



108 East Green Street  
Ithaca, New York 14850  
(607) 274-6550

## **AGENDA**

### **ITHACA URBAN RENEWAL AGENCY Council Chambers, 3<sup>rd</sup> Floor, City Hall 108 E. Green Street, Ithaca, NY 8:30 AM, Thursday, April 2, 2015**

- I. Call to order**
- II. Additions to or deletions from the agenda**
- III. 2015 HUD Entitlement Grant**
  - A. Public Hearing** - public comment on priority community development needs and projects that best address those needs (3-minute per person maximum)
  - B. Development of Draft Action Plan**
    - 1. Disclosure of any conflicts of interest
    - 2. Discussion
- IV. Motion to Adjourn**

{Next meeting date: 11 AM, Thursday, April 16, 2015}

*If you have a disability and require accommodations in order to fully participate, please contact the IURA at 274-6550 at least 48 hours prior to the meeting.*

**ITHACA URBAN RENEWAL AGENCY  
CODE OF ETHICS**

**1. Purpose.**

- a. The purpose of this Code of Ethics is to establish minimum standards of conduct, in compliance with the Public Authorities Accountability Act of 2005, as amended or revised, to help ensure that the officers, members, committee members, and employees of the Ithaca Urban Renewal Agency ("IURA") exercise their responsibilities in a manner that is free from improper influences that might cause those officials or employees to make, promote or hinder public decisions in order to advance their own private interests.
- b. The standards and guidelines set forth in this Code are intended to eliminate, to the greatest extent possible, the existence of conflicts of interest pertaining to IURA officers, members, committee members, and employees in the exercise of their official duties, to minimize unwarranted suspicion that such conflicts exist and to avoid potential conflicts of interest before they arise.

**2. Definitions.**

For the purposes of this Code of Ethics, the following terms shall be defined as set forth in this section.

- a. Employee - any employee paid by the IURA.
- b. IURA official - any officer, member, or committee member, of the IURA.
- c. Family - an IURA official's, or IURA employee's, spouse or domestic partner, and all children, grandchildren, siblings, parents, grandparents of the IURA official or IURA employee, or of the spouse or domestic partner of the IURA official or IURA employee. "Spouse" shall mean the husband or wife of the reporting individual unless living separate and apart from the reporting individual with the intention of terminating the marriage or providing for permanent separation or unless separated pursuant to a judicial order, decree or judgment or a legally binding separation agreement. "Domestic partner" shall mean a person defined as a domestic partner pursuant to Chapter 215, Article IV of the Code of the City of Ithaca.

**3. Applicability.**

Unless otherwise specified, all sections of this policy shall apply to all IURA officials and all IURA employees.

#### **4. Gifts.**

No IURA official or employee shall, directly or indirectly, solicit, accept or receive any gift having a value of \$75 or more, whether in the form of money, service, loan, travel, entertainment hospitality, thing or promise, or in any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him or her or could reasonably be expected to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part.

#### **5. Confidentiality.**

- a. Except as required by law, no IURA official or IURA employee may disclose confidential information acquired during the course of his or her official duties or use such information to further his or her personal interests or the personal interests of his or her family.
- b. No IURA official or IURA employee shall accept employment or engage in any business or professional activity which will require him or her to disclose confidential information which he or she gained by reason of his or her official position or authority.

#### **6. Required conduct respecting actual and potential conflicts of interest.**

- a. IURA officials and IURA employees must exercise their official duties impartially, diligently and solely in the public interest and must avoid actual, potential or apparent conflicts of interest.
- b. IURA officials and IURA employees should avoid circumstances which compromise their ability to make impartial judgments solely in the public interest and should, to the greatest extent possible, avoid even the appearance of conflict of interest. No IURA official or IURA employee shall knowingly take any action or incur any obligation of any nature which is in conflict with or might reasonable tend to conflict with the proper discharge of his or her duties on behalf of the IURA.
- c. No IURA official or IURA employee shall receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the IURA.
- d. No IURA official or IURA employee shall make personal investments in enterprises which he or she has reason to believe may be directly involved in a decision to be made by him or her, or which will otherwise create substantial conflict between his or her duty in the public interest and his or her private interest.
- e. If any IURA official or IURA employee has a financial interest, direct or indirect, having a value of ten thousand dollars (\$10,000.00) or more in any project, person, firm, corporation or association which receives financial assistance from the IURA, he or she must file with the IURA a written statement that he or she has such a financial interest in such activity, which statement shall be open to public inspection.

