ($250,000 total). He noted the change in net position is $0 because revenue and expenses are recognized simultaneously.

Mr. Lisson noted that slide 10 addresses investment policy compliance, confirming the organization is in cash and cash equivalents in compliance with PAABL requirements.

He also referenced the standard letter covering internal controls and financial matters compliance, confirming no material weaknesses or noncompliance matters were identified. He explained that under governmental accounting, this letter is more publicly accessible than it would be in a private-sector context. Mr. Lisson concluded the slide presentation and noted the draft financials were available for review. He invited any questions or requested changes, acknowledging that the first year often involves some tailoring.

Chair Pasquale expressed appreciation for the team, noting the organization has a great team. Ms. Sczpanski noted that for the purposes of the record, a member of the audit committee should recommend acceptance of the annual audit as presented and adjourn the audit committee meeting. Member Hogan made the motion. Member Radke confirmed a second, and all voted in favor. The motion carried and the audit forwarded to the full board.

Member Hogan motioned to close Audit Committee. Member Radke confirmed a second, and all voted in favor. Audit Committee adjourned at 2:15.

I. ADJOURNMENT

With no further business, a motion to adjourn was made and approved.

ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED A MOTION TO ADJOURN THE MEETING AT 2:15 p.m.

Syracuse Housing Strategies Corporation
One Park Place
300 South State St., Suite 700
Syracuse, New York 13202

MINUTES
Board of Directors Meeting
March 23, 2026
2:00 p.m.

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Excused Members: Rasheada Caldwell, Hon. Rita Paniagua

Staff Present: Michelle Sczpanski, Annemarie Deegan

Others Present: Mike Lisson, Brianah Lane, Kelly Caza, Hannah Garty, Kaylin Hubbard

I. REPORT FROM AUDITOR

As documented in the minutes from the March 23, 2026 Audit Committee Meeting.

II. CALL MEETING TO ORDER

Chair Pasquale called the Board of Directors meeting to order at 2:15 pm.

III. PROOF OF NOTICE

Chair Pasquale acknowledged that notice of the meeting had been duly and properly provided.

IV. NEW BUSINESS

1. Meeting Minutes

The board reviewed minutes from three prior meetings. Motions were made and approved for the Board Meeting on January 26, 2026, Finance and Governance Committee Meeting on February 12, 2026, and the Finance and Governance Committee Meeting on March 12, 2026.

Member Wright motioned to approve the minutes for January 26, 2026. Member Radke confirmed a second, and all voted in favor.

Member Simpson motioned to approve the minutes for February 12, 2026. Member Wright confirmed a second, and all voted in favor.

Member Wright motioned to approve the minutes for March 12, 2026. Member Hogan confirmed a second, and all voted in favor.

2. Acceptance of First-Year Audit

Chair Pasquale noted that the board had just received the first-year audit presentation from the Audit Committee and opened the floor for discussion. No discussion items were raised.
Member Simpson motioned to accept the audit as presented. Member Jones-Rowser confirmed a second, and all voted in favor.

3. Appointment of Chief Financial Office

Chair Pasquale introduced and proposed a resolution to appoint Ann Marie Deagan, First Deputy Commissioner, as Interim CFO.

Member Hogan motioned to approve the resolution. Member Jones-Rowser confirmed a second, and all voted in favor.

4. Property Disposition Policy

Chair Pasquale prompted the Board to review the policy disposition policy outlined on pages one through five. She clarified that, as discussed in the Governance Committee meeting, there is specific verbiage required within this policy, so it has not changed. No amendments proposed. No questions from the Board.

Member Schroeder motioned to adopt the policy. Member Radke confirmed a second, and all voted in favor.

5. Internal Control Policy

Member Radke raised a question regarding item #4 or "implement education and training efforts." Ms. Sczpanski clarified that this refers to annual training obligations for Board members through the ABO office, required once every three years per public authority requirements. Those who were on other public authority boards may already have this satisfied.

A broader question was raised by Member Wright about whether the policy should more explicitly outline the organization's internal control procedures. It was noted that the policy needs to be submitted to the ABO by March 31st, and that further development of written procedures would be a topic for the next Finance & Governance Committee meeting.

Member Radke motioned to adopt the policy, with notation that written draft internal control procedures will be brought to the next Finance & Governance Committee. Member Wright confirmed a second, and all voted in favor.

6. Attendance, Compensation & Reimbursement Policy

Chair Pasquale prompted the Board to review the Attendance, Compensation & Reimbursement policy on the next page. No questions were raised.
Member Simpson motioned to adopt the policy and Member Wright confirmed a second. All in favor; no abstentions; no objections.

7. Whistleblower Policy

Chair Pasquale prompted the Board to review of the whistleblower policy. No questions were asked. Member Jones-Rowser motioned to approve and Member Wright confirmed a second. All voted in favor; no abstentions; no objections.

8. Investment Policy

Ms. Sczpanski noted that this policy was authorized at SHSC's organizational meeting September 2024. No changes were made subsequently. The purpose for review was pursuant to annual requirements as required by ABO. No meaningful conversations have taken place yet regarding more strategic investment policy for funds in SHSC's corporate accounts. The Finance Committee intends to revisit this item later in fiscal year 2026 as additional programs launch.

Member Wright motioned to reaffirm the policy. Member Jones-Rowser seconded, and all voted in favor.

9. Procurement Policy

Chair Pasquale introduced the item and asked Ms. Sczpanski to confirm that no changes to the policy were made since prior adoption. Ms. Sczpanski confirmed and noted that the policy is consistent with that of other city public authorities.

Ms. Sczpanski flagged that ongoing conversations with legal counsel may lead to future amendments, particularly around how requirements for homeowners to solicit contractor quotes for renovation projects. The current framework requires homeowners to document attempts to obtain three quotes.

Member Simpson raised a broader observation that the policy feels weighted toward control and oversight rather than enabling nimble, creative execution. He noted that requiring three quotes for projects between $1,000–$3,000 within budget can slow operations unnecessarily. He encouraged the team to flag whenever procurement rules become a drag on program delivery.

Ms. Sczpanski clarified that the organization is also bound by the Syracuse Urban Renewal Agency's ("SURA") procurement policy, as it acts as an agent of SURA. It was noted that SURA's fiscal year begins July 1st and that there may be an opportunity to align any policy updates at that time.

Member Wright shared that their organization's current thresholds do not require competitive bidding under $3,000. For $3,000–$5,000, competitive bidding is required, but does not go to the board. For over $5,000, 3 bids are required and must go to the board, with plans to raise all thresholds substantially in the coming months.
The board agreed with Chair Pasquale to continue this conversation and explore what flexibility may be available, particularly given inflation and contractor availability challenges. Member Simpson emphasized the importance of returning to these policies to ensure that they do not interfere with or slow down existing goals and initiatives to stay in pace with market demands.
Member Simpson motioned to reaffirm the policy. Member Radke confirmed a second, and all voted in favor.

10. Annual Report

Ms. Sczpanski presented a draft of the annual report for submission to the ABO PARIS system. The report reflects items adopted or reauthorized by the board. A narrative summary of program activity (Block Challenge program) will be included with the submission.
Member Hogan noted that references to the CFO and Board composition need to be updated to reflect the correct individuals, including the Mayor and Common Council President, as of December 31, 2025. The Board's mission and measurement activity, previously reviewed at the January 26, 2026 meeting, is also referenced in the report. Member Wright requested that Ms. Sczpanski circulate the narrative report and ensure corrections are made prior to submission.

Member Radke motioned to ratify the annual report with noted amendments. Member Hogan confirmed a second, and all voted in favor.

