OVERVIEW

The Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Entitlement Programs provide Federal financial assistance from the U.S. Department of Housing and Urban Development (HUD) to more than 1,100 localities and state governments. These flexible sources of funding offer local governments, with citizen participation, the opportunity to fund certain projects, programs, and public services that meet specified national objectives. The City of Ithaca (“City”) became an Entitlement Community in 2004 and has since provided financial support to dozens of local projects that principally benefit low- and moderate-income (LMI) people by providing decent housing, suitable living environments, and/or expanded economic opportunities. The Ithaca Urban Renewal Agency (IURA) administers the City of Ithaca’s Entitlement Grant program, on behalf of the City.

Program Year 2024 HUD Entitlement Program award amounts have not yet been released by HUD, although the City estimates approximately $622,000 in CDBG and $317,000 in HOME funds will be available. (Note: HOME/CDBG grants are disbursed only on a reimbursement basis, only for costs already incurred by the grantee.) The IURA invites interested organizations, agencies, businesses, community groups, and individuals to submit applications for projects to be funded for this Program Year. Completed applications are due by: 12:00 p.m. (noon), Wednesday, January 31, 2024. See submission requirements and procedures on the last page of your application form.

ELIGIBILITY

CDBG/HOME FUNDS

HUD regulations enumerate all eligible uses of Entitlement Program funds. A two-tier test determines project eligibility:

1. All projects must meet a National Objective by either: ☐ eliminating slum/blight conditions or ☐ principally benefiting low- and moderate-income (LMI) persons. Projects designed to principally benefit LMI persons must provide either: (1) a “Direct Benefit” or (2) an “Area Benefit.” To qualify as providing a Direct Benefit, at least 51% of households benefiting from the project must be LMI. For housing projects, 100% of assisted households must be LMI. To qualify as providing an Area Benefit, the project must benefit all residents of a particular neighborhood where 51% or more of the residents are LMI. LMI households are currently defined as follows:

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<tr>
<th>Household Size</th>
<th>Maximum Income 80% of Area Median Income (AMI)</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>$59,400</td>
</tr>
<tr>
<td>2</td>
<td>$67,900</td>
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<td>$98,450</td>
</tr>
</tbody>
</table>

Note: These limits are expected to be updated by HUD in June 2024.
In addition to meeting a National Objective, eligible projects must fall into one of the following four categories:

- **HOUSING** (e.g., rehabilitation of existing housing; construction of new housing; homeownership/homebuyer assistance; and Tenant-Based Rental Assistance).

- **ECONOMIC DEVELOPMENT** (e.g., micro-enterprise activities; brownfield remediation; blight removal; and job creation and/or retention resulting from loans to businesses).

- **PUBLIC SERVICES** (e.g., transportation services for LMI populations; initiatives that expand access to/use of existing LMI services; work readiness, job training, and other skill-building programs; and programs designed to meet the unique needs of specific LMI sub-populations, like immigrants, youth, the disabled, or the elderly).

- **PUBLIC FACILITIES/INFRASTRUCTURE** (e.g., parks and playgrounds; sewer, water, and drainage systems; pedestrian safety improvements; and construction of, or capital projects at, community centers, childcare centers, and facilities for persons with special needs, like homeless shelters or group homes).

### SELECTION CRITERIA

To be considered for funding, each proposal must satisfy both threshold criteria below:

- **ELIGIBILITY:** All projects must meet eligibility test described above for the specific funding source requested.

- **CONSISTENCY WITH CONSOLIDATED PLAN:** All projects must address Priority Need(s) identified in the City’s **2019-2023 Consolidated Plan**. Projects may, but need not, address more than one Priority Need.

Proposals satisfying both threshold criteria above will be prioritized for funding based on an evaluation of seven selection criteria:

- **NEED:** Documented extent and severity of Priority Need(s) the project will address.

- **IMPACT:** Extent to which project will effectively address Priority Need(s). IURA will consider both: (1) number of people benefiting from the project; and (2) extent to which their circumstances are improved by the project.

- **FEASIBILITY:** Reasonableness of proposed budget and timeline; and the extent to which applicant has anticipated and proposes to manage potential obstacles to successful completion.

- **CAPACITY:** Evidence of applicant’s ability to successfully implement the project, both in terms of: (1) overall organizational capacity; and (2) capacity of individual staff members assigned to the project.

- **MATCHING FUNDS:** Proportion of CDBG/HOME funds used, in comparison to Matching Funds from other sources.

- **COORDINATION:** Extent to which a project implements, or coordinates with, other initiatives and plans, or other proposed projects that have been submitted for funding.

