

## CR-05 - Goals and Outcomes

### **Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

This 2016 CAPER encompasses accomplishments for Year #3 of the City of Ithaca's five-year 2014-2018 Consolidated Plan. Note: The City of Ithaca delegates primary responsibility for administration of both the HOME Investment Partnership and Community Development Block Grant (CDBG) Entitlement Programs to the Ithaca Urban Renewal Agency (IURA).

In 2016, Ithaca's economy remained moderately strong with a 1.8% average growth rate, a 4.1% average unemployment rate [1], and a climbing cost of living: a combination of factors that perpetuated the chronic housing affordability crisis for low- and moderate-income households, and which has long been the focus of both the City's Strategic Plan and Annual Action Plans. Pressure on the local housing market continues to make access to quality low- and moderate-income housing difficult, just as it has done in countless communities nationwide (e.g., the number of very low-income households paying more than 50% of their income towards rent, living in sub-standard dwellings, or both, has increased 41% nationwide in the past 10 years [2]).

In PY2016, the City attempted to address this crisis through financial support for: (1) construction of new affordable housing; (2) housing rehabilitation and mini-repair assistance to LMI homeowners to help them remain in their homes; (3) three Tenant-Based Rental Assistance (TBRA) programs; (4) three job-training/skill-building and job-placement programs; and (5) other programs to help meet the basic needs of low-income households.

One major PY2016 housing construction project at 202 Hancock Street is nearing completion, creating 7 HOME-assisted single-family townhomes in a growing neighborhood. The City also made loans to one new business, Liquid State Brewing Company, which is projected to create at least 2.5 FTE positions in PY2017. The City also continued to fund efforts to place unemployed/underemployed persons in permanent jobs, through its Hospitality Employment Training Program (HETP), Work Preserve Job Training and Placement Program, and Work Preserve Job Readiness Program, with 20 beneficiaries assisted as of 6/30/17 and 34 beneficiaries anticipated to have been assisted upon program completion.

By and large, PY2016 projects have progressed as anticipated and remain on schedule. One unexpectedly delayed project is the Greater Ithaca

Activities Center Wading Pool Renovation Project, which received \$185,000 in CDBG funds for renovating and expanding the existing wading pool at the Alex Haley Municipal Pool. Delays were encountered in selecting the design team and finalizing a leasing agreement between the City and the Ithaca City School District (ICSD), which owns the property. Construction is now scheduled for completion by July 1, 2018 (approx.).

[1] Ithaca Business Index, Ithaca College, Department of Economics

[2] “Worst Case Housing Needs: 2017 Report To Congress,” U.S. Department of Housing & Urban Development, Office of Policy Development & Research, August 2017

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Expand Economic and Employment Opportunities	Non-Housing Community Development	CDBG: \$	Jobs created/retained	Jobs	40	23	57.50%	3	1	33.33%
Expand Economic and Employment Opportunities	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	3	4	133.33%			

Improve and Expand Affordable Housing Options	Affordable Housing	CDBG: \$ / HOME: \$ / LIHTC: \$ / Tax Exempt Bond Proceeds: \$	Rental units constructed	Household Housing Unit	35	10	28.57%			
Improve and Expand Affordable Housing Options	Affordable Housing	CDBG: \$ / HOME: \$ / LIHTC: \$ / Tax Exempt Bond Proceeds: \$	Homeowner Housing Added	Household Housing Unit	10	8	80.00%	10	7	70.00%
Improve and Expand Affordable Housing Options	Affordable Housing	CDBG: \$ / HOME: \$ / LIHTC: \$ / Tax Exempt Bond Proceeds: \$	Homeowner Housing Rehabilitated	Household Housing Unit	250	153	61.20%	48	50	104.17%

Improve and Expand Affordable Housing Options	Affordable Housing	CDBG: \$ / HOME: \$ / LIHTC: \$ / Tax Exempt Bond Proceeds: \$	Direct Financial Assistance to Homebuyers	Households Assisted	5	0	0.00%			
Improve and Expand Affordable Housing Options	Affordable Housing	CDBG: \$ / HOME: \$ / LIHTC: \$ / Tax Exempt Bond Proceeds: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	250	208	83.20%	78	57	73.08%
Improve and Expand Affordable Housing Options	Affordable Housing	CDBG: \$ / HOME: \$ / LIHTC: \$ / Tax Exempt Bond Proceeds: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	25	0	0.00%			
Increase Physical and Economic Mobility	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	75	121	161.33%	20	15	75.00%

Increase Physical and Economic Mobility	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Jobs created/retained	Jobs	0	12		14	12	85.71%
Meet Essential Needs for Food, Shelter & Safety	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2925	894	30.56%	1153	894	77.54%
Meet Essential Needs for Food, Shelter & Safety	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0		0	0	
Meet Essential Needs for Food, Shelter & Safety	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0		0	0	

Meet Essential Needs for Food, Shelter & Safety	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Homelessness Prevention	Persons Assisted	0	17		16	17	106.25%
Strengthen Neighborhoods	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	5026	123	2.45%	30720	123	0.40%
Strengthen Neighborhoods	Non-Housing Community Development	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0		0	0	
Strengthen Neighborhoods	Non-Housing Community Development	CDBG: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0		0	0	

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

In PY2016, the City of Ithaca allocated funds only to proposed projects that address one or more “High Priority Needs” identified in its Consolidated Plan. CDBG funds continue to be principally allocated to activities offering low- and moderate-income individuals more opportunities for upward economic mobility (e.g., job and microenterprise creation; entrepreneurship training and technical assistance; career-readiness training, job placement; skill development). The City also continues to fund improvements to public facilities and infrastructure.

