

# City of Ithaca/Ithaca Urban Renewal Agency (IURA)

## 2017 CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT (CAPER)

NOTE: Due to limitations on the number of characters in the online version of this report, some sections had to be abbreviated in IDIS. This document includes additional narrative information not contained in IDIS.

### 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 2017 CAPER encompasses accomplishments for Year 4 of the City of Ithaca (“City”) five-year 2014-2018 Consolidated Plan. The City delegates primary responsibility for administration of both the HOME Investment Partnerships Program and Community Development Block Grant (CDBG) Entitlement Program to the Ithaca Urban Renewal Agency (IURA).

In 2017, Ithaca's economy performed moderately well, with a 4.6% retail sales growth rate, 3.6% economic growth rate, a 3.9% unemployment rate<sup>1</sup> (compared to 4.4% for New York state and 3.9% for the nation), and a climbing cost of living — a combination of factors that have exacerbated the chronic housing affordability crisis for low- and moderate-income households, and which has long been the focus of both the City's Consolidated 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, increased 41% nationwide over the past 10 years<sup>2</sup>). Almost three-quarters of City residents are renters, and over half of them pay over 30% of their income for housing—the standard at which renters are considered to be cost-burdened. Approximately one-third of renter households are severely cost-burdened paying over 50% of their income for housing. Several protected class groups experience severe housing cost burdens at elevated rates compared to the 27% Non-Hispanic households. Black (43%), Hispanic (47%), and Asian (44%) renter households face the highest rates of severe housing cost burden.

In Program Year 2017 (PY2017), the City continued to seek to address this crisis through financial support for: (1) construction of new affordable housing; (2) housing rehabilitation and mini-repair assistance to low-to-moderate income (LMI) homeowners to help them remain in their homes; (3) two Tenant-Based Rental Assistance (TBRA) programs; (4) three job-training/skill-building and job-placement programs; and (5) numerous other programs to help meet the basic needs of low-income households.

In PY2017, the City funded efforts to place unemployed/underemployed persons in permanent jobs through its long-standing Hospitality Employment Training Program (HETP), Work Preserve Job Training and Placement Program, and Work Preserve Job Training and Job Readiness Program. The City also funded a new Food Entrepreneurship Program (FEP), operated by Cornell Cooperative Extension (CCE) of Tompkins County, using \$36,587 in CDBG funding, designed to help LMI food entrepreneurs connect with local certified kitchens. FEP was conceived to address disproportionate barriers low-income/marginalized community members face in establishing and developing sustainable ready-to-eat food businesses (i.e., catering, food vending). CCE successfully operationalized sustainable micro-enterprise business plans (e.g., obtaining paid catering contracts). By connecting with local LMI food producers and caterers, FEP successfully developed 8 new food micro-enterprise businesses owned by LMI persons, thereby contributing to a more robust local food-system economy.

<sup>1</sup> Ithaca Business Index, Ithaca College, Department of Economics

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

A previously delayed PY2016 project, Greater Ithaca Activities Center's (GIAC) Wading Pool Renovation Project, was completed in PY2017, using \$185,000 in 2016 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, which owns the property.

The PY2015 210 Hancock Street project was completed on April 9, 2018. Implemented by Community Housing Development Organization (CHDO), Ithaca Neighborhood Housing Services (INHS), the project used \$206,922.50 in HOME funds for construction of an affordable rental housing project, producing 11 HOME-assisted units.

On April 17, 2018, the PY2016 Liquid State Brewing Company project was completed, using \$70,000 in CDBG loan funds to establish a microbrewery and beer hall at 527-529 W. State/Martin Luther King, Jr. Street, producing 5 full-time equivalent (FTE) LMI employment positions not captured in the 2016 CAPER.

2017 Action Plan Amendment #1: On March 7, 2018, the City approved \$90,960 in CDBG funding to provide loan assistance to Tompkins Community Action, Inc. for temporary relocation expenses associated with the construction of the new Harriet Giannelis Child Care Center, to produce 3 new FTE LMI jobs.

2017 Action Plan Amendment #2: On April 26, 2018, the City approved a funding application for an additional \$13,500 for the Downtown Ithaca Children's Center' (DICC) Heating and Roofing Replacement project, using \$50,000 in unallocated 2017 CDBG funds to address DICC's immediate cash flow needs.

2017 Action Plan Amendment #3: On May 30, 2018, the City approved the INHS loan application for the Scattered Site Phase II project, using \$160,000 in CDBG funds for costs associated renovating and reconstructing existing rental housing units (502 W. State St., 203-209 Elm St., 406 S. Plain St., 111 W. Clinton St., 227 S. Geneva St., 301 S. Geneva St.), as part of a larger initiative to renovate and rebuild approximately 45 housing units for LMI renters, including improving energy efficiency and reducing maintenance/operating costs.

2017 Action Plan Amendment #4: On May 24, 2018, the City approved a funding application from Catholic Charities of Tompkins and Tioga Counties to provide additional \$19,955.70 in HOME funds for the Security Deposit Assistance Program, due to extraordinary demand for the program.

The 828 Hector Street project, implemented by INHS, benefited from an additional \$20,000 in homebuyer downpayment assistance derived from HOME Program Income.

**IMPORTANT NOTE:** Since HUD's Integrated Disbursement and Information System (IDIS) only generates outcomes for *completed* HOME projects, numeric outcomes for many HOME projects have been entered manually.

