AGENDA
IURA Neighborhood Investment Committee (NIC)
8:30 am, Friday, April 12, 2019
Third Floor Conference Room
City Hall, 108 E. Green St., Ithaca, NY 14850

I. Call to Order

II. Changes/Additions to Agenda

III. Public Comment

IV. Review of Minutes – March 8 & March 15, 2019

V. New Business
   A. Action Item – Review CBDO Applications - Resolution(s)
      1. Historic Ithaca
      2. GIAC
      1. Recommendations
      2. Recommendations for Above/Below Anticipated Funding
   C. Action Item – Recommend 2019-2023 Con Plan Priorities - Resolution

VI. Other Business
   A. IURA Grant Summary
   B. Staff Report
   C. Upcoming Events:
      30-Day Comment Period for 2019 Con Plan/Action Plan Opens: April 26, 2019
      Public Hearing #2: Wednesday, May 8, 2019, 6:00 p.m., Council Chambers
      Next NIC Meeting: Friday, May 10, 2019, 8:30 a.m. (Election of Officers)

VII. Motion to Adjourn

If you have a disability and require accommodation in order to fully participate, please contact the CITY OF ITHACA CLERK’S OFFICE at 274-6570 at least 72 business hours prior to the meeting.
I. Call to Order
The Chair called the meeting to order at 8:30 a.m.

II. Public Comments
None.

III. Review of Meeting Minutes
January 11, 2019 and February 8, 2019
Moved by Farrell, seconded by Halpert. Approved as written 4-0.

IV. New Business
A. Review 2019 HUD Entitlement Funding Proposals

INHS Homeowner Rehab: Committee members noted the Importance of helping housing remain affordable; Farrell- it’s scalable. Halpert- sometimes INHS needs IURA funding to attract other funders.

Discussion was had about whether, in the case of organizations submitting more than one request to consider the entirety of an organization’s funding together. The Committee decided to do as in previous years, which is considering each project separately. Projects (even if from same applicant) could utilize different streams-- HOME vs. CDBG. Applicants can be asked at their presentation in the public hearing if they have priorities -- which project is most important to them.
DeAragon, referring to the funding summary matrix, asked: “What is the confidence level of the Program Income (PI) column?” Bohn responded there is no indication the PI won’t come in. Economic Development Committee will be looking at that line as well, as Greenstar has $400K loan request in, which, if granted could bring ED Loan Fund to zero.

Graham asked Bohn to comment on the relevance of IURA money for this project. Bohn stated IURA money may not make or break – it’s a large project-- but our money can be used for things that the tax credit can’t cover. He noted that the Immaculate Conception parcel was expensive, and one of benefits of our money is that [CDBG] can be flexible. However, $350,000 is probably a best case. It’s an acquisition request.

Halpert asked, “In terms of INHS competing against themselves, is each request in its own little silo? Bohn responded, yes, to a certain extent. A good question to ask the organization Q and A would be “What are your priorities?”

**Action Item:** The Committee directed Mendizabal to ask INHS whether the TCA Weatherization contribution indicated on the budget sheet is in-kind (working together) or cash that TCA gives INHS through NYSERDA.

**Follow-up:** Mendizabal contacted INHS. **INHS Response:** INHS currently goes through Halco (more often than TCA) for energy audit and scope. Then to NYSERDA to approve and determine eligibility for subsidy from Assisted Home Performance and Empower (2 NYSERDA programs). Then Halco or TCA do the weatherization, subsidized by NYSERDA programs and INHS. Example: AHP and Empower covers 6400 INHS covers 1600. Yes, it’s an in-kind match, but if there’s a gap, INHS covers it.

Farrell noted that the program targets low income home homeownership, with some of the funds for salary.

Halpert referred to an article she’d read showing that lower income people don’t have opportunities to move elsewhere, so fixing the stresses is important. DeAragon added that low-income homeowners spend a lot of their money on taxes, so can’t repair.

**Mini-Repair:** It was noted that INHS seems to be doing more to make it efficient, and to publicize it more. The Committee sees the value in this project.

**Immaculate Conception:** Staff noted this request is only for the rental portion only, because they are preparing their tax-credit application for December. A request for the homeownership portion may come forward next year. Large project with lots of components--rental, gym to be sold to GIAC, nonprofit space. Also, INHS had to pay more for the parcel because for-profit developers were interested.

Committee showed strong interest in supporting this project due to the scale of affordable housing it would bring, and discussed the commitment amount necessary.
**Housing Scholarship:** Committee discussed its strong support; had questions to ask about where this project sits in the spectrum of available housing for youth now that Amici House is online.

**Security Deposits:** Graham noted the number one issue for people who are in reentry is housing. People in Reentry are referred to Catholic Charities for a security deposit, but it’s not enough for people with no money at all (leaving jail or prison).

Other members noted the need of the Security Deposit program is well-established, especially considering Ithaca’s rents; it’s also scalable.

Halpert wondered how many beneficiaries get the deposit back. Last year’s presentation mentioned this.

**Clinton Townhouse:** Application was withdrawn by the applicant, indicating he may re-apply next year. Committee indicated interest in the proposal. Committee liked seeing a new applicant.

Graham noted this proposal’s timetable may have been optimistic considering HUD funding timeline [which tends to take several months after Action Plan is adopted].

**Action Item:** Graham recommends that may be useful to mention to him. Mendizabal commented that projects can apply for permission to incur expenses before funds available for vouchering, perhaps this was his thought.

**Follow-up:** Mendizabal will report at April meeting.

**Black Girl Alchemists:** Some voiced that normally they would like to support such a project, but lots of competition in this category.

Also noted was that the Committee usually looks at match and leverage; this project indicates no match/ Halpert wondered if the applicants have thought of approaching private landowners. Halpert herself is a private landlord. There might be interest there.

