Ithaca
Urban
Renewal
Agency

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 1,100 localities and state governments in the country. 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 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, a suitable living environment, and/or expanded economic opportunities.

Fiscal Year 2018 Entitlement Program amounts have not yet been released by the Federal government. The City estimates approximately $600,000 in CDBG funding and $250,000 in HOME funding will be available. The Ithaca Urban Renewal Agency (IURA) administers the City of Ithaca's Entitlement Grant program, on behalf of the City. The IURA invites interested organizations, agencies, businesses, community groups, and individuals to submit applications for projects to be funded for the 2018 program year. Completed applications are due by: 12:00 P.M. (NOON), WEDNESDAY, FEBRUARY 28, 2018. See submission requirements and delivery address on the last page of the application form.

ELIGIBILITY

CDBG/HOME Funds

HUD regulations control the use of Entitlement Program funds. There is a two-tier test to determine 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 a "Direct Benefit" or an "Area Benefit." To qualify as providing a Direct Benefit, at least 51% of households benefiting from the project must be LMI; in the case of housing projects, 100% of the 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. See the "Helpful Resources" section at the end of these instructions for a link to LMI income levels by family size. LMI households are currently defined as follows:

Household Size	Maximum Income 80% of Area Median Income (AMI)
1	$42,350
2	$48,400
3	$54,450
4	$60,500
5	$65,350
6	$70,200

Note: These limits are expected to be updated by HUD in February 2018.

2. In addition to meeting one of the National Objectives, eligible projects must fall into one of the following 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., provision of food, clothing, healthcare, or other basic services for LMI populations; initiatives that expand access to or 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 (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 the following two threshold criteria:

- **ELIGIBILITY** — All projects must meet eligibility test described above for the specific funding source requested.
- **CONSISTENCY with CONSOLIDATED PLAN** — All projects must address a priority need identified in the 2014-2018 City of Ithaca Consolidated Plan. The Priority Needs Table begins on page 77. Projects may, but need not, address more than one priority need.

Proposals that satisfy these threshold criteria will be prioritized for funding based on an evaluation of:

- **NEED** — Documented extent and severity of the priority need the project will address.
- **IMPACT** — Extent to which the project will effectively address priority needs. We will look both at the number of people benefitted by the project, and extent to which these individuals' circumstances are bettered by the project.
- **FEASIBILITY** — Reasonableness of the proposed budget and timeline, and the extent to which the 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 overall organizational capacity and the capacity of individual staff members assigned to the project.
- **LEVERAGE** — Percentage of CDBG/HOME funds requested in comparison to funding 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.

COMPLETING YOUR APPLICATION

SELECTING CORRECT APPLICATION FORM

There are four different application forms, each geared to one of the four project categories: HOUSING, ECONOMIC DEVELOPMENT, PUBLIC SERVICES, and PUBLIC FACILITIES. If, after reviewing the eligibility section above, you are unsure which form to use for your project, contact: Anisa Mendizabal at (607) 274-6553, 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 boxes, as indicated below. Do not exceed the space provided.

Applicant Legal Name: Enter name of legal entity that will enter into the funding contract.

Project Location: Enter a street address or tax parcel number. If the project will occur at multiple locations, list all addresses. If project sites have not yet been identified, enter: "TBD."

Goals of Project: Succinctly state the primary goal of the project. For example: "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 Needs: List priority needs (as identified in Consolidated Plan) the project will address. If project addresses more than one need, list the primary need it is designed to address, first. Priority Needs Table begins on page 77 of the Consolidated Plan.

Questions Regarding Population Served:

ECONOMIC DEVELOPMENT PROJECTS:

Minimum number of LMI individuals whom you commit to placing in permanent employment: This is a firm commitment, not a target number. Note that 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 that will be filled by individuals who have low- or moderate-income levels at the time they are hired. The new positions may (and are encouraged to) provide compensation that exceeds these levels.

ALL OTHER PROJECTS:

Enter the number of people who will be served by the project, the percentage of that group whose incomes will be at or below indicated percentages of Area Median Income and/or reside within the City of Ithaca (as applicable), list the relevant characteristics of the population to be served, and list the major categories of use for the funds you are requesting. See "Helpful Resources" section on the last page of these instructions for a link to current income limits by family size and percent of Area Median Income.

Leverage: Divide total of all funding for the project derived from other sources (not the total project cost) by the amount being requested in your application.

Contact information: In the "Head of Agency Information" section, list the individual authorized to sign legal documents on behalf of the applicant. 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 primary means of communicating to applicants about the application process and meeting schedule. Please make sure this information is correct.

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., a specific neighborhood, citywide, etc.), how the project will be delivered, and who will be involved in delivering it. Include the census tract number within which the project will be located. See "Helpful Resources" on the last page of these instructions for a link to the City's census tract map.

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 costs were determined, by whom, and when.

