AGENDA

IURA Neighborhood Investment Committee (NIC)
8:30 a.m., Thursday, June 8, 2023

IN-PERSON/HYBRID MEETING
(public, staff, & presenters may join remotely)

Common Council Chambers (Third Floor) | 108 E. Green St. | Ithaca, NY 14850

Join Zoom Mtg.: https://us02web.zoom.us/j/86544854910?pwd=S1FEVkZiWVW52tGR1SdHdKMWk0QT09
Meeting ID: 865 4485 4910
Passcode: J9pfY3
Dial by your location: 646 558 8656 US (New York)
Meeting ID: 865 4485 4910
Passcode: 866821

I. Call to Order

II. Changes/Additions to Agenda

III. Public Comments (if any)

IV. Review of Minutes: May 11, 2023 — TABLED (recordings for viewing linked below)
   May 11, 2023: https://www.youtube.com/watch?v=PO6SUSl8QXU

V. New Business
   A. Committee Updates and Changes
      1. Appointment of Chair – Outcome of Nomination
      2. Scheduling
      3. Recruiting Committee Members
   B. 2023 Community Based Development Organization (CBDO) Designation
      1. Greater Ithaca Activities Center, Inc. (GIAC, Inc.) - Resolution
   C. 2023 Community Housing Development (CHDO) & 2023 Community Based Development Organization (CBD0) Designation
      1. Ithaca Neighborhood Housing Services (INHS) - Resolution
   D. Catholic Charities of Tompkins/Tioga (CCTT) Request to Modify 2021 Contract “Security Deposit Assistance for Vulnerable Households” - Resolution
      Guests: Michaela Cortright, Deputy Director, CCTT; Liddy Bargar, Director of the Tompkins County Continuum of Care

VI. Old/Other Business
   A. IURA Grants Summary
   B. Staff Report

VII. Motion to Adjourn

In-Person Hybrid Meetings: The IURA no longer conducts Public Meetings exclusively remotely. Meetings must be conducted in person, complying with NYS Open Meeting Law (OML), which applies to all IURA Board and Committees. Members of the public who would like to deliver VERBAL comments at a meeting (3-min. max.) are strongly encouraged to do so using the Zoom link and log-on credentials listed on the agenda, although they are welcome to do so in person at City Hall. WRITTEN public comments may be submitted before the meeting, using the instructions listed on the agenda. Pls. refer to the IURA Public In-Person/Hybrid Meetings Policy for more detailed information and further instructions. LIVE-STREAM VIDEO: A non-interactive YouTube live-stream of the meeting can also be viewed at: https://www.youtube.com/channel/UC7RtIN1P_RFaFW2lVcnTrDg. Because of a slight delay in launching the live-stream, the video may begin a few minutes before the meeting is formally convened.

PUBLIC COMMENTS: WRITTEN public comments may be e-mailed until 3:00 p.m., the day before the meeting to: amendizabal@cityofithaca.org. Members of the public who would prefer to deliver VERBAL comments at the meeting (3-min. max.) should either appear in person or use above Zoom link and log-in credentials (for video) or dial-in number and log-in credentials (for telephone).

If you have a disability and require specific accommodation in order to fully participate, please contact the CITY OF ITHACA CLERK'S OFFICE at 274-6570 or clerk@cityofithaca.org at least 72 hours prior to the meeting.
To: IURA Board & Committees  
CC: Nels Bohn, Community Development Director; Charles Pyott, Contracts Monitor  
From: Anisa Mendizabal, Community Development Planner  
Re: Application to Designate Greater Ithaca Activities Center, Inc., (GIAC, Inc.) as a CBDO  
Date: June 8, 2023

The Board of Greater Ithaca Activities Center, Inc. (GIAC, Inc.), has applied for Community Based Development Organization (CBDO) status for the 2023 Action Plan and has submitted a funding application for the Hospitality Employment Training Program (HETP) job placement program.

The application for CBDO designation was submitted on March 13, 2023.

The following table compares the requirements for CBDO status against information submitted by GIAC, Inc.:

<table>
<thead>
<tr>
<th>Requirement per 570.204(c)(1)</th>
<th>Staff Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organizational Purpose:</strong></td>
<td>YES</td>
</tr>
<tr>
<td>Organized under state law to undertake community development activities.</td>
<td>The Constitution of GIAC, Inc. (October 1991) identifies its mission as “providing the community with multi-cultural, educational, and recreational programs focused on individual and social development.” Its Certificate of Incorporation states the organization's purpose is “to provide coordinated, balanced programs of a social, educational, cultural, recreational, and health nature for the good of the greater Ithaca area.”</td>
</tr>
<tr>
<td><strong>Board Composition:</strong> A.</td>
<td>YES</td>
</tr>
<tr>
<td>Maintain at least 51% of governing body either LMI residents of area of operation, owners or senior officers of private establishments and institutions in the service area, or representatives of LMI neighborhood organizations in the service area.</td>
<td>GIAC, Inc.’s amended Bylaws (2017) indicate its Board shall consist of no fewer than 9 and no more than 15 members. GIAC, Inc.’s Board is now comprised of 11 members, down from 13 in 2022. Each member comprises 9.1% of the Board. Six (6) of the 11 members (54.6%) meet CBDO composition requirements.</td>
</tr>
</tbody>
</table>
**B.** No more than 33% of the governing body may be elected officials or employees/appointees of the City of Ithaca.

<table>
<thead>
<tr>
<th>Board Membership:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members of the board must be nominated and approved by membership or permanent governing body, except that up to 1/3 of the board may be appointed or be elected officials.</td>
</tr>
</tbody>
</table>

**Board Membership:**

- **YES**
  - As evidenced by Constitution Article VI Section 1 and by the list of GIAC, Inc.’s Board of Directors.

**Purpose of the Organization:**

- **YES**
  - Constitution Article II Section 2.

