OPTION 2
1ST FLOOR PLAN

16 PARKING SPACES
ADA REQUIREMENTS MIGHT REDUCE PARKING SPACES
OPTION 2
2ND - 4TH FLOOR PLAN
PLANS WILL REMAIN SIMILAR IN LAYOUT
OPTION 2

5TH FLOOR PLAN

CHANGES IN PLAN WILL MEET THE FOLLOWING REQUIREMENT

-34 1BR UNITS
-14 2BR UNITS
-7 STUDIO UNITS
December 27, 2022

Renee Spear
Executive Director
Catholic Charities of the Diocese of Rochester
CATHOLIC CHARITIES OF TOMPKINS / TIOGA
ITHACA, New York 14850
renee.spear@dor.org

RE: Empire State Supportive Housing Initiative (ESSHI) Application # OMH01-ESSHI7-2022-00098

Dear Renee Spear:

On behalf of Governor Hochul and the Empire State Supportive Housing Initiative (ESSHI) Interagency Workgroup, I am pleased to inform you that your agency’s application to the 2022 ESSHI Request for Proposals (RFP) has achieved a passing score and therefore qualifies for a conditional award. The conditional ESSHI award is intended to provide services and operating funding in support of 9 permanent supportive housing units within the proposed housing project described in your agency’s ESSHI application, for one or more eligible homeless populations. Please note that this conditional award notification serves as a directive to secure and/or evidence the securing of capital funding necessary to develop the proposed housing project.

The Office of Mental Health (OMH) has been initially identified as the State Contracting Agency that will administer the ESSHI contract, should the conditional award move to committed status (following the securing of capital funding). This assigned State Contracting Agency may change based on a closer review of the populations to be served. For those projects that need capital resources, the separate funding mechanisms include, but are not limited to: capital funding through the Homeless and Housing Assistance Program (HHAP), New York State Homes and Community Renewal (HCR), or other available private, federal, and/or local sources of funding. Alternatively, ESSHI awardees may partner with a project developer that has secured or is in the process of securing capital funding. It is critical that your agency maintain contact with the State Contracting Agency to ensure that the Interagency Workgroup is apprised of the status of your project’s development and, if warranted, to coordinate your efforts.

It is expected that applicants secure capital funding for the housing project for which they are requesting service and operating funding through this RFP within two years from the date of this conditional award letter. If after two years from the date of this award, the applicant has not successfully secured commitments for the capital financing necessary for the project, the Interagency Workgroup may rescind the ESSHI award.

Any applicant that fails to obtain capital financing within the two-year time frame and has its ESSHI award rescinded will be eligible to re-apply for service and operating funding during subsequent RFP opportunities. If the ESSHI award is rescinded, the applicant will be notified in writing of this decision and informed of the ability to reapply during the next RFP opportunity.

As you are aware, there are a limited number of units available through the ESSHI RFP. A successful and selected applicant is reminded that the service and operating grant award funding is not final or approved
for expenditure until such time as the NYS Division of Budget (DOB), the NYS Office of State Comptroller (OSC), the Attorney General’s (AG) Office, and the State Control Agencies have approved the specific project and its associated contract. Neither the State Contracting Agency, any other State agency or entity, nor the State of New York is or shall be liable for any expenditure made or costs incurred by you, the applicant, unless and until a valid contract setting forth all such sanctioned expenditures is approved by the State Control Agencies, and then lawfully executed by the State Contracting Agency, the State Control Agencies, and you. These conditionally awarded units will be developed on an ongoing basis until the number of units made available under this round of the ESSHI RFP are fully committed. All applicants will be notified at the time that the available units are fully committed.

The Interagency Workgroup looks forward to working with you and your agency on this permanent supportive housing initiative and we wish you luck in developing a successful project.

Sincerely,

Moira Tashjian, MPA
Executive Deputy Commissioner
Office of Mental Health

Chair
Interagency Workgroup
# Ithaca Neighborhood Housing Services

## Board Chart 2022 - 2023

### BOARD OFFICERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Initial Date Elected to Board</th>
<th>Term</th>
<th>Affiliation(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeremy Thomas</td>
<td>President</td>
<td>09/21/2017</td>
<td>09/01/2022 – 08/31/2024</td>
<td>Cornell University, Real Estate</td>
</tr>
<tr>
<td>Denise Malone</td>
<td>Secretary</td>
<td>04/15/2008</td>
<td>09/01/2022 – 08/31/2024</td>
<td>City of Ithaca</td>
</tr>
<tr>
<td>Julee Johnson</td>
<td>Treasurer</td>
<td>07/01/2015</td>
<td>09/01/2021 – 08/31/2023</td>
<td>Historic Urban Plans</td>
</tr>
</tbody>
</table>