- f. No IURA official or IURA employee shall accept or approve any loan or extension of credit from the IURA or any affiliate of the IURA for a family member, except the IURA may grant an exception to the provisions of this section on a case-by-case basis upon a finding that such an exception would comply with the requirements for granting a conflict of interest exception established in 24 CFR §570.611.
- g. No IURA official or employee shall engage in, solicit, negotiate for or promise to accept private employment or render services for private interest when such employment or service creates a conflict with or impairs the proper discharge of official duties.
- h. No IURA official or IURA employee shall engage in any transaction as representative or agent of the IURA with any business entity in which he or she has a direct or indirect financial interest that might reasonably tend to conflict with the proper discharge of his or her official duties.
- i. Disclosure of conflicts. Each IURA official and IURA employee shall be under an ongoing obligation to disclose any actual, potential or apparent conflict of interest and in any matter in which his or her impartiality may be reasonably questioned.
- j. Avoidance of conflicts.
  - i. Each IURA official and IURA employee is responsible for exercising due diligence in attempting to avoid actual or potential conflicts of interest when voting or taking other discretionary action regarding all matters with which he or she deals on behalf of the IURA.
  - ii. An IURA official or IURA employee shall exercise particularly careful diligence in avoiding any actual or potential conflict of interest when voting or taking other discretionary action on any matter brought before the IURA by any entity that employs the IURA official or IURA employee. In any such case, the involved IURA official or IURA employee should avoid taking any action that could reasonably be interpreted as benefiting his or her career advancement, salary or standing within the entity that employs him or her.

**7. Recusal from voting or other discretionary act.**

Whenever an IURA official or IURA employee is called upon to vote on, advise on or otherwise take discretionary action on a matter before the IURA, and either the performance or nonperformance of such action would provide a significant and special pecuniary or material benefit to him/herself or his/her family or otherwise create any actual or potential conflict of interest, the official or employee shall immediately declare the nature of the conflict of interest and shall refrain from taking any action that would affect the outcome of the matter.

**8. Distribution of Code of Ethics.**

The Chairperson of the IURA shall cause a copy of this code of ethics to be distributed to every IURA official and employee within thirty (30) days after the effective date thereof.

**9. Penalties.**

Any person who shall knowingly and intentionally violate any of the provisions of this code may be suspended or removed from office or employment, as the case may be, in the manner provided by law.

END

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**Working Draft Action Plan  
2015 HUD Entitlement Program, City of Ithaca, NY**