- **PROMOTION OF FAIR HOUSING:** Extent to which project addresses any of the factors contributing (“Contributing Factors”) to fair housing issues and problems in the City of Ithaca.

### COMPLETING YOUR APPLICATION

#### SELECTING CORRECT APPLICATION FORM

There are four different fillable PDF application forms for each of four project categories: HOUSING, ECONOMIC DEVELOPMENT, PUBLIC SERVICES, and PUBLIC FACILITIES. If after reviewing “ELIGIBILITY” section above, you are unsure which form to use for your project, contact: Anisa Mendizabal, (213) 220-3522, amendizabal@cityofithaca.org. If your organization has been/will be certified a COMMUNITY-BASED DEVELOPMENT ORGANIZATION (CBDO) and you are submitting a project that involves job training with permanent job placement, please use the ECONOMIC DEVELOPMENT application form. For all other job readiness, training, and placement programs, please use the PUBLIC SERVICES application.
PAGE 1: SUMMARY INFORMATION

Complete each box, as described below. Do not exceed space provided.

Note: When completing fillable PDF, you can press the Tab key to move sequentially from one field to the next.

**Applicant Legal Name:** Enter complete name of legal entity that will execute the funding contract.

**Project Name:** Enter complete project name.

**Funding Amount Requested:** Enter requested funding amount (whole numbers only), rounded up/down to the nearest hundred.

**Project Location:** Enter complete street address and/or Tax Parcel number. If the project involves multiple locations, list all addresses. If project sites have not yet been identified, enter: “TBD.”

**Project Goal(s):** Succinctly state the primary goal(s) of the project. Examples: “This project will result in seven LMI children measurably improving their reading skills.” | “This project will result in three formerly homeless households obtaining permanent housing and successfully retaining that housing for a minimum of six months.” | “This project will result in the expansion of a local business and creation of three new jobs for LMI people.”

**Priority Need(s):** List Priority Need(s) identified in Consolidated Plan, which the project will address. If project addresses more than one need, list the primary need it is designed to address, first. Applicants are particularly encouraged to submit applications for projects that increase the supply of affordable housing and/or address other fair housing issues. Examples: Disparities in Access to Opportunity | Disproportional Housing Needs | Publicly Supported Housing Location and Occupancy | Disability and Access | Segregation/Integration | Enforcement.

**Population Served:**

**ECONOMIC DEVELOPMENT PROJECTS:**

“Minimum Number of LMI Individuals You Commit to Placing in Permanent Employment” — This is a firm commitment, not a target number. Note: For each $35,000 of CDBG funds invested, at least one permanent job placement must result.

“Number of Micro-Enterprises to Be Assisted” — A micro-enterprise is a commercial enterprise with 5 or fewer employees, 1 or more of whom owns the enterprise.

“Number of New LMI Jobs to Be Created” — This is the number of new jobs created by the proposed project filled by individuals who have low- or moderate-income (LMI) levels at the time they are hired. New positions may (and are encouraged to) provide compensation exceeding these levels.

**ALL OTHER PROJECTS:**

Enter the number of people who will be served by the project, percentage of that group whose incomes will be at or below indicated percentages of Area Median Income (AMI) and/or reside within the City of Ithaca (as applicable), list relevant characteristics of population to be served, and list major categories of use for the funds you are requesting. Click one of the following links for current income limits by family/household size and percent of AMI: 2023 HOME and 2023 CDBG. Please be sure to accurately state the targeted AMI level.

**Total Budgeted Matching Funds:** Enter total of all anticipated funding for the project from non-IURA sources. Example: You have reached out to a variety of other funders, requesting a total of $100,000 from them. Whether this funding is secured or unsecured at the moment, $100,000 is the total your project expects to derive from other sources (not including IURA). This represents your “Total budgeted matching funds.”
Contact Information: In “Head of Agency Information” section, list the individual authorized to sign legal documents on applicant’s behalf. If someone other than this person has prepared the application, list their information in the “Applicant Contact Information” section.

Important: “E-Mail Address” under “Head of Agency Information” and “Application Contact Information” will be the IURA’s primary means of communicating to applicants about application process and meeting schedule. Please make sure this information is correct/current.

PAGE 2: PROJECT DESCRIPTION

Describe your project **clearly** and **succinctly**, limiting your description to the space provided. Tell us what your project will do, where it will take place, whom it will benefit, where the beneficiaries will come from (i.e., specific neighborhood, citywide, etc.), how the project will be implemented, and who will be involved in implementing it. Include the Census tract number(s) in which the project will be located. See “ADDITIONAL INFORMATION & RESOURCES” section at the end of these instructions for a link to the City’s Census tract map.