**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. Note: Figures in red indicate manual adjustments made to this report.*

Goal	Category	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	Jobs created/retained	Jobs	40	34	85.00%	10	11	110.00%
Expand Economic and Employment Opportunities	Non-Housing Community Development	Businesses assisted	Businesses Assisted	3	13	433.00%	8	9	112.50%
Improve and Expand Affordable Housing Options	Affordable Housing	Rental units constructed	Household Housing Unit	35	21	60.00%	50	11	22.00%
Improve and Expand Affordable Housing Options	Affordable Housing	Rental units rehabilitated	Household Housing Unit	0	0	n/a	12	0	0.00%
Improve and Expand Affordable Housing Options	Affordable Housing	Homeowner Housing Added	Household Housing Unit	10	9	90.00%	1	6	600.00%
Improve and Expand Affordable Housing Options	Affordable Housing	Homeowner Housing Rehabilitated	Household Housing Unit	250	168	67.20%	53	15	28.30%
Improve and Expand Affordable Housing Options	Affordable Housing	Direct Financial Assistance to Homebuyers	Households Assisted	5	1	20.00%	0	1	n/a
Improve and Expand Affordable Housing Options	Affordable Housing	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	250	328	131.20%	71	120	169.01%

Improve and Expand Affordable Housing Options	Affordable Housing	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	25	0	0.00%	0	0	n/a
Increase Physical and Economic Mobility	Non-Homeless Special Needs Non-Housing Community Development	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	75	137	182.66%	20	16	80.00%
Increase Physical and Economic Mobility	Non-Homeless Special Needs Non-Housing Community Development	Jobs created/retained	Jobs	0	29	n/a	20	17	85.00%
Meet Essential Needs for Food, Shelter & Safety	Homeless Non-Homeless Special Needs Non-Housing Community Development	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2925	2,317	79.21%	2520	1,423	56.46%
Meet Essential Needs for Food, Shelter & Safety	Homeless Non-Homeless Special Needs Non-Housing Community Development	Homelessness Prevention	Persons Assisted	0	10	n/a	15	10	66.66%
Strengthen Neighborhoods	Non-Housing Community Development	Public Facility or Infrastructure Activities other than Low/Moderate	Persons Assisted	5026	208	4.13%	30720	85	0.28%

		Income Housing Benefit							
Strengthen Neighborhoods	Non-Housing Community Development	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0	n/a	85	0	0.00%

**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 PY2017, the City only allocated funds to proposed projects addressing many of the 18 "High-Priority Needs" identified in its 2014-18 Consolidated Plan. CDBG funds continue to be principally allocated to activities offering LMI individuals more opportunities for upward economic mobility (e.g., job and micro-enterprise creation; entrepreneurship training and technical assistance; career-readiness training, job placement and skill development). The City also continued 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 LMI 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 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.

In PY2017, the City continued to fund the Hospitality Employment Training Program (HETP), operated by Greater Ithaca Activities Center (GIAC), a non-profit Community-Based Development Organization (CBDO). The program employed \$100,000 in CDBG funds, to train 20 adults and place 14 adults with employment barriers into permanent unsubsidized hospitality and office/administrative-related positions, giving priority to unemployed and underemployed persons, women, and people of color. The program has trained 20 adults and placed 17 adults into permanent positions.

In PY2017, the City maintained its funding commitment for Historic Ithaca's Work Preserve Job Training and Job Placements program, using \$67,500 in CDBG funds for job-readiness training and job placements of at least 6 LMI youth and young adults in permanent unsubsidized employment positions. The program focuses on teaching skills used in the retail and building trades, operating out of Historic Ithaca's architectural salvage and preservation program.

In PY2017, the City also funded Historic Ithaca's Work Preserve Job Training and Job Readiness program, using \$20,000 in CDBG funds, to provide at least 20 LMI youth and young adults with personalized job-readiness training, workplace evaluations, and other support to assist them in transitioning to other services or employment.

In PY2017, the City loaned \$84,200 in CDBG funds to Tompkins Community Action, Inc. for the Harriet Giannelis Child Care Center project to cover direct site acquisition costs for construction of an Early Head Start facility, serving 40 LMI families. The project will create at least five 5 FTE positions, more than half of which will be held by LMI persons.

In addition to the aforementioned loan, the City made a subsequent \$90,960 CDBG loan to Tompkins Community Action, Inc. for the Tompkins Community Action Relocation Project, to cover relocation expenses associated with the construction of the Harriet Giannelis Child Care Center, creating at least 3 FTE positions, more than half of which will be held by LMI persons.

In PY2017, the City funded the long-standing INHS Mini-Repair Program, using \$26,000 in CDBG funds to undertake maintenance activities benefiting at least 37 LMI homeowners, thereby allowing them to remain in their homes and keep their properties in a safe and affordable manner.

In PY2017, the City funded another long-standing INHS project, the Homeowner Rehab Program, using \$75,000 in CDBG funds, to provide at least 3 homeowners with substantial repairs to their homes (e.g., correction of health and safety issues, structural improvements, deferred maintenance, energy conservation).

## 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	121	49
Black or African American	56	53
Asian	68	1
American Indian or American Native	1	0
Native Hawaiian or Other Pacific Islander	1	0
<b>Total</b>	<b>247</b>	<b>103</b>
Hispanic	39	13
Not Hispanic	208	90

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

NOTE: The 2-1-1 Information and Referral Service Program benefited 908 CDBG-eligible households, but due to the nature of the program, information on their precise racial and ethnic composition is not available.



