



**Fiscal Year 2017
HUD Entitlement Grant Program
Application for Funding**

PUBLIC SERVICES PROJECTS

SUMMARY INFORMATION

GENERAL INFORMATION

| | |
|------------------------------|--|
| Applicant legal name: | |
| Project name: | |
| Amount of funding requested: | |

PROJECT INFORMATION

| | | | | |
|---|--|---|--|------------------|
| Location of project: | | | | |
| Goal(s) of the project (be <i>specific</i> and <i>succinct</i>): | | | | |
| Priority need(s) the project will address (Consolidated Plan): | | | | |
| Total number of people who will be served: | | % city of Ithaca residents: | | % below 80% AMI: |
| Characteristics of people who will be served (i.e., youth, elderly, disabled, formerly incarcerated, homeless, etc.): | | | | |
| Proposed use of requested funds (i.e., staff salaries, materials, participant stipends, etc.): | | | | |
| Total project cost: | | Leverage (divide total funding from other sources by amount requested): | | |

CONTACT INFORMATION

| | |
|--|--|
| Head of Agency Information | |
| Name: | |
| Title: | |
| Address: | |
| Phone Number: | |
| E-Mail Address: | |
| Application Contact Information | |
| Name: | |
| Title: | |
| Address: | |
| Phone Number: | |
| E-Mail Address: | |

PROJECT DESCRIPTION

In the space below, provide a clear project summary that contains a description of the proposed project, including services and activities that will be provided. Include the census tract number within which the project will be located (see Application Instructions).

A large, empty rectangular box with a thin black border, intended for the applicant to provide a clear project summary, including services, activities, and the census tract number.

PROJECT DESCRIPTION (cont.)

Explain how the amount of funding requested is justified, taking into account other available sources of funding for the project type. Explain how, and when, the cost estimates for the project were prepared. Provide the name, title, company name, and qualifications of the individual who prepared the cost estimates.

Does the project require coordination with, or the participation of, another entity or organization? If so, how will you ensure the project's successful, and timely, completion?

POPULATION SERVED & PROJECT IMPACT

Describe the population the project will serve, being sure to include income levels (i.e., 30% AMI, 50% AMI, 80% AMI), and any special needs characteristics (disabled, elderly, homeless, etc.). How has the project been designed to address the specific needs of this population?

Explain the project goal(s). How will each goal be measured and documented to confirm whether or not the goal has been met?

POPULATION SERVED & PROJECT IMPACT (cont.)

Will your project advance the City's goal of ending and preventing homelessness? How?

Will your project advance the City's goal of moving people out of poverty? How?

ORGANIZATIONAL CAPACITY

Describe your agency's experience in successfully implementing projects of similar scope and comparable complexity to the proposed project.

Describe your staffing plan for the proposed project. Indicate what percentage of each staff member's time will be allocated to this project and how many other projects, in addition to the one proposed, each staff member will be responsible for. If you are requesting funds to pay for staff salaries, please explain how the proposed project will be impacted if full funding is not awarded. If the project is collaborative, explain how the involved organizations will work together and who will be the lead.

PROJECT BUDGET

***** You must complete the Excel form that accompanies this document. *****

If your agency received funding from the IURA for the 2015 or 2016 program year, please complete the following table(s):

| | |
|--|--|
| 2015 Project name: | |
| Amount of funding awarded: | |
| Amount expended to date: | |
| Total number of unduplicated clients to be served: | |
| Total number of unduplicated clients served to date: | |

| | |
|--|--|
| 2016 Project name: | |
| Amount of funding awarded: | |
| Amount expended to date: | |
| Total number of unduplicated clients to be served: | |
| Total number of unduplicated clients served to date: | |

PROJECT SCHEDULE

| Month | Specify Project Milestone/Actions Completed | Cumulative Amount of CDBG Funds Expended | % of Project Budget |
|----------------|---|--|---------------------|
| November 2017 | | | |
| December 2017 | | | |
| January 2018 | | | |
| February 2018 | | | |
| March 2018 | | | |
| April 2018 | | | |
| May 2018 | | | |
| June 2018 | | | |
| July 2018 | | | |
| August 2018 | | | |
| September 2018 | | | |
| October 2018 | | | |
| November 2018 | | | |
| | TOTAL: | | |

**Assume contracts will be executed by November 1, 2017, so that funds may be drawn that month.*

CERTIFICATION & SUBMISSION REQUIREMENTS

By checking this box and providing the following information, I certify the statements made in this application are true and correct, and I am authorized to submit this application on behalf of my organization.