### DIRECTORS

<table>
<thead>
<tr>
<th>Name</th>
<th>Initial Date Elected to Board</th>
<th>Term</th>
<th>Affiliation(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maureen Abbott</td>
<td>07/07/2021</td>
<td>09/01/2021 – 08/31/2023</td>
<td>Tioga Opportunities</td>
</tr>
<tr>
<td>Michael Cannon</td>
<td>04/20/2008</td>
<td>09/01/2022 – 08/31/2024</td>
<td>Tompkins Community Bank (retired)</td>
</tr>
<tr>
<td>Nicole Carrier-Titti</td>
<td>02/11/2006</td>
<td>09/01/2021 – 08/31/2023</td>
<td>Independent Artist</td>
</tr>
<tr>
<td>Lacey Lent</td>
<td>03/16/2017</td>
<td>09/01/2021 – 08/31/2023</td>
<td>Tompkins Trust Company</td>
</tr>
<tr>
<td>Lisa Nicholas</td>
<td>05/23/2019</td>
<td>09/01/2021 – 08/31/2023</td>
<td>City of Ithaca</td>
</tr>
<tr>
<td>Cooper Sirwatka</td>
<td>06/17/2021</td>
<td>09/01/2022 – 08/31/2024</td>
<td>Cornell University, OIETIX</td>
</tr>
<tr>
<td>Thys Van Cort</td>
<td>10/15/1976</td>
<td>09/01/2022 – 08/31/2024</td>
<td>City of Ithaca (retired)</td>
</tr>
<tr>
<td>Brendan Wilbur</td>
<td>02/16/2006</td>
<td>09/01/2021 – 08/31/2023</td>
<td>Alternatives Federal Credit Union</td>
</tr>
</tbody>
</table>
LYNN CUNNINGHAM TRUAME  
3287 Dubois Rd  •  Ithaca, NY 14850  •  (607) 342-4548  •  thetruames@gmail.com

Summary of Qualifications
Twenty-one years of progressively responsible experience in the development of publicly-funded affordable housing, including grant writing and administration, regulatory compliance, project and construction management, and collaboration with community-based organizations. Two years’ experience administering the HUD Entitlement Program for the City of Ithaca. Two additional years’ municipal government experience, serving as the staff link between the public and a volunteer board.

Professional Experience

**Director of Real Estate Development**, Ithaca Neighborhood Housing Services, Ithaca, NY, December 2021-present
- Supervise Real Estate Development staff members
- Develop long term real estate goals, prioritize projects and allocate real estate department staff and resources to specific projects
- Develop new projects that meet INHS’s mission to maintain a healthy, growing real estate development pipeline. Present new projects to INHS’s real estate development committee and Board for their consideration
- Monitor spending, contracts, project design, and all aspects of INHS projects to ensure INHS policy and outside funder compliance
- Project manage the development of real estate for families, seniors and people with special needs - utilizing local, state, federal and private financing
- Present development proposals to municipal planning and zoning boards
- Coordinate architects, engineers, general contractors, development consultants and financing partners
- Prepare funding applications and structure multi-layered financing proformas
- Manage the closing and construction team for the owner/developer
- Sit on Board of Directors of Limited Liability Corporations, Limited Partnerships and Housing Development Fund Corporations charged with owning real estate developments

**Senior Housing Developer**, Ithaca Neighborhood Housing Services, Ithaca, NY, August 2016-December 2021
- Responsible for evaluating feasibility, preparing funding applications, completing due diligence and closing bridge and permanent financing from a variety of public and private funding sources including HUD (HOME, CDBG); state, county, and municipal governments; commercial banks; Federal Home Loan Bank; and Low Income Housing Tax Credit and Historic Rehab Tax Credit equity partnerships.
- Hire consultants and contractors, review specifications, oversee construction, develop and maintain project budgets. Complete project close-outs and maintain compliance with all funder reporting requirements.

- Manage the City of Ithaca’s HUD Entitlement Grant program and ensure compliance with all federal regulations and HUD requirements.
- Develop and administer the 5-year Consolidated Plan, identifying priority community investment needs based on an analysis of ACS, census, and other data, consultation with community organizations, and extensive public outreach.
- Prepare and implement the Annual Action Plan, complete NEPA environmental review on proposed projects, complete project set-up on HUD’s on-line Integrated Disbursement & Information System (IDIS), and oversee performance monitoring. Prepare and submit the Consolidated Annual Performance and Evaluation Report (CAPER).
- Conduct community outreach activities to identify and jointly develop programs that will address unmet priority community development needs.
- Manage the drafting of funding agreements to implement projects, in collaboration with legal counsel.
- Provide staff support to IURA committees.
- Supervise the IURA Contracts Monitor position.