Ithaca is a highly educated community with a low unemployment rate, which creates a very difficult dynamic for low- and moderate-income residents with no specialized skills or higher levels of educational attainment. To address this need, the City employs CDBG funding to: (1) provide direct loans and technical assistance to businesses to create jobs; (2) support entrepreneurship training and technical assistance; and (3) support initiatives providing career-readiness training, job placement, skill development, and on-going post-placement support. Given both the complexity and magnitude of the problem, exacerbated by the limited available funding, progress in this area has been incremental. Nonetheless, progress has been made, and the City will continue to fund the most effective existing programs and innovative new programs to address this need.

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG	HOME
White	70	174
Black or African American	42	80
Asian	41	5
American Indian or American Native	0	0
Native Hawaiian or Other Pacific Islander	0	0
<b>Total</b>	<b>153</b>	<b>259</b>
Hispanic	18	14
Not Hispanic	135	245

Table 2 – Table of assistance to racial and ethnic populations by source of funds

### Narrative

Of the 380 total assisted households and listed in the table above:

- 64.21% are White, compared to 67.72% of the population-at-large
- 32.10% are Black/African American, compared to 5.72% of the population-at-large
- 12.10% are Asian, compared to 16.07% of the population-at-large
- 8.42% are Hispanic, compared to 6.38% of the population-at-large



## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	783,121	809,958
HOME	HOME	643,034	506,048
HOPWA	HOPWA		
ESG	ESG		
Tax Exempt Bond Proceeds	Tax Exempt Bond Proceeds	215,875	212,975
Other	Other		

Table 3 - Resources Made Available

### Narrative

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Citywide	100	100	

Table 4 – Identify the geographic distribution and location of investments

### Narrative

With the exception of its Priority Business Loan Fund (a Program Income-derived revolving loan fund), which targets the city’s downtown “Density District,” the City of Ithaca does not generally prioritize specific geographic areas for funding allocations. Its geographical area is relatively small and the most critical problems identified in the City’s market analysis and needs assessments are not limited to any particular geographic area(s). In practice, however, most funded activities tend to be centered in census tracts 1, 7, 9, 10, and 11. Census tracts 2, 3, 4, 6, and 13 are either occupied by educational campuses or have very high concentrations of student housing, making these areas less likely to be suitable for development of new affordable housing, job-training programs, or creation of new jobs to benefit Ithaca's LMI population.

## Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

In PY2016, the City's \$661,371 CDBG and \$328,229.10 HOME allocations were matched with \$3,947,690 in other public and private funding.

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	908,572
2. Match contributed during current Federal fiscal year	215,875
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	1,124,447
4. Match liability for current Federal fiscal year	0
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	1,124,447

**Table 5 – Fiscal Year Summary - HOME Match Report**

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
Project #5: 202 Hancock St.	07/06/2017	0	0	0	0	0	215,875	215,875

Table 6 – Match Contribution for the Federal Fiscal Year

**HOME MBE/WBE report**

Program Income – Enter the program amounts for the reporting period				
Balance on hand at begin-ning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
0	0	0	0	0

Table 7 – Program Income

<b>Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period</b>						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
<b>Contracts</b>						
Dollar Amount	0	0	0	0	0	0
Number	0	0	0	0	0	0
<b>Sub-Contracts</b>						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
<b>Contracts</b>						
Dollar Amount	0	0	0			
Number	0	0	0			
<b>Sub-Contracts</b>						
Number	0	0	0			
Dollar Amount	0	0	0			

**Table 8 - Minority Business and Women Business Enterprises**

<b>Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted</b>						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

**Table 9 – Minority Owners of Rental Property**

<b>Relocation and Real Property Acquisition</b> – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		0		0		
Businesses Displaced		0		0		
Nonprofit Organizations Displaced		0		0		
Households Temporarily Relocated, not Displaced		0		0		
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

**Table 10 – Relocation and Real Property Acquisition**

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	13	10
Number of Non-Homeless households to be provided affordable housing units	123	105
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>136</b>	<b>115</b>

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	78	57
Number of households supported through The Production of New Units	10	8
Number of households supported through Rehab of Existing Units	48	50
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>136</b>	<b>115</b>

Table 12 – Number of Households Supported

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

The City of Ithaca allocates CDBG and HOME funds to specific projects to produce accomplishments in the form of one-year goals; however, many programs/projects funded in PY2016 will not have generated some or all of their beneficiaries until PY2017. (Likewise, some PY2016 beneficiaries were assisted with PY2015 funds.)

**Discuss how these outcomes will impact future annual action plans.**

A persistent increase in local construction costs continues to be a source of concern in terms of the City’s ability to provide sufficient financial support to new-construction homebuyer projects. Although new affordable homebuyer units are critically needed, the absence of other major subsidy programs (e.g., Low-Income Housing Tax Credits available to rental projects) means the subsidy required in the current market is greater than the City can reasonably provide.

In 2016, the City formally endorsed New York State legislation that created an optional partial property tax exemption in Tompkins County that should help reduce property taxes on resale-restricted affordable housing owned by a Community Land Trust: making homeownership assistance projects more financially feasible and sustainable for homeowners.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	30	49
Low-income	17	8
Moderate-income	3	0
<b>Total</b>	<b>50</b>	<b>57</b>

**Table 13 – Number of Households Served**

**Narrative Information**

(see above)