Name Date

Organization Title/Role

E-mail address Phone number

Is your organization a 501(c)(3)? Yes No

Federal Tax ID: _____

DUNS #: _____

Required Attachments:

- Excel budget page
- Resumés of key staff and/or consultants who will be responsible for this activity
- List of your organization's current board members
- Letter(s) of commitment from any other individuals or entities (outside your own organization) whose participation is required for project completion
- 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, such as brochures, program guidelines, or outreach materials

Submission requirements:

- One original of complete application, including all attachments
- Thirteen (13) double-sided copies of the complete application, including all attachments, except Form 990/tax return
- One electronic copy of application, including all attachments, on a disc or a flash/thumb drive
- Complete application packages must be received by noon, February 28, 2017 at the following address:

Ithaca Urban Renewal Agency
3rd Floor, City Hall
108 E. Green Street
Ithaca, NY 14850

- Applications will be date- and time-stamped upon arrival. Applications received after the deadline will not be considered.

PUBLIC SERVICES PROJECT BUDGET

SOURCES

| FUNDING SOURCE TITLE | | AMOUNT SECURED* | AMOUNT UNSECURED | % OF TOTAL BUDGET |
|--|---|--------------------|--------------------|-------------------|
| 1. | FY 2017 Community Development Block Grant | | \$29,043.00 | 52.38% |
| 2. | Ithaca Carshare in-kind contributions | \$9,000.00 | | 16.23% |
| 3. | Easy Access member in-kind contributions | \$6,000.00 | | 10.82% |
| 4. | TCAT in-kind contributions | \$11,400.00 | | 20.56% |
| 5. | | | | 0.00% |
| 6. | | | | 0.00% |
| 7. | | | | 0.00% |
| 8. | | | | 0.00% |
| 9. | | | | 0.00% |
| 10. | | | | 0.00% |
| TOTAL SECURED & UNSECURED FUNDING | | \$26,400.00 | \$29,043.00 | 100.00% |
| TOTAL PROJECT BUDGET | | \$55,443.00 | | 100% |

| | |
|---|---------------|
| LEVERAGE OF SECURED FUNDING PERCENTAGE | 47.62% |
|---|---------------|

* Supporting documentation is required for amounts listed as secured.

USES

| PERSONNEL EXPENSES: POSITION TITLES | PROPOSED CDBG AMOUNT | PROPOSED OTHER | TOTAL |
|--|----------------------|----------------|--------------------|
| Katie Kelly: Member Services Manager | \$8,575.00 | \$0.00 | \$8,575.00 |
| Anna Cook: Operations Director | \$4,875.00 | \$0.00 | \$4,875.00 |
| Jennifer Dotson: Executive Director | \$2,450.00 | \$0.00 | \$2,450.00 |
| | | | \$0.00 |
| | | | \$0.00 |
| | | | \$0.00 |
| | | | \$0.00 |
| A-TOTAL PROPOSED PERSONNEL BUDGET | \$15,900.00 | \$0.00 | \$15,900.00 |

| NON-PERSONNEL EXPENSES: LINE ITEM/TYPE | PROPOSED CDBG AMOUNT | PROPOSED OTHER | TOTAL |
|---|----------------------|--------------------|--------------------|
| Supplies: Postage and supplies for paper invoices, event supplies | \$343.00 | \$0.00 | \$343.00 |
| Publications/Printing: Easy Access brochure inserts | \$200.00 | \$0.00 | \$200.00 |
| Rent/Lease (Project Operations) | | | \$0.00 |
| Insurance | | | \$0.00 |
| Utilities | | | \$0.00 |
| Communications | | | \$0.00 |
| Stipends | | | \$0.00 |
| Other Expenses (list below) | | | |
| Easy Access member subsidies | \$12,600.00 | \$15,000.00 | \$27,600.00 |
| TCAT poster space on 52 buses, brochure space in 12 shelters | | \$11,400.00 | \$11,400.00 |
| | | | \$0.00 |
| | | | \$0.00 |
| B-TOTAL PROPOSED NON-PERSONNEL BUDGET | \$13,143.00 | \$26,400.00 | \$39,543.00 |
| (A+B) TOTAL PROPOSED PROJECT BUDGET | \$29,043.00 | \$26,400.00 | \$55,443.00 |