**Housing for School Success:** Big question: How will the HSS program be impacted if they don’t get the $15,000 they in foundation funding they’ve applied for (unsecured)? Committee found it unclear how ICSD expected budget inclusion fits in. Mendizabal noted it probably should have been in the “unsecured” portion of the budget sheet, and is noted insted on the Fundraising Addendum. The total budgeted cost is only the staff salary: .4 FTE. Mendizabal added that though total project budget on the application is only the salary amount, Housing Choice Vouchers and Security Deposits are also part of the program and are provided in partnership with other organizations, therefore, it’s a match. The applicant discussed these components in the narrative but did not enter in the budget sheet (only BJM’s program costs are noted there); perhaps they should be.
A Committee member asked: Is there an exit point for IURA funding? Farrell noted and others agreed that they are going in the right direction, more ICSD support, more private funding being pursued.

The Committee commented there is a need to reiterate we are very interested in the school district giving those funds. Halpert was interested in knowing if they are planning to institutionalize this program in order.

The idea was raised to perhaps send a letter of support to School Budget process in support of HSS.

**Learning Web Staffing Support:** It appears to be one-year funding. De Aragón noted, “I think we need to understand small non-profits, the staff does everything (a piece of this, a piece of that)”. A member pondered what would happen if we don’t fund them? Graham noted Page 7 says they can scale and talks about the impact. Committee members voiced liking that like that it is bridge funding with other sources being identified for future sustainability.

**St. John’s Community Services Programming:** This proposal has many components. Mendizabal noted that some aspects of the proposal do not appear to be CDBG-eligible, such as emergency rent vouchers and musical equipment. The Committee remembered that the emergency vouchers were similar to an OAR proposal in 2018 and regulations specify that Tenant-Based Rental Assistance goes with tenant and is for a set period of time, not into a general pool for “as needed” situations. Another member pointed out that the Committee can consider scaling the more eligible/valuable aspects--like materials or stipends.

**Action Item:** De Aragón would like to see the budget page formatted to be immediately following the first page of the application. The budget page is important and currently gets lost among other application pages.

*Follow-up: Staff has noted this yearly list of changes for next year’s application.*

**Open Doors Services for Homeless and Runaway Youth:** Committee noted that though it’s applying for IURA funding, it appears to be City-funded; the applications shows the City contributes as one of many municipalities, as many municipalities are served. The application states the program will serve 25% participants (about 20 individuals) from the City [residents], yet materials from last year show they served 8 total from the City. The program is certainly a worthy program, but lots of questions.

**2-1-1:** Mendizabal noted that 2-1-1’s application stated that it had received recognition by the Robert Wood Johnson Foundation—one of eight nationwide chosen for mentoring with San Diego 2-1-1.

V. **Other Business**

A. **IURA Grant Summary**

Tabled until March 15 meeting.
B. **Staff Report**

Tabled until March 15 meeting.

VI. **Motion to Adjourn**

Adjourned by consensus.
DRAFT MINUTES

ITHACA URBAN RENEWAL AGENCY (IURA)
NEIGHBORHOOD INVESTMENT COMMITTEE (NIC)
8:30 A.M., Friday, March 15, 2019
Second Floor Conference Room, City Hall, Ithaca, NY

In attendance: Karl Graham, Chair; Tracy Farrell, Vice Chair; Fernando de Aragón; Teresa Halpert; Paulette Manos.

Excused: None.

Staff: Anisa Mendizabal
Guest(s): Eveline-Adele Halpert

I. Call to Order
The Chair called the meeting to order at 8:37 a.m.

II. Public Comments
None.

III. Review of Meeting Minutes
None reviewed. Minutes from both March 2019 meetings will be reviewed in April.

IV. New Business
A. Action Item – Resolution – Re-designate Finger Lakes ReUse as Community Based Development Organization (CBDO)

The Chair opened the discussion on Community-Based Development Organization (CBDO) application status. He noted that Finger Lakes ReUse submitted its application, which would be considered. He asked Mendizabal for an update on Historic Ithaca’s and GIAC’s CBDO applications. Mendizabal said that Historic Ithaca’s application was substantially ready; the organization has a new board member who needed to complete a Self-Certification form, so HI’s application will be reviewed at the April meeting. Mendizabal reached out to GIAC to inquire about the status of its application but did not have an update at this time.
The Committee discussed the Staff memo analyzing Finger Lakes ReUse’s CDBO application and noted that aside from one new Board Member, little has changed organizationally in regard to its CBDO application or status.

The Chair called for a vote to redesignate FL ReUse as a CBDO. Halpert motioned, Farrell seconded.

Carried unanimously.

2019 IURA Designation of Finger Lakes ReUse, Inc. (FL ReUse) as a Community-Based Development Organization

WHEREAS, the Board of Finger Lakes ReUse, Inc. (FL ReUse) seeks designation by the Ithaca Urban Renewal Agency (IURA) as a Community-Based Development Organization (CBDO), and

WHEREAS, the City of Ithaca has designated the IURA to administer the City’s HUD Entitlement Program that oversees Community Development Block Grant funds awarded to the City, and

WHEREAS, an eligible category of CDBG activities is a “Special Activity by CBDO”, that offers certain advantages, such as exemption from the 15% expenditure cap otherwise applicable to public service activities, authorization to carry out new housing construction (normally prohibited with CDBG funds), and discretion to allow income generated by a CDBG-funded activity to not be considered CDBG program income, and

WHEREAS, the following four tests established at CFR Title 24 §570.204 must be met to qualify under a category of “Special Activity by CBDOs”:

1. The entity qualifies as a CBDO, including the 51% board membership test;
2. The CBDO will undertake an eligible project;
3. That the CBDO will carry out the funded activity directly or with an entity other than the grantee;
4. That the CBDO will not carry out a prohibited activity, and

WHEREAS, a CBDO must maintain at least 51% of its governing body’s membership to be made up of any combination of the following:

- Low- and moderate income residents of its area of operation
- Owners or senior officers of private establishments and other institutions located in its area of operation
- Representatives of low- and moderate-income neighborhood organizations located in its area of operation, and

WHEREAS, a CBDO must have as its primary purpose the improvement of the physical, economic, or social environment of its geographic area of operation, with a particular emphasis on the needs of low- and moderate-income persons, and

WHEREAS, the project undertaken by the CBDO must qualify as one or more of the following project types:

- Neighborhood revitalization;
- Community economic development;
- Energy conservation project; and

Whereas, at its March 15, 2019, meeting, the Neighborhood Investment Committee evaluated FL REUSE’s CBDO application and recommended the following; now, therefore, be it
RESOLVED, that the IURA determines that FL REUSE meets the requirements for eligibility as a CBDO, and that the Program Income Loan project qualifies as an eligible CBDO activity, and be it further

RESOLVED, that the IURA hereby designates FL REUSE as a Community-Based Development Organization (CBDO) and “Finger Lakes ReUse Job Skills Training” as eligible for CDBG funding under the category of “Special Activities by CBDOs”.

B. Continue Review of 2019 Action Plan Applications

The Committee recalled that IURA provided Breckinridge with approximately $400,000 in HOME funding and a 600,000 repayable loan, which INHS has started paying back. Breckinridge has 50 units. The City’s Entitlement awards were larger in those years, see chart below:

<table>
<thead>
<tr>
<th>YEAR</th>
<th>CDBG</th>
<th>HOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>~$890,000</td>
<td>~$574,000</td>
</tr>
<tr>
<td>2012</td>
<td>~$703,000</td>
<td>~$486,000</td>
</tr>
</tbody>
</table>

The discussion turned to the remaining Public Service applications.

Mendizabal reported that the IURA Economic Development Committee has committed to cutting 100K from their category and discussed four different scenarios for doing so.

**Work Preserve Job Readiness:** The Committee noted that the program works with a population that usually doesn’t have much work experience or has high barriers to employment. The program works specifically with people who are in reentry or have had another kind of involvement with the justice system (i.e. probation).

**Finger Lakes ReUse Training:** In this training program, the workers contribute to earned income of Finger Lakes ReUse by, for example, processing donated materials for sale in the stores. Participants of the program also include those who have had contact with the criminal justice system.

**A Place to Stay:** The Committee wondered if the staffing being requested would be on-site or on-call? Where would they be physically sited? Would there be programming on the weekends? Is the amount requested to fully fund someone who currently is doing this work but not fully compensated for the weekend/evening hours? Manos would have liked to see a sample job description for the evening/weekend person. De Aragón voiced that the prospective staff role would probably be doing essentially the same work for the evening and weekends as the job description included. Another Committee member commented that the organization is not asking for much, but the proposal would have been improved if it were clearer what CCTT is bringing to the table -- i.e. would IURA would pay for ¼ of an existing person’s time (if the evenings/weekends are currently not paid for, or a new part-time person’s time? Farrell suggested looking at page 7 of 9 for clarification.
Manos pointed out that the same page discusses what they would do with partial funding, which indicates it’s scaleable.

Chair Graham looks at it not so much how the job is structured, but the impact on the population served. They need someone there on weekends to support women in recovery. “Just based on that, I support it,” he said.

Another Committee member added the consideration of whether or not this funding is adding a salary [that couldn’t be sustained another way].

**CCTT Immigrant Services:** The Committee noted the request is for salary. Chair Graham noted, “For me, some of the same questions as last year. Sue Chaffee did a great presentation; knows her stuff. We did last year talk about the changes the new [federal] administration was bringing.”

Halpert wondered if IURA is the last resort for funding salaries for this program.

**ACTION ITEM:** Mendizabal will check funding priorities of local funders/Immigrant Services’ unsecured funders to determine whether they fund salaries.

**Follow-up:** See (Draft) Tompkins County-area Funders & Guidelines chart.

Mendizabal noted their ask has remained the same [since 2016].

The Committee discussed various funding scenarios, keeping in mind the 15% cap, which given the anticipated CDBG funding level would provide approximately $95,000 for the Public Services category. After discussion and calculation, the Chair announced that even with the tentative recommendations the Committee had developed, a $17,600 reduction was still needed to stay within the 15% cap.

One idea floated was to divide the reduction evenly between 4 projects. A Committee member noted this is an approach the Committee does not normally like to take. A second option is to wait to see how the presentations go and what questions get answered.

V. **Other Business**

A. **IURA Grant Summary**

The Chair asked Mendizabal about slow-moving projects. Bohn is in touch with the City’s Engineering Department regarding Spencer Road Sidewalks. TCAT has been very proactive in reaching out to Mendizabal with status updates. This week, TCAT Staff let Mendizabal know that the bus shelter structures are on order, and so they will be able to voucher for those shortly. TCAT hopes to have a contractor out to the site now that the weather is improving. TCAT Staff voiced that they do not want to request a further extension from the IURA.
Mendizabal was also in communication with TCAction regarding the 2017 award for Chartwell House rehab. Executive Director Lee Dillon shared with her the construction schedule and let Mendizabal know they plan to be able to begin vouchering by the first week of April, which is when work is to begin.

Mendizabal contacted Loralee Morrow at INHS to inquire about vouchering for the remainder of INHS’s 2017 Homeowner Rehab contract. Mendizabal reported that had been in discussion with the INHS staff about this program and a roadblock it encountered, last month. Morrow reported that their contractor was awaiting better weather to finish up some exterior work. Barring unexpectedly poor weather, they should be able to voucher within a month.