**Organizational Status:**

- **YES**
  - 501(c)(3)

**Assets:**

- **YES**
  - No such reversion clause included in Bylaws or Articles of Incorporation

**Contracting:**

- **YES**
  - Bylaws, Article V describes contracting in compliance with this requirement.

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**CBDO Recommendation**

GIAC, Inc. has been designated a CBDO in the past and its current application is in order, as evidenced by the above analysis. Community development is one of GIAC, Inc.’s stated aims, and it has functioned as a CBDO by providing job readiness and job training to the community since 2012. IURA staff believe, after reviewing its Mission Statement, Bylaws, and Certificate of Incorporation, that GIAC, Inc. meets the CBDO requirements.

**CDBG Public Service Cap Exemption**

One category of eligible CDBG activity is a “special activities by CBDOs”. Under certain circumstances, a CBDO is not subject to the 15% CDBG expenditure cap otherwise applicable to Public Services.

To be exempt from the Public Service cap, the CBDO must both:

1. Undertake an eligible CBDO project, and
2. Carry out a service designed to increase economic opportunities for low- and moderate-income persons through job training and placement and other employment support services (e.g., child care, peer support programs, counseling, child care, transportation and other similar services).

Eligible CBDO projects include any of the following:

- Neighborhood revitalization,
- Community economic development, or
- Energy conservation project.

According to HUD’s *CDBG Desk Guide*, a CBDO “community economic development” project must include activities that increase economic opportunity, principally for low- and moderate-income
persons, or that are expected to create or retain businesses or permanent jobs within the community. HUD has emphasized that the provision of general job readiness training is not sufficient to qualify an activity as a CBDO Community Economic Development project; job placement must be the intended and actual outcome of such an activity. The Hospitality Employment Training Program job training and placement program appears to satisfy this criterion; therefore, it is not subject to the 15% Public Services cap.
Ithaca Urban Renewal Agency — CBDO Board Certification Form

INSTRUCTIONS: CDBG regulations at 24 §570.204(c) authorize a CDBG grantee to designate certain types of entities as Community-Based Development Organizations (CBDO) to carry out a range of otherwise ineligible activities, including new construction of housing or providing funding for certain public services not subject to the normal applicable 15% expenditure cap. An eligible CDBG activity is a “Special Activities by CBDOs.” To qualify, an eligible CBDO entity must be undertaking an eligible project. In order to qualify as an eligible CBDO, an entity must meet board composition criteria specified at §570.204(c)(1)(vi):

At least 51% of the governing body’s membership must meet one of the following standards:

A. Low- and moderate-income residents of the geographic service area of operations; or
B. Owners or senior officers of private establishments and other institutions located in and serving the geographic area of operation; or
C. Representatives of low- and moderate-income neighborhood organizations located in the geographic area of operations.

Additionally, no more than 33% of the governing body’s membership may be appointed by or consist of elected or other public officials or employees of the grantee (City of Ithaca).

To document compliance with the above criteria, please list all current members, indicate their category of qualification, sign the certification, and submit appropriate Self-Certification Form for each qualifying board member. Provide further explanation as necessary.

CBDO NAME: Greater Ithaca Activities Center, Inc. (GIAC) 

Date: May 10, 2023

<table>
<thead>
<tr>
<th>Board Member Name</th>
<th>Home Address</th>
<th>At least 51% must be:</th>
<th>Not more than 33%:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annie Perry</td>
<td>312 Hook Place Ithaca, NY 14850</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Samantha Little</td>
<td>194 Yapel Road Ithaca, NY 14850</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Karl Smoker</td>
<td>217 Long Acre Rd. Rochester, NY 14621</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meagan Howell</td>
<td>166 Bush Ln Ithaca, NY 14850</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Denise Lee</td>
<td>144 Bundy Rd. Ithaca, NY 14850</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

1 of 3
# CBDO Board Composition Criteria

<table>
<thead>
<tr>
<th>Board Member Name</th>
<th>Home Address</th>
<th>At least 51% must be:</th>
<th>Not more than 33%:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Low-to-Moderate-Income Resident of Service Area (Sa-Comm. Form A)</td>
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<td>Representative of LMI Neighborhood Organ. in Service Area (Sa-Comm. Form C)</td>
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<td></td>
<td></td>
<td>Owner/Senior Officer of Private Establishment or Institution in Service Area (Sa-Comm. Form B)</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Elected or Public Officials or Employees of City of Ithaca</td>
<td></td>
</tr>
<tr>
<td>Chuck Dong</td>
<td>306 Warren Pl.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ithaca, NY 14850</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scott Garin</td>
<td>118 Troy Rd.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ithaca, NY 14850</td>
<td></td>
<td></td>
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<tr>
<td>Kris Haines-Sharp</td>
<td>108 E. Yates St.</td>
<td></td>
<td>X</td>
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<td></td>
<td>Ithaca, NY 14850</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robyn Saulsbury</td>
<td>120 Ridgecrest Rd.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Ithaca, NY 14850</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jack Bradley Nelson</td>
<td>319 VanKirk Road</td>
<td></td>
<td></td>
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<td></td>
<td>Newfield, NY 14867</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jed Ashton</td>
<td>818 N. Cayuga Street</td>
<td></td>
<td>X</td>
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<td></td>
<td>Ithaca NY 14850</td>
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<tr>
<td><strong>TOTALS</strong></td>
<td></td>
<td><strong>11</strong></td>
<td></td>
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<tr>
<td><strong>MEET CBDO CRITERIA</strong></td>
<td></td>
<td><strong>6</strong></td>
<td></td>
</tr>
</tbody>
</table>

Geographic Service Area: City of Ithaca

*I certify the above information provided is true to the best of my knowledge.*

Signature: ___________________________  May 10, 2023

Leslyn McBean-Clairborne  Executive Director
Name (please PRINT)  Title

2 of 3
Greater Ithaca Activities Center (GIAC)
Board of Directors  (rev.5.23)

Annie PERRY
Service Coordinator
McGraw Housing Company, Inc.
President/Community Member/Parent
annleperry@twcny.rr.com
312 Hook Place
Ithaca, NY 14850
607-793-6058