- Coordinated all aspects of the City of Ithaca’s historic preservation program and ensured compliance with all NYS Certified Local Government (CLG) requirements. Achieved exemplary rating on 2012 CLG audit.
- Devised and implemented new systems and procedures to improve the transparency and effectiveness of the regulatory process and increase public understanding of program benefits and requirements. Completed a
major revision of the landmarks ordinance, wrote and published the City’s first historic district design guidelines, overhauled the ILPC web page, and developed a highly effective working relationship with the Building Division.

- Served as staff to the Ithaca Landmarks Preservation Commission and the MLK Freedom Walkway Committee. Maintained updated commission training handbook, prepared and distributed monthly meeting packets, drafted resolutions, and ensured adherence to procedural requirements.
- Worked closely with applicants to help define their projects and develop proposals that achieve the applicant’s goals while complying with program requirements. Increased average annual approval rate to 90%.
- Worked closely with other City staff and with Common Council to ensure the consideration of preservation goals in such broader efforts as the Comprehensive Plan, the Collegetown Form Based Code, rezoning efforts, and the treatment of unsafe structures.

**Construction and Project Management Consultant, Beacon Development Group, Seattle, WA 2004-2011**
- Working remotely, supported and served as a resource to Seattle-based staff in the development of affordable housing projects.
- Oversaw the work of the Construction Management team to ensure compliance with company standards.
- Managed the contracting process with general contractors and project consultants, maintained standard company contract templates, and oversaw contract negotiations to ensure company-wide consistency.
- Assisted in evaluating project feasibility, preparing funding applications, and completing due diligence.
- Developed and maintained company marketing materials and prepared responses to Requests for Proposals.

**Construction Manager/Housing Developer, Beacon Development Group, Seattle, WA 2001-2004**
- Developed 276 units of affordable housing in new construction, moderate rehab, and certified historic rehabilitation projects, with budgets totaling in excess of $51 million.
- Evaluated feasibility, prepared funding applications, completed due diligence and closed bridge and permanent financing from a variety of public and private funding sources including HUD (HOME, CDBG); state, county, and municipal governments; commercial banks; Federal Home Loan Bank; and Low Income Housing Tax Credit and Historic Rehab Tax Credit equity partnerships.
- Hired consultants and contractors, reviewed specifications, oversaw construction, developed and maintained project budgets, prepared monthly draws to a variety of public and private funders, and ensured regulatory and reporting compliance.
- Provided technical back-up to other Beacon Project and Construction Managers during the construction process and oversaw their work to insure compliance with Beacon standards and procedures.
- Provided project supervision and technical assistance to non-profit organizations engaged in housing development and supportive service activities.

**Senior Housing Developer, Low Income Housing Institute, Seattle, WA, 2000**
*(promoted from Housing Developer, 1998-2000)*
- Managed new construction and rehabilitation projects, owned by the Low Income Housing Institute or by client organizations, with budgets totaling in excess of $15 million.
- Wrote grant and loan applications that resulted in over $1.5 million in awarded funding.
- Completed due diligence and closed bridge and permanent financing from a variety of funding sources.

**Director of Preservation Services, Historic Ithaca, Inc., Ithaca, NY, 1993-1998**
*(promoted from Architectural Conservator, 1989-1993)*
- Secured financing for and managed construction and maintenance projects at properties owned by Historic Ithaca, Inc.
- Headed Technical Assistance Program that provided information, guidance and support to hundreds of individuals annually and helped over 450 building owners research, plan, and carry out the renovation or repair of their homes.
- Managed revolving fund that provided low interest loans to assist homeowners with rehabilitation costs.
- Initiated the successful campaign to create state enabling legislation and the first local law in New York State to provide property tax incentives for the rehabilitation of historic buildings.
Trainings

Undoing Racism, 2012, the People’s Institute for Survival and Beyond
Energy Conservation in Historic Buildings, 2011, NYSERDA/Preservation League of New York State
Green Strategies for Historic Buildings, 2009, National Preservation Institute
Building Envelope Technology, 2000, Walsh Construction Company
Multi-family Housing Finance, 1999, National Development Council
Low Income Housing Tax Credit Compliance, 1999, Washington State Housing Finance Commission
Planning for Relocation, 1999, King County, WA