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

In PY2016, the City provided \$17,625.65 in CDBG funding for A Place to Stay, a case management program operated in conjunction with a separate rental assistance program with the goal of providing transitional, safe, and stable housing for homeless women. The program works with beneficiaries to develop a plan for permanent housing, personal goal attainment, and financial self-sufficiency. As of June 30, 2017, 17 formerly homeless women benefitted from the program. In PY2016, the City also launched its Housing for School Success Program, designed to address the high incidence of homelessness at Beverly J. Martin Elementary School (BJM) and its impact on children's educational outcomes. Modeled on an innovative program in Tacoma, Washington, Housing for School Success seeks to improve educational outcomes for homeless children by increasing their housing stability and supporting their families in becoming more self-sufficient. In PY2016, 4 homeless families were provided Tenant-Based Rental Assistance (TBRA), drawing from \$77,104.40 in available HOME funding. In addition, \$11,580.00 in CDBG funding was employed to provide case management services to the beneficiaries. In PY2017, the City will continue to provide funding for the case management portion of the program, but will rely on the Ithaca Housing Authority to provide public housing and/or Section 8 assistance. The City also specifically allocated funding in its Security Deposit Assistance Program to assist up to 5 Housing for School Success beneficiaries.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

In PY2016, the City continued to support the Learning Web's Housing Scholarship Program, funded with PY2015 HOME funds. A rental assistance program for homeless youth, the Housing Scholarship Program also provides one-on-one staff support and life-skills training to help beneficiaries secure and maintain safe/stable housing, as they transition towards self-sufficiency. This long-standing program has been highly successful in targeting a sub-population of young homeless Ithacans, who have been historically difficult to reach. To date, 6 youth have been housed and assisted in PY2016, using PY2015 funds.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**



In PY2016, the City continued to fund its long-established Security Deposit Assistance Program, operated by Catholic Charities of Tompkins/Tioga Counties, which provides low-income beneficiaries with security deposit assistance so they can more readily access safe and affordable rental housing. As of 6/30/17, 53 households were assisted in PY2016, including 6 formerly homeless households. The Security Deposit Assistance Program has proven instrumental in assisting people to transition out of emergency housing shelters. Typically offered as part of a comprehensive assistance package, this program has helped numerous homeless families gain entry into permanent affordable housing. Often the hurdle of affording a security deposit is the final factor preventing individuals and families from being able to live in an apartment they can afford. This is particularly true for people emerging from homeless shelters.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

In PY2016, the City also funded the Advocacy Center of Tompkins County's Garage Renovation project, using \$10,317 in CDBG funds, to create storage for donated goods to assist low-income clients establish new homes when they leave the domestic violence shelter. The 9-bed shelter is the only domestic violence shelter in Tompkins County. In 2015, it provided emergency shelter to 89 adults and 57 children for a total of 2,392 bed nights of shelter. The vast majority of clients using the shelter are low-income or very low-income. The project serves homeless victims of domestic violence and their children. A significant percentage of its clients also have a disability (25%-60%). The Garage Renovation project serves to illustrate how even a public facilities infrastructure-oriented project can impact the ability of service providers in helping prepare people for permanent housing.

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

The City cooperates on an as-needed basis with the Ithaca Housing Authority in meeting the housing needs of City residents. In addition, as noted above, the City is collaborating with the Ithaca Housing Authority to provide public housing and/or Section 8 assistance for the second year of the Housing for School Success Program.

### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

No actions were undertaken by the City of Ithaca; however, the Ithaca Housing Authority (IHA) sponsors Tenant Councils for their senior and family sites, as well as a Resident Advisory Board. The four-member Resident Advisory Board serves in an advisory capacity to the IHA on programmatic and policy areas of concern to residents. Both Titus Towers Tenant Council and Family Sites Tenant Council meet monthly. Since 2008, IHA has also offered a Housing Choice Voucher Homeownership Program, which provides current Housing Choice Voucher recipients, who have not previously owned a home, with homeownership counseling and vouchers to assist with their monthly homeownership expense, in lieu of rental assistance.

### **Actions taken to provide assistance to troubled PHAs**

Not applicable.

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

Neither the City's 2014-2018 Consolidated Plan, nor its Analysis of Impediments to Fair Housing Choice (May 2015) identified specific public policy barriers to the creation of affordable housing; however, the City's forthcoming 2017 Assessment of Fair Housing report will address the issue far more comprehensively than earlier plans/reports and may identify public policy barriers to the creation/availability of affordable housing.

### **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

Ithaca's most fragile, underserved, and at-risk populations require public services to meet the most basic human needs for food, shelter, and safety. To address these needs, the City supports programs that prevent homelessness, assist immigrants and youth, improve access to affordable healthcare, increase food security, and/or increase awareness and use of existing community resources.

To address obstacles to meeting affordable housing needs, in PY2016, the City funded: 202 Hancock Street housing project; Mini-Repair Program; Security Deposit Assistance Program; Housing for School Success; A Place to Stay; and three housing construction projects (304 Hector Street, 203 Third Street, and Morris Avenue Homes). The Mini-Repair Program provides much needed assistance with small repairs to low-income homeowners, allowing households to comply with the City Building Code. This program is especially important to low-income seniors needing repairs and accessibility improvements to stay in their homes.

To address obstacles to meeting the need for expanded employment opportunities, in PY2016, the City used Program Income to issue one business loan to support a new business, Liquid State Brewing Company, Inc., projected to create at least 2.5 full-time equivalent (FTE) positions in PY2017.

To address obstacles to meeting the need for increased economic opportunities for adults, in PY2016, the City funded three job-training/job-readiness and placement programs: Hospitality Employment Training Program (HETP), Work Preserve Job Training and Placement Program, and Work Preserve Job Readiness Program.

To address obstacles to meeting the need for basic food, shelter, and safety, in PY2016, the City continued to fund the 2-1-1 Information and Referral Service Program and Immigrant Services Program, assisting a total of 878 and 107 individuals, respectively, in PY2016, as of 6/30/17.