**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	\$644,410	<b>\$421,553.94</b>
HOME	HOME	\$275,651	<b>\$136,365.64</b>
Tax Exempt Bond Proceeds	Tax Exempt Bond Proceeds	\$0	\$154,196.52

**Table 3 - Resources Made Available**

Identify the geographic distribution and location of investments:

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation
Citywide	100%	100%

**Table 4 – Identify the geographic distribution and location of investments**

With the exception of its Priority Business Loan Fund (a Program Income-derived revolving loan fund), which targets the 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 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 PY2017, the City's \$644,410 CDBG and \$275,651 HOME allocations were matched with **\$2,201,969** 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**

<b>Match Contribution for the Federal Fiscal Year</b>								
<b>Project No. or Other ID</b>	<b>Date of Contribution</b>	<b>Cash (non-Federal sources)</b>	<b>Foregone Taxes, Fees, Charges</b>	<b>Appraised Land/Real Property</b>	<b>Required Infrastructure</b>	<b>Site Preparation, Construction Materials, Donated labor</b>	<b>Bond Financing</b>	<b>Total Match</b>

**Table 6 – Match Contribution for the Federal Fiscal Year**

<b>Program Income – Enter the program amounts for the reporting period</b>				
<b>Balance on hand at begin-ning of reporting period</b>	<b>Amount received during reporting period</b>	<b>Total amount expended during reporting period</b>	<b>Amount expended for TBRA</b>	<b>Balance on hand at end of reporting period</b>
<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
		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>						
Number	0	0	0	0	0	0
Dollar Amount	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>						
Number	0	0	0			
Dollar Amount	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	17	29
Number of Non-Homeless households to be provided affordable housing units	138	12
Number of Special-Needs households to be provided affordable housing units	25	0
<b>Total</b>	<b>180</b>	<b>29</b>

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	71	120
Number of households supported through The Production of New Units	51	12
Number of households supported through Rehab of Existing Units	53	15
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>175</b>	<b>147</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 PY2017 will not have generated some or all of their outcomes until PY2018. (Likewise, some PY2017 outcomes were assisted using PY2016 funds.)

PY2017 projects have generally proceeded as anticipated and on schedule, with the following exceptions:

One unexpected delay was associated with the Tompkins Community Action Chartwell House project, which was awarded \$22,000 in CDBG funds for costs associated with replacing the HVAC system at a 12-unit permanent supportive housing facility for homeless men at 322 N. Meadow Street. Due to

unanticipated complications with the existing electrical system, the project's implementation was delayed, but is anticipated to be completed by March 31, 2018.

A second unanticipated delay was encountered with the Urban Bus Stop Signage and Amenities Upgrade project, sponsored by Tompkins Consolidated Area Transit, Inc. (TCAT), funded with \$25,000 in CDBG funds to upgrade 3 bus stops and provide 1 real-time passenger information display, as part of an overall strategy to improve accessibility and usability of the TCAT system for LMI neighborhood residents.

On June 22, 2017, Lakeview Health Services, Inc. withdrew its funding application for the Lakeview Ithaca project, which would have employed \$50,000 in HOME funds to develop 50 affordable housing units for LMI households, including 25 units for individuals with psychiatric disabilities.

On August 30, 2017, the City loaned \$200,000 in 2017 CDBG funds to Urban Core, LLC for redevelopment of a mixed-use commercial/residential building to lease to multiple tenants at 108-114 W. Green Street, to create at least 6 LMI FTE positions and/or micro-enterprises. Subsequent to the execution of the loan agreement, the project received additional grant funding from Restore New York Communities Initiative (Empire State Development) and New York Main Street program (Office of Community Renewal), which significantly expanded the scope of the project and extended anticipated completion of construction beyond the original Spring 2018 target. As a result, anticipated project outcomes will not be realized until approximately 6-8 months later than originally planned.

In late 2017, Finger Lakes ReUse, Inc. withdrew its application for the Community ReUse and Training Center project, which would have employed \$50,000 in CDBG funds for site acquisition costs for a 6,000-SF expansion of its retail facility at 214 Elmira Road, which would have created 3 FTE jobs.

On December 6, 2017, because of extraordinarily high construction costs and legal complications, Habitat for Humanity of Tompkins and Cortland Counties withdrew its funding application for the 402 S. Cayuga Street project, which would have used \$80,000 in HOME funds to convert a vacant lot for construction of two affordable homes for low-income, first-time homebuyers.

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

The continued increase in local construction costs remains 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.

**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	<b>126</b>	<b>85</b>
Low-income	<b>60</b>	<b>12</b>
Moderate-income	<b>11</b>	<b>1</b>
<b>Total</b>	<b>197</b>	<b>98</b>

**Table 13 – Number of Households Served**

## **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.**
- **Addressing the emergency shelter and transitional housing needs of homeless persons**
- **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.**
- **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 PY2017, the City provided \$15,925 in CDBG funds to Catholic Charities of Tompkins and Tioga Counties for the "A Place to Stay" case management program, operated in conjunction with a separate rental assistance program, with the goal of providing transitional, safe, and stable housing in a 4-bed transitional housing unit for very low-income or homeless women. The program works with beneficiaries to develop a plan for permanent housing, personal goal attainment, and financial self-sufficiency. To date, 10 formerly homeless women have benefitted from the program.

In PY2017, the City continued to fund the 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 helping their families to become more self-sufficient. \$13,280 in CDBG funds were employed to provide case management services to BJM families in need. The City also allocated funding in its Security Deposit Assistance Program to assist up to 5 Housing for School Success households.

In PY2017, the City maintained its support for the Learning Web's long-standing Housing Scholarship Program with \$65,592 in HOME Tenant-Based Rental Assistance (TBRA) funding. A rental assistance program for homeless youth, the 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. The program has been highly successful in targeting a sub-population of young homeless Ithacans, who have historically been difficult to reach. To date, 9 youth have been housed and assisted.