PROJECT BUDGET

Complete Excel budget spreadsheet(s) for your application category. Do not change spreadsheet formatting. ECONOMIC DEVELOPMENT projects must meet public benefit test of at least one LMI job created/retained for each $35,000 in CDBG funds requested. The HOUSING spreadsheet contains six **separate** tabs:

- Development Budget – Permanent Financing
- Development Budget – Construction Financing
- Rental Income
- Rental Pro-Forma
- For-Sale
- Development Budget – Tenant-Based Rental Assistance (TBRA)

HOUSING project applicants should only complete Excel tabs relevant to their project: “Development Budget – Permanent Financing” (required for all housing applications) | “Development Budget – Construction Financing” (if applicable) | “Rental Income” and “Rental Pro-Forma” (required for all rental housing applications) | “For-Sale” (required for all for-sale housing applications) | “Development Budget – Tenant-Based Rental Assistance (TBRA)”. In addition to the Excel budget spreadsheet(s) for each application category, all applicants are required to complete the “Budget Application Addendum (Fundraising Initiatives)” fillable PDF form, regardless of which application category they fall in.

Excel Budget Sheet & Leverage of Secured Funding Percentage

Each Microsoft “Excel Budget” sheet includes the following “Leverage of Secured Funding Percentage” field/box:

This field/box should not be confused with the “Total Budgeted Matching Funds” box on the first page of the fillable PDF application form discussed above. (Another name for this box on the Excel sheet could be: “Percentage of Secured vs. Total Budgeted Funding.”) The “Leverage of Secured Funding Percentage” box is **pre-populated** with a formula that automatically calculates a percentage, based on the sum of all figures you enter in the “Amount Secured” column and the automatically populated amount in the “Total Project Budget” field/box. The formula divides total “Amount Secured” by “Total Project Budget” and converts it into a percentage. This provides the IURA with a quick way of identifying what proportion of the total project budget has in fact already been secured. Please note the results of this calculation will vary widely from one application to the next, due to a variety of factors unique to each project and applicant.

PAGE 3: PROJECT DESCRIPTION (cont.)

Box One: Explain why you are requesting the amount of funds you are requesting. What other sources of funding are available to support a project of this type? Have you attempted to access those sources? What was the outcome of those attempts? Indicate how your project’s costs were calculated, by whom, and when.
Box Two: Indicate if your project site (if already identified) is within a Flood Hazard Area. See “ADDITIONAL INFORMATION & RESOURCES” section at the end of these instructions for more information. If project site lies within Flood Hazard Area, explain how you propose to mitigate potential flood hazard impacts related to the location. If your project does not involve acquisition, construction, rehabilitation, or establishment/expansion of a property, enter “Not Applicable.”

Box Three: If successful completion of your project requires cooperation/coordination with, or any form of participation by, a separate entity other than your own organization, explain how you will ensure the necessary cooperation/coordination of this entity(ies), so your project can be successfully completed on time and within budget.

PAGE 4: POPULATION SERVED & PROJECT IMPACT

Box One: Briefly list the characteristics of the population you will serve and tell us how your program/project has been designed to specifically address that population’s unique needs.

Box Two: Describe your project goals and explain how you will quantify whether those goals have been achieved. Be specific. We are looking for measurable outcomes. Example: If your project goal is for 7 LMI children to measurably improve their reading skills, tell us how you will measure that improvement.

PAGE 5: POPULATION SERVED & PROJECT IMPACT (cont.)

Box One: HUD set goals of ending veteran and chronic homelessness by the end of 2015 and ending homelessness for families, youth, and children by the end of 2020. Consider if your project will advance the City’s progress toward these goals. If it will, describe how it will.

Box Two: An overarching goal of the City’s Consolidated Plan is moving people out of poverty. Consider if your project will advance the City’s anti-poverty efforts (see “SP-70 Anti-Poverty Strategy” on p. 165 of Consolidated Plan). If it will, describe how it will.

PAGE 6: PROMOTION OF FAIR HOUSING

Box One: To fulfil the purpose and spirit of The Fair Housing Act, the City adopted seven goals from its 2017 Assessment of Fair Housing. Each goal addresses a different need identified within the City’s housing landscape. Goal #7 aims to ensure promotion of fair housing is fully incorporated into the planning process for the City’s HUD Entitlement Program. Describe how your project will address any of the factors contributing (i.e., “Contributing Factors”) to fair housing issues and challenges in the City: Explanation of IURA Assessment of Fair Housing Contributing Factors.

PAGE 7: ORGANIZATIONAL CAPACITY

Tell us about your organization and staff for this project.