Kris HAINES-SHARP
Alderperson, Ithaca Common Council
Community Member
khainesharpcityofithaca.org
108 E. Yates St.
Ithaca, NY 14850

Samantha LITTLE
Director of Athletics & Wellness, Ithaca City School District
Vice President/Community Member/Parent
slittle@icad.k112.ny.us
1433 Trumansburg Rd.
Ithaca, NY 14850
607-342-4728

Robyn SAULSBURY
Special Education Teacher, Ithaca City School District
Community Member/Parent
rzsauls@yahoo.com
103 Landmark Dr.
Ithaca, NY 14850

Karl SMOker
Accounting & Business Law Asst. Prof., Treasurer/Community Member
ksmoker@ithaca.edu
217 Long Acre Rd.
Rochester, NY 14621
585-230-6663

Jack “Bradley” NELSON
Police Officer, Ithaca Police Department, Retired
Community Member/Parent
Ctmaster17@gmail.com
319 Van Kirk Road
Newfield, NY 14867
607-592-3391

Megan HOWELL
Residential Mortgage Underwriter, Tompkins Financial Corp.
Secretary/Community Member
Megan/howell1@gmail.com
166 Bush Ln
Ithaca, NY 14850
315-945-3472

Jed ASHTON
Business Owner, Northstar House
Community Member/Parent
jed@northstarpub.com
818 N. Cayuga Street
Ithaca NY 14850
607-280-5000

Denise LEE, Nominating Officer
Math and Science Academy
Nominating Officer/Program Committee Chair/Community Member
Deniselee1012@gmail.com
144 Bundy Rd.
Ithaca, NY 14850
607-280-4128

Scott GARIN
Lieutenant, Office of Public Safety
Ithaca College
Community Member
sgarin6@gmail.com
118 Troy Rd.
Ithaca, NY 14850
607-592-1076

Chuck DONG
Business Owner, Shortstop Deli
Community Member
Chuck@shortstopdeli.com
200 West Seneca St.
Ithaca, NY 14850

NON-VOTING
Beverly LIVESAY
Emeritus Board Member
bevlivesay@twcny.rr.com
147 Snyder Hill Road
Ithaca, NY 14850

GIAC Staff
Leslyn MCBEAN-CLAIRBORNE
Executive Director, GIAC
lmcbean@cityofithaca.org
301 W. Court St.
Ithaca, NY 14850
SELF-CERTIFICATION FORM C
LMI NEIGHBORHOOD ORGANIZATION REPRESENTATIVE

A Community-Based Development Organization (CBDO) is required to "maintain at least 51 percent of its governing body’s membership for low- and moderate-income residents of its geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low- and moderate-income (LMI) neighborhood organizations located in its geographic area of operation" (24 CFR 570.204 (c) (1) (iv)).

Board members who qualify as representatives of low- and moderate-income neighborhood organizations located in the CBDO’s geographic area of operation should complete this form. In order to qualify under this criterion, the board member must be a member of a neighborhood organization, such as a neighborhood association, a neighborhood watch group, or similar entity whose activities are focused on a specific low- to moderate-income neighborhood.

Each neighborhood organization representative must provide a description of the neighborhood organization with which they are affiliated, including its activities and its targeted service area.

Name of CBDO: GREATER ITHACA ACTIVITIES CENTER

Name of Neighborhood Organization: McGRAW HOUSING COMPANY, INC.

Address of Neighborhood Organization: 1700 McGRAW HOUSE, ITHACA, NY
ST. ADDRESS: 221 S. GENEVA ST., 14850

Board member's role in the neighborhood organization:
SERVICE COORDINATOR - ASSIST LOW INCOME SENIORS TO MAINTAIN INDEPENDENT HOUSING AND AGE IN PLACE

Brief description of the activities undertaken by the neighborhood organization:

McGRAW HOUSING COMPANY PROVIDES SAFE PERMANENT HOUSING FOR INCOME ELIGIBLE SENIORS AGED 62 AND UP IN 105-UNIT APARTMENT BUILDING.

Geographic service area of the neighborhood organization:
LOCATED IN THE CITY OF ITHACA AT 221 S. GENEVA ST.

I certify the information provided on this form is accurate and complete. I further acknowledge the information I have provided in this self-certification may be subject to further verification by the U.S. Department of Housing and Urban Development, the City of Ithaca, and/or the Ithaca Urban Renewal Agency.

Board Member's Name (please PRINT): ANNIE PERRY

Board Member's Address: 312 HOOK PL., ITHACA, NY 14850

Board Member's Signature: [Signature]

Date: 01/30/2023
SELF-CERTIFICATION FORM C
LMI NEIGHBORHOOD ORGANIZATION REPRESENTATIVE

A Community-Based Development Organization (CBDO) is required to "maintain at least 51 percent of its governing body's membership for low- and moderate-income residents of its geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low- and moderate-income (LMI) neighborhood organizations located in its geographic area of operation" (24 CFR 570.204 (c) (1) (iv)).

Board members who qualify as representatives of low- and moderate-income neighborhood organizations located in the CBDO's geographic area of operation should complete this form. In order to qualify under this criterion, the board member must be a member of a neighborhood organization, such as a neighborhood association, a neighborhood watch group, or similar entity whose activities are focused on a specific low-to moderate-income neighborhood.

Each neighborhood organization representative must provide a description of the neighborhood organization with which they are affiliated, including its activities and its targeted service area.

Name of CBDO: Greater Ithaca Activities Center, Inc

Name of Neighborhood Organization: Cayuga Housing Development Corporation (CHDC)

Address of Neighborhood Organization: 800 S Plain St, Ithaca, NY 14850

Board member's role in the neighborhood organization: Board Vice President

Brief description of the activities undertaken by the neighborhood organization:

In an effort to utilize Rental Assistance Demonstration (RAD), the Ithaca Housing Authority (IHA) transferred some of its public housing to the non-profit arm CHDC. CHDC is currently working with a private developer to re-build and renovate several rental properties in the City of Ithaca. The tenants are low to moderate income and have all been given assistance in temporary re-location during the renovations or re-build and are guaranteed a unit upon completion, if they chose to come back. The goal of the current project is to provide safe, quality, affordable housing by correcting issues caused by deferred maintenance and lack of public funding.