In PY2017, the City continued to fund the long-established Security Deposit Assistance Program, operated by Catholic Charities of Tompkins and Tioga Counties, with \$42,750 in HOME funds to assist at least 77 income-eligible households in Tompkins County with security deposit assistance, so they can more readily access safe and affordable rental housing. As a result of extraordinarily high demand, the City provided an additional \$19,955.70 in HOME funding for the program in June 2018. To date, 89 households have been assisted, including 8 formerly homeless households. The 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. Affording a security deposit is often the final hurdle 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.

In PY2017, the City maintained its support for another long-established Catholic Charities of Tompkins and Tioga Counties program: Immigrant Services Program (ISP). With \$30,000 in CDBG funding for staff salaries and benefits, ISP offers comprehensive services suited to the unique needs of at least 100 immigrants and refugees, including referrals, arranging translators, legal advocacy, case management, and mentoring and guidance for program participants through a network of volunteers and other local agencies. Since the 2016 U.S. Presidential Election, the community has been confronted with increasing anti-immigrant sentiment, which has stoked fear among many local immigrants. As a result, ISP experienced an increase in immigrants contacting the program to make appointments for legal consultations, assistance in applying for immigration benefits, and expressing concerns they or family members could be deported for various reasons. The program's job-development services also enable clients with limited English proficiency to enter Ithaca's workforce, instead of being unemployed, underemployed, or working in the informal sector. To date, 110 households have been assisted.

## **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 (IHA) in meeting the housing needs of City residents. In addition, as noted in section CR-25, Homeless and Other Special Needs, the City collaborated with IHA to assist in providing 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, IHA sponsors Tenant Councils for its senior and family sites, as well as a Resident Advisory Board, which serves in an advisory capacity regarding programmatic and policy areas of concern to residents. The Titus Towers Tenant Council and Family Sites Tenant Council both 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 expenses, 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 2014-18 Consolidated Plan, nor its Analysis of Impediments to Fair Housing Choice (May 2015) identified specific public policy barriers to the creation of affordable housing. In PY2017, however, the City submitted to HUD its 103-page Assessment of Fair Housing report, which identified the following contributing factors that create, contribute to, perpetuate, or increase the severity of one or more fair housing issues.

- Source of Income discrimination
- Lack of clear and effective fair housing enforcement authority
- Lack of local public fair housing enforcement
- Lack of state or local fair housing laws
- Lack of resources for fair housing agencies and organizations
- Displacement of residents due to economic pressure
- Displacement and/or lack of housing support for victims of domestic violence, dating violence, sexual assault, and stalking
- Lack of meaningful language access
- Impediments to mobility
- Insufficient on-campus housing at Cornell University, in combination with growing enrollment, resulting in students outbidding non-student households for off-campus housing
- Location and type of affordable housing
- Lack of access to opportunity due to high housing costs
- Availability of affordable units in a range of sizes
- Lack of affordable in-home or community-based supportive services

Based on the contributing factors identified, the City generated seven goals, with accompanying metrics, milestones, and timelines for achievement.

## **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.

The primary obstacle to meeting the city's underserved needs continues to be the long-term trend of declining Federal funding levels for housing, homelessness, non-homeless special needs, and community development.

In PY2017, to address obstacles to meeting underserved affordable housing needs, the City funded: Mini-Repair Program; Security Deposit Assistance Program; Housing for School Success; A Place to Stay. It also funded two housing development projects: 828 Hector Street and Scattered Site Preservation Phase II. 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.

In PY2017, the City also funded a project at 402 S. Cayuga Street to provide two low-income, first-time home buyers with affordable homes — however, as noted in section CR-05, Goals and Outcomes, Habitat for Humanity of Tompkins and Cortland Counties subsequently withdrew its request for funds, citing extraordinarily high construction costs and legal complications.

NOTE: In its 2018 Action Plan, the City succeeded in funding another project at 402 S. Cayuga Street, implemented by Ithaca Neighborhood Housing Services (INHS), using \$150,000 in 2018 HOME CHDO set-aside funds, to provide 4 new units of for-purchase housing, 2 of which will be affordable to households earning 80% or less of Area Median Income (AMI).

The 828 Hector Street Renovation project used \$41,378 in 2017 HOME CHDO set-aside funds for the acquisition of the property and existing home at 828 Hector Street, for renovation and sale as affordable to a first-time homebuyer making less than 80% Area Median Income (AMI). 828 Hector Street is projected to sell for \$144,163, making the unit affordable to a two-person household earning 70% of AMI.

The Scattered Site Preservation Phase II project employed a \$160,000 CDBG loan for design and engineering costs for the renovation, reconstruction, or replacement of some or all of the properties at 502 W. State Street, 203-209 Elm Street, 406 S. Plain Street, 111 W. Clinton Street, 227 S. Geneva Street, and 301 S. Geneva Street, as part of a larger initiative to renovate and rebuild approximately 45 housing units for LMI renters, as well as improve energy efficiency and reduce ongoing maintenance/operating costs.

To address obstacles to meeting the need for increased economic opportunities for adults, in PY2017, 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, the City continued to fund the 2-1-1 Information and Referral Service Program and the Immigrant Services Program, assisting a total of 908 and 110 individuals, respectively, to date.

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 LMI 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 PY2017, the City funded the Downtown Ithaca Children's Center (DICC) Heating and Roofing Replacement project with \$35,500 in CDBG funding, for direct costs associated with completing upgrades to the heating/cooling system and initiating the first phase of a roof-replacement project. 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 May 2018, the City further funded the project with \$13,500 in CDBG funds, as a result of DICC's request for additional funds to address a capital funding shortfall for the roof replacement project.