11. Homeowner Renovation Program

Ms. Sczpanski provided an overview of the draft program terms for the Homeowner Renovation Program, which were previously discussed across the last several Finance & Governance Committee meetings of the Board. She outlined the proposed cost-share / reimbursement structure (sliding scale). Up to 120% AMI would have a reimbursement rate of 60% of total project cost; 120%–200% AMI would have a 50/50 split, and over 200% AMI would have a reimbursement rate of 40%.
Rental property owners (without income-qualified tenants) would qualify for 40% reimbursement. Rental property owners (with income-qualified tenants willing to accept income verification and monitoring requirements) would be eligible to escalate to 50% or 60%, based on tenant income. Rent increases for participating landlords would be capped at maximum allowable per year, as evidenced by executed lease submissions

Tier 1 (Exterior Only) would include projects of at least $10,000 in exterior work; open to all eligible neighborhoods (Block Challenge eligible areas). Interior Work Tiers will be available up to a total Housing Strategies contribution of $75,000 across two tiers; interior applicants must also address exterior issues, with priority on high-impact items (e.g., chipping paint, siding).

Ms. Sczpanski continued to outline the home inspection process. After an initial screening at application and walkthrough conducted with a third-party rehabilitation specialist, the specialist identifies mandatory work, recommended work, and optional additional work at homeowner's discretion. In regards to the affordability and ownership periods, Ms. Sczpanski noted that exterior-only projects would be subject to a 2-year period. Larger grants are tiered up to 5, 7, and 9 years. Property transfers mid-period would be evaluated case by case; buyer would need to be made aware of obligations and agree to assume them.

Ms. Sczpanski noted that the draft terms would be recirculated to board members ahead of the next meeting, and that final neighborhood engagement sessions are being completed with Neighborhood Association leadership and the SHSC Resident Advisory Board.

For next steps, Chair Pasquale confirmed that documents will be re-circulated and that Board authorization of program terms is expected at the April board meeting. Application documents will also be circulated for review prior to that meeting.

12. <u>Request for Proposals</u>

Ms. Sczpanski noted that an RFP for rehabilitation/design and construction services was issued on February 26th and was open for three weeks. It was advertised through all standard city procurement channels, the SHSC website, and relevant professional networks, including to all architectural firms registered to receive city bids. Requirements included a background as a certified architect and preference for a registered MBE/MWBE firm.

Three responses were received. All met the baseline requirements. Based on prior experience working directly with the city on similar programs and scopes of work, established relationships with city codes staff, transparent/predictable pricing models, references, and application materials, Ms. Sczpanski recommended City Link Architecture as a preferred vendor. Ms. Sczpanski noted that other proposals contained language suggesting reliance on preferred subcontractors, which could risk potential pressure on homeowners to use specific contractors.

Member Radke noted that per-project costs are estimated at approximately $2,000 per home, and clarified whether these would be treated as a direct project expense (not deducted from the homeowner's grant amount, and not part of any lien against the property). Ms. Sczpanski answered in the affirmative, and noted that SHSC authorized funding for said expenses in its FY26 Budget

Chair Pasquale inquired whether drawings required for certain projects (e.g., additions) should be procured by Housing Strategies Corporation or handled by homeowners independently. Recommendation was to consult legal counsel before deciding.

Member Schroeder raised the need for Spanish-language capacity, noting that a large share of current program participants served by Home Headquarters are Spanish speakers. Ms. Sczpanski acknowledged this as an important consideration and noted translation services or a bilingual specialist could be layered in as needed.

Member Radke asked for a volume estimate, and Ms. Sczpanski stated that approximately 100 projects per year were anticipated across program tiers.

Member Simpson asked if the organization soliciting satisfaction feedback from homeowners and how this is being done. Ms. Sczpanski confirmed that a customer satisfaction survey is distributed at the time of reimbursement check pickup. Approximately a dozen responses have been received out of ~40–50 fully reimbursed participants so far. The board discussed ways to increase response rates (e.g., incentives such as a Lowe's gift card, or tying survey completion to check release).

Member Simpson also inquired whether homeowners are being asked to promote their participation publicly (e.g., social media)? Ms. Sczpanski noted that participants are provided with yard signage at time of project completion and that posting encouraged but not required. Ms. Sczpanski provided an overview of efforts with city marketing staff to develop the SYR Neighborhoods social media account as a primary platform for sharing resident profiles, program highlights, and neighborhood stories.

A vote on the RFP award was deferred to the April board meeting to allow additional review.

13. <u>April Meeting Schedule</u>

Given the volume of materials to prepare, the board agreed to consolidate April meetings. The April 9th meeting and the April 27th governance committee meeting will be combined into a single board meeting on Thursday, April 16th at 2:00 PM. No objections were raised.

14. <u>Annual Disclosure Forms</u>

Chair Pasquale reminded board members that annual disclosure forms require notarization. A notary will be available at the next meeting for anyone who has not yet completed and notarized their form.

V. OTHER BUSINESS

There was no other business to discuss.

VI. ADJOURNMENT

With no further business, a motion to adjourn was made by Chair Pasquale and second confirmed by Member Wright.

ALL BOARD MEMBERS PRESENT UNANIMOUSLY APPROVED A MOTION TO ADJOURN THE MEETING AT 3:15 p.m.

Request for Proposals - Design & Construction Specialist
Response Summary

Timeline: 2/26/26 (Posted) - 3/17/26 (Responses Due)

Services Requested:

- Work scope and budget development for Homeowner Renovation Program
- On-site initial, progress, and final inspections

Staff Recommendation – Award to City Link Architecture – Most prior experience w/ residential projects of this nature and scope, pricing seems most standard/predictable for scope of services, only firm with certified architect as project lead and state MBE/WBE certification at time of award. SHSC cannot claim use of non-state certified firms towards its good faith utilization efforts

Responses

Firm	Cost	MWBE	Certified Architect	Notes
City Link Architecture	**Work scope development:** Basic Exterior Only: $600 per Modest Exterior/Interior: $750 per Moderate Exterior/Interior: $1000 per Substantial Exterior/Interior: $1000 per Initial Property Assessment: $600 per Progress Observation/ Inspections: $600 per Hourly Rate: $150 per hour	WBE	Y	Prior record of strong performance for architectural, rehab specialist, and plan review services for various contracts with the City of Syracuse and residential development partners City, County & State WBE certification Based in Syracuse, NY
M.E. Perez & Assoc.	Scope of Work & Cost Estimate Development: $400 – $900 per Initial Property Assessment: $250–$500 per Progress Inspection: $150 – $300 per Final Inspection: $200 – $400 per Hourly Rate: $85-$125 per hour, to be negotiated based on scope and program requirements	MBE /WBE	N	Fluent Spanish speaker, background in general contracting and real estate investments. Has several active home rehabilitation projects in the City active or recently completed Based in Brooklyn, NY
Nourish Architecture	Hourly Rate: $200-250 per hour Additional consulting fees for professional services / testing at cost plus 15% **Reimbursables** $200 per copy of AIA standard form of agreements	WBE	Y	Prior experience cited references more commercial / mixed use projects than residential. City & County Nourish is WBE certified for city/county, NYS certification pending. Project sub partners (Dovesview LLC) certified as state MBE Based in Lafayette, NY

SYRACUSE HOUSING STRATEGIES CORPORATION
RESOLUTION NO.: ___ OF 2026

RESOLUTION AUTHORIZING SHSC TO ENTER INTO AGREEMENT WITH CITY LINK ARCHITECTURE FOR REHABILITATION DESIGN SERVICES

WHEREAS, the Syracuse Housing Strategies Corporation (hereinafter "SHSC") is authorized to provide grants, loans and other assistance to or for the benefit of owners of residential real property for construction, repair, renovation and rehabilitation; undertake construction, repair, renovation, and rehabilitation of new and existing residential real property; disseminate information and furnish advice, technical assistance with respect to the purposes, programs, and activities of the Corporation, and engage the services of persons or entities whose services shall be necessary or desirable in connection with the aforementioned activities; and