Tompkins County
DEPARTMENT OF SOCIAL SERVICES

320 West State Street
Ithaca, New York 14850

February 27, 2017

Mr. Nels Bohn, Director
Ithaca Urban Renewal Agency
City of Ithaca
108 E. Green St.
3rd Floor
Ithaca, NY 14850

Re: Letter of Support – Ithaca Carshare CDBG Grant Proposal

Dear Mr. Bohn,

Tompkins County Department of Social Services is pleased to support Ithaca Carshare's application for funding to continue their *Easy Access* program providing subsidized carsharing access to low income Tompkins County residents.

Ithaca Carshare has been established as a vital community transportation service in Ithaca, providing the freedom of personal transportation to a variety of drivers who then do not have to own, store and maintain a car. Carsharing complements local transit services, and the *Easy Access* program targets an important segment of our local community: people whose income is at or below 150% of the federal poverty level.

For individuals with low incomes, the expense of personal car ownership and maintenance can be prohibitive, so carsharing serves an even more important role. Individuals with low incomes are therefore often restricted to use of TCAT and Gadabout fixed route transit service, taxis, walking, biking, or rides from friends and family for transportation. These restrictions can make it difficult to access employment, medical services, and other basic goods and services. Surveys show that most *Easy Access* participants wouldn't otherwise have access to a vehicle, realize actual cost savings compared to prior car ownership or using taxis, and report improved reliability in making trips.

The *Easy Access* program promotes equity of access and use of carshare by income-eligible individuals. DSS wants carshare to remain affordable to all people in the community. We've had instances of families helping other their neighbors go grocery shopping by splitting the cost of carshare. DSS encourages the use of carshare by volunteers to provide trips to people who are

clients of human service agencies, to access healthcare (via FISH) or attend ICSD meetings & events (via the School Success Transportation Coalition. Support by a CDBG grant is essential for keeping this essential community mobility service available to all.

It was very unfortunate to receive the news in December 2016 that this program was no longer eligible for Federal Transit Administration money because of generic federal guidance excluding carsharing. After working with Ithaca Carshare staff from before this project's inception, I can attest that this is one of our community's most valuable transportation programs.

Please give this submission strong consideration, so Tompkins County DSS and the Ithaca community can continue to count on the *Easy Access* program as part of our local spectrum of transportation options.

If you have any questions, please contact me at 274-5605 or dwight.mengel@dfa.state.ny.us.

Sincerely,

A handwritten signature in black ink, appearing to read "Dwight Mengel". The signature is fluid and cursive, with the first name "Dwight" and last name "Mengel" clearly distinguishable.

Dwight Mengel
Chief Transportation Planner



**Ithaca Neighborhood
HOUSING SERVICES**



February 24, 2017

Nels Bohn, Director of Community Development
Ithaca Urban Renewal Agency
108 W Green Street
Ithaca, NY 14850

RE: Letter of Support for Ithaca Carshare CDBG Application

Dear Mr. Bohn:

Ithaca Neighborhood Housing Services, Inc. (INHS) is pleased to support Ithaca Carshare's application for funding to continue their Easy Access program providing subsidized carsharing access to low income Tompkins County residents.

Ithaca Carshare has been established as a vital community transportation service in Ithaca, providing the freedom of personal transportation to a variety of drivers who then do not have to own, store and maintain a car. Carsharing complements local transit services, and the Easy Access program targets an important segment of our local community: people whose income is at or below 150% of the federal poverty level.

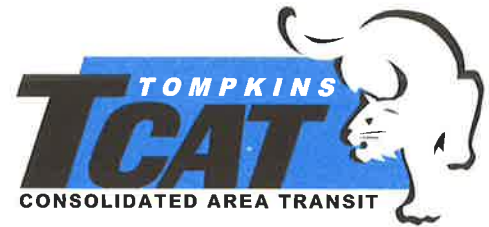
For individuals with low incomes, the expense of personal car ownership and maintenance can be prohibitive. Individuals with low incomes are therefore often restricted to use of TCAT and Gadabout fixed route transit service, taxis, walking, biking, or rides from friends and family for transportation. These restrictions can make it difficult to access employment, medical services, and other basic goods and services. Surveys show that most Easy Access participants wouldn't otherwise have access to a vehicle, realize actual cost savings compared to prior car ownership, and/or report improved reliability in making trips.