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

All of the City's grant 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 PY2017, the City continued to fund the 2-1-1 Information and Referral Service Program, using \$20,000 of CDBG funds, to connect people in poverty to local organizations, programs, and services available to assist with a wide variety of basic human needs. The City also funded two TBRA programs to help stabilize people in affordable housing: Security Deposit Assistance Program and Housing Scholarship Program. It also provided \$13,280 in CDBG funding for the Housing for School Success Program, which improves educational outcomes for homeless children by providing their families with housing stability.

The City's economic development loans also encourage or require employers to pay 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 continues to actively participate in the Ithaca/Tompkins County Continuum of Care System (which the IURA Director 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, Tompkins County Area Development (TCAD) staff, and other 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 LMI households.

In addition, the City’s PY2017 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.

The IURA Community Development Planner was instrumental in helping organize an all-day “Renting by Choice or by Chance” workshop on July 31, 2018, which brought local landlords, policymakers, community stakeholders, and housing and social service agencies together to learn about rental subsidy programs and source-of-income housing discrimination.

**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 PY2017, the City continued: (1) informing grant and loan recipients of its Affirmatively Furthering Fair Housing (AFFH) goals, Analysis of Impediments to Fair Housing Choice, and Fair Housing Action Plan; (2) distributing fair housing information brochures to landlords and real estate agents; and (3) meeting with various stakeholders to address recurring concerns that landlords are increasingly unwilling to accept Housing Choice Vouchers, thereby reducing housing choice for low-income families.

As noted in section CR-35, Other Actions, in PY2017, the City submitted to HUD its Assessment of Fair Housing (AFH) report, which identified 14 contributing factors that create, contribute to, perpetuate, or increase the severity of one or more fair housing issues. Based on the contributing factors, the City then identified seven goals, with accompanying metrics, milestones, and timelines for achievement (e.g., “Increase supply and access to affordable housing options, particularly at extremely low, very low, and low income levels, especially in high opportunity neighborhoods”). On June 9, 2017, the City amended its Citizen Participation Plan to include language regarding the AFH.

The prevailing market rent rate varies throughout the County, yet the payment standard for the current Housing Choice Voucher (HCV) program is based on a single countywide rent standard. Rental housing units located in the urbanized area offering close proximity to employment, public transportation, services, and good schools command significantly higher rents than outlying areas in the County. The 2018 HUD Small Area Fair Market rents analysis by zip code suggest the market rent for a two-bedroom apartment in the City of Ithaca is over \$250 higher than a similar apartment in an outlying area that lacks convenient public transportation, so the HCV program may be overpaying in lower-rent areas and not offering enough rent for HCV holders to secure housing in opportunity neighborhoods with higher rents

In November 2017, the City implemented its Limited English Proficiency (LEP) Plan to meet the needs of individuals with limited English language skills.

## **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 2014-18 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. Frequency of monitoring activities 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 reaching all populations, particularly the City's Focus Populations. IURA staff also periodically offers further assistance or training to improve program effectiveness and/or compliance.

In addition, staff conducts ongoing 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 ongoing activities, and solicits the Board's questions and comments. Numerous monitoring reports are 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 monthly monitoring of loan payments.



**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.**

In conformance with the City's Citizen Participation Plan, this CAPER was made available to the public for review and comment from October 17-29, 2018, following the publication of a legal notice in the local newspaper, *The Ithaca Journal*, on October 17, 2018. 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 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.**

Not applicable.

## **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 October 22, 2015, the City adopted a HOME Affirmative Marketing Policy, in compliance with the provisions of §92.351 of the 2013 HOME Final Rule, which the City's 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**

8/14/17: \$21,545.00 was received in HOME Program Income from 2009 Project #1, Homeowner Rehab, 604 S. Albany Street. \$21,545.00 in HOME entitlement funds were transferred from the PY2016 202 Hancock Street project.

12/18/17: \$5,000 was received in HOME Program Income from 2012 Project #2, Homeowner Rehab, 319 Cascadilla Street. \$5,000 in HOME entitlement funds were transferred from the PY2016 202 Hancock Street project.

5/8/18: \$5,972 was received in HOME Program Income from 2015 Project #1, 210 Hancock Street. An additional \$16,201 was received in HOME Program Income from 2013 Project #1, Stone Quarry Apartments. \$19,950.70 of the total \$22,173 received was allocated to the 2017 Security Deposit Assistance program. The remaining \$2,217.30 of the \$22,173.00 received was added to 2017 HOME Administration as "PA" Fund Type.

**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)**

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, 457 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	1,243,012.28
02 ENTITLEMENT GRANT	644,410.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	183,578.99
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	(59,211.08)
08 TOTAL AVAILABLE (SUM, LINES 01-07)	2,011,790.19

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	1,002,963.86
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	11,965.89
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	1,014,929.75
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	158,252.69
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)	1,173,182.44
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	838,607.75

PART III: LOWMOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	160,000.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	842,963.86
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	11,965.89
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	1,014,929.75
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

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	272,812.27
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	45,218.66
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	32,991.94
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	(185,833.99)
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	99,205.00
32 ENTITLEMENT GRANT	644,410.00
33 PRIOR YEAR PROGRAM INCOME	136,692.48
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	50,307.80
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	831,410.28
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	11.93%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	158,252.69
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	27,604.99
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	56,975.68
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	128,882.00
42 ENTITLEMENT GRANT	644,410.00
43 CURRENT YEAR PROGRAM INCOME	183,578.99
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	(59,211.08)
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	768,777.91
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	16.76%



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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

Plan Year	IDIS Project	IDIS Activity	Activity Name	Matrix Code	National Objective	Drawn Amount
2017	2	384	Scattered Site Preservation Project: Phase 2	14H	LMH	\$160,000.00
				14H	Matrix Code	\$160,000.00
Total						\$160,000.00