WHEREAS, SHSC identified a need to procure professional services specific to home rehabilitation design pursuant to implementation of such homeowner renovation programs, and

WHEREAS, on January 23, 2026**,** SHSC authorized adoption of its FY26 Annual Operating Budget, which included Two Hundred and One Thousand Seven Hundred Twenty-Three dollars ($200,723) for third party rehab specialist services; and

WHEREAS, SHSC solicited requests for proposals for professional services in a manner consistent with its procurement policies and reviewed all three submissions received; and

WHEREAS, SHSC desires to enter into a contract with Citylink Architecture because of their experience with residential projects, history of performance on past projects with the City of Syracuse, status as a AIA-certified architect, and status as a certified Women-Owned Business Enterprise ("WBE") in New York State; and

WHEREAS, SHSC Procurement Guidelines require Board approval of the award of any procurement contract;

NOW, THEREFORE, BE IT RESOLVED, that the contract for home rehabilitation design services be awarded to Citylink Architecture to perform services consistent with the scope of services provided in Exhibit "A"; and

BE IF FURTHER RESOLVED, that SHSC authorizes its Executive Director to enter into, on SHSC's behalf, a contract with the City Link Architecture for design rehabilitation services consistent with the pricing schedule included in Exhibit "A", at an amount not to exceed $200,000 for the duration of the agreement, and such other terms and conditions deemed necessary and proper by SHSC's counsel; and

BE IF FURTHER RESOLVED, that the Executive Director of SHSC is hereby authorized and directed to use professional judgement and discretion with regard to monitoring of billing and reimbursement for rehabilitation specialist services and determining appropriate utilization on a case by case basis relative to identified project needs and total investment; and

BE IF FURTHER RESOLVED, that the Executive Director of SHSC is hereby authorized and directed to execute all documents on behalf of the SHSC which may be necessary or desirable to further the intent of this Resolution and do such further things or perform such acts as may be necessary or convenient to implement the provisions of this Resolution.

DATED: as of APRIL 27, 2026

SYRACUSE HOUSING STRATEGIES CORPORATION

By: ____

Katelyn Wright, Secretary-Treasurer

EXHIBIT "A"

SCOPE OF SERVICES & PRICING SCHEDULE

Conduct Initial Property Assessments - $600 per Initial Property Assessment

- Review application materials homeowner/landlord submitted as directed by SHSC
- Conduct on-site walk through of property to assess baseline status of the home and discuss potential scope of work with homeowner/landlord and SHSC staff
- Walk through will include taking photos and notes on an intake form to be finalized before inspections begin with the SHSC. "Before" will be shared with SHSC (and homeowner if desired).

Complete Work Scope – Pricing per work scope as outlined

- Develop a work scope document using the program Housing Developer Pro. Scope to be based on SHSC mandatory items in relation to observations during initial property assessment phase as well as homeowner/landlord proposed items.
- Rough estimate of total construction cost will be provided alongside work scope.
- Scope to be submitted to SHSC staff and homeowner/landlord for review.
- One round of revisions to be made based on SHSC and homeowner/landlord feedback.
- Work scope development fee to be based on program tiers:
    - Basic Exterior Only - $600
    - Modest Exterior/Interior - $750
    - Moderate Exterior/Interior - $1,000
    - Substantial Exterior/Interior - $1,000

If architectural drawings are needed for the project (for permit and/or for bidding materials), proposal to be provided after initial property assessment is completed.

Conduct Progress Observations/Site Visits - $600 per Progress Observation/Site Visit

- Visit the site when notified by SHSC staff or homeowner/landlord or at stages appropriate to the scale of the project. Observe if the work is progressing in accordance with the contract documents.
- Write up brief summary of observations, submit with "during" or "after" photos as determined by SHSC staff

Other - $150/hour or by proposal as needed

Other duties to be performed on an hourly basis could include participating in standing meetings with SHSC staff, interfacing with contractors, homeowners, and city staff to communicate project information and providing assistance to residents in gathering, preparing, and submitting materials necessary for securing permits for the scoped projects.

SYRACUSE HOUSING STRATEGIES CORPORATION
RESOLUTION NO.: ___ OF 2026

RESOLUTION AUTHORIZING HOMEOWNER RENOVATION PROGRAM TERMS AND APPROVING CERTAIN FINANCIAL ASSISTANCE TO OWNERS OF RESIDENTIAL PROPERTIES

WHEREAS, the incorporation of the Syracuse Housing Strategies Corporation (hereinafter "SHSC") was authorized by the City of Syracuse (the "City") Common Council on December 23, 2023 to be formed and operated exclusively for public purposes or for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, is to lessen the burdens of government including, without limitation, to promoting neighborhood revitalization and community and economic development for the residents of the City; enhancing the affordability of acquiring, owning and maintaining residential single family and multi-family real property for residents of the City and stabilizing and improving the local housing market; providing residents of the City with safe, secure, affordable living conditions, attracting new residents to the City, and enhancing the real property tax base in the City; fostering the creation, retention and expansion of jobs and economic opportunities within the City and for the benefit of the City within other Central New York communities; and

WHEREAS, SHSC's mission is to enable a protected, flexible source of capital to create and preserve safe, affordable, and attractive housing opportunities for current and future City of Syracuse residents;

WHEREAS, pursuant to its corporate purpose SHSC is authorized to provide grants, loans and other assistance to or for the benefit of owners of residential real property for construction, repair, renovation and rehabilitation; undertake construction, repair, renovation, and rehabilitation of new and existing residential real property; disseminate information and furnish advice, technical assistance with respect to the purposes, programs, and activities of the Corporation, and engage the services of persons or entities whose services shall be necessary or desirable in connection with the aforementioned activities; and

WHEREAS, the City adopted the Syracuse Housing Strategy as authorized by the City of Syracuse Common Council on September 3, 2024 (the "Housing Plan") after preparation and analysis of a housing study in 2023; and

WHEREAS, this study identified the "central challenge" facing the City as "the imperative to cause [housing] prices to rise to levels that will justify healthy levels of reinvestment... that can only happen when the homes are in good condition and when the neighborhoods are attractive and appealing" and found that one-third of all residential properties in the City are in deteriorating or deteriorated condition; and

WHEREAS, in adopting the Housing Plan, the Common Council determined that certain neighborhoods described as Asset Clusters and Legacy Clusters were "blighted, deteriorated or deteriorating area, or an area which has a blighting influence on the surrounding area" and appropriate for reconstruction, rehabilitation, and concentrated code enforcement, or a combination of these and other methods, which determination meets the conditions in Section 504 of the Act; and

WHEREAS, the Housing Plan sets forth a number of interventions to address the housing challenges identified in the study including the cluster approach described in the Housing Plan to incentivize Property owners to upgrade, stabilize and/or rehabilitate their properties by undertaking Property improvement and rehabilitation projects in "middle" areas and "distressed" areas of the City as further subdivided into Asset Clusters and Legacy Clusters; and

WHEREAS, the Syracuse Urban Renewal Agency ("SURA") adopted the Syracuse Housing Strategy Urban Renewal Plan and authorized a funding agreement ("the Funding Agreement") with SHSC establishing it as its agent for purposes of awarding financial assistance and administering the Urban Renewal Plan on March 12, 2025; and

NOW, THEREFORE, BE IT RESOLVED, that the provisions of the Homeowner Renovation Program are consistent with the provisions provided in Appendix "A"; and

BE IT FURTHER RESOLVED, that SHSC authorizes its Executive Director to execute, on SHSC's behalf, conditional grant funding agreements with homeowners consistent with the provisions schedule included in Appendix "A", and such other terms and conditions deemed necessary and proper by SHSC's counsel; and

BE IT FURTHER RESOLVED, that the Executive Director of SHSC is hereby authorized and directed to execute all documents on behalf of the SHSC which may be necessary or desirable to further the intent of this Resolution and do such further things or perform such acts as may be necessary or convenient to implement the provisions of this Resolution.