B. Staff Report

Con Plan consultations are ongoing. Mendizabal has presented at the City’s Community Life Commission and requested their input.

C. Upcoming Events:

Public Hearing #1, Part 1: Thursday, March 28, 2019, 8:30 a.m., Council Chambers
Public Hearing #1, Park II: Thursday, April 4, 2019, 8:30 a.m., Council Chambers
Next NIC Meeting: Friday, April 12, 2019, 8:30 a.m.

VI. Motion to Adjourn

Adjourned by consensus.
<table>
<thead>
<tr>
<th>FUNDER</th>
<th>PRIORITY AREAS</th>
<th>NOT</th>
<th>SALARY?</th>
<th>OPERATIONS?</th>
<th>RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Foundation</td>
<td>Libraries; aging, animal welfare, environment, women, youth (Spring); community planning, capacity building, systemic change, solutions to complex challenges (Fall),</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td>Libraries: $200-$16,000 Spring: $1,000-$5,000 Fall: In response to applications received</td>
</tr>
<tr>
<td>Human Services Coalition of Tompkins County</td>
<td>Information pending.</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td>Information pending.</td>
</tr>
<tr>
<td>Legacy Foundation</td>
<td>Health, education, recreation, human &amp; social services, aging, and the arts in TC. Capital expenditures. Seed money for innovative projects/programs. Requests should be for a particular span of time. Particularly interested *Collective impact.</td>
<td></td>
<td></td>
<td></td>
<td>$2,500 - $25,000</td>
</tr>
<tr>
<td>Park Foundation</td>
<td>Democracy &amp; Civil Society; media; environment; animal welfare; sustainable Ithaca; community needs; special area: school food/nutrition</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Triad Foundation</td>
<td>Graduate fellowships; educational programs for children/youth; marine and tropical ecology; scientific research; human services.</td>
<td></td>
<td>No</td>
<td>Yes</td>
<td>Average $10,000</td>
</tr>
<tr>
<td>United Way of TC</td>
<td>Education; financial stability; health</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td></td>
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</tbody>
</table>
INSTRUCTIONS: CDBG regulations at 24 §570.204(c) authorize a CDBG grantee to designate certain types of entities as Community-Based Development Organizations (CBDO) to carry out a range of otherwise ineligible activities, including new construction of housing or providing funding for certain public services not subject to the normal applicable 15% expenditure cap. An eligible CDBG activity is a “Special Activities by CBDOs.” To qualify, an eligible CBDO entity must be undertaking an eligible project. In order to qualify as an eligible CBDO, an entity must meet board composition criteria specified at §570.204(c)(1)(vi):

At least 51% of the governing body’s membership must meet one of the following standards:
A. Low- and moderate-income residents of the geographic service area of operations; or
B. Owners or senior officers of private establishments and other institutions located in and serving the geographic area of operation; or
C. Representatives of low- and moderate-income neighborhood organizations located in the geographic area of operations.

Additionally, no more than 33% of the governing body’s membership may be appointed by or consist of elected or other public officials or employees of the grantee (City of Ithaca).

To document compliance with the above criteria, please list all current members, indicate their category of qualification, sign the certification, and submit appropriate Self-Certification Form for each qualifying board member. Provide further explanation as necessary.

CBDO NAME:  

Date: 2/28/19

<table>
<thead>
<tr>
<th>CBDO Board Composition Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Member Name</td>
</tr>
<tr>
<td>--------------------</td>
</tr>
<tr>
<td>Lynn Leopold</td>
</tr>
<tr>
<td>Marlene Sack</td>
</tr>
<tr>
<td>Marshall McCormick</td>
</tr>
<tr>
<td>Brian Chabot</td>
</tr>
</tbody>
</table>

At least 51% must be:  

Not more than 33%:  

- Low-to-Moderate-Income Resident (Self-Cert. Form A)  
- Representative of LMI Neighborhood Org. in Service Area (Self-Cert. Form C)  
- Owner/Senior Officer of Private Establishment or Institution in Service Area (Self-Cert. Form B)  
- Elected or Public Officials or Employees of City of Ithaca
<table>
<thead>
<tr>
<th>Board Member Name</th>
<th>Home Address</th>
<th>At least 51% must be:</th>
<th>Not more than 33%:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erin Marteal</td>
<td>112 W. Marshall St, Ithaca, NY 14850</td>
<td></td>
<td>×</td>
</tr>
<tr>
<td>Gideon Stone</td>
<td>1672 Slaterville Rd, Ithaca, NY 14850</td>
<td></td>
<td>×</td>
</tr>
<tr>
<td>Jan Rhodes Norman</td>
<td>425 North Aurora Street, Ithaca NY 14850</td>
<td></td>
<td>×</td>
</tr>
<tr>
<td>Jodie Herbert</td>
<td>14 German Cross Rd Apt #3, Ithaca, NY 14850</td>
<td>×</td>
<td>×</td>
</tr>
<tr>
<td>John Lemley</td>
<td>301 Woodgate Lane, Ithaca, NY 14850</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Megan McDonald</td>
<td>306 East Tompkins Street, Ithaca, NY 14850</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pedro Perez</td>
<td>311 Roat St, Ithaca, NY 14850</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yvette Rubio</td>
<td>119 Columbia Street, Ithaca, NY 14850</td>
<td>×</td>
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</tr>
</tbody>
</table>

**TOTALS**

|                      | 2 | 1 | 4 | 1 |

**MEET CBDO CRITERIA**

5870  8%

Geographic Service Area: Tompkins County

*I certify the above information provided is true to the best of my knowledge.*

Signature: ROBIN ELLIOTT

Date: 2/28/19

Title: PHILANTHROPY COORDINATOR

Name (please PRINT)
To: NI Committee Members
From: Anisa Mendizabal, Community Development Planner
Re: Application to Renew Designation of Historic Ithaca as a CBDO
Date: March 18, 2019

The Board of Historic Ithaca, Inc., has applied for Community Based Development Organization (CBDO) status for the 2019 Action Plan and has submitted a funding application for the Work Preserve Job Training: Job Placements project.