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
2016	5	342	6075206	Advocacy Center Garage Renovation	03C	LMC	\$10,317.00
					03C	Matrix Code	\$10,317.00
2016	5	343	6147843	Greater Ithaca Activities Center (GIAC) Wading Pool	03F	LMA	\$34,974.00
					03F	Matrix Code	\$34,974.00
2015	10	307	6102437	Spencer Road Sidewalks	03L	LMA	\$28,106.50
					03L	Matrix Code	\$28,106.50
2016	5	341	6114557	Downtown Ithaca Children's Center (DICC) Repairs	03M	LMC	\$2,400.00
2017	7	372	6124268	DICC Heating & Roofing Replacement	03M	LMC	\$4,986.24
2017	7	372	6128698	DICC Heating & Roofing Replacement	03M	LMC	\$6,800.00
2017	7	372	6138339	DICC Heating & Roofing Replacement	03M	LMC	\$12,200.00
2017	7	372	6144043	DICC Heating & Roofing Replacement	03M	LMC	\$11,218.76
2017	7	372	6156781	DICC Heating & Roofing Replacement	03M	LMC	\$13,795.00
					03M	Matrix Code	\$51,400.00
2016	6	345	6114557	A Place to Stay: Case Management	03T	LMC	\$13,251.28
2017	9	376	6147843	A Place to Stay: Supportive Services	03T	LMC	\$3,981.25
					03T	Matrix Code	\$17,232.53
2016	7	347	6090676	Immigrant Services 2016	05C	LMC	\$7,500.00
					05C	Matrix Code	\$7,500.00
2016	4	339	6083273	Work Preserve: Job Training/Placement	05H	LMCSV	\$1,404.11
2016	4	339	6086767	Work Preserve: Job Training/Placement	05H	LMCSV	\$2,308.22
2016	4	339	6090676	Work Preserve: Job Training/Placement	05H	LMCSV	\$2,431.34
2016	4	339	6094669	Work Preserve: Job Training/Placement	05H	LMCSV	\$2,168.92
2016	4	339	6099618	Work Preserve: Job Training/Placement	05H	LMCSV	\$2,303.27
2016	4	339	6102437	Work Preserve: Job Training/Placement	05H	LMCSV	\$2,149.24
2016	4	339	6107884	Work Preserve: Job Training/Placement	05H	LMCSV	\$2,759.14
2016	4	339	6124268	Work Preserve: Job Training/Placement	05H	LMCSV	\$11,974.46
2016	4	339	6132864	Work Preserve: Job Training/Placement	05H	LMCSV	\$3,158.84
2016	4	339	6142468	Work Preserve: Job Training/Placement	05H	LMCSV	\$9,380.71
2016	4	339	6151908	Work Preserve: Job Training/Placement	05H	LMCSV	\$6,312.68
2016	4	339	6169185	Work Preserve: Job Training/Placement	05H	LMCSV	\$1,902.89
2016	4	340	6066992	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$4,060.48
2016	4	340	6070857	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$475.90
2016	4	340	6075206	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$3,483.73
2016	4	340	6114557	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$14,046.43
2016	4	340	6124268	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$3,499.30
2016	4	340	6132864	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$332.39
2016	7	346	6066992	Work Preserve: Job Readiness	05H	LMC	\$2,147.85
2016	7	346	6070857	Work Preserve: Job Readiness	05H	LMC	\$2,083.83
2016	7	346	6078664	Work Preserve: Job Readiness	05H	LMC	\$5,367.42
2016	7	346	6083273	Work Preserve: Job Readiness	05H	LMC	\$2,641.56
2017	6	366	6128698	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$35,333.29
2017	6	366	6132864	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$450.00