As INHS continues to develop affordable housing in the City of Ithaca it is becoming increasingly apparent that the requirements for on-site parking are directly impacting the number of affordable units we can create. When residents live down town and have access to alternative transportation options like Ithaca Carshare they are less likely to need or want an automobile and as a result on site parking.

Please give this submission strong consideration, so INHS can continue to count on the Easy Access program as part of the spectrum of local transportation options available to our residents.

Sincerely,

Joseph L. Bowes
Director of Real Estate Development



**Tompkins Consolidated
Area Transit, Inc.**

737 Willow Avenue
Ithaca, NY 14850-3214
Phone: 607 277-9388
TDD/TTY: 607 277-9766
Fax: 607 277-9551
E-mail: tcat@tcatmail.com
Web: www.tcatbus.com

February 24, 2017

Nels Bohn
Director
Ithaca Urban Renewal Agency
108 E. Green St. 3rd Floor
Ithaca, NY 14850

Re: Ithaca Carshare Application/ Ithaca Urban Renewal Agency

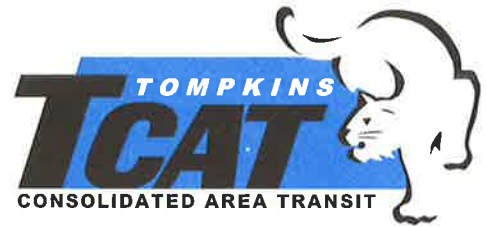
Dear Mr. Bohn:

TCAT is pleased to support Ithaca Carshare's application for funding to continue its *Easy Access* program that provides subsidized carsharing access to low-income Tompkins County residents.

Ithaca Carshare has been established as a vital community transportation service in Ithaca, providing the freedom of personal transportation to a variety of drivers who then do not have to own, store and maintain a car. Carsharing complements TCAT's transit services, and the *Easy Access* program targets an important segment of our local community: people whose income is at or below 150% of the federal poverty level.

For individuals with low incomes, the expense of personal car ownership and maintenance can be prohibitive, so carsharing serves an even more important role. Individuals with low incomes are therefore often restricted to use of TCAT's fixed route transit service, taxis, walking, biking, or rides from friends and family for transportation. These restrictions can make it difficult to access employment, medical services, and other basic goods and services. Surveys show that most *Easy Access* participants wouldn't otherwise have access to a vehicle, realize actual cost savings compared to prior car ownership, and/or report improved reliability in making trips.

TCAT and Ithaca Carshare enjoy a symbiotic relationship with each organization promoting the other. Ithaca Carshare's vehicles are strategically located near TCAT bus stops and routes, thus enabling those who do not own a car either out of choice or lack of resources to easily link their trips using both modes to accommodate their needs. Ithaca Carshare's *Easy Access* program provides low-income residents the opportunity to complete their trips to locations TCAT does not serve or during



**Tompkins Consolidated
Area Transit, Inc.**

737 Willow Avenue
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Phone: 607 277-9388
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E-mail: tcat@tcatmail.com
Web: www.tcatbus.com

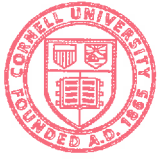
hours TCAT does not operate. As an example, many low-income residents have non-traditional work schedules that do not align with TCAT's commuter routes.

In recognition of the value of this program, TCAT contributes \$11,400 annually in advertising value to Ithaca Carshare in the form of on-bus advertising; within its Schedules & Service Guides (25,000 copies printed annually) and by making available space in shelters for Ithaca Carshare brochure boxes.

Please give this submission strong consideration, so TCAT can continue to count on the *Easy Access* program as part of Tompkins County's spectrum of transportation options.

Sincerely,

Patty Poist
Communications and Marketing Manager
TCAT, Inc.



Cooperative Extension

Tompkins County

Education Center
615 Willow Avenue
Ithaca, NY 14850-3555
t. 607.272.2292
f. 607.272.7088
e. tompkins@cornell.edu
www.ccetompkins.org

February 27, 2017

Board of Directors
Ithaca Urban Renewal Agency
108 East Green Street, 3rd Floor
Ithaca, NY 14850-5690

Dear IURA Members:

Cornell Cooperative Extension's Way2Go transportation education program is pleased to support Ithaca Carshare's application for funding to continue their *Easy Access* program providing subsidized carsharing access to low income Tompkins County residents.