Ithaca is a community of neighborhoods, each with its own identity and each of which requires adequate physical resources and infrastructure to meet the needs of its residents. As a result, the City has historically employed HUD funding for: physical improvements to streets, parks, recreational facilities, public buildings, and transportation systems to benefit low- and moderate-income neighborhoods; redevelopment of vacant and abandoned properties; and programs that facilitate and support homeownership. Increasing Ithaca's extremely low homeownership rate is an especially high priority for the City, both because of the wider economic benefits owner-occupancy brings to the community and because of the vital stability it provides homeowners.

In PY2016, in addition to the aforementioned Greater Ithaca Activities Center ("GIAC") Wading Pool Renovation Project, the City funded the Downtown Ithaca Children's Center (DICC) Heating System and Code Corrections project with \$22,472.75 in CDBG funds to replace the heating system and correct interior door code violations. DICC currently provides childcare and education to 82 children, half of whom qualify for free/reduced lunch according to Federal guidelines. DICC has a long-standing tradition and mission to provide access to quality childcare and education for children who need it the most, particularly those living in poverty. In PY2016, the City also funded the Advocacy Center of Tompkins County's Garage Renovation project, using \$10,317 in CDBG funds, to create storage for donated goods to assist low-income clients establish new homes when they leave the domestic violence shelter.

#### **Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

All of the City's HUD-funded sub-recipients and loan recipients are required to comply with the *Lead-Based Paint Poisoning Prevention Act* and implementing regulations contained in 24 CFR 570.608, regarding the prohibition against the use of lead-based paint, notification of hazards of lead-based paint poisoning, and elimination of lead-based paint hazards.

#### **Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

To help reduce the number of poverty-level families, in PY2016, the City continued to fund the 2-1-1 Information and Referral Service Program, which connects people in poverty to local organizations, programs, and services available to assist with a wide variety of basic human needs. The program assisted 878 beneficiaries in the 2016 Program Year, as of 6/30/16. The City also funded three TBRA programs to help stabilize people in affordable housing: Housing for School Success Program; Security Deposit Assistance Program; and Housing Scholarship Program.

The City's economic development loans also encourage or require employers to pay their employees a living wage (regularly indexed by Alternatives Federal Credit Union).

#### **Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

Not applicable.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

The City has continued to actively participate in the Ithaca/Tompkins County Continuum of Care System (which the IURA Director currently co-chairs), as well as the Homeless and Housing Task Force, both led by the Human Services Coalition (HSC). One of the Continuum of Care's objectives is to provide and promote collaborative leadership at all levels of government and across all sectors, in order to prevent and end homelessness.

City and IURA staff members participate in weekly Economic Development meetings that bring together City staff and elected officials, members of the Business Improvement District, and Tompkins County staff to address a variety of issues, including housing, homelessness, public services, and economic development.

The Community Housing Affordability Program and Community Housing Trust Program, collectively known as the "Housing Fund," are a joint effort of Tompkins County, the City of Ithaca, and Cornell University to help communities and organizations throughout the county respond to the diverse affordable housing needs of its residents. Housing Fund projects must include affordable housing units for low-to-moderate income households.

In addition, the City's PY2016 funding of the Housing for School Success Program represents an important step towards enhancing coordination between public/private housing and social service agencies, bringing together several important stakeholders: Ithaca City School District (ICSD); Ithaca Housing Authority (IHA); and Catholic Charities of Tompkins/Tioga Counties. The Advocacy Center, Rescue Mission, Workforce NY, and Alternatives Federal Credit Union have also committed to providing services to the program on an as-needed basis.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

In May 2015, the City produced its Analysis of Impediments to Fair Housing Choice report and subsequently adopted its Fair Housing Action Plan on October 8, 2015. In PY2016, the City continued to: (1) inform all its sub-recipients of Affirmatively Furthering Fair Housing (AFFH) goals, the City's Analysis of Impediments to Fair Housing Choice, and its Fair Housing Action Plan; (2) distribute fair housing information brochures to landlords and real estate agents; and (3) meet with various stakeholders to address ongoing concerns that landlords are increasingly unwilling to accept Housing Choice Vouchers, thereby reducing housing choice for lower-income families. As noted above, the City's forthcoming 2017 Assessment of Fair Housing report will address the issue far more comprehensively than earlier plans/reports and may identify public policy barriers to fair housing choice.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

The City's program monitoring program is administered by the Ithaca Urban Renewal Agency (IURA), which employs one full-time employee primarily tasked with ensuring all HUD-assisted programs comply with HUD and other Federal regulations. All HUD Entitlement Program funding applicants are required to identify how their projects comply with the City's Consolidated Plan as part of their project proposals.

The City enters into contract agreements with sub-recipients (community-based organizations or loan recipients implementing CDBG-funded activities) to implement activities it does not implement itself. Grant and loan agreements both typically contain: scope of work; budget; record-keeping and reporting requirements; enumeration of non-compliance consequences; applicable Federal regulations; and administrative and other requirements. The City requires newly-funded sub-recipients to meet with IURA staff to review contractual and programmatic requirements in order to ensure better compliance and increase program effectiveness. Sub-recipients implementing projects with a regulatory or affordability period are also required to submit annual reports to show proof of compliance with contractual obligations. Four attorneys, including a former HUD employee specializing in community development consulting services, are under contract to review the City's contracts and other legal documents.

Sub-recipient performance and regulatory compliance are monitored through Quarterly Reports, Annual Reports, Final Reports, Program Income Reports, and financial statements, as well as ongoing communication, informal contacts, and site visits. The frequency of monitoring activity depends on the complexity of a given project and/or a sub-recipient's performance history or organizational capacity. Each project is assigned a risk level, with riskier projects receiving technical assistance, site visits, and greater monitoring attention. Ongoing monitoring for compliance with HUD regulations, as well as local objectives and requirements, includes outreach practices and program guidelines, all of which are designed to deliver inclusive projects that reach all populations, particularly the City's Focus Populations. IURA staff may also offer further assistance or training to improve program effectiveness and/or compliance.