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2017	6	366	6138339	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$102.69
2017	6	366	6142468	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$28,914.22
2017	6	366	6147843	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$340.00
2017	6	366	6151908	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$7,466.72
2017	6	366	6156781	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$6,277.89
2017	6	366	6169185	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$13,092.52
2017	6	366	6173171	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$3,902.72
2017	6	369	6169185	Work Preserve Job Training: Job Placements	05H	LMA	\$11,650.83
2017	6	369	6173171	Work Preserve Job Training: Job Placements	05H	LMA	\$4,151.06
							\$198,074.65
2017	8	373	6114557	Immigrant Services Program (ISP)	05Z	LMC	\$7,500.00
2017	8	373	6147843	Immigrant Services Program (ISP)	05Z	LMC	\$7,500.00
2017	8	373	6156781	Immigrant Services Program (ISP)	05Z	LMC	\$2,500.00
2017	8	373	6173171	Immigrant Services Program (ISP)	05Z	LMC	\$2,500.00
2017	8	375	6099618	2-1-1 (I&R Service)	05Z	LMC	\$7,976.80
2017	8	375	6124268	2-1-1 (I&R Service)	05Z	LMC	\$10,292.10
2017	8	375	6138339	2-1-1 (I&R Service)	05Z	LMC	\$1,731.10
2017	9	377	6124268	Housing for School Success	05Z	LMC	\$6,388.79
2017	9	377	6147843	Housing for School Success	05Z	LMC	\$3,616.30
							\$50,005.09
2017	3	381	6156991	CD-RLF #44: Tompkins Community Action Relocation	08	LMJ	\$50,743.00
							\$50,743.00
2016	2	326	6102437	Neighbor to Neighbor Home Rehabilitation #1: 511 W. Clinton St.	14A	LMH	\$7,348.00
2016	2	327	6102437	Neighbor to Neighbor Home Rehabilitation #2: 103 Second St.	14A	LMH	\$7,786.00
2016	2	328	6114557	Neighbor to Neighbor Home Rehabilitation #3: 118 S. Plain St.	14A	LMH	\$10,376.00
2016	2	337	6078664	Mini-Repair	14A	LMH	\$5,031.36
2016	2	337	6083273	Mini-Repair	14A	LMH	\$2,515.68
2016	2	337	6099618	Mini-Repair	14A	LMH	\$3,585.36
2016	2	337	6110361	Mini-Repair	14A	LMH	\$2,515.68
2016	2	382	6147843	Neighbor to Neighbor Home Rehabilitation #4: 118 E. York St.	14A	LMH	\$8,564.00
2017	4	361	6147843	Mini-Repair (INHS)	14A	LMH	\$4,518.00
2017	4	361	6156781	Mini-Repair (INHS)	14A	LMH	\$3,076.20
							\$55,316.28
2017	3	368	6144044	Harriet Gianellis Child Care Center	17A	LMJ	\$84,200.00
							\$84,200.00
2007	21	66	6094737	IURA RLF ADMIN & DELIVERY	18B	LMJ	\$6,649.98
2007	21	66	6119476	IURA RLF ADMIN & DELIVERY	18B	LMJ	\$7,488.50
2007	21	66	6144037	IURA RLF ADMIN & DELIVERY	18B	LMJ	\$8,343.64
2007	21	66	6157000	IURA RLF ADMIN & DELIVERY	18B	LMJ	\$12,270.19
2007	21	66	6173227	IURA RLF ADMIN & DELIVERY	18B	LMJ	\$1,419.29
							\$36,171.60
2016	1	357	6094732	CD-RLF #42: 108-114 W. Green St. (Urban Core)	18C	LMCMC	\$200,000.00
2017	3	370	6119599	Food Entrepreneurship Program	18C	LMCMC	\$6,428.66
2017	3	370	6151908	Food Entrepreneurship Program	18C	LMCMC	\$7,246.97
2017	3	370	6169185	Food Entrepreneurship Program	18C	LMCMC	\$5,247.58
							\$218,923.21
							\$842,963.86

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





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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2016	6	345	6114557	A Place to Stay: Case Management	03T	LMC	\$13,251.28
2017	9	376	6147843	A Place to Stay: Supportive Services	03T	LMC	\$3,981.25
					03T	Matrix Code	\$17,232.53
2016	7	347	6090676	Immigrant Services 2016	05C	LMC	\$7,500.00
					05C	Matrix Code	\$7,500.00
2016	4	339	6083273	Work Preserve: Job Training/Placement	05H	LMCSV	\$1,404.11
2016	4	339	6086767	Work Preserve: Job Training/Placement	05H	LMCSV	\$2,308.22
2016	4	339	6090676	Work Preserve: Job Training/Placement	05H	LMCSV	\$2,431.34
2016	4	339	6094669	Work Preserve: Job Training/Placement	05H	LMCSV	\$2,168.92
2016	4	339	6099618	Work Preserve: Job Training/Placement	05H	LMCSV	\$2,303.27
2016	4	339	6102437	Work Preserve: Job Training/Placement	05H	LMCSV	\$2,149.24
2016	4	339	6107884	Work Preserve: Job Training/Placement	05H	LMCSV	\$2,759.14
2016	4	339	6124268	Work Preserve: Job Training/Placement	05H	LMCSV	\$11,974.46
2016	4	339	6132864	Work Preserve: Job Training/Placement	05H	LMCSV	\$3,158.84
2016	4	339	6142468	Work Preserve: Job Training/Placement	05H	LMCSV	\$9,380.71
2016	4	339	6151908	Work Preserve: Job Training/Placement	05H	LMCSV	\$6,312.68
2016	4	339	6169185	Work Preserve: Job Training/Placement	05H	LMCSV	\$1,902.89
2016	4	340	6066992	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$4,060.48
2016	4	340	6070857	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$475.90
2016	4	340	6075206	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$3,483.73
2016	4	340	6114557	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$14,046.43
2016	4	340	6124268	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$3,499.30
2016	4	340	6132864	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$332.39
2016	7	346	6066992	Work Preserve: Job Readiness	05H	LMC	\$2,147.85
2016	7	346	6070857	Work Preserve: Job Readiness	05H	LMC	\$2,083.83
2016	7	346	6078664	Work Preserve: Job Readiness	05H	LMC	\$5,367.42
2016	7	346	6083273	Work Preserve: Job Readiness	05H	LMC	\$2,641.56
2017	6	366	6128698	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$35,333.29
2017	6	366	6132864	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$450.00
2017	6	366	6138339	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$102.69
2017	6	366	6142468	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$28,914.22
2017	6	366	6147843	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$340.00
2017	6	366	6151908	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$7,466.72
2017	6	366	6156781	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$6,277.89
2017	6	366	6169185	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$13,092.52
2017	6	366	6173171	Hospitality Employment Training Program (HETP)	05H	LMCSV	\$3,902.72
2017	6	369	6169185	Work Preserve Job Training: Job Placements	05H	LMA	\$11,650.83
2017	6	369	6173171	Work Preserve Job Training: Job Placements	05H	LMA	\$4,151.06
					05H	Matrix Code	\$198,074.65
2017	8	373	6114557	Immigrant Services Program (ISP)	05Z	LMC	\$7,500.00
2017	8	373	6147843	Immigrant Services Program (ISP)	05Z	LMC	\$7,500.00
2017	8	373	6156781	Immigrant Services Program (ISP)	05Z	LMC	\$2,500.00
2017	8	373	6173171	Immigrant Services Program (ISP)	05Z	LMC	\$2,500.00
2017	8	375	6099618	2-1-1 (I&R Service)	05Z	LMC	\$7,976.80
2017	8	375	6124268	2-1-1 (I&R Service)	05Z	LMC	\$10,292.10
2017	8	375	6138339	2-1-1 (I&R Service)	05Z	LMC	\$1,731.10
2017	9	377	6124268	Housing for School Success	05Z	LMC	\$6,388.79
2017	9	377	6147843	Housing for School Success	05Z	LMC	\$3,616.30
					05Z	Matrix Code	\$50,005.09
<b>Total</b>							<b>\$272,812.27</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
2016	9	349	6066992	CDBG Admin	21A		\$5,273.17