BE IT FURTHER RESOLVED, that SHSC authorizes all funds granted to the Syracuse Housing Strategies Corporation by the Syracuse Urban Renewal Agency via the "Funding Agreement," to be used for purposes enumerated in the 2025 SURA Urban Renewal Plan, the SHSC Articles of Incorporation, and the terms of the "Funding Agreement," including extending conditional grants to homeowners.

BE IT FURTHER RESOLVED, that SHSC authorizes funds granted to the Syracuse Housing Strategies Corporation by the New York State Environmental Development Corporation via any and all Grant Disbursement Agreements ("the GDA"), to be used for purposes enumerated in the SHSC Articles of Incorporation and the terms of the "GDA," including extending conditional grants to homeowners.

DATED: as of APRIL 27, 2026   SYRACUSE HOUSING STRATEGIES CORPORATION

By: ____

Katelyn Wright, Secretary-Treasurer

APPENDIX A: ("HOMEOWNER RENOVATION PROGRAM ELIGIBILITY GUIDELINES")

Home Renovation Program - Program Policies

Program Summary & Objectives

The Homeowner Renovation Program ("HRP") or ("Program") is a program established by the Syracuse Housing Strategies Corporation ("SHSC") as part of its SYRneighborhoods initiative and the Syracuse Housing Strategy. The City of Syracuse formed the SHSC to enable a protected, flexible source of capital to create and preserve safe, affordable, and attractive housing opportunities for current and future residents. This program is currently limited to residents in the Far Westside - Tipperary Hill and Salt Springs neighborhoods as part of the Syracuse Housing Strategy work and recommendations.

Home Renovation Program covers a portion of total costs for homeowners and rental property owners who complete a variety of internal and external maintenance and improvements, ranging from basic exterior updates to comprehensive interior and exterior projects. Four program tiers are available, which vary across tiers based on project type, geographic availability, monitoring requirements, and total project cost as specified in the table below. Prospective applicants are encouraged to submit an online interest form or contact SHSC staff to discuss which might best fit their needs.

The Homeowner Renovation Program provides conditional grants to homeowners who complete interior and exterior maintenance and improvement projects that help to improve property conditions and increase the overall value and functionality of their homes. Households are eligible to apply for reimbursements which cover at least 40% of the total cost of eligible interior and exterior projects such as kitchen renovations, bedroom/bathroom reconfigurations, roofing, siding, etc up to $60,000. Funds are fully forgiven within 10 years if you stay in your home, or prorated if you move early. Additional assistance above 40% is available at a sliding scale based on household income for applicants making less than 200% of Area Median Income (AMI). This program aims to help retain homeownership, build wealth, and improve the quality, accessibility, and appeal of housing in Syracuse neighborhoods.

SHSC has the right to modify and change the Program Policies set forth below from time to time and will use reasonable efforts to notify applicants of any changes. Grantee is solely responsible for determining the applicable Program Policies and Laws prior to commencing any work for a project. <u>SHSC reserves the right in its sole discretion to waive with respect any applicant or project any condition or requirement set forth below.</u>

Program Eligibility

Property Eligibility Requirements

- **Must be a 1-4 unit residential property in a designated housing strategy area** as determined by SHSC according to the schedules provided in Appendix A and B.
- **Property does not have any open code violations** and is compliant with all applicable city and state codes
- **Property must have a valid rental certificate.** If property does not have a valid rental certificate at the time of application, the owner must apply prior to receiving project authorization from SHSC. A valid rental certificate including proof of interior inspection must be submitted to receive reimbursement
- **Real estate taxes, water bills, assessments are current** or enrolled in approved payment plan
- **Owner has no outstanding fines or fees** related to violations of applicable property code
- **Property must have a valid title**, marketable, and free of significant defects, liens, encumbrances that could adversely affect the homeowner's possession and use of the property. The most recent title insurance policy or an up-to-date title search must be submitted as part of the application.
- **Current homeowner's insurance must in effect** with dwelling and liability coverage satisfying first mortgagee's requirements or if none, SHSC requirements. Owner must provide a copy of the policy disclosures with SHSC named as an additional insured and receiving the same liability coverage as the homeowner, with minimum coverage being $100,000.

Homeowner Eligibility Requirements

- **Applicant must be the owner the property** and provide copy of deed or title
- **Applicant must provide valid photo identification** such as driver's license, passport, or state identification
- **Applicant must provide information to determine primary residency** as evidenced by valid driver's license/state identification card, utility bill, or other evidence reasonably satisfactory to SHSC.
- **Applicants seeking funds for rental properties disclose the addresses for all real property** in the City of Syracuse for which they hold a direct or indirect ownership interest, including property held through any limited liability company, partnership, corporation, trust, or other legal entity.
- **Applicant and all members of their household may not be a director or employee of SHSC, or a their relative.** A director's or employee's outside employer or business is ineligible to receive funds if the outside employment compensation or business income of the director or employee may be affected by such funds or any related contract. Refer to SHSC Code of Ethics and Conflicts of Interest Policy for additional information.

Project Eligibility Requirements

- **Project scope of work must align with geographic eligibility areas approved by SHSC**. Tier 1 (Exterior only) projects are available throughout Tipp Hill-Far Westside and Salt Springs areas as defined in Appendix A. Tier 2, Tier 3, and Tier 4 projects are limited to block cluster area as defined in Appendix A and Appendix B.

- **All project work scopes must be sufficient to address minimum requirements** in a manner reasonably satisfactory to SHSC. SHSC reserves the right in its sole discretion to establish minimum conditions or requirements for with respect to any applicant or project based on deficiencies or deteriorated conditions identified during home inspection, overall project cost, and other such factors as SHSC deems appropriate.

- **Project scopes which do not include at least two or more exterior components, interior-only projects and standalone repairs to roof, foundation, and mechanical systems are not allowed** unless waived by SHSC in its sole discretion.

- **Owners must obtain all required permits** necessary based on project scope. A certificate of completion for all necessary permits must be submitted to receive reimbursement for project costs.

- **Projects must be completed at a high standard of work** and use good quality materials in compliance with SHSC standards and applicable state and local law.

Eligible Project Examples

<u>Examples of eligible exterior projects include but are not limited to:</u>

- **Exterior Building envelope –** Roof, exterior paint, windows, siding, masonry, trims or sills, entry/exterior doors
- **Structural repairs/replacements–** Foundation, porches, garages, chimneys, stairs, or decks
- **Site work –** Driveways, walkways, retaining walls, grading/drainage, accessibility ramps, outdoor lighting, problem tree removal, landscaping, patios/hardscaping
- **Weatherization & energy efficiency** - storm doors/windows, exterior insulation, gutters, weatherstripping/flashing

<u>Examples of eligible exterior projects include but are not limited to:</u>

- **Mechanical systems –** furnace/boiler/heat pump, A/C installation, ductwork or ventilation improvements
- **Plumbing systems –** water heater, fixture replacements, drain/waste piping, sewer line repairs
- **Electrical systems –** upgrade/replacement of electric panel, wiring, outlets, lighting or service upgrades
- **Interior Renovations –** kitchen or bathroom renovations, floor plan redesign or modifications to add bedrooms or reconfigure living space, basement finishes, repairs to interior walls, flooring, ceilings or other surfaces
- **Energy Efficiency –** attic or interior wall insulation, air sealing, high efficiency lighting, HVAC or windows
- **Building expansion -** addition of bedrooms/bathrooms; additions or rehabilitations of closed garages and/or accessory dwelling units (ADUs) – note that additional review is required
- **Other Health/Safety –** remediation of lead paint hazards, radon, accessibility improvements