The following table compares the requirements for CBDO status against information submitted by Historic Ithaca, Inc.:

<table>
<thead>
<tr>
<th>Requirement per 570.204(c)(1)</th>
<th>Staff Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organizational Purpose:</strong></td>
<td><strong>YES</strong></td>
</tr>
<tr>
<td>Organized under state law to undertake community development activities</td>
<td>Mission is to “promote the value and enhancement of our historic buildings and neighborhoods in the City of Ithaca and Tompkins County through education, advocacy, and action.” Additionally, the adopted HI 2015 Strategic Plan identifies ‘community development” as one of two focus areas and identifies the Work Preserve program as a community development initiative.</td>
</tr>
<tr>
<td><strong>Board Composition:</strong></td>
<td><strong>YES</strong></td>
</tr>
<tr>
<td>A. Maintain at least 51% of governing body either LMI residents of area of operation, owners or senior officers of private establishments and institutions in the service area, or representatives of LMI neighborhood organizations in the service area.</td>
<td>HI’s by-laws indicate there shall be no fewer than 5 and no more than 15 members. There are currently 10 members. One new member has joined since the last application (in 2018), and one has left. Currently, 6 of the 10 members (60%) meet CBDO composition requirements.</td>
</tr>
<tr>
<td>B. No more than 33% of the governing body may be elected officials.</td>
<td>No elected officials on board</td>
</tr>
<tr>
<td><strong>Board Membership:</strong></td>
<td><strong>YES</strong></td>
</tr>
<tr>
<td>Members of the board must be nominated and approved by membership or permanent governing body, except that up to 1/3 of the board may be appointed or be elected officials.</td>
<td>By-laws, Article II, Section 5. Members elected by the Board.</td>
</tr>
<tr>
<td><strong>Purpose of the Organization:</strong></td>
<td><strong>SEE “CBDO RECOMMENDATION” BELOW</strong></td>
</tr>
<tr>
<td>Have as its primary purpose the improvement of</td>
<td>Articles of Incorporation indicate primary purpose</td>
</tr>
</tbody>
</table>
the physical, economic, or social environment of its service area with particular emphasis on LMI persons

is improvement of physical environment of service area through historic preservation. There is no explicit statement regarding LMI persons.

| Organizational Status: Must be either non-profit or for-profit with only incidental monetary benefit for its members. | YES 501(c)(3) |
| Assets: Must not be subject to reversion of assets to the grantee upon dissolution, except for assets related to specific grants. | YES No such reversion clause included in by laws or articles of incorporation |
| Contracting: Must be free to contract for goods and services from vendors of its own choosing | YES See By Laws, Articles V and XII. |

**CBDO Recommendation**

24 CFR Part 570.204 (c) (3) allows for designation of CBDO’s who do not qualify under paragraph (c) (1) or (c) (2) when an organization is “sufficiently similar in purpose, function and scope” to entities qualifying as CBDOs under the prior paragraphs. Although Historic Ithaca’s original 1966 Articles of Incorporation did not foresee the value of teaching traditional building and craft skills and a focus on preserving historic elements of the local community to a modern day job training program, the organization’s 2014 Strategic Plan does recognize this connection and identifies the Work Preserve program as central to the purposes of the organization. Historic Ithaca has served in a community development capacity for the past six years, developing, modifying, and ensuring the success of a job training program for a population that has not demonstrated success in other job training programs. Their provision of life skills along with employment skills is the work of community based development organizations. IURA staff believe that Historic Ithaca meets the “substantially similar” test; however, there is a certain level of risk involved in approving their CBDO status since the organization’s Articles of Incorporation does not include particular attention to the needs of LMI persons.

**CDBG Public Service Cap Exemption**

One category of eligible CDBG activity is a “special activities by CBDOs”. Under certain circumstances, a CBDO is not subject to the 15% CDBG expenditure cap otherwise applicable to Public Services.

To be exempt from the Public Service cap, the CBDO must both:

1. Undertake an eligible CBDO project, and
2. Carry out a service designed to increase economic opportunities for low- and moderate-income persons through job training and placement and other employment support services (e.g., child care, peer support programs, counseling, child care, transportation and other similar services).

Eligible CBDO projects include any of the following:

- Neighborhood revitalization,
- Community economic development, or
- Energy conservation project.

According to HUD’s [CDBG Desk Guide](https://www.hud.gov), a CBDO “community economic development” project must include activities that increase economic opportunity, principally for low- and moderate-income persons, or that are expected to create or retain businesses or permanent jobs within the community. HUD has emphasized that the provision of general job readiness training is not sufficient to qualify an activity as a CBDO Community Economic Development project; job placement must be the intended and
actual outcome of such an activity. The Work Preserve Job Training and Placement program appears to satisfy this criterion; therefore, it is not subject to the 15% Public Services cap.
INSTRUCTIONS: CDBG regulations at 24 §570.204(c) authorize a CDBG grantee to designate certain types of entities as Community-Based Development Organizations (CBDO) to carry out a range of otherwise ineligible activities, including new construction of housing or providing funding for certain public services not subject to the normal applicable 15% expenditure cap. An eligible CDBG activity is a “Special Activities by CBDOs.” To qualify, an eligible CBDO entity must be undertaking an eligible project. In order to qualify as an eligible CBDO, an entity must meet board composition criteria specified at §570.204(c)(1)(vi):

At least 51% of the governing body’s membership must meet one of the following standards:
A. Low- and moderate-income residents of the geographic service area of operations; or
B. Owners or senior officers of private establishments and other institutions located in and serving the geographic area of operation; or
C. Representatives of low- and moderate-income neighborhood organizations located in the geographic area of operations.