Education

Master of Arts, Cornell University, Ithaca, NY, 1991
City and Regional Planning, Program in Historic Preservation Planning

Bachelor of Arts, Cum Laude, Michigan State University, East Lansing, MI, 1986
Double major English and History, with departmental specialization in Historic Preservation
Phi Beta Kappa, Phi Kappa Phi, Golden Key National Honor Society

Appointments and Publications

Member, Application Review Committee, Tompkins County Housing Affordability and Trust Fund, 2010.
Victoria Neenan  
vneenan@ithacanhs.org  617.429.1951  Ithaca, NY 14850

EDUCATION  
Cornell University, College of Architecture, Art, and Planning, Ithaca, NY  
Bachelor of Science in Urban and Regional Studies, GPA: 3.99  
December 2017

RELEVANT EXPERIENCE

Senior Real Estate Developer  
Ithaca Neighborhood Housing Services, Inc., Ithaca, NY  
May 2022-present

- Explore possible development sites with respect to zoning, cost, environmental conditions, development feasibility, and availability
- Manage project teams that include INHS staff and outside consultants
- Develop financial analyses, project schedules, financing, and operating plans in coordination with relevant INHS departments
- Prepare grant and loan applications for funding from local, state, or federal funders
- Lead design development and entitlements process including zoning approval, site plan approval, and environmental clearance
- Coordinate financing approval and lead construction closings with all lenders
- Oversee contract preparation and monitor compliance of general contractor

Associate Project Manager  
January 2022–April 2022

Senior Development Coordinator  
April 2021 – December 2021; Development Coordinator  
January 2020–April 2021

PIRHL, LLC (Partnership for Income Restricted Housing Leadership), Cleveland, OH

- Research opportunities for 9% and 4% LIHTC applications based on QAP criteria, market data, site analysis, and gap funding availability
- Prepare 9% LIHTC financing applications for family, senior, and permanent supportive housing developments along with gap funding applications for competitive sources including FHLB AHP (Cincinnati/Boston) and HOME funds
- Coordinate with all development consultants during pre-construction including the project architect, general contractor, environmental specialist, engineer, market analyst, appraiser, sustainable design consultant, attorney, financing partners, and property manager
- Manage checklists and file transfer platforms from lenders, investors, and non-profit owners during financial closings
- Lead calls with asset management and property management teams during the initial lease-up period through first year of operations
- Guide construction closeout and transition to operations including conversion to permanent financing and 8609 issuance

Real Estate Development Specialist  
Burton, Bell, Carr Development, Inc., Cleveland, OH  
March 2018–January 2020

- Prepare LIHTC, FHLB APH, and HOME funding applications for senior multifamily and single-family infill projects
- Oversee work of general contractor, architect, surveyor, and consultants during pre-development and construction
- Track project expenses, contract progress, and requests for payment during pre-development and construction
- Lead closing calls, manage closing checklists, and circulate project documents to all development partners
- Engage and manage Enterprise Green Communities and NGBS consultants to achieve program certification and compliance with Cleveland’s Green Building Standard
- Worked with city, environmental consultant, and SHPO to create a mitigation plan addressing all concerns raised during HUD Part 58 Environmental Assessment for scattered site, infill development
- Wrote public comment letters in collaboration with Cleveland Housing Stakeholder Group to ensure housing policy priorities embodied in QAP meaningfully address Cleveland’s specific housing needs and concerns

Real Estate Development Intern  
Ithaca Neighborhood Housing Services (INHS), Ithaca, NY  
June 2017–December 2017

- Authored a report on housing needs and development opportunities in INHS’ newly expanded, six-county service area
- Drafted response to municipal RFP, researched zoning, identified prospective community partners, and prepared maps showing property ownership for potential development sites in Watkins Glen, NY
- Prepared supporting documents for a sketch plat application and county grant application for new affordable housing in Trumansburg, NY
- Attended community and planning board meetings and wrote summaries of attendants’ primary concerns and interests
- Designed surveys to gauge the housing needs and development preferences of residents and employees in Aurora, NY

Housing Policy Research Intern/High Road Fellow  
People United for Sustainable Housing (PUSH), Buffalo, NY  
June 2016–August 2016

- Authored a 25-page white paper about Inclusionary Zoning on behalf of The Buffalo Inclusionary Housing Coalition

Summer Construction Staff and Volunteer Coordinator  
Appalachia Service Project (ASP), Lawrence County and Martin County, KY  
May–August 2014 and 2015

- Evaluated 40 home repair applications and selected projects based on ASP mission of eradicating substandard housing
- Created long-range plans to successfully complete 12 extensive home repair projects each summer

PROFESSIONAL DEVELOPMENT

Rental Housing Development Finance Professional Certification Program  
National Development Council  
April–November 2019

Commercial Real Estate Development Certificate  
Eisenhower College, Cornell University  
August–November 2019
REAL ESTATE DEVELOPMENT PROJECT MANAGER, Jan 2019- present
Ithaca Neighborhood Housing Services, Inc., Ithaca, NY

+ Manage input from, and facilitate communication between various team members (property management, owner, contractor, architect, engineers, green consultants, etc.) to successfully develop new construction, renovation or adaptive-reuse of multi-family rental, and mixed-use housing.