Box Two: Indicate if site of your project (if currently known) is within a Flood Hazard Area. See "Helpful Resources" section at the end of these instructions for more information. If project site is within Flood Hazard Area, explain how you propose to mitigate potential impacts related to this location. If your project does not involve acquisition, construction, rehabilitation, or establishment/expansion of a commercial operation, enter "not applicable."

Box Three: If the successful completion of your project requires the cooperation of, coordination with, or any form of participation by any entity other than your own organization, explain how you will ensure the necessary cooperation of this entity (or entities), 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 then tell us how your program or project has been designed to specifically address that population's unique needs.

Box Two: Tell us what the goal(s) of your project are and explain how you will demonstrate whether these goals have been achieved. Be specific. We are looking for *measurable* outcomes. For 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 has set a goal of ending veteran and chronic homelessness by the end of 2015 and of ending homelessness for families, youth, and children by the end of 2020. Consider whether 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; see page 107 of the Plan. Consider whether your project will advance the City's anti-poverty efforts. If it will, describe how it will.

Page 6: ORGANIZATIONAL CAPACITY

Tell us about your organization and the 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 partnering organization, describe that organization's experience with the project type and how working with it 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 also be responsible for when the proposed project is implemented? How much of their time will they be expected to devote to the proposed project? If your proposal includes funding for staff salaries, explain how your project will be impacted, if we are not able to provide the full amount you requested.

Page 7: BUDGET

Complete Excel budget spreadsheet(s) for your application type. Do *not* change spreadsheet format. ECONOMIC DEVELOPMENT projects must meet public benefit test of at least one LMI job created/retained for each $35,000 in CDBG funds requested. HOUSING spreadsheet contains six *separate* tabs. 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); and Development Budget – TBRA.

Page 7: SCHEDULE

Complete the project schedule table, indicating major project milestones, showing the drawdown of IURA funds through project completion. Do *not* change the format of this table and do not add lines. Assume IURA funds are available for you to draw beginning in November 2018.

Page 8: CERTIFICATION

Application must be completed by someone authorized to commit their organization to undertake this project. Note: A DUNS number is required. If your organization does not have one, click on following link to submit free application: https://www.dandb.com/product/companyupdate/companyupdateLogin?execution=e1s1 (process can take up to 30 business days).

ATTACHMENTS: Required attachments vary by project type. Refer to the list on page 8 of your application. Please attach the required documents in the order they are listed. If you feel a required attachment is not applicable to your project, please explain why and insert that explanation in place of the attachment in question.

SUBMISSION: Refer to "2018 IURA Application Checklists" to ensure your application submission is complete. Complete applications including all attachments must be delivered to the IURA, 3rd Floor, City Hall, 108 E. Green St., Ithaca, NY by **NOON, Wednesday, February 28, 2018**. Please plan ahead. **NO EXCEPTIONS** TO DEADLINE WILL BE MADE FOR ANY REASON. Make sure you provide the required electronic copy of your complete submission. If you require the use of a scanner, please contact: Charles Pyott at 274-6565, cpyott@cityofithaca.org. All application materials should be 3-HOLE PUNCHED and CLIPPED securely in sets — NO STAPLES or loose-leaf uncollated sets. No paper heavier than the 20 LB. (75 G/M2) STANDARD should be submitted. All application materials should be on 8.5"x11" paper, if at all possible.

SCHEDULE

- **Wednesday, January 17, 2018, 12:00-1:00 p.m.** — PUBLIC INFORMATION SESSION. BorgWarner Room, Tompkins County Public Library, 109 E. Green St., Ithaca, NY. Staff will review program guidelines and answer any questions you may have about your specific project.
- **Thursday, January 18, 2018, 5:00-6:00 p.m.** — PUBLIC INFORMATION SESSION. Common Council Chambers, Third Floor, 108 E. Green St. (City Hall), Ithaca, NY. Staff will review program guidelines and answer any questions you may have about your specific project.

> **PROPOSALS DUE: Wednesday, February 28, 2018, Noon** — At: IURA, 3rd Floor, City Hall, 108 E. Green St., Ithaca, NY.

NOTE: Public hearings/meetings and decision dates schedule will be posted to IURA web site: www.IthacaURA.org.

HELPFUL RESOURCES

To determine if your project is located in a FLOOD HAZARD ZONE, click on https://msc.fema.gov/portal/search and: (1) Enter your project address and click "Search;" (2) Click on the "View/Print" map image icon; (3) Use the "zoom" and "pan" tools on the toolbar at left; and (4) The dark shaded areas are the Flood Hazard Zone (Zone A).

Current INCOME LIMITS by family size and Area Median Income percent: www.cityofithaca.org/DocumentCenter/View/6839

CITY OF ITHACA 2014-2018 CONSOLIDATED PLAN: www.cityofithaca.org/DocumentCenter/View/1879
The Priority Needs Table begins on page 77. The City's anti-poverty strategy is described on page 107.

CENSUS TRACT MAP: www.cityofithaca.org/DocumentCenter/View/1424