Box One: Describe your organization’s experience in successfully implementing projects similar to the one proposed. If you are relying on the expertise of a partner organization/consultant, describe that organization’s/consultant’s experience with similar projects and how this collaboration will build your own organization’s capacity in this area.

Box Two: Tell us who within your organization will be responsible for implementing this project. How many other projects will these staff members simultaneously be responsible for, while the proposed project is being implemented? How much of their time will they be expected to devote to the proposed project? If your proposal includes funding for staff salaries/benefits, explain how your project would be impacted if you do not receive the full amount you requested.

PAGE 8: PAST IURA FUNDING

If your organization received IURA funding in the past two program years, please complete the tables at the top of the page (not required for Housing applications).
PAGE 8: PROJECT SCHEDULE

Complete the project schedule table with milestones, showing specific cumulative anticipated drawdowns of IURA funds until completion. Do not change table format or add lines. Assume IURA funds are available to draw, starting in November 2024.

PAGE 9: CERTIFICATION

The application must be completed by someone authorized to commit the organization to undertake the project. 

Note: A DUNS number is required. If your organization does not have one, use following link to obtain one (free): https://www.dnb.com/duns-number/get-a-duns.html (may take 5+ business days to receive).

ATTACHMENTS: Required attachments vary by project type. Refer to list on last page of your application and “Application Checklists” document. Please attach required documents in the order they are listed. If you believe a required attachment is not applicable to your project, please explain and insert the explanation in place of that attachment. If your organization does not have a Form 990, tax filings, or equivalent financial documents, please provide some form of detailed financial information (e.g., information filed with NYS or other government entities; internally generated financial information).

SUBMISSION: Refer to “Application Checklists” document to determine if your entire application submission is complete. Complete applications including all attachments must be submitted electronically to the IURA by: **12:00 p.m., Wednesday, January 31, 2024.** E-MAIL applications to: Charles Pyott, cpyott@cityofithaca.org. Please plan ahead. NO EXCEPTIONS to deadline will be made for any reason.

REMINDER: If your project/organization requires certification as a COMMUNITY-BASED DEVELOPMENT ORGANIZATION (CBDO) or COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO), please begin application process as soon as possible. For more information and application materials, please contact: Anisa Mendizabal, Community Development Planner, amendizabal@cityofithaca.org, (213) 220-3522.

SCHEDULE

- **Thursday, December 7, 2023, 12:00-1:30 p.m. — PUBLIC INFORMATION & INPUT MEETING #1.** Staff will review program guidelines and answer any questions you may have about your specific project. Location: BorgWarner Room, Tompkins County Public Library, 109 E. Green St., Ithaca, NY

- **Saturday, December 9, 2023, 10:00-11:00 a.m. — PUBLIC INFORMATION & INPUT MEETING #2.** Staff will review program guidelines and answer any questions you may have about your specific project. (VIRTUAL MEETING ONLY) Zoom Link: https://us02web.zoom.us/j/88260106279?pwd=RkVxUTY4YVMOTQ2M3VGelEvVERNQT09 Passcode: iJjcu7

- **Monday, December 11, 2023, 5:00-6:30 p.m. — PUBLIC INFORMATION & INPUT MEETING #3.** Staff will review program guidelines and answer any questions you may have about your specific project. Location: BorgWarner Room, Tompkins County Public Library, 109 E. Green St., Ithaca, NY

- **Tuesday, December 12, 2023, 12:00-1:00 p.m. — PUBLIC INFORMATION & INPUT MEETING #4.** Staff will review program guidelines and answer any questions you may have about your specific project. (HYBRID MEETING WITH VIRTUAL OPTION) Location: Common Council Chambers, Third Floor, 108 E. Green St. (City Hall), Ithaca, NY Zoom Link: https://us02web.zoom.us/j/85266462366?pwd=bDFvS2g0b2dhTzZnWGRJNSjYUtKQQT09 Passcode: Hed1YU

- **Thursday, December 14, 2023, 6:00-7:30 p.m. — PUBLIC INFORMATION & INPUT MEETING #5.** Staff will review program guidelines and answer any questions you may have about your specific project. Location: Greater Ithaca Activities Center (GIAC) Gym, 301 W. Court St., Ithaca, NY
LIVE-STREAM VIDEO: A non-interactive YouTube live-stream of all above-listed meetings can also be viewed either during the meeting or any time afterwards at: https://www.youtube.com/channel/UC7RtJN1P_RFaFW21VCnTrDg.

• INPUT, CONSULTATION, & TECHNICAL ASSISTANCE (BY REQUEST): Contact Anisa Mendizabal for availability at amendizabal@cityofithaca.org or (213) 220-3522 (cell).