+ Evaluate development sites with respect to, zoning, cost, environmental and development feasibility to identify potential constructability and cost risks. Complete due diligence and prepare initial site plan concepts to help determine feasibility.

+ Participate in the development of design alternatives by architects and other professionals to improve constructability, feasibility and value engineering.

+ Prepare funding applications.

+ Review specifications and oversee construction.

PROJECT ARCHITECT, Jul 2014- Aug 2018
Bonstra | Haresign ARCHITECTS, Washington, DC

+ PARK CENTER (Alexandria, VA): A residential conversion of two existing office buildings located in Alexandria, VA, to be completed in two different phases. The development includes 400 units, below-grade parking, and amenity spaces. Produced Schematic Design and Development Special Use Permit submission for city review and approval.

+ MIDTOWN ROW DEVELOPMENT (Williamsburg, VA): A redevelopment of an existing 19.44 acres site to accomodate four new mixed-use buildings of modular construction. The buildings total approximately 250,000 SF of residential and amenity space and 60,000 SF of ground floor retail space. Entitlement process included meetings with the City Council and the Architectural Review Board. Involved in Schematic Design & Design Development sets.


+ 700 DELAWARE AVE, SW (Washington, DC): Project incorporates the renovation of an existing historic church into mixed-use gallery/event space with a new residential addition. Completed Schematic Design & Design Development Phases.

+ 1500 PENNSYLVANIA AVE (Washington, DC): A 4-story, 41-unit apartment building above a level of underground parking. Oversaw Construction Administration.

ARCHITECTURAL INTERN, Summer 2011
Grimm + Parker Architects, Calverton, MD

+ CAPITOL HILL TOWERS: A senior-living housing project in D.C. Produced Schematic & Design Development sets.

ARCHITECTURAL DESIGNER, 2008-2010
Jay Baker Architects, Houston, TX

+ BROADACRES RESIDENCE: A 16,000 SF custom home in Houston, TX. Involved in Design Development, Construction Documents, and beginning half of Construction Administration.
LEARN

UNIVERSITY OF MARYLAND | College Park, MD

Master of Real Estate Development, 2012-2014

+ Awarded academic scholarship of $28,000.
+ Complete a capstone project on Park Square, a mixed-use development on a 2.8 acre site in DC with 502 rental units (50% affordable housing), 15 townhomes, retail, a grocery, and a community art center.
+ Graduate Assistantship for Honors College, Design | Cultures & Creativity. Host a series of workshops, teaching students design tools (2D & 3D modeling + printing)

Master of Architecture, 2010-2012

+ Complete thesis on “Preserving the Soul of Third Ward, Houston” by revealing its own identity and “sense of place” with form-based codes and transit-oriented developments.
+ Teaching Assistantship for Basical Architectural Drawing.

TEXAS A&M UNIVERSITY | College Station, TX

Bachelor of Environmental Design, Architectural Studies, 2008

+ Graduated with Honors Magna Cum Laude.
+ Study abroad in Italy, Spring 2007 semester.

ENGAGE

CHILD DEVELOPMENT COUNCIL OF CENTRAL NY, INC.

Member of Board of Directors, Mar 2021- present

+ To advise, govern, oversee policy and direction and assist with the leadership and general promotion of the Child Development Council so as to support the organization’s mission and needs. The mission is to promote the healthy development of children and families at home, in childcare, and in the community.

OPEN ARCHITECTURE COLLABORATIVE - DC Chapter, Washington, DC

Director of Projects, Jan 2016- Dec 2018

+ Lead the Projects Committee; form project teams & identify team leaders, assist in project start-up, support/coordinate project fundraising efforts, report on project status & needs to the Steering Committee, & maintain project list.
+ DESIGN FOR CHILDREN: Co-lead & start-up the program, which aims to address the need for quality early child care centers in DC.

Other Memberships: AIA NCARB, SEED (Social Economic Environmental Design).