In addition, staff conducts on-going performance reviews of each project through desk monitoring, review of submitted documents, telephonic follow-ups, and documentation of expenses submitted with each voucher request for payment of project expenses.

IURA staff reports monthly to the IURA Board on progress with on-going activities, and solicits the Board's questions and comments. A variety of monitoring reports is made available for public review in compliance with the Citizen Participation Plan.

Staff conducts an annual review of the grant application process to check for compliance with the Citizen Participation Plan. The City's loan portfolio is also reviewed annually, with loan payments monitored monthly.

### **Citizen Participation Plan 91.105(d); 91.115(d)**

#### **Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

This CAPER was made available to the public for review and comment for a period of at least 15 days (October 12-27, 2017), following the publication of a legal notice in the local newspaper, *The Ithaca Journal*, on October 6, 2017. A hardcopy of the CAPER was also made available at both IURA offices and the Tompkins County Public Library, with an electronic copy posted to the IURA website. The public was invited to submit its comments in writing to the IURA and informed that any public comments would be submitted with the CAPER to HUD. As of the date/time of this submission, no public comments were received.

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

There has been no change in CDBG program objectives.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**



## **CR-50 - HOME 91.520(d)**

### **Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations**

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

All HOME-assisted units were inspected in PY2016, as further documented below, and will be inspected again in PY2019.

356 Floral Ave. (1 unit)

Inspection Date: 8/23/16

Inspection Results: HUD requires tri-annual inspections of a “statistically valid sample” of HOME-funded rental units. An inspection was conducted on August 23, 2016. IURA staff determined a statistically significant sample to be 20% of the 7 HOME-funded units. Unit #3 was inspected, as well as building exterior, building systems, and common areas. No deficiencies were found.

306-320 Floral Ave., Cedar Creek (6 units)

Inspection Date: 8/23/16

Inspection Results: No deficiencies were found.

401-403 Adams St. (3 units)

Inspection Date: 8/29/16

Inspection Results: Units 401-A, 401-B, and 403-A all passed inspection. The property as a whole appears to be well maintained and notably improved since the last inspection in 2013.

634-638 Spencer Rd. (4 units)

Inspection Date: 8/29/16

Inspection Results: The properties appeared to have experienced significant decline since the 2013 inspections. 3 units failed to pass inspections for the following deficiencies: 634-B, front window screen missing, and basement utility room being used as a bedroom; 636-B, upstairs bathroom fan not working; 638-A, smoke detectors missing in living room and an upstairs bedroom. In addition, carpeting in some units was filthy and many interior walls needed repainting. Landscaping at the three units was non-existent and property entry was in disrepair. Although these were not safety issues, they were a concern to the IURA, since they may become exacerbated if left unaddressed. The property owner subsequently corrected all aforementioned deficiencies and provided documentary and photographic evidence on 9/30/16. Since the Contracts Monitor determined all the deficiencies to be minor in nature, no re-inspection was conducted.

519 Clinton St.

Inspection Date: 9/14/16

Inspection Results: No deficiencies were found.

407 Elm St.

Inspection Date: 9/14/16

Inspection Results: No deficiencies were found.

100-108 W. Seneca St., Breckenridge Place (6 units)

Inspection Date: 8/23/16

Inspection Results: No deficiencies were found.

400 Spencer Rd., Stone Quarry Apartments (6 units)

Inspection Date: 8/23/16

Inspection Results: No deficiencies were found.

**Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units.  
92.351(b)**

On 10/22/15, the City adopted a HOME Affirmative Marketing Policy, which subsequent HOME funding recipients have agreed to employ. The demographics of occupied HOME units include higher percentages of minority populations than the jurisdiction as a whole.

**Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics**

Of the \$30,000 in Program Income reported in the 2015 CAPER, received/receipted in IDIS in PY2015, and applied to the Security Deposit Assistance Program, \$1,330.00 of that amount was actually expended in PY2016 to assist 3 households.

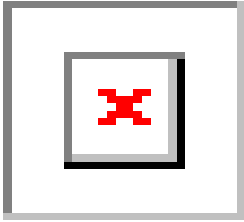
**Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing).  
91.320(j)**

In PY2016, the City allocated \$215,875.00 in bond funding from the Neighborhood Housing Initiative for Ithaca Neighborhood Housing Services, Inc.'s (INHS) 202 Hancock Street project, for construction of 7 owner-occupied, single-family homes, which will remain affordable for at least 25 years and be occupied by a household with annual income not exceeding 80% of Area Median Income.

The City contributes \$100,000 annually to the Community Housing Development Fund (CHDF) that awards up to \$600,000 a year for housing projects that increase or preserve affordable housing. Other funders include Cornell University and Tompkins County. To date, 396 units have been created with

CHDF assistance.

As noted previously, there is an acute shortage of affordable housing in the City of Ithaca. To address this need, the City supports projects that increase the total supply of affordable units of all types, increase the affordability of existing units, and improve the condition of existing affordable units. Progress towards goals in this area is slow due to the enormity of the problem; however, each year additional affordable units are added to the local inventory, the condition of existing units is improved, and access to existing units is increased with the use of City entitlement funds. The City will continue to prioritize its efforts in these areas.