Geographic service area of the neighborhood organization:

City of Ithaca

I certify the information provided on this form is accurate and complete. I further acknowledge the information I have provided in this self-certification may be subject to further verification by the U.S. Department of Housing and Urban Development, the City of Ithaca, and/or the Ithaca Urban Renewal Agency.

Board Member's Name (please PRINT): Meagan Howell

Board Member's Address: 166 Bush Ln, Ithaca, NY 14850

Board Member's Signature: ________________________________

Date: 1/29/2023
SELF-CERTIFICATION FORM B
BUSINESS OWNER/SENIOR OFFICER REPRESENTATIVE

A Community-Based Development Organization (CBDO) is required to “maintain at least 51 percent of its governing body’s membership for low- and moderate-income residents of its geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation” (24 CFR 570.204 (c) (1) (iv)).

Board members who qualify as owners or senior officers of private establishments and other institutions that are located in and serving the CBDO’s geographic area of operation should complete this form.

Each owner or senior officer must provide a description of the private establishment or other institution with which they are affiliated, including the type of services provided by the establishments/institution, as well as its targeted service area.

Name of CBDO: ____________________________

Name of Private Establishment/Institution: ________________

Address of Private Establishment/Institution: ________________

Board member’s title and brief description of duties at the private establishment/institution:

I am one of the founders of Northstar House and run the day to day operations.

Brief description of the goods and/or services provided by the private establishment/institution:

Northstar is a locally focused neighborhood restaurant that caters to the Ithaca community.

Geographic service area of the private establishment/institution: ________________

Ithaca and folks visiting

I certify the information provided on this form is accurate and complete. I further acknowledge the information I have provided in this self-certification may be subject to further verification by the U.S. Department of Housing and Urban Development, the City of Ithaca, and/or the Ithaca Urban Renewal Agency.

Board Member’s Name (please PRINT): ____________________________

Board Member’s Address: ________________

Board Member’s Signature: ____________________________

Date: ________________

__________________________

Jed Ashton

818 N Cayuga Street, Ithaca NY 14850

1/30/2023
SELF-CERTIFICATION FORM C
LMI NEIGHBORHOOD ORGANIZATION REPRESENTATIVE

A Community-Based Development Organization (CBDO) is required to "maintain at least 51 percent of its governing body's membership for low- and moderate-income residents of its geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low- and moderate- income (LMI) neighborhood organizations located in its geographic area of operation" (24 CFR 570.204 (c) (1) (iv)).

Board members who qualify as representatives of low- and moderate-income neighborhood organizations located in the CBDO's geographic area of operation should complete this form. In order to qualify under this criterion, the board member must be a member of a neighborhood organization, such as a neighborhood association, a neighborhood watch group, or similar entity whose activities are focused on a specific low- to moderate-income neighborhood.

Each neighborhood organization representative must provide a description of the neighborhood organization with which they are affiliated, including its activities and its targeted service area.

Name of CBDO: Greater Ithaca Activities Center, Inc.

Name of Neighborhood Organization: Saturday Science and Mathematics Academy (SSMA)

Address of Neighborhood Organization: 301 West Court Street, Ithaca, NY 14850

Board member's role in the neighborhood organization:

Founding/Organizing member, principal Investigator/Director of SSMA

Brief description of the activities undertaken by the neighborhood organization:

Through hands-on learning and in partnership with several institutions of higher learning including Cornell and Ithaca College, SSMA exposes traditionally marginalized elementary and middle-school participants to learning science, technology, engineering, and mathematics (STEM) in non-traditional ways that have helped them to advance in STEM. Programs held at museums and visits to hospitals to participate fully in observing medical procedures have helped many of the BIPOC students develop a better appreciation and openness to the wonders of science and to overcome some of their barriers in the STEM subjects.

Geographic service area of the neighborhood organization: City of Ithaca

I certify the information provided on this form is accurate and complete. I further acknowledge the information I have provided in this self-certification may be subject to further verification by the U.S. Department of Housing and Urban Development, the City of Ithaca, and/or the Ithaca Urban Renewal Agency.

Board Member's Name (please PRINT): Denise Lee

Board Member's Address: 144 Bundy Rd., Ithaca, NY 14850

Board Member's Signature: [Signature]

Date: 2/24/2023
SELF-CERTIFICATION FORM B
BUSINESS OWNER/SENIOR OFFICER REPRESENTATIVE

A Community-Based Development Organization (CBDO) is required to "maintain at least 51 percent of its governing body's membership for low- and moderate-income residents of its geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation" (24 CFR 670.204 (e) (1) (iv)).

Board members who qualify as owners or senior officers of private establishments and other institutions that are located in and serving the CBDO's geographic area of operation should complete this form.

Each owner or senior officer must provide a description of the private establishment or other institution with which they are affiliated, including the type of services provided by the establishments/institution, as well as its targeted service area.

Name of CBDO: Greater Ithaca Activities Center, Inc.

Name of Private Establishment/institution: Ithaca City School District

Address of Private Establishment/institution: 409 Lake Street, Ithaca, NY 14850

Board member's title and brief description of duties at the private establishment/institution:
Elementary School Principal and Director of Athletics and Wellness. Full fiscal, managerial and supervisory responsibilities for all aspects of Northeast Elementary School and the Ithaca City School District's Athletic Programs including staff, students, and infrastructure. Ensures compliance with all local and state education laws and mandates.