#	Project	Sponsor	Funding Request	Match	PRELIMINARY PRIORITY NI Committee	COMMENTS QUESTIONS	FUNDING AVAILABLE			Summary Description
							CDBG	HOME	Total	
							\$847,150.88	\$368,661	\$1,215,812	
<b>Housing</b>										
1	210 Hancock Street	Ithaca Neighborhood Housing Services (INHS)	\$457,326	\$16,828,299	HIGH	can utilize both HOME and CDBG			\$0.00	Construct 11 new affordable rental housing units as part of a planned 53 unit project
2	Mini Repair Program 2015	INHS	\$35,000	\$58,128	HIGH	require increase in unduplicated users?			\$0.00	Small emergency repairs for 45 low-income households ( primarily seniors and disabled)
3	Security Deposit Assistance Program	Catholic Charities	\$41,832	\$0	HIGH	consider allowing up to \$750 for large family units?			\$0.00	70 security deposits of \$500 ea. for low-income tenants
4	Housing Scholarship Program	Learning Web	\$66,600	\$55,300	HIGH				\$0.00	Tenant-based rental assistance for 8 homeless youths
5	Housing First	TCAction	\$30,000	\$10,922	HIGH				\$0.00	Security deposit, rental and utility assistance for 4 chronically homeless households
6	Security Deposit Assistance Program	Rescue Mission	\$20,000	\$0	LOW	preference to operate through single provider			\$0.00	Security deposits for up to 20 low-income tenants
7	The Flatiron	Alpern & Milton LLC	\$250,000	\$1,035,000	LOW	not feasible as presented			\$0.00	Construction of 12 affordable rental units
8	Temporary Ramp Loan Program	Finger Lakes Ind Ctr	\$10,000	\$7,000	HIGH				\$0.00	Ramps to provide access for 3 disabled households
	HOME unit inspections for Sec Deposits	TCAction	\$4,000.00	\$0	HIGH	required, if we fund security deposits			\$0.00	required due to 2013 HOME Rule change
<b>Economic Development</b>										
9	Hospitality Employment Training Program	Greater Ithaca Activities Center (GIAC)	\$110,417	\$15,545	HIGH	consider slightly reduced funding to encourage developing other sources?			\$0.00	Job training and paid work experience for 16 individuals with employment barriers
10	Work Preserve Job Training Program	Historic Ithaca	\$87,500	\$75,500	HIGH	consider reduced funding to ensure required public benefit standard is met, transition to public services in future			\$0.00	Training in job readiness skills/entry level job placements for 20 individuals
<b>Public Facilities</b>										
11	Spencer Road Sidewalks	City of Ithaca	\$100,000	\$90,000	HIGH				\$0.00	Provide a safe pedestrian connection from Spencer Rd to the City's network of sidewalks
12	Building Improvements	Visiting Nurse Service	\$98,572	\$0	LOW	public benefit is unclear			\$0.00	Exterior building renovation, including accessibility improvements
<b>Public Services</b>										
14	2-1-1/ I&R Service	Human Services Coalition	\$20,000	\$201,830	HIGH				\$0.00	Support for the 2-1-1 Call Center
15	Building for the Future	Southside Comm Ctr	\$28,292	\$16,000	HIGH	Consider partial funding, look for cost savings			\$0.00	Provide hardware and software for computers used in community computer lab
16	Immigrant Services	Catholic Charities	\$16,000	\$21,455	HIGH				\$0.00	Case management for 80 immigrants to access employment, services, legal aid, etc
17	BJM Enrichment Program - part 1	A+ tuition assistance	\$17,410	\$131,875	HIGH	well-documented program need and benefit			\$0.00	Scholarships for 10 academically vulnerable BJM students to attend Academic Plus
	BJM Enrichment Program - part 2	Saturday Academy	\$10,000		LOW	unclear documentation of program need and benefit			\$0.00	Support for academically vulnerable BJM students to participate in Saturday Math & Science Academy
18	Career Pathways	Challenge	\$38,500	\$53,540	LOW				\$0.00	Paid work, training and wrap-around services supports for 10 adult Challenge Job Club participants
19	Job Skills for Life	Youth Farm Project	\$30,000	\$39,267	HIGH				\$0.00	Stipends for 5 youth to gain entry level job skills
20	ReSET Job Training Expansion	Finger Lakes ReUse	\$75,015	\$154,447	LOW				\$0.00	Training for 45 individuals in basic skills in technology, retail, & construction fields
21	Learning by Doing Supported Employment	Learning Web	\$49,290	\$5,500	LOW				\$0.00	Job readiness & placement of 10 young adults in unsubsidized employment
<b>Administration</b>										
22	CDBG Admin.	IURA	\$134,329.20	\$0			\$134,329.20		\$134,329.20	Planning, administration and monitoring for the CDBG program
23	HOME Admin.	IURA	\$36,866.10	\$0				\$36,866.10	\$36,866.10	Planning, administration and monitoring for the HOME program
<b>Totals:</b>			<b>\$1,766,949</b>	<b>\$18,799,608</b>			<b>\$134,329.20</b>	<b>\$36,866.10</b>	<b>\$171,195.30</b>	

**\$712,821.68    \$331,794.90    \$1,044,616.58    BALANCE NOT YET ALLOCATED**

Minimum Required Set-aside of HOME funds for CHDO Activities: \$55,299.15  
 CDHO Set-aside Funding (INHS 210 Hancock): \$0.00  
 CHDO Setaside compliance: Y / N

Pub Serv Cap \$100,746 \$100,746.00  
 Requests \$303,952 \$0.00  
 Shortfall -\$203,206 \$100,746