Additionally, no more than 33% of the governing body’s membership may be appointed by or consist of elected or other public officials or employees of the grantee (City of Ithaca).

To document compliance with the above criteria, please list all current members, indicate their category of qualification, sign the certification, and submit appropriate Self-Certification Form for each qualifying board member. Provide further explanation as necessary.

CBDO NAME: Historic Ithaca, Inc. Date: March 1, 2019

<table>
<thead>
<tr>
<th>CBDO Board Composition Criteria</th>
<th>At least 51% must be</th>
<th>Not more than 33%:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Member Name</td>
<td>Home Address</td>
<td>Low-to-Moderate-Income Resident of Service Area (Self-Cert. Form A)</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Dennis Stein</td>
<td>110 Lake Ave, Ithaca</td>
<td></td>
</tr>
<tr>
<td>Dan Hoffman</td>
<td>415 Elm Street, Ithaca</td>
<td></td>
</tr>
<tr>
<td>Nancy Medsker</td>
<td>67 Marsh Road, Ithaca</td>
<td></td>
</tr>
<tr>
<td>Susan Attwood Kramer</td>
<td>406 N. Cayuga St., Ithaca</td>
<td></td>
</tr>
</tbody>
</table>
## CBDO Board Composition Criteria

<table>
<thead>
<tr>
<th>Board Member Name</th>
<th>Home Address</th>
<th>At least 51% must be:</th>
<th>Not more than 33%:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maya Gasuk</td>
<td>37 Maplewood Rd., Ithaca</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Ethan Mancil</td>
<td>San Francisco, CA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Andrew Rappaport</td>
<td>571 Main St., Etna</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kati Smith</td>
<td>206 Sapsucker Woods Rd., Ithaca</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Linda Jaffe</td>
<td>218 Lake Ave., Ithaca</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kim Hazelton</td>
<td>617 Creek Road, Genoa</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

**TOTALS**

|                  | 10 |

**MEET CBDO CRITERIA**

|                  | 6 |

Geographic Service Area: City of Ithaca and Tompkins County

_I certify the above information provided is true to the best of my knowledge._

_A. Halland_

Signature

March 1, 2019

Date

Susan Herlands Holland

Name (please PRINT)

Executive Director

Title
Proposed Resolution
IURA Neighborhood Investment Committee
April 12, 2019

2019 IURA Designation of Historic Ithaca, Inc. (HI) as a Community-Based Development Organization

WHEREAS, the Board of Historic Ithaca, Inc. (HI) seeks designation by the Ithaca Urban Renewal Agency (IURA) as a Community-Based Development Organization (CBDO), and

WHEREAS, the City of Ithaca has designated the IURA to administer the City’s HUD Entitlement Program that oversees Community Development Block Grant funds awarded to the City, and

WHEREAS, an eligible category of CDBG activities is a “Special Activity by CBDO”, that offers certain advantages, such as exemption from the 15% expenditure cap otherwise applicable to public service activities, authorization to carry out new housing construction (normally prohibited with CDBG funds), and discretion to allow income generated by a CDBG-funded activity to not be considered CDBG program income, and

WHEREAS, the following four tests established at CFR Title 24 §570.204 must be met to qualify under a category of “Special Activity by CBDOs”:
1. The entity qualifies as a CBDO, including the 51% board membership test;
2. The CBDO will undertake an eligible project;
3. That the CBDO will carry out the funded activity directly or with an entity other than the grantee;
4. That the CBDO will not carry out a prohibited activity, and

WHEREAS, a CBDO must maintain at least 51% of its governing body’s membership to be made up of any combination of the following:
• Low- and moderate income residents of its area of operation
• Owners or senior officers of private establishments and other institutions located in its area of operation
• Representatives of low- and moderate-income neighborhood organizations located in its area of operation, and

WHEREAS, a CBDO must have as its primary purpose the improvement of the physical, economic, or social environment of its geographic area of operation, with a particular emphasis on the needs of low- and moderate-income persons, and

WHEREAS, the project undertaken by the CBDO must qualify as one or more of the following project types:
• neighborhood revitalization;
• community economic development;
• energy conservation project; and

Whereas, at its April 12, 2019, meeting, the Neighborhood Investment Committee evaluated HI’s CBDO application and recommended the following; now, therefore, be it

RESOLVED, that the IURA determines that Historic Ithaca meets the requirements for eligibility as a CBDO, and be it further

RESOLVED, that the IURA hereby designates Historic Ithaca as a Community-Based Development Organization (CBDO) and its “Work Preserve: Job Training: Job Placements” as a CDBG-eligible community economic development project under the category of “Special Activities by CBDOs”.
### 2019 HUD Entitlement Program (City of Ithaca, NY) — Preliminary IURA Funding Recommendation