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PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	1,195,792.29
02 ENTITLEMENT GRANT	661,371.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	136,692.48
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	50,307.80
08 TOTAL AVAILABLE (SUM, LINES 01-07)	2,044,163.57

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	808,495.99
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	(121,951.20)
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	686,544.79
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	114,606.50
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	801,151.29
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	1,243,012.28

PART III: LOW/MOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	783,495.99
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	(121,951.20)
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	661,544.79
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	96.36%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

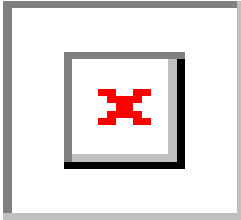
23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	305,607.40
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	32,991.94
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	21,898.19
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	(217,495.50)
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	99,205.65
32 ENTITLEMENT GRANT	661,371.00
33 PRIOR YEAR PROGRAM INCOME	221,783.30
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	(5,789.11)
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	877,365.19
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	11.31%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	114,606.50
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	56,975.68
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	39,307.98
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	132,274.20
42 ENTITLEMENT GRANT	661,371.00
43 CURRENT YEAR PROGRAM INCOME	136,692.48
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	50,307.80
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	848,371.28
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	15.59%



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LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17

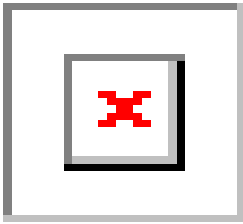
Report returned no data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

Report returned no data.

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2014	28	285	6026191	Lake Street Bridge Public Plaza Enhancements	03F	LMA	\$30,000.00
					03F	Matrix Code	\$30,000.00
2016	5	341	6022004	Downtown Ithaca Children's Center (DICC) Repairs	03M	LMC	\$18,699.00
					03M	Matrix Code	\$18,699.00
2016	6	344	6012780	Housing for School Success: Admin	03T	LMC	\$6,129.35
2016	6	344	6061857	Housing for School Success: Admin	03T	LMC	\$5,450.65
2016	6	345	6007645	A Place To Stay Case Management	03T	LMC	\$4,374.37
					03T	Matrix Code	\$15,954.37
2016	7	348	5977766	211 Info & Referral	05	LMC	\$7,296.83
2016	7	348	6007645	211 Info & Referral	05	LMC	\$10,039.49
2016	7	348	6035682	211 Info & Referral	05	LMC	\$2,663.68
					05	Matrix Code	\$20,000.00
2015	6	304	5993098	Temporary Ramp Program	05B	LMC	\$6,714.80
					05B	Matrix Code	\$6,714.80
2015	13	310	5977766	Immigrant Services	05C	LMC	\$7,333.33
2016	7	347	6007645	Immigrant Services 2016	05C	LMC	\$7,500.00
2016	7	347	6035682	Immigrant Services 2016	05C	LMC	\$7,500.00
2016	7	347	6061857	Immigrant Services 2016	05C	LMC	\$7,500.00
					05C	Matrix Code	\$29,833.33
2015	8	305	5969240	Hospitality Employment Training Program (HETP)	05H	LMC	\$9,622.49
2015	8	305	5982458	Hospitality Employment Training Program (HETP)	05H	LMC	\$29,357.06
2015	8	305	5993098	Hospitality Employment Training Program (HETP)	05H	LMC	\$4,834.00
2015	8	305	5995503	Hospitality Employment Training Program (HETP)	05H	LMC	\$2,320.88
2015	8	305	6003332	Hospitality Employment Training Program (HETP)	05H	LMC	\$4,674.47
2015	8	305	6029855	Hospitality Employment Training Program (HETP)	05H	LMC	\$5,288.84
2015	8	305	6064276	Hospitality Employment Training Program (HETP)	05H	LMC	\$1,629.16
2015	9	306	5953290	Work Preserve Job Training	05H	LMC	\$7,839.43
2015	9	306	5959959	Work Preserve Job Training	05H	LMC	\$3,539.59
2015	9	306	5964064	Work Preserve Job Training	05H	LMC	\$3,848.15
2015	9	306	5969240	Work Preserve Job Training	05H	LMC	\$3,905.83
2015	9	306	5972698	Work Preserve Job Training	05H	LMC	\$3,945.94
2015	9	306	5982458	Work Preserve Job Training	05H	LMC	\$6,999.79
2015	9	306	5993098	Work Preserve Job Training	05H	LMC	\$5,392.70
2015	9	306	5995503	Work Preserve Job Training	05H	LMC	\$3,982.43
2015	9	306	5998386	Work Preserve Job Training	05H	LMC	\$4,028.70
2015	9	306	6002843	Work Preserve Job Training	05H	LMC	\$4,178.55
2015	9	306	6007645	Work Preserve Job Training	05H	LMC	\$4,035.33
2015	9	306	6012780	Work Preserve Job Training	05H	LMC	\$3,557.66
2015	9	306	6017543	Work Preserve Job Training	05H	LMC	\$6,662.65
2015	9	306	6031140	Work Preserve Job Training	05H	LMC	\$138.34
2015	12	309	6031140	Building for the Future	05H	LMC	\$2,550.00
2015	15	312	5972698	ReSet Job Training Expansion	05H	LMC	\$9,665.62
2016	4	339	6031140	Work Preserve: Job Training/Placement	05H	LMCSV	\$7,077.07
2016	4	339	6035682	Work Preserve: Job Training/Placement	05H	LMCSV	\$3,250.43
2016	4	339	6040489	Work Preserve: Job Training/Placement	05H	LMCSV	\$3,672.34
2016	4	339	6045575	Work Preserve: Job Training/Placement	05H	LMCSV	\$2,593.69
2016	4	339	6049206	Work Preserve: Job Training/Placement	05H	LMCSV	\$2,652.65