Brief description of the goods and/or services provided by the private establishment/institution:

K-12 Education

Geographic service area of the private establishment/institution: City of Ithaca

I certify the information provided on this form is accurate and complete. I further acknowledge the information I have provided in this self-certification may be subject to further verification by the U.S. Department of Housing and Urban Development, the City of Ithaca, and/or the Ithaca Urban Renewal Agency.

Board Member's Name (please PRINT): Samantha Little

Board Member's Address: 184 Yale Road, Ithaca, NY 14850

Board Member's Signature: [Signature]

Date: 2/24/2023
SELF-CERTIFICATION FORM B
BUSINESS OWNER/SENIOR OFFICER REPRESENTATIVE

A Community-Based Development Organization (CBDO) is required to "maintain at least 51 percent of its governing body's membership for low- and moderate-income residents of its geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation" (24 CFR 570.204 (c) (1) (iv)).

Board members who qualify as owners or senior officers of private establishments and other institutions that are located in and serving the CBDO's geographic area of operation should complete this form.

Each owner or senior officer must provide a description of the private establishment or other institution with which they are affiliated, including the type of services provided by the establishments/institution, as well as its targeted service area.

Name of CBDO: Greater Ithaca Activities Center, Inc.

Name of Private Establishment/Institution: Shortstop Deli

Address of Private Establishment/Institution: 200 West Seneca Street, Ithaca, NY 14850

Owner and CEO of the business

Brief description of the goods and/or services provided by the private establishment/institution:

Neighborhood Deli and Convenience Store

Geographic service area of the private establishment/institution: City of Ithaca

I certify the information provided on this form is accurate and complete. I further acknowledge the information I have provided in this self-certification may be subject to further verification by the U.S. Department of Housing and Urban Development, the City of Ithaca, and/or the Ithaca Urban Renewal Agency.

Board Member's Name (please PRINT): Chuck Dong

Board Member's Address: 306 Warren Pl., Ithaca, NY 14850

Board Member's Signature: [Signature]

Date: 2/24/2023
GIAC, INC., DIVERSITY, EQUITY, INCLUSION, JUSTICE AND ANTI-RACISM STATEMENT

The Greater Ithaca Activities Center (GIAC), Inc. holds diversity, equity, inclusion, and justice central to our mission, in both principle and practice, and fosters a community that shares this goal. Long before GIAC, Inc. had a formal Diversity Statement, we embraced our slogan “A Place to be Me.” This simple and purposeful vision embodies our understanding that by inviting into our community—all ages, abilities, socioeconomic backgrounds, races and cultures—we put people first. Our slogan further highlights “Unity Through Diversity,” placing an emphasis on strengthening GIAC through diversity.

GIAC, Inc.’s programs and policies promote the engagement and representation of all participants to build a community that is loving, accepting, inclusive, and socially just. GIAC fights against oppression and intimidation in our community and defends the rights of marginalized people in an effort to eliminate barriers and create a more accessible and equitable society.

Diversity: GIAC, Inc. recognizes the diversity of our community and is dedicated to representing this diversity fairly and respectfully among our employees, volunteers, and participants, as well as their families and caregivers, and throughout our programming.

Equity: GIAC, Inc. develops and provides programming that ensures fair access to information, opportunity, and resources for people of all ages and backgrounds with the goal of creating lasting, sustainable, and equitable outcomes that uplift individuals and unite our community.

Inclusion: GIAC, Inc. understands and embraces that being seen, heard, and respected is at the core of our mission to improve the quality of life for the people we serve. We believe in full engagement of diverse individuals at all levels of the organization with all members and participants being and feeling relevant, valued, respected and supported.

Anti-Racism: GIAC, Inc. acknowledges that racism is pervasive in our society and community and that Black, Indigenous, and Persons of Color are harmed by bias, hate, silencing, and racism in all its damaging forms. We also know that racism is a form of violence that hurts us all. We affirm our identity as an anti-racist organization and we resolve to name, confront, and disrupt acts of racial bias and discrimination as well as work to dismantle systems of racism in our community and beyond.
Justice: GIAC, Inc., believes in public interruption of any kind of discriminatory behaviors and practices. We are committed to fighting against oppression and intimidation, and to creating opportunities for advocacy, support, social and economic improvement for those most marginalized and minoritized in our community.
Proposed Resolution
IURA Neighborhood Investment Committee
June 8, 2023

2023 IURA Designation of Greater Ithaca Activities Center, Inc. (GIAC, Inc.) as a Community-Based Development Organization

WHEREAS, the Board of Greater Ithaca Activities Center, Inc. (GIAC, Inc.) seeks designation by the Ithaca Urban Renewal Agency (IURA) as a Community-Based Development Organization (CBDO), and

WHEREAS, the City of Ithaca has designated the IURA to administer the City’s HUD Entitlement Program that oversees Community Development Block Grant funds awarded to the City, and

WHEREAS, an eligible category of CDBG activities is a “Special Activity by CBDO”, that offers certain advantages, such as exemption from the 15% expenditure cap otherwise applicable to public service activities, authorization to carry out new housing construction (normally prohibited with CDBG funds), and discretion to allow income generated by a CDBG-funded activity to not be considered CDBG program income, and

WHEREAS, the following four tests established at CFR Title 24 §570.204 must be met to qualify under a category of “Special Activity by CBDOs”:
1. The entity qualifies as a CBDO, including the 51% board membership test;
2. The CBDO will undertake an eligible project;
3. That the CBDO will carry out the funded activity directly or with an entity other than the grantee;
4. That the CBDO will not carry out a prohibited activity, and

WHEREAS, a CBDO must maintain at least 51% of its governing body’s membership to be made up of any combination of the following:
• Low- and moderate income residents of its area of operation
• Owners or senior officers of private establishments and other institutions located in its area of operation
• Representatives of low- and moderate-income neighborhood organizations located in its area of operation, and

WHEREAS, a CBDO must have as its primary purpose the improvement of the physical, economic, or social environment of its geographic area of operation, with a particular emphasis on the needs of low- and moderate-income persons, and
WHEREAS, the project undertaken by the CBDO must qualify as one or more of the following project types:

● neighborhood revitalization;
● community economic development;
● energy conservation project; and

Whereas, IURA evaluated GIAC, Inc.’s CBDO application and recommended the following; now, therefore, be it

RESOLVED, that the IURA determines that Greater Ithaca Activities Center, Inc. meets the requirements for eligibility as a CBDO, and that the GIAC, Inc.’s “Hospitality Employment Training Program” qualifies as an eligible CBDO activity, and be it further

RESOLVED, that the IURA hereby designates Greater Ithaca Activities Center, Inc. as a Community-Based Development Organization (CBDO) and its “Hospitality Employment Training Program (HETP) Job Placements” as eligible for CDBG funding under the category of “Special Activities by CBDOs”.
To: IURA Board & Committees  
CC: Nels Bohn, Community Development Director; Charles Pyott, Contracts Monitor  
From: Anisa Mendizabal, Community Development Planner  
Re: CHDO as a CBDO – INHS Designation  
Date: June 8, 2023  

I. CHDO Checklist  

The Checklist below indicates the documentation that INHS has provided to evidence its ability to act as a Community Housing Development Organization (CHDO).  

IURA Staff reviewed the documents and has determined they meet CHDO Standards.  

I. LEGAL STATUS  

A. The nonprofit organization is organized under State or local laws, as evidenced by:  
   - [ ] A Charter, OR  
   - [x] Articles of Incorporation.  

B. No part of its net earnings inure to the benefit of any member, founder, contributor, or individual, as evidenced by:  
   - [ ] A Charter, OR  
   - [x] Articles of Incorporation.  

C. Has a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501(c) of the Internal Revenue Code of 1986, as evidenced by:  
   - [x] A 501(c) Certificate from the IRS.  

D. Has among its purposes the provision of decent housing that is affordable to low- and moderate-income people, as evidenced by a statement in the organization’s:  
   - [ ] Charter,  
   - [x] Articles of Incorporation,  
   - [ ] By-laws, OR  
   - [ ] Resolutions.  
   - [ ] A HUD approved audit summary
III. ORGANIZATIONAL STRUCTURE

A. Maintains at least one-third of its governing board’s membership for residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations, as evidenced by the organization’s:
   _X_ By-Laws,
   ___ Charter, OR
   ___ Articles of Incorporation.
Under the HOME Program, for urban areas, the term “community” is defined as one or several neighborhoods, a city, county, or metropolitan area. For rural areas, “community” is defined as one or several neighborhoods, a town, village, county, or multi-county area (but not the whole state).

B. Provides a formal process for low-income, program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development, and management of all HOME-assisted affordable housing projects, as evidenced by:
   ___ The organization’s By-laws,
   _X_ Resolutions, OR
   ___ A written statement of operating procedures approved by the governing body.

(continued next page)
II. CAPACITY

A. Conforms to the financial accountability standards of Attachment F of OMB Circular A-110, “Standards for Financial Management Systems,” as evidenced by:

   ___ X___ A notarized statement by the president or chief financial officer of the organization;
   
   _____ A certification from a Certified Public Accountant; OR
   
   _____ A HUD approved audit summary.

B. Has a demonstrated capacity for carrying out activities assisted with HOME funds, as evidenced by:

   ___ X___ Resumes and/or statements that describe the experience of key staff members who have successfully completed projects similar to those to be assisted with HOME funds, OR
   
   _____ Contract(s) with consulting firms or individuals who have housing experience similar to projects to be assisted with HOME funds to train appropriate key staff of the organization.

C. Has a history of serving the community where housing to be assisted with HOME funds will be used, as evidenced by:

   ___ X___ Statement that documents at least one year of experience in serving the community, OR
   
   _____ For newly created organizations formed by local churches, service, or community organizations, a statement that documents that its parent organization has at least one year of experience in serving the community.

IV. RELATIONSHIP WITH FOR-PROFIT ENTITIES

A. CHDO is not controlled, nor receives directions from individuals or entities seeking profit from the organization, as evidenced by:

   ___ X___ The organization’s By-laws, OR
   
   _____ A Memorandum of Understanding (MOU).

II. CHDO Board Composition Requirements

CHDO designation requires 33% of the applicant organization’s board members to meet one of three qualifying criteria (discussed in depth in Section III, below). INHS’s amended by-laws (2021) state that its Board is to be comprised of up to 15 members. There are currently 12 INHS Board Members. For the purposes of calculation, we divide 100% by the existing number of board members (12). Each member constitutes 8.3% of the Board.
To meet the 33% threshold of CHDO-qualified board members, INHS needs at least four (4) members to be able to self-certify. Eight (8) of INHS’s Board Members have self-certified. Of the eight, six (6) live in Ithaca/Tompkins County. IURA Staff verified that 6 of the INHS Board Members live in a LMI neighborhood and/or are LMI themselves. (Again, see further explanation in Section III). Therefore, at least 50% of the INHS Board qualifies, 17% more than is required.

III. CDBO vs. CHDO Board Composition Requirements

A. HUD’s Board Composition requirements for Community-Based Development Organizations (CBDOs) and Community Housing Development Organizations (CHDOs) are similar but not the same. Both types of designation require that the organization serve an LMI community (-ies). Both require organizations to demonstrate that a certain portion of their board has personal or professional ties to the community being served-- for a CBDO, at least 51% of board members must qualify under the self-certification standards whereas for a CHDO, at least 33% is required. The self-certification criteria for the two designations have key differences, which are summarized in the chart below.

<table>
<thead>
<tr>
<th>CBDO Board Composition</th>
<th>CHDO Board Composition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - LMI Resident of Service Area [Individual]</td>
<td>A - Resident of LMI Neighborhood^1</td>
</tr>
<tr>
<td>B - Business Owner/Sr. Officer of Institution in Service Area</td>
<td>B - Other Low-Income Community Member</td>
</tr>
<tr>
<td>C - Representative of an LMI Neighborhood Org</td>
<td>C - Elected^3 Rep of LMI Neighborhood Assn [requires election]</td>
</tr>
</tbody>
</table>

B. Another difference between the two designations is that the service area for a CBDO is generally contained within the Participating Jurisdiction, while HUD guidelines allow for CHDOs to have a broader reach, especially if the CHDO serves a rural area. Therefore, a rural CHDO may draw board members from a multi-county service area.