Ineligible Projects

- **Acquisition or new construction -** Acquisition is defined as the cost of purchasing real property
- **Standalone mechanical improvement -** (i.e. plumbing, electrical, furnace, AC units)
- **Standalone structural repair -** (i.e. roof or foundation)
- **Standalone home maintenance items -** (i.e. replacement of individual windows or doors).
- **Non-permanent improvements –** (i.e. security systems, pest remediation)
- **Removal of trees deemed healthy, non-hazardous, or non-invasive -** without in-kind replacement
- **Installation of new plants or vegetation deemed invasive in NYS –** addition of any prohibited or regulated invasive plant species in NYS as defined by the Department of Environmental Conservation (DEC)
- **Projects which are non-compliant with applicable codes –** any work deemed ineligible with required property maintenance and building code standards as determined by SHSC

Contractor Eligibility

- **All contractors are subject to SHSC staff approval** and may be required to submit additional documentation demonstrating qualifications to complete the project in accordance with SHSC standards and applicable law.
- **Applicants must attempt to obtain three quotes for contracted services** to be performed for the project. Project authorization is subject to SHSC receiving three quotes for the applicable work or satisfactory evidence of attempts to contact at least three vendors for quotes. Evidence of an attempt to obtain a quote should include the vendor name, date/time of contact, and the outcome.
- **Contractors must have insurance** - Every contractor which will perform work on the project with respect to all or any part of the Scope of Work must provide to SHSC proof that such contractor has a policy of general liability coverage in an amount of not less than $1,000,000 per occurrence, naming SHSC as an additional insured with a contractual liability endorsement and a policy of workers compensation coverage. Homeowner will not permit a contractor to work on the project unless such insurance is in full force and effect and evidence thereof has been delivered to SHSC.

Funding Structure

Program Funding Tiers

The Home Renovation Program offers four tiers of funding options, which vary based on eligible project type, geographic availability, monitoring requirements, and total project cost as specified in the schedule below. Prospective applicants are encouraged to submit an online interest form or contact SHSC staff to discuss which might best fit their needs.

SHSC HOME RENOVATION PROGRAM - SUMMARY OF UNIVERSAL PROJECT ELIGIBILITY REQUIREMENTS *Applicable to all projects regardless of owner's selected cost share reimbursement rate*							
Program Tier	Project Type Eligibility	Geographic Eligibility	Grant Monitoring Period	Homeowner Monitoring	Landlord Monitoring	Baseline Min Total Cost	Baseline Max Total Cost
Tier 1 - Basic	Exterior only	Full Neighborhood	2 Years	Maintain Residency	Rent Increase Cap	$ 10,000	$ 20,000
Tier 2 - Modest	Both Exterior/Interior	CA-1 only	5 Years	Maintain Residency	Rent Increase Cap	$ 20,001	$ 50,000
Tier 3 - Moderate	Both Exterior/Interior	CA-1 only	7 Years	Maintain Residency	Rent Increase Cap	$ 50,001	$ 100,000
Tier 4 - Substantial	Both Exterior/Interior	CA-1 only	10 Years	Maintain Residency	Rent Increase Cap	$ 100,001	$ 150,000

TIER 1 – BASIC - Ideal for exterior repairs outside scope of Block Challenge Program. Only available for exterior repairs and improvements. Available to homeowners throughout all neighborhood areas. Project work scope must address two or more exterior deficiencies as specified by SHSC based on home inspection. Homeowners are reimbursed for project costs up to $8,000-$12,000 based on applicable cost share rate.

TIER 2 – MODEST - Ideal for critical interior and exterior deferred maintenance or health/safety issues. Project work scope must address two or more exterior deficiencies as specified by SHSC based on home inspection. Homeowners are reimbursed up to $20,000-$30,000 of total project cost based on applicable cost share rate.

TIER 3 – MODERATE - Ideal for major deferred maintenance or larger investments to improve property functionality or marketability. Project work scope must address all exterior and interior deficiencies as specified by SHSC based on home inspection. Homeowners are reimbursed up to $40,000-$60,000 of total project cost based on applicable cost share rate.

TIER 4 – SUBSTANTIAL - Ideal for gut rehabs, major home layout changes, or additions to existing structure. Project awards under this category are available on an extremely limited basis. Project work scope must address all exterior and interior deficiencies as specified by SHSC based on home inspection. Owners are reimbursed up to $60,000-$90,000 of total project cost based on applicable cost share rate.

SYR NEIGHBORHOODS

Project Cost Share Rates

- SHSC will provide a conditional grant to the applicant in an amount that is calculated as a percentage of the Total Eligible Project Costs. All approved applicants are eligible to receive a 40% ("Universal Baseline") reimbursement for eligible project costs regardless of income.

- Applicants may also be eligible for a higher reimbursement rate up to 50-60% of total project costs, subject to verification of income requirements according to the schedule below. SHSC's funds may not exceed the percentage rate of the total project cost specified by the applicant's authorized cost share rate without written authorization.

SHSC HOME RENOVATION PROGRAM - SUMMARY OF PROJECT COST SHARE RATE OPTIONS												
	UNIVERSAL BASELINE COST SHARE RATE *Total Costs Split 60% Owner, 40% SHSC* *No income qualification required*				**MIDDLE INCOME COST SHARE RATE** *Total Costs Split 50% Owner, 50% SHSC* *Must income qualify @ 121%-200% AMI*				**AFFORDABLE ACCESS COST SHARE RATE** *Total Costs Split 40% Owner, 60% SHSC* *Must income qualify at or below 120% AMI*			
Program Tier	SHSC Covers	Income Cert Req	SHSC Min Award ($)	SHSC Max Award ($)	SHSC Covers	Income Cert Req	SHSC Min Award ($)	SHSC Max Award ($)	SHSC Covers	Income Cert Req	SHSC Min Award ($)	SHSC Max Award ($)
Tier 1 - Basic	40%	N	$ 4,000	$ 8,000	50%	Y	$ 5,000	$ 10,000	60%	Y	$ 6,000	$ 12,000
Tier 2 - Modest	40%	N	$ 8,001	$ 20,000	50%	Y	$ 10,001	$ 25,000	60%	Y	$ 12,001	$ 30,000
Tier 3 - Moderate	40%	N	$ 20,001	$ 40,000	50%	Y	$ 25,001	$ 50,000	60%	Y	$ 30,001	$ 60,000
Tier 4 - Substantial	40%	N	$ 40,001	$ 60,000	50%	Y	$ 50,001	$ 75,000	60%	Y	$ 60,001	$ 90,000

- SHSC determines eligibility for reimbursement at the 50% ("Middle Income Cost Share Rate") and 60% ("Affordable Access Cost Share Rate") levels based on the household's adjusted gross income as reflected on annual tax returns. Household income relative to relative to Area Median Income ("AMI") is then calculated based upon the HUD Income Limits published annually by HUD. Households with incomes between 121-200% of AMI are eligible for a 50% reimbursement rate. Households with incomes at or below 120% of AMI are eligible for a 60% reimbursement rate.

- Income eligibility is determined at the time of application submission based on the income of all members residing in the household. For rental property owners, income eligibility is tied to the tenants' income.

Homeowner Match Requirements

- Homeowners must provide proof of funds sufficient to cover project costs, plus a 10% contingency.

- Exterior work components at all tiers may be layered with an eligible Block Challenge Program project if homeowner meets qualifications for both programs and total cost of all exterior work is at least $15,000.

- Costs for eligible home improvements ("Completed Projects") paid by applicants on or after January 1, 2025 may be eligible to receive a credit to reduce their share (match) of eligible costs for a new project. Homeowner must demonstrate that costs for Completed Projects would have been allowable under this program, and provide copies of paid receipts or invoices reflecting all expenses incurred, and certificates of completion for the Completed Projects. Determination and approval of any reduction in match is at the sole discretion of SHSC.