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2016	9	349	6070857	CDBG Admin	21A		\$3,841.32
2016	9	349	6075206	CDBG Admin	21A		\$6,877.12
2016	9	349	6078664	CDBG Admin	21A		\$5,475.31
2016	9	349	6083273	CDBG Admin	21A		\$7,356.60
2016	9	349	6086767	CDBG Admin	21A		\$5,782.92
2016	9	349	6090676	CDBG Admin	21A		\$5,283.89
2016	9	349	6094669	CDBG Admin	21A		\$6,523.39
2016	9	349	6099618	CDBG Admin	21A		\$6,283.88
2016	9	349	6102437	CDBG Admin	21A		\$4,076.60
2016	9	349	6107884	CDBG Admin	21A		\$201.48
2017	11	378	6110361	CDBG Administration	21A		\$2,894.32
2017	11	378	6114557	CDBG Administration	21A		\$8,830.31
2017	11	378	6119599	CDBG Administration	21A		\$6,025.47
2017	11	378	6124268	CDBG Administration	21A		\$6,247.02
2017	11	378	6128698	CDBG Administration	21A		\$6,329.46
2017	11	378	6132864	CDBG Administration	21A		\$7,471.01
2017	11	378	6138339	CDBG Administration	21A		\$8,024.94
2017	11	378	6142468	CDBG Administration	21A		\$5,880.16
2017	11	378	6147843	CDBG Administration	21A		\$9,340.12
2017	11	378	6151908	CDBG Administration	21A		\$6,211.60
2017	11	378	6156781	CDBG Administration	21A		\$8,732.61
2017	11	378	6160864	CDBG Administration	21A		\$5,934.41
2017	11	378	6164728	CDBG Administration	21A		\$6,953.53
2017	11	378	6169185	CDBG Administration	21A		\$5,503.67
2017	11	378	6173171	CDBG Administration	21A		\$6,898.38
					21A		
						Matrix Code	<u>\$158,252.69</u>
<b>Total</b>							<b>\$158,252.69</b>

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

### **Explanation of Adjustments to 2017 Program Year PR-26, CDBG Financial Summary Report**

#### **Line 7 & 44 – A timing issue**

-Line 5 (Current Year Program Income) listed as \$183,578.99. This represents IDIS entries for the following time frame, 8/17-12/17, 1/18-6/18 and July 2018, which were inputted in IDIS for the 2017 program year. The actual program income was \$124,367.91 for the period 8/17 – 7/18. As a result, (\$59,211.08) was included on Line 7 to adjust Current Year Program to \$124,367.91.

#### **Line 10 – A timing issue**

-Line 11 was \$1,002,963.86 but should be \$1,014,929.75.

The \$1,014,929.75 includes:

CDBG Disbursements 8/17 – 7/18 \$460,630.50

RL Program Income Disbursements 8/17 – 7/18 \$11,218.76

Loans Disbursed 8/17 – 7/18 \$507,691.00

CD-RLF Admin 8/17 – 7/18 \$35,389.49

The \$1,002,963.86 needed to be adjusted by \$11,965.89, which is made up of:

-The Tompkins Community Action Relocation Loan for \$12,748.00 was disbursed in the Current Program Year (July 2018) but not reported in IDIS until after the Current Program Year ended; therefore is not included when it should be (Timing Issue).

-Current Program Year (July 2018) CD-RLF Administration Expenses #66 in the amount of \$1,258.61 were not reported in IDIS until after the Current Program Year ended; therefore they are not included when they should (Timing Issue).

-Prior Program Year (July 2017) CD-RLF Administration Expenses #66 in the amount of \$2,040.72 were reported in Current Program Year and are included when they should not be (Timing Issue).

#### **Line 18 & 20 – Timing and Coding issues**

Line 21 was \$842,963.86 but should be \$1,014,929.75.

-Line 20 needed same adjustment as noted for Line 10 above.

- Loan to Ithaca Neighborhood Housing Services, LLC #24/2017 CD-RLF #45 Scattered Site Preservation Project in the amount of \$160,000.00 was not included in Line 18 and should have been.

#### **Line 30**

-Line 27 was \$272,812.27 but should be \$86,978.28. The adjustment of (\$185,833.99) represents amounts included in Line 27 for the following activities:

Deletion of HUD #340 – not a PS activities (\$25,898.23) Special Activity by CBDO

Deletion of HUD #339 – not a PS activities (\$48,253.82) Special Activity by CBDO

Deletion of HUD #366 – not a PS activities (\$95,880.05) Special Activity by CBDO

Deletion of HUD #369– not a PS activities (\$15,801.89) Special Activity by CBDO

#### **Line 34 – A timing issue**

-Same adjustment of \$50,307.80 is needed as Line 44 of the 2016 CAPER. 2016 Program Income was listed as \$136,692.48 but was actually \$187,000.28. This is a timing issue since the \$136,692.48 included 7/16 – 9/16 income of \$9,078.70 (not part of 2016 Income) and did not include 7/17 income of \$59,386.50 (but is part of 2016 Income).