Under the HOME program, for urban areas, the term "community" is defined as one or several neighborhoods, a city, county, or metropolitan area. For rural areas, "community" is defined as one or several neighborhoods, a town, village, county, or multi-county area (but not the whole state).

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^1 Note that in this category, the board member themself is not required to be LMI, only to reside in a majority-LMI neighborhood.

^2 If the CHDO serves a rural area, the “neighborhood” could be outside PJ or Tompkins County. The application needs to be sure to obtain the Income Limits documentation appropriate each certifying board member’s residential neighborhood.

^3 CHDO’s “elected” representative is higher bar that the CBDO standard, which does not specify that the representative be elected.
C. These factors have an implication for the IURA CHDO/CBDO Review Process.

1. IURA has had a practice of certifying our CHDO specifically for the PJ’s service area (City of Ithaca).

2. IURA will continue to attempt to reach the certification threshold by analyzing the qualifying criteria of board members whose self-certification involves Ithaca (the PJ).
   a. If the threshold for certification is not met after analyzing Ithaca-centered board members, qualifications of board members living outside the PJ will be analyzed.
   b. The complexity of documenting and qualifying board members outside of the PJ (and, next level, Tompkins County) contributes to IURA’s rationale for this method.
      i. Income Qualification: The City of Ithaca’s HUD Income Limits = Tompkins County’s Income Limits (they are the same). INHS has board members living outside of Tompkins County. They will need to provide proof they qualify in their appropriate City/County.
      ii. Link to HUD Income Limits: https://www.huduser.gov/portal/datasets/il.html
      iii. LMI Neighborhoods: Similarly, board members seeking to qualify as a Resident of an LMI neighborhood will need to provide proof to us via HUD census or HUD’s Low- and Moderate-Income Area Data Mapping Application.
      iv. Link to LMI Area Mapping Application: https://hud.maps.arcgis.com/apps/webappviewer/index.html?id=ffd0597e8af24f88b501b7e7f326bedd

IV. Substantial Similarity: A Regulatory Pathway for Certifying a CHDO as a CBDO

A. 24 CFR 570.204 – Special Activities by Community-Based Development Organizations (CBDOs) paragraph (c)(1) describes the general process by which community organizations may be designated a CBDO, a process familiar to IURA’s Neighborhood Investment Committee and Board.

B. Paragraph (c)(2) and (3) describe other pathways for designation as a CBDO. These paragraphs are included below, with emphasis added to facilitate discussion.
   (2) A CBDO that does not meet the criteria in paragraph (c)(1) of this section may also qualify as an eligible entity under this section if it meets one of the following requirements:
(i) Is an entity organized pursuant to section 301(d) of the Small Business Investment Act of 1958 (15 U.S.C. 681(d)), including those which are profit making; or

(ii) Is an SBA approved Section 501 State Development Company or Section 502 Local Development Company, or an SBA Certified Section 503 Company under the Small Business Investment Act of 1958, as amended; or

(iii) Is a Community Housing Development Organization (CHDO) under 24 CFR 92.2, designated as a CHDO by the HOME Investment Partnerships program participating jurisdiction, with a geographic area of operation of no more than one neighborhood, and has received HOME funds under 24 CFR 92.300 or is expected to receive HOME funds as described in and documented in accordance with 24 CFR 92.300(e).

(3) A CBDO that does not qualify under paragraph (c)(1) or (2) of this section may also be determined to qualify as an eligible entity under this section if the recipient demonstrates to the satisfaction of HUD, through the provision of information regarding the organization’s charter and by-laws, that the organization is sufficiently similar in purpose, function, and scope to those entities qualifying under paragraph (c)(1) or (2) of this section.


C. IURA Staff have analyzed INHS’ application and documentation and have determined that INHS does qualify as a CHDO. However, INHS’s service area is now larger than that described at (c)(2)(iii).
   a. INHS was founded in Ithaca and has served Ithaca as a CHDO since Ithaca was designated an Entitlement Community in 2004.
   b. INHS previously qualified as a CBDO.
   c. IURA Staff have determined that through review of its charter and by-laws that it is sufficiently similar in purpose, function, and scope to a CBDO.
   d. IURA Staff will provide the above information to HUD for input.
December 27, 2022

Anisa Mendizabel
Ithaca Urban Renewal Agency
108 East Green Street
Ithaca, NY 14850

RE: Renewal of CHDO Certification

Dear Anisa,

Please find enclosed the application for renewal of the CHDO certification for Ithaca Neighborhood Housing Services, Inc. (INHS).

INHS is a 501(c)(3) organization dedicated to expanding housing opportunities for low- and moderate-income residents of Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga, and Tompkins Counties. It seeks to foster communities that embrace diversity, equity, and sustainability in ways that produce lasting outcomes.

The organization has not changed its by-laws, IRS status, or Articles of Incorporation, and therefore did not include them with the supporting documents.

If you have any questions about the application or require additional information, please contact me directly.