Funding Structure & Forgiveness

- In exchange for receiving funds from SHSC, the applicant will enter into a Funding Agreement (as defined below) with SHSC which outlines terms and conditions of the funds provided pursuant to the Program, including the amount of the grant(s), the grant period, and the default terms.
- Projects receive one financial incentive from SHSC. SHSC will provide a grant (the "Grant") to the applicant in an amount that is calculated as a percentage of the Total Eligible Project Costs (the "Grant Amount"). As a condition to the Grant, the Applicant must either continue to own the property for the specified grant period (or receive a waiver from SHSC), and otherwise meet the conditions specified in the Funding Agreements. If the Applicant conveys the property prior to the end of the specified grant period or does not otherwise comply with the agreed upon provisions in the Funding Agreements, then, the Applicant must refund SHSC, in one lump sum, a prorated share (calculated on a monthly prorated basis) of the Grant Amount ("Grant Default Payment").
- Owners must submit annual monitoring documentation in a manner deemed satisfactory to SHSC as evidence of progress towards conditional forgiveness of funds.
    a. Homeowners must submit annual documentation demonstrating they retain ownership of the property and maintain it as their primary residence.
    b. Rental property owners must submit annual documentation demonstrating they retain ownership of the property and that all lease agreements remain compliant with the rent schedule established in their program agreement. Rental property owners reimbursed for project costs above the 40% baseline must additionally demonstrate either that the original income qualified tenants remain in the property, or provide income documentation to demonstrate that the current tenants income qualify at or below the same AMI range used at the time of program approval.
- Progress towards conditional forgiveness of funds will be tracked monthly. SHSC will provide funding in the form of a conditional grant, secured with a promissory note and mortgage on the property. The note and mortgage will be removed upon completion of the monitoring period subject to demonstration that the owner has met all applicable requirements outlined in their programming agreement.
- Grant funds may be taxable income to the recipient. Applicants should discuss income tax treatment with their accountants or tax advisors.

Mortgage Subordination and Release Policy

- For Tier 2, Tier 3, and Tier 4 projects, SHSC will record the Real Estate Mortgage with the Onondaga County Clerk once it has been signed by the homeowner. In the event that a homeowner refinances their primary mortgage or takes out another loan during the forgiveness period for SHSC's grant, they may submit a request to SHSC seeking subordination of its mortgage to the new mortgage.
- SHSC will track the forgiveness periods for each recorded mortgage and will record a mortgage release with the Onondaga County Clerk for mortgages with expired terms on a quarterly basis.

Maximum Participation Per Property

- Owners may receive one Basic Exterior reimbursement once in a 5-year period per eligible property.
- **SHSC reserves in**
- Maximum total amount of SHSC funds provided per property may not exceed $100,000 over the lifetime of the program. SHSC in its sole discretion may waive this provision following site-specific review of project application by SHSC board of directors.

Maximum Participation Per Property Owner

- Property owners with multiple properties in eligible areas may not have an active home renovation program award in progress on more than one property at a time unless project-specific waiver is authorized by the SHSC Board of Directors.
- Rental property owners may receive up to $300,000 total in cumulative reimbursements across all eligible properties, of which not more than $100,000 shall go to a single property. SHSC in its sole discretion may waive these provisions following project-specific review of project application and authorization from the SHSC board of directors

Project Execution

Project Application Process

Subject to the availability of funds, applications for the Program will be accepted and reviewed on a rolling basis.

- <u>1 – Interest form submission:</u> The applicant is required to submit to SHSC an initial interest form providing contact information, basic information about the property, a summary of their proposed project and anticipated project budget.
- <u>2 – Initial consultation:</u> SHSC staff will review interest forms and contact the applicant to schedule a phone consultation. The applicant is required to complete a consultation to discuss their proposed projects and discuss project specifics prior to submitting a formal application. This helps ensure that all applicants understand the programmatic design and financing information. Owners should be prepared to discuss the information provided on their interest form, including work scope priorities, their anticipated budget and financing sources, and tentative construction timeline.
- <u>3 – Preliminary Determination:</u> After the initial consultation(s), SHSC staff will make a preliminary determination as to whether the proposed project meets program requirements and is eligible to proceed through the application process and notify the homeowner.
- <u>4 – Full Application:</u> If the project meets program requirements, the applicant will need to submit a formal application, including evidentiary documentation such as home insurance, income information, and other items as required. Applications will be reviewed first for completeness and eligibility. If additional information is required, the applicant shall be provided with notice to submit additional information. Applications will be considered based on funding availability and alignment with program goals.
- <u>5 –Home Inspection:</u> Once required documents are submitted, SHSC will schedule a time to inspect your property with you, including the roof and all mechanical systems. A copy of a completed inspection report citing all observed deficiencies, minimum requirements, and other recommendations will be provided to the owner for their records and maintained as part of SHSC files. After the inspection, owners are free to request bids from contractors.
- <u>6 – Finalize scope of work:</u> Owner must submit all final bids to their program specialist once completed. The SHSC program specialist will create and send a Scope of Work document outlining your project(s) and the amount of grant funding that SHSC will contribute toward the project within 7-10 business days after all bids are received.
- <u>7 – Finalize grant agreement</u> - Once documents have been approved, our team will email a draft of your Grant Agreement, and a link to schedule a time to sign your final grant paperwork at the SHSC office.
- <u>8 – Complete Project & get reimbursed</u> – Once all paperwork is finalized, owners are free to schedule contractor(s), and begin their project(s). As each project milestone identified in the program agreement is met, owners may submit a reimbursement request form, including along all eligible receipts and invoices. Reimbursement and final project closeout is subject to home inspection as outlined in the program agreement. Reimbursements and draw requests will generally be available within 21 days from time of submission.

Timeline

- Projects must be completed within nine months from the notice to proceed date, or within the time as indicated by SHSC formal notice of acceptance.
- Extensions of the timeline of any project are subject to the review and approval of SHSC staff. If a participant needs to request an extension due to an unforeseen event outside a team or its members' control (i.e. weather), participant must notify SHSC prior to the completion date and provide the following: an explanation for the event causing the delay; Ability to demonstrate how the project would have been completed on time if not for said event and a commitment to re-commence work after the event giving rise to the delay ends, and a revised timeline for approval.

Scope of Work

- Scope of Work approval is contingent upon completion of a home inspection by a third-party rehabilitation specialist retained by SHSC. Final approved scope must address minimum components identified as failing to meet minimum standards for safety, stability, or maintenance as determined by SHSC it is sole discretion
- All changes to the project—material, financial or otherwise after work scopes have been authorized- must be approved by SHSC prior to work being done. Change Order requests may be granted on a limited basis. Financial change orders that add cost to the project will first be drawn from the contingency and then may be shared between the owner and SHSC at SHSC's sole discretion.
- A Change Order Request Form must be filled out and approved by SHSC prior to any work being performed to be eligible for reimbursement

Draw Request Process

- Depending on the size of the project, SHSC funds may be disbursed in either a single or in multiple payments, as agreed to in the funding agreement. When multiple disbursements are required, periodic draw requests may be completed as materials are purchased and work is completed.
- To receive a draw, a draw request form must be completed. SHSC staff will review the request, inspect work completed, verify any City permits and inspections are in place, and approve or deny the request before processing payment. Payments will be issued within ten (10) business days of approval.
- Up to 30% of SHSC funds may be advanced at the start of the project for projects at Tier 2, Tier 3, and Tier 4 awards, as stipulated in the program funding agreement.
- At least 15% SHSC's funding contribution will be held until the project is complete, a lien waiver has been signed and submitted from the general contractor validating that all subcontractors have been paid in full for all work done on the project, and a certificate of occupancy has been issued.