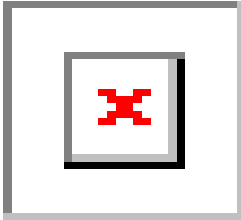
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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2016	4	340	6035682	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$46,434.53
2016	4	340	6040489	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$2,601.79
2016	4	340	6045575	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$2,069.40
2016	4	340	6049206	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$1,390.30
2016	4	340	6053164	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$1,280.46
2016	4	340	6061857	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$20,325.29
2016	7	346	6053164	Work Preserve: Job Readiness	05H	LMC	\$2,729.57
2016	7	346	6057810	Work Preserve: Job Readiness	05H	LMC	\$5,029.77
					05H	Matrix Code	\$233,104.90
2015	1	315	5989432	210 Hancock St. (CDBG)	12	LMH	\$120,000.00
					12	Matrix Code	\$120,000.00
2014	19	292	5964064	Homeowner Rehab: 113 Monroe St.	14A	LMH	\$9,070.30
2014	19	292	5998386	Homeowner Rehab: 113 Monroe St.	14A	LMH	\$7,950.00
2014	19	292	6022004	Homeowner Rehab: 113 Monroe St.	14A	LMH	\$250.00
2014	19	293	5964064	Homeowner Rehab: 108 Ithaca Rd.	14A	LMH	\$1,219.40
2014	19	293	5998386	Homeowner Rehab: 108 Ithaca Rd.	14A	LMH	\$18,534.00
2014	19	294	5998386	Homeowner Rehab: 310 Wood St.	14A	LMH	\$11,765.43
2014	19	294	6022004	Homeowner Rehab: 310 Wood St.	14A	LMH	\$12,772.62
2014	19	320	6002843	Homeowner Rehab: 517 S. Albany St.	14A	LMH	\$22,036.25
2015	2	299	5964064	Mini-Repair (INHS)	14A	LMH	\$6,166.80
2015	2	299	5982458	Mini-Repair (INHS)	14A	LMH	\$4,933.44
2015	2	299	6017543	Mini-Repair (INHS)	14A	LMH	\$6,812.36
2016	2	337	6035682	Mini-Repair	14A	LMH	\$7,547.04
2016	2	337	6045575	Mini-Repair	14A	LMH	\$5,031.36
2016	2	337	6061857	Mini-Repair	14A	LMH	\$3,773.52
					14A	Matrix Code	\$117,862.52
2014	24	317	5957624	PBLF #7: Madeline's Restaurant	18A	LMJ	\$48,458.60
2014	24	317	6012780	PBLF #7: Madeline's Restaurant	18A	LMJ	\$46,709.79
2016	1	352	6064277	PB-LF #9: Liquid State Brewing Company, Inc.	18A	LMJ	\$70,000.00
					18A	Matrix Code	\$165,168.39
2007	21	66	5989437	IURA RLF ADMIN & DELIVERY	18B	LMJ	\$5,175.07
2007	21	66	6003344	IURA RLF ADMIN & DELIVERY	18B	LMJ	\$4,878.13
2007	21	66	6031169	IURA RLF ADMIN & DELIVERY	18B	LMJ	\$7,524.60
2007	21	66	6031182	IURA RLF ADMIN & DELIVERY	18B	LMJ	\$2,715.40
2007	21	66	6064296	IURA RLF ADMIN & DELIVERY	18B	LMJ	\$4,865.48
					18B	Matrix Code	\$25,158.68
2014	35	318	5989434	Business Boost	18C	LMCMC	\$1,000.00
					18C	Matrix Code	\$1,000.00
Total							\$783,495.99

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2016	6	344	6012780	Housing for School Success: Admin	03T	LMC	\$6,129.35
2016	6	344	6061857	Housing for School Success: Admin	03T	LMC	\$5,450.65
2016	6	345	6007645	A Place To Stay Case Management	03T	LMC	\$4,374.37
					03T	Matrix Code	\$15,954.37
2016	7	348	5977766	211 Info & Referral	05	LMC	\$7,296.83
2016	7	348	6007645	211 Info & Referral	05	LMC	\$10,039.49
2016	7	348	6035682	211 Info & Referral	05	LMC	\$2,663.68
					05	Matrix Code	\$20,000.00
2015	6	304	5993098	Temporary Ramp Program	05B	LMC	\$6,714.80
					05B	Matrix Code	\$6,714.80
2015	13	310	5977766	Immigrant Services	05C	LMC	\$7,333.33