Ithaca Carshare has been established as a vital community transportation service in Ithaca, providing the freedom of personal transportation to a variety of drivers who then do not have to own, store and maintain a car. Carsharing complements TCAT's transit services, and the *Easy Access* program targets an important segment of our local community: people whose income is at or below 150% of the federal poverty level.

For individuals with low incomes, the expense of personal car ownership and maintenance can be prohibitive, so carsharing serves an even more important role. Individuals with low incomes are therefore often restricted to use of TCAT's fixed route transit service, taxis, walking, biking, or rides from friends and family for transportation. These restrictions can make it difficult to access employment, medical services, and other basic goods and services. Surveys show that most *Easy Access* participants wouldn't otherwise have access to a vehicle, realize actual cost savings compared to prior car ownership, and/or report improved reliability in making trips.

Way2Go seeks to refer and connect individuals with limited incomes to accessible and affordable transportation options that allow them to meet their daily needs. Sustaining these services has a direct impact on individuals and their families' quality of life. Please give this submission strong consideration, so that Way2Go can continue to count on the *Easy Access* program as part of Tompkins County's spectrum of transportation options.

Sincerely,

Ken Schlather
Executive Director
Cornell Cooperative Extension of Tompkins County

Ithaca Carshare Staff Bios

Jennifer Dotson, Executive Director

Jennifer has worked with Ithaca Carshare since shortly after the 2006 Ithaca Carsharing Summit. As Executive Director, she led the organization through launch as the first independent nonprofit carsharing organization in New York State, and has supported the formation of other carshares around the country and state, notably Buffalo Carshare and Capital CarShare (Albany, NY), with whom a strong partnership continues. Ithaca Carshare has sustained significant fleet and membership growth over its 9 years and now in 2017 makes available about 25 vehicles, including 13 hybrids, a minivan and an efficient pickup truck, to about 1400 members. Jennifer understands very deeply the importance of partnerships and looking beyond existing services toward greater efficiency and impact through innovation. She is a past chair of the Planning and Economic Development Committee of the City of Ithaca's Common Council and the boards of directors of Tompkins Consolidated Area Transit (TCAT), the international CarSharing Association, and GreenStar Cooperative Market.

Anna Cook, Operations Director

Anna joined Ithaca Carshare's staff in 2008, shortly after operations launched. In her roles as Fleet Manager, Assistant Director, then Operations Director, she has been integral in developing and implementing policies, procedures and programs at all levels of the organization. She oversees fleet management, outreach and education, and a program of 20+ member volunteers that offsets thousands of dollars of expenses for the organization annually. She is skilled with data analysis, direct member services, organizational efficiency, and collaboration with community and campus partners. Anna has a B.A. from Ithaca College in Environmental Studies with concentration on communications and sustainability. She has past experience in youth environmental education and sustainability advocacy.

Katie Kelly, Member Services Manager

Katie joined Ithaca Carshare's staff in 2012 as part of the member services team, handling urgent after hours calls. In 2014 she stepped into a management role, and now manages the member services department, maintains website and printed materials, and handles member billing. In 2016 she oversaw the smooth transition of our organization's primary software system, a large project that involved all of the organization's reservation, membership, billing and fleet data. Katie's excellent communication skills and attention to detail and efficiency are strong assets to the Ithaca Carshare team. She has B.A.s from Oberlin College in Environmental Studies and Biology. Her past work with Clean and Healthy New York and Clean Water Action focused on policy issues and education around chemical contamination water and consumer products.

Ithaca Carshare Board of Directors

Chair: **Fernando de Aragón**, Director of Ithaca-Tompkins County Transportation Council

Vice Chair: **Tim Logue**, Director of Engineering, City of Ithaca

Treasurer: currently vacant

Secretary: **Scott Doyle**, Senior Planner, Tompkins County Planning Department

Harold Mills, Software Developer, Harold Mills Consulting

Joe Bowes, Senior Real Estate Developer, Ithaca Neighborhood Housing Services, Inc.

Reed Huegerich, Transportation Planner, Cornell University

David Lieb, former Director for Transportation, Cornell University