Reimbursement Requirements

General Requirements

- Each homeowner is responsible for submitting their own Reimbursement Request Form(s) upon completion of each reimbursement-eligible project milestone established in program agreement. Participants must provide the following documentation to be considered eligible for reimbursement:
  - **Invoices and Receipts**: Invoices and receipts must be legible photos or scans.
  - **Receipts** must include dollar amount spent, the date the expense was incurred and description of expense.

- **Contractor invoices** must be itemized and list descriptions of hard costs incurred (such as materials, supplies, etc.), as well as the description and cost of labor.
- **Contractor Information**: If you use a contractor, the contractor's information must be included with the Scope of Work Form, as well as a copy of the bid. The bid must include separate line items reflecting the contractor's labor and material costs.
- **Staff walkthrough**: SHSC staff or their designee must complete an on-site inspection to verify on-site progress is commensurate to reimbursement request and agreed upon project milestones.
- **Permit Certificate of Completion**: Proof of permit completion for all applicable project components. Permit project valuation must align with combined reimbursable expenses, less cost of expenses

Eligible Expenses

- **Materials**: Building and construction materials used for projects approved by SHSC. Receipts submitted with a Reimbursement Request Form that cannot be reasonably proven to be used for the approved project will not be eligible for reimbursement.
- **Labor**: Contractor Labor is eligible for reimbursement if every contractor which will perform work on the Approved Property with respect to all or any part of the Scope of Work provides SHSC with proof that such contractor has a policy of general liability coverage in an amount of not less than $1,000,000 per occurrence, naming SHSC as an additional insured with a contractual liability endorsement. Contractor Labor will not be eligible unless such insurance is in full force and effect and evidence thereof has been delivered to SHSC. Individuals acting as their own contractors are not eligible to be reimbursed for labor performed.
- **Soft Costs**: Permit costs related to required permits may count so long as valuation of all permits pulled reflects total project costs provided to SHSC.

Ineligible Expenses

- Reimbursement requests which are incomplete, do not reflect the project scope as approved or modified, or which are missing permits applicable to scope may be denied.
- Homeowner labor or donated labor is not eligible for reimbursement.
- Expenses incurred prior to program agreement execution date are not eligible for reimbursement unless otherwise authorized as component of project cost share schedule at the time of execution of the agreement.
- Expenses incurred related to work completed without an applicable permit may not be eligible.
- Expenses to cure outstanding BAA fines or penalties, water bills, tax bills, or rental registration application fees are considered ineligible soft costs.

Anti-Discrimination

In consideration of applications and other Homeowner Renovation Program submissions, SHSC will not discriminate on the basis of race, color, creed, sexual orientation, gender identity, religion, national origin, disability, ancestry, sex, age, or familial status, or another protected class as identified under applicable law.

Appendices

APPENDIX A: SALT SPRINGS ELIGIBILITY AREA

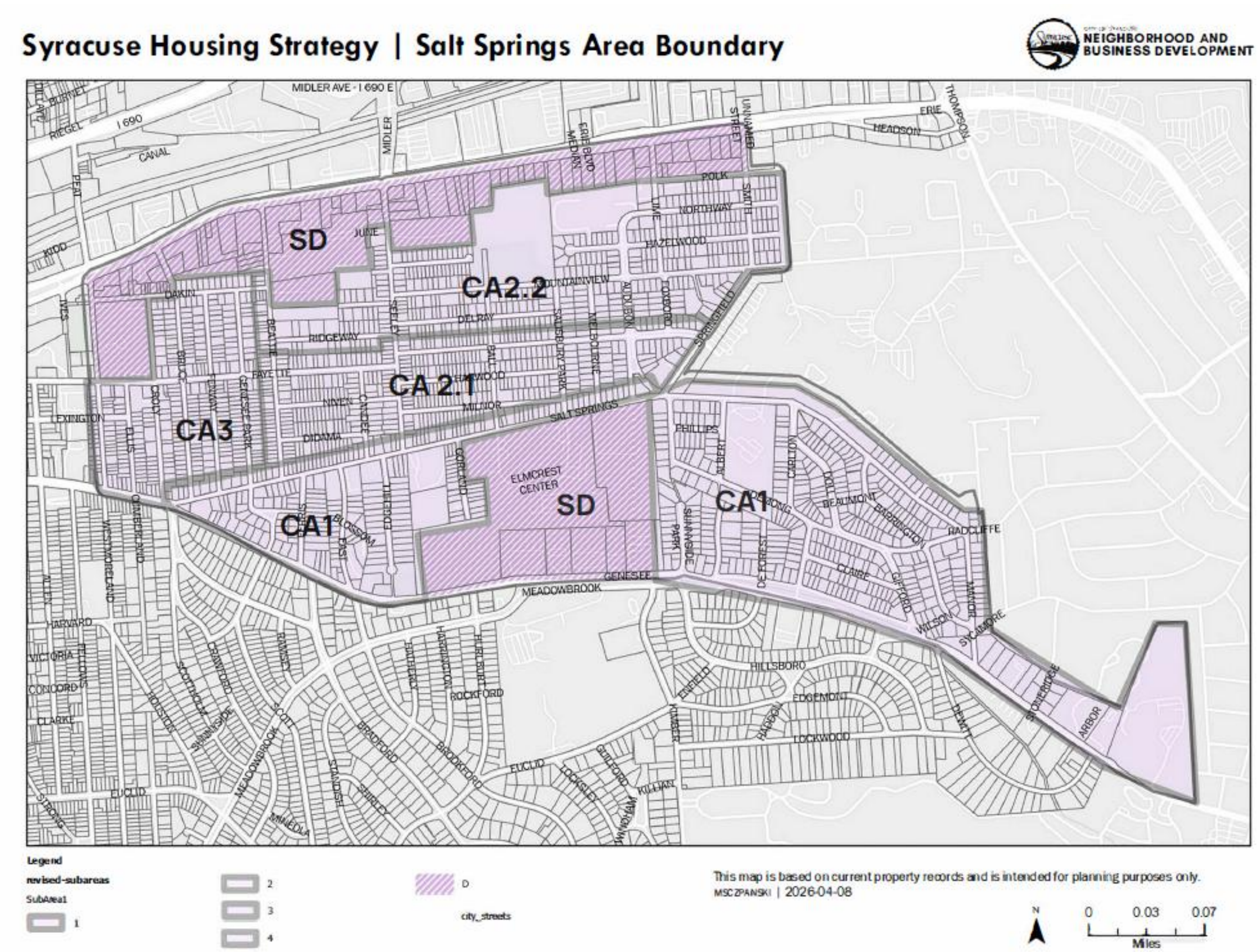
PROGRAM AVAILABILITY AS OF 4/23/2026

Tier 1 – Basic: Available throughout entire boundary area, including block areas CA1, CA2.1, CA2.2, and CA3