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2016	7	347	6007645	Immigrant Services 2016	05C	LMC	\$7,500.00
2016	7	347	6035682	Immigrant Services 2016	05C	LMC	\$7,500.00
2016	7	347	6061857	Immigrant Services 2016	05C	LMC	\$7,500.00
					05C	Matrix Code	\$29,833.33
2015	8	305	5969240	Hospitality Employment Training Program (HETP)	05H	LMC	\$9,622.49
2015	8	305	5982458	Hospitality Employment Training Program (HETP)	05H	LMC	\$29,357.06
2015	8	305	5993098	Hospitality Employment Training Program (HETP)	05H	LMC	\$4,834.00
2015	8	305	5995503	Hospitality Employment Training Program (HETP)	05H	LMC	\$2,320.88
2015	8	305	6003332	Hospitality Employment Training Program (HETP)	05H	LMC	\$4,674.47
2015	8	305	6029855	Hospitality Employment Training Program (HETP)	05H	LMC	\$5,288.84
2015	8	305	6064276	Hospitality Employment Training Program (HETP)	05H	LMC	\$1,629.16
2015	9	306	5953290	Work Preserve Job Training	05H	LMC	\$7,839.43
2015	9	306	5959959	Work Preserve Job Training	05H	LMC	\$3,539.59
2015	9	306	5964064	Work Preserve Job Training	05H	LMC	\$3,848.15
2015	9	306	5969240	Work Preserve Job Training	05H	LMC	\$3,905.83
2015	9	306	5972698	Work Preserve Job Training	05H	LMC	\$3,945.94
2015	9	306	5982458	Work Preserve Job Training	05H	LMC	\$6,999.79
2015	9	306	5993098	Work Preserve Job Training	05H	LMC	\$5,392.70
2015	9	306	5995503	Work Preserve Job Training	05H	LMC	\$3,982.43
2015	9	306	5998386	Work Preserve Job Training	05H	LMC	\$4,028.70
2015	9	306	6002843	Work Preserve Job Training	05H	LMC	\$4,178.55
2015	9	306	6007645	Work Preserve Job Training	05H	LMC	\$4,035.33
2015	9	306	6012780	Work Preserve Job Training	05H	LMC	\$3,557.66
2015	9	306	6017543	Work Preserve Job Training	05H	LMC	\$6,662.65
2015	9	306	6031140	Work Preserve Job Training	05H	LMC	\$138.34
2015	12	309	6031140	Building for the Future	05H	LMC	\$2,550.00
2015	15	312	5972698	ReSet Job Training Expansion	05H	LMC	\$9,665.62
2016	4	339	6031140	Work Preserve: Job Training/Placement	05H	LMCSV	\$7,077.07
2016	4	339	6035682	Work Preserve: Job Training/Placement	05H	LMCSV	\$3,250.43
2016	4	339	6040489	Work Preserve: Job Training/Placement	05H	LMCSV	\$3,672.34
2016	4	339	6045575	Work Preserve: Job Training/Placement	05H	LMCSV	\$2,593.69
2016	4	339	6049206	Work Preserve: Job Training/Placement	05H	LMCSV	\$2,652.65
2016	4	340	6035682	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$46,434.53
2016	4	340	6040489	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$2,601.79
2016	4	340	6045575	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$2,069.40
2016	4	340	6049206	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$1,390.30
2016	4	340	6053164	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$1,280.46
2016	4	340	6061857	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$20,325.29
2016	7	346	6053164	Work Preserve: Job Readiness	05H	LMC	\$2,729.57
2016	7	346	6057810	Work Preserve: Job Readiness	05H	LMC	\$5,029.77
					05H	Matrix Code	\$233,104.90
<b>Total</b>							<b>\$305,607.40</b>

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2015	16	313	5953290	CDBG Administration	21A		\$7,402.78
2015	16	313	5957624	CDBG Administration	21A		\$5,640.48
2015	16	313	5959959	CDBG Administration	21A		\$2,970.48
2015	16	313	5964064	CDBG Administration	21A		\$2,527.86
2015	16	313	5969240	CDBG Administration	21A		\$4,473.16
2015	16	313	5972698	CDBG Administration	21A		\$3,392.74
2015	16	313	5977766	CDBG Administration	21A		\$4,275.20
2015	16	313	5982458	CDBG Administration	21A		\$3,327.83
2015	16	313	5987536	CDBG Administration	21A		\$2,853.76





## **Ithaca Urban Renewal Agency/City of Ithaca, NY**

### **Explanation of Adjustments to 2016 Program Year PR-26, CDBG Financial Summary Report**

#### **Line 7 & 44 – A timing issue**

-Line 5 (Current Year Program Income) listed as \$136,692.48. This represents IDIS entries for the four quarters 7/16-9/16, 10/16-12/16, 1/17-3/17, and 4/17-6/17 which were inputted in IDIS in the 2016 program year. The actual program income was \$187,000.28 for the period 8/16 – 7/17. As a result, \$50,307.80 was included on Line 7 to adjust Current Year Program to \$187,000.28.

#### **Line 10 & Line 20 – A timing issue**

-Line 11 was \$808,495.99 but should be \$686,544.79. Line 21 was \$783,495.99 but should be \$661,544.79.

The \$686,544.79 includes:

CDBG Disbursements 8/16 – 7/17 \$580,744.84

RL Program Income Disbursements 8/16 – 7/17 \$12,592.47

Loans Disbursed 8/16 – 7/17 \$70,000.00

CD-RLF Admin 8/16 – 7/17 \$23,207.48

The \$808,495.99 and \$783,495.99 needed to be adjusted:

2015 Loan for 210 Hancock in the amount of \$120,000.00 was disbursed in July 2016 and is included when it should not be (Timing Issue).

2015 CD-RLF Administration Expenses #66 in the amount of \$1,276.52 for July 2016 are included and should not be (Timing Issue).

2016 CD-RLF Administration Expenses #66 in the amount of \$2,040.72 for July 2017 are not included and should be (Timing Issue).

HODAG Loan, Urban Outfitters payments received in the amount of \$2,715.40 were deposited into the #02 bank account in error and disbursed (or transferred from the #02 bank account) in 2014 but not drawn down in IDIS or reported in the 2014 CAPER. CD-RLF Administration Expenses #66 in the amount of \$2,715.40 was drawn down in IDIS on 4/14/2017 to correct error and should not be included.

#### **Line 30**

-Line 27 was \$305,607.40 but should be \$88,111.90. The adjustment of (\$217,495.50) represents amounts included in Line 27 for the following activities:

Deletion of HUD #304 – not a PS activities (\$6,714.80) Special Activity by CBDO

Deletion of HUD #340 – not a PS activities (\$74,101.77) Special Activity by CBDO

Deletion of HUD #339 – not a PS activities (\$19,246.18) Special Activity by CBDO

Deletion of HUD #305 – not a PS activities (\$57,726.90) Special Activity by CBDO

Deletion of HUD #306 – not a PS activities (\$62,055.09) Special Activity by CBDO

\$2,349.24 was reallocated from Project #309 to future project

#### **Line 34 – A timing issue**

-Same adjustment of (\$5,789.11) is needed as Line 44 of the 2015 CAPER. 2015 Program Income was listed as \$221,783.30 but was actually \$215,994.19. This is a timing issue since the \$221,783.30 included 7/15 – 9/15 income of \$14,867.81 (not part of 2015 Income) and did not include 7/16 income of \$9,078.70 (but is part of 2015 Income).