


**IMPORTANT:** Unlike prior years, all application materials are to be submitted *electronically*, by e-mailing Charles Pyott, Contracts Monitor, at: [cpyott@cityofithaca.org](mailto:cpyott@cityofithaca.org) . Call (607) 274-6565 for questions/assistance.

## **HOUSING APPLICATIONS**

### Required Attachments:

- Excel budget spreadsheet (*inserted* as a PDF immediately after page 2 of application) 

HOUSING spreadsheet contains six *separate* tabs. Only complete the Excel tabs relevant to the project: “Development Budget – Permanent Financing” is required for all housing applications; “Development Budget – Construction Financing,” if applicable; “Rental Income and Rental Pro-Forma” is required for all rental housing applications; “For-Sale” is required for all for-sale housing applications; and “Development Budget – TBRA,” if for Tenant-Based Rental Assistance.
- Funding Application Addendum (“Fundraising Initiatives”)
- Resumés of key staff/consultants
- List of your organization’s current board members
- Architectural drawings, including site plans
- All environmental reports and related documents (e.g., SHPO review) completed to date
- Cost estimates prepared by qualified third parties (e.g., architect, engineer, etc.)
- Letter(s) of commitment from any other individuals or organizations (outside your own)
- Evidence of commitment for any funds indicated as “secured” in project budget
- Most recent Form 990 or tax returns for applicant entity

### Optional Attachments:

- Letters of support
- Program materials (e.g., brochures, program guidelines, marketing/outreach materials)




Notify the IURA if any SENSITIVE OR CONFIDENTIAL information is contained in your application that needs to be redacted/handled in a special manner.

### Submission Requirements:

- 1 ELECTRONIC PDF FILE of IURA application form(s), including budget spreadsheet(s) and Application Addendum — all combined into a *single* PDF file, not multiple files.
- 1 ELECTRONIC PDF FILE of all attachments — combined into a *single* PDF file, not multiple files.
- 1 ELECTRONIC PDF FILE of your Form 990 or tax returns/financials.

## **ECONOMIC DEVELOPMENT APPLICATIONS**

### Required Attachments:

- Excel budget spreadsheet (*inserted* as a PDF immediately after page 2 of application) 
- Funding Application Addendum (Fundraising Initiatives)
- For projects that will “CREATE OR RETAIN LMI JOBS,” please add following business/financial information:

- Projected profit-and-loss statement for three years
- Balance sheet; and profit-and-loss statements for past three years
- Current business financial statements (less than 90 days old)
- Current business debt schedule (e.g., notes, mortgages, accounts payable > 90 days)
- If applying for funding portion of MIXED-USE PROJECT, please submit “Uses & Sources” table for complete project cost.
- Resumés of key staff/consultants
- List of your organization’s current board members
- Letter(s) of commitment from any other individuals or organizations (other than your own)
- Evidence of commitment for any funds indicated as “secured” in project budget
- Most recent Form 990 or tax returns for applicant entity

Optional Attachments:


- Letters of support
- Program materials (e.g., brochures, program guidelines, marketing/outreach materials)

Submission Requirements:

- 1 ELECTRONIC PDF FILE of IURA application form(s), including budget spreadsheet(s) and Application Addendum — all combined into a *single* PDF file, not multiple files.
- 1 ELECTRONIC PDF FILE of all attachments — combined into a *single* PDF file, not multiple files.
- 1 ELECTRONIC PDF FILE of your Form 990 or tax returns/financials.

## **PUBLIC SERVICES APPLICATIONS**

Required Attachments:

- Excel budget spreadsheet (*inserted* as a PDF immediately after page 2 of application) 
- Funding Application Addendum (“Fundraising Initiatives”)
- Resumés of key staff/consultants
- List of your organization’s current board members
- Letter(s) of commitment from any other individuals or organizations (outside your own)
- Evidence of commitment for any funds indicated as “secured” in your project budget
- Most recent Form 990 or tax returns for applicant entity (only 1 copy)

Optional Attachments:


- Letters of support
- Program materials (e.g., brochures, program guidelines, outreach materials)

Submission Requirements:

- 1 ELECTRONIC PDF FILE of IURA application form(s), including budget spreadsheet(s) and Application Addendum — all combined into a *single* PDF file, not multiple files.
- 1 ELECTRONIC PDF FILE of all attachments — combined into a *single* PDF file, not multiple files.
- 1 ELECTRONIC PDF FILE of your Form 990 or tax returns/financials.

## **PUBLIC FACILITIES/INFRASTRUCTURE APPLICATIONS**

### Required Attachments:

- Excel budget spreadsheet (*inserted* as a PDF immediately after page 2 of application)   
PUBLIC FACILITIES spreadsheet contains 2 *separate* tabs: “Public Facilities - Perm.” and “Public Facilities - Constr.”
- Funding Application Addendum (“Fundraising Initiatives”)
- Resumés of key staff/consultants
- List of your organization’s current board members
- Architectural drawings (including site plans)
- All environmental reports and related documents (e.g., SHPO review) completed to date
- Cost estimates prepared by qualified third parties (e.g., architect, engineer, etc.)
- Letter(s) of commitment from any other individuals or organizations (outside your own)
- Evidence of commitment for any funds indicated as “secured” in your project budget
- Most recent Form 990 or tax returns for applicant entity

### Optional Attachments:

- Letters of support
- Program materials (e.g., brochures, program guidelines, marketing/outreach materials)

### Submission Requirements:

- 1 ELECTRONIC PDF FILE of IURA application form(s), including budget spreadsheet(s) and Application Addendum — all combined into a *single* PDF file, not multiple files.
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