Last Updated: 4/9/19

#### HOUSING

<table>
<thead>
<tr>
<th>#</th>
<th>Project Description</th>
<th>Sponsor</th>
<th>Funding Request</th>
<th>Total CDBG</th>
<th>Total HOME</th>
<th>Summary Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2019 Homeowner Rehab</td>
<td>Ithaca Neighborhood Housing Services, Inc. (INHS)</td>
<td>$26,766.99</td>
<td>$0.00</td>
<td>$26,766.99</td>
<td>Assist 9-15 low-income homeowners with projects that improve the condition and performance of their homes.</td>
</tr>
<tr>
<td>2</td>
<td>Small Repair Program</td>
<td>Ithaca Neighborhood Housing Services, Inc. (INHS)</td>
<td>$32,500.00</td>
<td>$32,500.00</td>
<td></td>
<td>Provide 60 homeowners with maintenance and repairs focused on health/safety issues, accessibility, and providing links to other programs and services.</td>
</tr>
<tr>
<td>3</td>
<td>Immaculate Conception School Redevelopment</td>
<td>Ithaca Neighborhood Housing Services, Inc. (INHS)</td>
<td>$350,000.00</td>
<td>$97,132.74</td>
<td>$142,867.26</td>
<td>Redevelopment to provide affordable, solar-powered, multi-family housing with income-related units for varied income levels with incomes above 80% AMI, with minimum 15% special needs set-asides and no displacement of residents.</td>
</tr>
<tr>
<td>4</td>
<td>Housing Scholarship Program</td>
<td>The Learning Web, Inc.</td>
<td>$70,580.00</td>
<td>$70,580.00</td>
<td></td>
<td>Provide $25K in local funds to support people who are homeless and want to access stable housing and maintain their independence.</td>
</tr>
<tr>
<td>5</td>
<td>Security Deposit Assistance for Vulnerable Households (2019-20)</td>
<td>Catholic Charities of Tompkins/Tioga Counties</td>
<td>$61,550.00</td>
<td>$84,000.00</td>
<td></td>
<td>Provide security deposits to 100 LMI households at risk for homelessness to access stable housing and keep their families together.</td>
</tr>
</tbody>
</table>

**HOUSING SUBTOTAL:** $541,346.99

**TOTAL CDBG:** $89,630.74

**TOTAL HOME:** $304,211.25

#### ECONOMIC DEVELOPMENT

<table>
<thead>
<tr>
<th>#</th>
<th>Project Description</th>
<th>Sponsor</th>
<th>Funding Request</th>
<th>Total CDBG</th>
<th>Total HOME</th>
<th>Summary Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Finger Lakes ReUse Job Skills Training</td>
<td>Finger Lakes ReUse, Inc.</td>
<td>$108,029.00</td>
<td>$90,529.00</td>
<td></td>
<td>Provide job training opportunities for LMI populations and place at least 22 adults with employment barriers into permanent, unsubsidized positions.</td>
</tr>
<tr>
<td>7</td>
<td>Work Preserve Job Training: Job Placements</td>
<td>Historic Ithaca, Inc.</td>
<td>$67,000.00</td>
<td>$67,000.00</td>
<td></td>
<td>Provide 48 job placements for 48 LMI individuals, following job-readiness training.</td>
</tr>
<tr>
<td>8</td>
<td>Hospitality Employment Training Program (HETP)</td>
<td>Greater Ithaca Activities Center, Inc. (GIAC)</td>
<td>$122,500.00</td>
<td>$113,082.06</td>
<td></td>
<td>Staff, supplies, stipends, and professional fees to train 23 and place 14 LMI employees with employment barriers including those with disabilities, former incarcerated, homeless, recovering addicts, immigrants, and single parents into hospitality and office/administrative positions.</td>
</tr>
<tr>
<td>9</td>
<td>Ithaca ReUse Center Expansion</td>
<td>Finger Lakes ReUse, Inc.</td>
<td>$100,000.00</td>
<td>$100,000.00</td>
<td></td>
<td>Considerable loan for acquisition of 114 Elmira Ave property (Finger Lakes ReUse Center), retaining at least 1 FTE staff.</td>
</tr>
<tr>
<td>10</td>
<td>Economic Development Loan Fund</td>
<td>Ithaca (F&amp;CS)</td>
<td>$107,000.00</td>
<td>$107,000.00</td>
<td></td>
<td>Capitalize loan fund for business loans resulting in job creation (including underwriting and delivery).</td>
</tr>
</tbody>
</table>

**ECONOMIC DEVELOPMENT SUBTOTAL:** $505,029.00

**PUBLIC SERVICES (NO PROPOSALS)**

<table>
<thead>
<tr>
<th>#</th>
<th>Project Description</th>
<th>Sponsor</th>
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<th>Total CDBG</th>
<th>Total HOME</th>
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</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Bridge Neighborhood Public Art Mosaic Project</td>
<td>Community Arts Partnership (CAP)</td>
<td>$28,250.00</td>
<td>$0.00</td>
<td></td>
<td>Target 12-15 local youth to lead transformational visual arts neighborhood project.</td>
</tr>
<tr>
<td>10</td>
<td>Housing for School Success</td>
<td>Ithaca City/Monticello Elementary School (Ithaca City School District)</td>
<td>$15,700.00</td>
<td>$15,700.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Staffing for Homeless Youth Success</td>
<td>Finger Lakes ReUse, Inc.</td>
<td>$24,900.00</td>
<td>$0.00</td>
<td></td>
<td>Fund 60% of salary for 1 FTE Program Associate to support Transitional Living Program/Housing Support Program.</td>
</tr>
<tr>
<td>12</td>
<td>Providing Case Management for John’s Community Services Homelessness Shelter</td>
<td>John’s Community Services (JCS)</td>
<td>$27,350.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Open Doors: Services for Runaway &amp; Homeless Youth</td>
<td>Family &amp; Children’s Service of Ithaca (F&amp;CS)</td>
<td>$25,000.00</td>
<td>$0.00</td>
<td></td>
<td>Provide crisis responsiveness and case management to 65 runaway and homeless youth to access basic needs, counseling, and social services.</td>
</tr>
<tr>
<td>14</td>
<td>4-1-1 Information &amp; Referral</td>
<td>Summer Services Coalition of Tompkins County, Inc.</td>
<td>$20,000.00</td>
<td>$15,000.00</td>
<td></td>
<td>Support for 3-1-1 Call Center referrals to 2,700 LMI persons.</td>
</tr>
<tr>
<td>15</td>
<td>Work Preserve Job Training: Job Readiness</td>
<td>Historic Ithaca, Inc.</td>
<td>$20,000.00</td>
<td>$20,000.00</td>
<td></td>
<td>Staff salaries to provide 20 LMI youth and adults with job-readiness training, workplace evaluations, and support transition to other services or employment.</td>
</tr>
<tr>
<td>16</td>
<td>A Place to Stay: Night/Weekend Support for Women in Transition</td>
<td>Catholic Charities of Tompkins/Tioga Counties</td>
<td>$20,000.00</td>
<td>$20,000.00</td>
<td></td>
<td>Case management support for 21 very low-income homeless (or facing homelessness) women at least half of whom will be working through substance abuse recovery.</td>
</tr>
<tr>
<td>17</td>
<td>Immigrant Services Program (ISP)</td>
<td>Catholic Charities of Tompkins/Tioga Counties</td>
<td>$30,000.00</td>
<td>$24,500.00</td>
<td></td>
<td>Staffing to provide 100 refugees and immigrants with direct services and referrals so they can integrate into the community.</td>
</tr>
</tbody>
</table>