PROPOSALS DUE: 12:00 p.m. (noon), Wednesday, January 31, 2023
E-Mail to: cpyott@cityofithaca.org

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<thead>
<tr>
<th>IURA PUBLIC HEARING</th>
<th>TENTATIVE DATE</th>
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<tbody>
<tr>
<td><strong>IURA MEETING #1 — PUBLIC HEARING #1</strong></td>
<td><strong>8:30-11:30 A.M., Thursday, February 22, 2024</strong></td>
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<tr>
<td>IN-PERSON/HYBRID MEETING</td>
<td>Common Council Chambers, Third Floor</td>
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<td><strong>IURA MEETING #2 — PUBLIC HEARING #1 (CONT.)</strong></td>
<td><strong>8:30-11:30 A.M., Friday, March 1, 2024</strong></td>
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<td>IN-PERSON/HYBRID MEETING</td>
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<td>The meeting will also be conducted remotely via online platform Zoom.</td>
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<td>Join Zoom Meeting <a href="https://us02web.zoom.us/j/82976820621?pwd=ays3aUhuTkxYcG4vRHVnSndDektMQT09">https://us02web.zoom.us/j/82976820621?pwd=ays3aUhuTkxYcG4vRHVnSndDektMQT09</a></td>
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In-Person Hybrid Meetings: The IURA no longer conducts Public Meetings exclusively remotely. Meetings must be conducted in person, complying with NYS Open Meeting Law (OML), which applies to all IURA Board and Committees. Members of the public who would like to deliver VERBAL comments at a meeting (3-min. max.) are strongly encouraged to do so using the Zoom link and log-on credentials listed on the agenda, although they are welcome to do so in person at City Hall. WRITTEN public comments may be submitted before the meeting, using the instructions listed on the agenda. Pls. refer to the IURA Public In-Person/Hybrid Meetings Policy for more detailed information and further instructions. LIVE-STREAM VIDEO: A non-interactive YouTube live-stream of the meeting can also be viewed at: https://www.youtube.com/channel/UC7RtJN1P_RFaFW21VCnTrDg. Because of a slight delay in launching the live-stream, the video may begin a few minutes before the meeting is formally convened.

NOTE: The 2024 City of Ithaca/IURA HUD Consolidated Plan & Action Plan Schedule has been posted to IURA web site (www.IthacaURA.org) and is also directly accessible via this link.
**FLOOD HAZARD ZONE:** To determine if your project is located in a flood zone, click on [https://msc.fema.gov/portal/search](https://msc.fema.gov/portal/search) and:
1. Enter project address and click “Search;”
2. Click on “View/Print” map image icon; and
3. Use “zoom” and “pan” tools on toolbar on the left. Dark-shaded areas represent the Flood Hazard Zone (Zone A).


**VIEWING PRIOR-YEAR APPLICATIONS:** To view prior-year applications for reference purposes, go to the City’s Document Center at: [www.cityofithaca.org/DocumentCenter](http://www.cityofithaca.org/DocumentCenter). Click on “Ithaca Urban Renewal Agency” folder in file directory on left-hand portion of the screen, then click on “Grant Applications” sub-folder (see screenshot below).

![Screenshot of Document Center](image.png)

**CENSUS TRACT MAP:** [www.cityofithaca.org/DocumentCenter/View/1424](http://www.cityofithaca.org/DocumentCenter/View/1424)


**THE DAVIS-BACON ACT (DBA):** The Davis-Bacon Act was enacted by Congress to ensure local workers a fair wage and provide local contractors the opportunity to compete for Federal government contracts:
- **CDBG:** DBA labor standards apply to construction work financed in whole or in part with CDBG funds of more than $2,000.
- **HOME:** DBA labor standards apply to any contract for construction of 12 or more HOME-assisted housing units.

For more information, go to: [www.hud.gov/program_offices/davis_bacon_and_labor_standards/OLRLibrary](http://www.hud.gov/program_offices/davis_bacon_and_labor_standards/OLRLibrary).

**SECTION 504:** Section 504 regulations require new construction of HUD-funded multi-family rental projects be designed and constructed to be accessible to/usable by persons with disabilities. Section 504 applies in the following cases:
- **New Construction:** 5 or more units
- **Rehabilitation:** 15 or more units
- **Homebuyer Assistance:** not applicable

Section 504 Requirements:
- minimum of 5% of dwelling units (but not less than one unit) shall be accessible (see [24 CFR 8.22](http://24.cfr.gov/8.22))
- additional 2% of dwelling units (but not less than one unit) shall be accessible for persons with vision and/or hearing impairments (see [24 CFR 100.205](http://24.cfr.gov/100.205))