Program	Type	Targeted to a specific industry?	Target Participants	Number of Participants	Duration of Program	Projected Outcome	Amount Requested	Cost per Beneficiary
<b>Hospitality Employment Training Program</b> <b>CBDO</b>	<ul style="list-style-type: none"> <li>• Readiness</li> <li>• Training</li> <li>• Placement (internship)</li> <li>• Placement Assistance (perm)</li> </ul>	Yes: hospitality	<ul style="list-style-type: none"> <li>• Unemployed/underemployed, aged 18-35</li> <li>• mini-cohort for age 35 and over</li> <li>• competitive application process for admission to program</li> <li>• 65% City residents</li> </ul>	up to 35: 15 each in spring and fall cohort; 5 in summer mini-cohort	6 months (mini-cohort @ 3 months); 360-840 contact hours	16 program graduates placed in permanent positions in the hospitality industry	\$109,417	\$3,126/participant \$6,839/placement <b>CBDO beneficiary = placement</b>
<b>Work Preserve</b> <b>CBDO</b>	<ul style="list-style-type: none"> <li>• Readiness</li> <li>• Training (OJT)</li> <li>• Placement Assistance</li> </ul>	No	<ul style="list-style-type: none"> <li>• unemployed</li> <li>• aged 16-30</li> <li>• significant employment barriers</li> <li>• referred by agency partners: DSS, BOCES, Learning Web, YES, JobLINK, Women’s Opp Cent., CCE Rural Youth Services</li> <li>• 51% City residents</li> </ul>	20	Variable, 1-6 months; 60-300 contact hours	6 program graduates placed in permanent positions	\$87,500	\$4,375/participant \$14,583/placement <b>CBDO beneficiary = placement</b>
<b>Youth Farm Project</b>	<ul style="list-style-type: none"> <li>• Readiness</li> <li>• Training</li> </ul>	No	<ul style="list-style-type: none"> <li>• aged 16-25</li> <li>• member of “underrepresented” group</li> <li>• “hard to hire”</li> <li>• 100% City residents</li> </ul>	5	12 months; 740 contact hours	5 youth complete program and submit applications for paid (unsubsidized) employment	\$30,000	\$6,000/participant
<b>Learning Web Supported Employment</b>	<ul style="list-style-type: none"> <li>• Readiness</li> <li>• Placement Assistance</li> </ul>	No	<ul style="list-style-type: none"> <li>• aged 18-24</li> <li>• with high school diploma or GED</li> <li>• 90% City residents</li> </ul>	No set number of intakes	12 months; 138 contact hours	10 youth will secure employment, 8 will retain employment for 6 months, 7 will retain for 12 months	\$49,290	\$4,929/placement
<b>Challenge Career Pathways</b>	<ul style="list-style-type: none"> <li>• Readiness</li> <li>• Training (OJT)</li> <li>• Placement</li> </ul>	No	<ul style="list-style-type: none"> <li>• unemployed</li> <li>• youth and adults</li> <li>• significant employment barriers</li> <li>• participants in Challenge’s Job Club</li> <li>• not disabled</li> <li>• 90% City residents</li> </ul>	10	6-12 months; 150-175 contact hours	5 participants will retain employment with Challenge businesses for 90 days or actively seek and/or attain next job/training if employment with Challenge is not maintained for 90 days	\$38,500	\$3,850/participant
<b>ReSET Tech</b>	<ul style="list-style-type: none"> <li>• Readiness</li> <li>• Training (OJT)</li> <li>• Placement Assistance</li> </ul>	Yes, three tracks: technology, retail/customer service, and construction	<ul style="list-style-type: none"> <li>• unemployed, underemployed</li> <li>• aged 16 and over</li> <li>• significant employment barriers</li> <li>• competitive application process for apprenticeships</li> <li>• 51% City residents</li> </ul>	45 – entry level; 9 – continuing to apprenticeship	10 weeks (2.5 months) entry level; additional 15 weeks (3.75 months) for apprentices; 160-685 contact hours	45 participants will complete program; program graduates will show employment increases (unemployed to employed/part-time to full-time)	\$75,015	\$1,667/participant