**PUBLIC SERVICES SUBTOTAL:** $209,200.00

**TOTAL CDBG:** $133,614.20

**TOTAL HOME:** $33,192.30

#### ADMINISTRATION

<table>
<thead>
<tr>
<th>#</th>
<th>Project Description</th>
<th>Sponsor</th>
<th>Funding Request</th>
<th>Total CDBG</th>
<th>Total HOME</th>
<th>Summary Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>CDBG Administration (20%)</td>
<td>Ithaca (F&amp;CS)</td>
<td>$133,614.20</td>
<td>$133,614.20</td>
<td></td>
<td>Planning, administration, and monitoring for CDBG program.</td>
</tr>
<tr>
<td>19</td>
<td>HOME Administration (15%)</td>
<td>Ithaca (F&amp;CS)</td>
<td>$33,192.30</td>
<td>$33,192.30</td>
<td></td>
<td>Planning, administration, and monitoring for HOME program.</td>
</tr>
</tbody>
</table>

**ADMINISTRATION SUBTOTAL:** $166,806.50

**TOTAL CDBG:** $133,614.20

**TOTAL HOME:** $33,192.30

**TOTALS:** $1,422,382.49

**TOTAL CDBG:** $801,461.00

**TOTAL HOME:** $337,403.55

**Minimum Required Set-Aside of HOME Funds for CDBG Activities (15%):** $457,888.45

<table>
<thead>
<tr>
<th>RSL = Recaptured/Unallocated (from prior years)</th>
<th>LW = Low &amp; Moderate Income (80% or less of AMI)</th>
<th>AM = Area Median Income (Tompkins County)</th>
</tr>
</thead>
<tbody>
<tr>
<td>RW = Full-Time Equivalent</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Prepared by: Ithaca Urban Renewal Agency
<table>
<thead>
<tr>
<th>SCHEDULE</th>
<th>#</th>
<th>SPONSOR</th>
<th>PROGRAM</th>
<th>TRANSFERS</th>
<th>UNEXPENDED</th>
<th>EXPENDED</th>
<th>TOTAL</th>
<th>IN</th>
<th>OUT</th>
<th>ON SCHEDULE</th>
<th>HUD ENTITLEMENT ACTIVITIES</th>
<th>BUDGET</th>
<th>INCOME</th>
<th>TRANSFERS</th>
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</thead>
<tbody>
<tr>
<td>1502 CDBG Activities 0</td>
<td>2521</td>
<td>complete</td>
<td>1.0 0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>120,000.00</td>
<td>0.00</td>
<td>250,403.50</td>
<td>250,403.50</td>
<td>0.00</td>
<td>0.00</td>
<td>120,000.00</td>
<td>Catholic Charities 0</td>
</tr>
<tr>
<td>2016 CDBG Activities 0</td>
<td>20,000.00</td>
<td>100%</td>
<td>0.00</td>
<td>Catholic Charities 0</td>
<td>20,000.00</td>
<td>20,000.00</td>
<td>42,296.14</td>
<td>0.00</td>
<td>150,000.00</td>
<td>38,760.72</td>
<td>20,000.00</td>
<td>21.0 2-1-1 Information &amp; Referral 0</td>
<td>IMHS 130,403.50</td>
<td>100%</td>
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<tr>
<td>2017 CDBG Activities 0</td>
<td>2436</td>
<td>complete</td>
<td>1.0 0.00</td>
<td>0.00</td>
<td>Recaptured Funds (HP) 0</td>
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<td>0.00</td>
<td>2571</td>
<td>0.00</td>
<td>0.00</td>
<td>Catholic Charities 0</td>
<td>20,000.00</td>
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<tr>
<td>2018 CDBG Activities 0</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>Catholic Charities 0</td>
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<td>0.00</td>
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<tr>
<td>2019 CDBG Activities 0</td>
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<td>20,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>Catholic Charities 0</td>
<td>20,000.00</td>
<td>0.00</td>
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<tr>
<td>2020 CDBG Activities 0</td>
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<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
<td>Catholic Charities 0</td>
<td>20,000.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>2021 CDBG Activities 0</td>
<td>12015</td>
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<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>Catholic Charities 0</td>
<td>20,000.00</td>
<td>0.00</td>
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<tr>
<td>2022 CDBG Activities 0</td>
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<td>Catholic Charities 0</td>
<td>20,000.00</td>
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**Total: 671,646.00**