Tier 2 – Modest: Available in block area CA-1

Tier 3 – Moderate: Available in block area CA-1

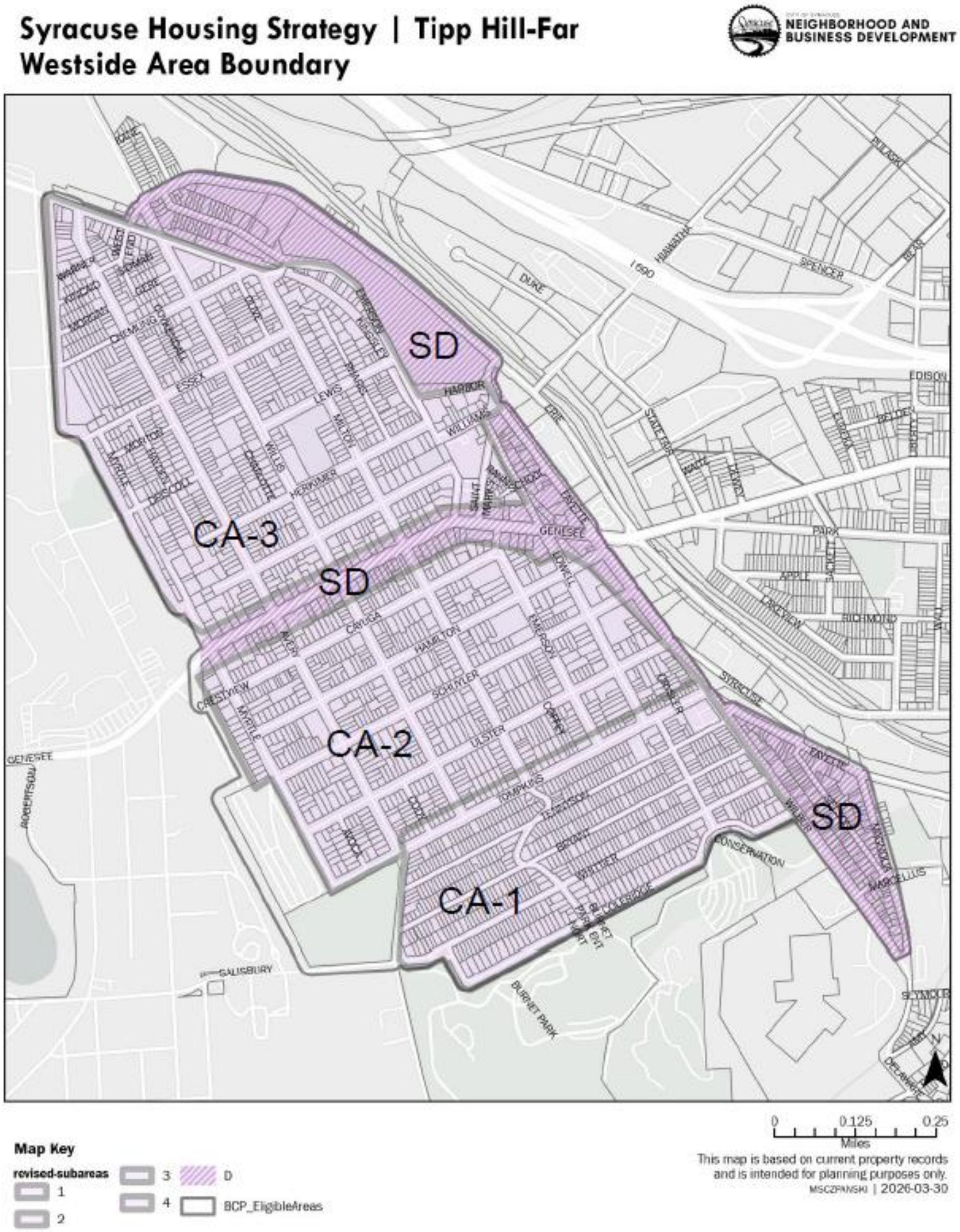
Tier 4 – Substantial: Available in block area CA-1



APPENDIX A (cont): TIPP HILL-FAR WESTSIDE BOUNDARY AREA

PROGRAM AVAILABILITY AS OF 4/23/2026

Tier 1 – Basic: Available throughout entire boundary area, including block areas CA1, CA2, CA3, and SD
Tier 2 – Modest: Available in block area CA-1
Tier 3 – Moderate: Available in block area CA-1
Tier 4 – Substantial: Available in block area CA-1



APPENDIX B: SCHEDULE OF PROGRAM TIERS AND COST SHARE REQIREMENTS

SHSC HOME RENOVATION PROGRAM - SUMMARY OF UNIVERSAL PROJECT ELIGIBILITY REQUIREMENTS *Applicable to all projects regardless of owner's selected cost share reimbursement rate*							
Program Tier	Project Type Eligibility	Geographic Eligibility	Grant Monitoring Period	Homeowner Monitoring	Landlord Monitoring	Baseline Min Total Cost	Baseline Max Total Cost
Tier 1 - Basic	Exterior only	Full Neighborhood	2 Years	Maintain Residency	Rent Increase Cap	$ 10,000	$ 20,000
Tier 2 - Modest	Both Exterior/Interior	CA-1 only	5 Years	Maintain Residency	Rent Increase Cap	$ 20,001	$ 50,000
Tier 3 - Moderate	Both Exterior/Interior	CA-1 only	7 Years	Maintain Residency	Rent Increase Cap	$ 50,001	$ 100,000
Tier 4 - Substantial	Both Exterior/Interior	CA-1 only	10 Years	Maintain Residency	Rent Increase Cap	$ 100,001	$ 150,000

SHSC HOME RENOVATION PROGRAM - SUMMARY OF PROJECT COST SHARE RATE OPTIONS												
	UNIVERSAL BASELINE COST SHARE RATE *Total Costs Split 60% Owner, 40% SHSC* *No income qualification required*				**MIDDLE INCOME COST SHARE RATE** *Total Costs Split 50% Owner, 50% SHSC* *Must income qualify @ 121%-200% AMI*				**AFFORDABLE ACCESS COST SHARE RATE** *Total Costs Split 40% Owner, 60% SHSC* *Must income qualify at or below 120% AMI*			
Program Tier	SHSC Covers	Income Cert Req	SHSC Min Award ($)	SHSC Max Award ($)	SHSC Covers	Income Cert Req	SHSC Min Award ($)	SHSC Max Award ($)	SHSC Covers	Income Cert Req	SHSC Min Award ($)	SHSC Max Award ($)
Tier 1 - Basic	40%	N	$ 4,000	$ 8,000	50%	Y	$ 5,000	$ 10,000	60%	Y	$ 6,000	$ 12,000
Tier 2 - Modest	40%	N	$ 8,001	$ 20,000	50%	Y	$ 10,001	$ 25,000	60%	Y	$ 12,001	$ 30,000
Tier 3 - Moderate	40%	N	$ 20,001	$ 40,000	50%	Y	$ 25,001	$ 50,000	60%	Y	$ 30,001	$ 60,000
Tier 4 - Substantial	40%	N	$ 40,001	$ 60,000	50%	Y	$ 50,001	$ 75,000	60%	Y	$ 60,001	$ 90,000

Note: The HUD Area Median Income bands as of 4/27/2026 are included as reference. HUD updates AMI levels annually. For purposes of cost share eligibility determinations, SHSC will defer most recent available information provided by HUD as the threshold for AMI calculations.

HUD Area Median Income, Onondaga County 2025							
HH Size	**50%**	**80%**	**100%**	**120%**	**150%**	**180%**	**200%**
1	$ 36,250	$ 58,000	$ 72,500	$ 87,000	$ 108,750	$ 130,500	$ 145,000
2	$ 41,400	$ 66,240	$ 82,800	$ 99,360	$ 124,200	$ 149,040	$ 165,600
3	$ 46,600	$ 74,560	$ 93,200	$ 111,840	$ 139,800	$ 167,760	$ 186,400
4	$ 51,750	$ 82,800	$ 103,500	$ 124,200	$ 155,250	$ 186,300	$ 207,000
5	$ 55,900	$ 89,440	$ 111,800	$ 134,160	$ 167,700	$ 201,240	$ 223,600
6	$ 60,050	$ 96,080	$ 120,100	$ 144,120	$ 180,150	$ 216,180	$ 240,200
7	$ 64,200	$ 102,720	$ 128,400	$ 154,080	$ 192,600	$ 231,120	$ 256,800
8	$ 68,350	$ 109,360	$ 136,700	$ 164,040	$ 205,050	$ 246,060	$ 273,400