Sincerely,

[Signature]

Johanna Anderson
Executive Director
Proposed Resolution
IURA Neighborhood Investment Committee
June 8, 2023

2023 Designation of Ithaca Neighborhood Housing Services, Inc. (INHS) as a Community Housing Development Organization (CHDO) and as a Community Based Development Organization (CBDO)

WHEREAS, the Ithaca Urban Renewal Agency (IURA) has been designated by the City of Ithaca as the Lead Agency to develop, administer and implement the HUD Entitlement Grant program, including funds received through the HOME Investment Partnerships (HOME) program, and

WHEREAS, grant recipients under the HOME program are termed Participating Jurisdictions (PJs), and

WHEREAS, PJs must reserve not less than 15% of their HOME allocation for investment in housing to be developed, sponsored, or owned by Community Housing Development Organizations (CHDOs), and

WHEREAS, each PJ must annually identify CHDOs that are capable of carrying out projects to address priority housing needs identified in the Consolidated Plan, and

WHEREAS, a CHDO is a specific type of community-based non-profit organization as defined in 24 CFR §92.2, and

WHEREAS, on December 27, 2023, Ithaca Neighborhood Housing Services, Inc. (INHS) submitted materials documenting its qualifications and requested renewal of its designation as a CHDO by the IURA, and

WHEREAS, on May 25, 2023, IURA Staff completed a point-in-time review of said documents, and

WHEREAS, at its June 8, 2023 meeting, the Neighborhood Investment Committee of the Ithaca Urban Renewal Agency compared the submitted materials against CHDO criteria and recommends the following; now, therefore be it

RESOLVED, that the IURA, acting in its capacity as the Lead Agency for the Participating Jurisdiction of the City of Ithaca, hereby renews its designation of Ithaca Neighborhood Housing Services, Inc. as a CHDO for the 2023 Action Plan, and be it further

RESOLVED, that the IURA, acting in its capacity as the Lead Agency for the Participating Jurisdiction of the City of Ithaca, and pursuant to 24 CFR §570.204(c)(3) hereby renews its designation of Ithaca Neighborhood Housing Services, Inc. as a Community Based Development Organization (CBDO) for the 2023 Action Plan, pending input from HUD.
May 23, 2023

Nels Bohn, Director of Community Development
Chris Proulx, IURA Board Chair

Dear Sirs:

Catholic Charities Tompkins/Tioga (CCTT) is writing to request a modification to our 2021 Security Deposits contract, Project #7: “Security Deposit Assistance for Vulnerable Households”. The contract currently refers to CCTT’s Program Guidelines as stated below:

(fix) per Sub-Recipient’s Program Guidelines and long-standing policy, security deposit assistance shall be limited to first-time beneficiaries, unless an applicant is enrolled in the Housing for School Success Program or has been issued a Rapid Rehousing voucher.

Housing for School Success and Rapid Rehousing aim to assist households that are unhoused in attaining housing. We have found it appropriate to extend the one-time exception to any household experiencing homelessness. It is difficult for low- to moderate-income households, particularly those experiencing homelessness, to identify housing that meets their ability to pay rent, as has been documented in the City’s adopted HOME-ARP Allocation Plan and the CoC’s “Home Together, Tompkins” plan. In most or all cases, the prospective tenant’s ability to provide a security deposit is essential to finalizing their rental agreement. Landlords are unlikely to hold units open for a household that needs an extended amount of time to gather funds for a security deposit, and certainly would move on to another prospective tenant if a candidate is unable to provide a security deposit. Modifying our guidelines—and therefore our contract with IURA—to provide an exception to any unhoused household would align our program with local plans to reduce homelessness and housing instability. It would also allow us to quickly provide security deposits for households exiting homelessness.

Without a modification, we don’t have a mechanism to serve people exiting homelessness but who are not being served by Housing for School Success or a Rapid Rehousing voucher.

We hope you will agree that this modification would help us better serve the community. I’m available to answer any questions you may have.

Sincerely,

Michaela Cortright
ADOPTED RESOLUTION
Ithaca Urban Renewal Agency
May 25, 2023

Contract Modification to
2021 Project #7 “Security Deposit Assistance for Vulnerable Households”

WHEREAS, Catholic Charities of Tompkins-Tioga (CCTT) is the project sponsor for 2021 Project #7 “Security Deposit Assistance for Vulnerable Households,” which provides full security deposits to aid income-qualified households in securing housing, and

WHEREAS, on May 18, 2022, the IURA and CCTT executed a contract to implement Project #7, and

WHEREAS, Section 2.a.(ix) of the contract states:

(ix) per Sub-Recipient’s Program Guidelines and long-standing policy, security deposit assistance shall be limited to first-time beneficiaries, unless an applicant is enrolled in the Housing for School Success Program or has been issued a Rapid Rehousing voucher.

and,

WHEREAS, CCTT has recently modified its Program Guidelines and long-standing policy to extend the exception of first-time beneficiaries to include all households experiencing homelessness, and

WHEREAS, CCTT requests a contract modification to reflect this change in its Program Guidelines, and

WHEREAS, such a contract modification aligns with the goals of the City of Ithaca’s HUD-Approved HOME-ARP Allocation Plan and the Tompkins County Continuum of Care’s City-endorsed “Home Together, Tompkins” Plan; now, therefore, be it

RESOLVED, the IURA Chair is hereby authorized to execute a contract modification with Catholic Charities of Tompkins-Tioga for 2021 Project #7 “Security Deposit Assistance to Vulnerable Households” to extend the exception to the one-time beneficiary eligibility requirement to any households experiencing homelessness.
Proposed Resolution  
IURA Neighborhood Investment Committee  
June 8, 2023

Contract Modification to  
2021 Project #7 “Security Deposit Assistance for Vulnerable Households”

WHEREAS, Catholic Charities of Tompkins-Tioga (CCTT) is the project sponsor for 2021 Project #7 “Security Deposit Assistance for Vulnerable Households,” which provides full security deposits to aid income-qualified households in securing housing, and

WHEREAS, on May 18, 2022, the IURA and CCTT executed a contract to implement Project #7 Security Deposit Assistance for Vulnerable Households of the 2021 HUD Action Plan, and

WHEREAS, Section 2.a.(ix) of the contract c" states

(ix) per Sub-Recipient’s Program Guidelines and long-standing policy, security deposit assistance shall be limited to first-time beneficiaries, unless an applicant is enrolled in the Housing for School Success Program or has been issued a Rapid Rehousing voucher.

and,

WHEREAS, CCTT has recently modified its Program Guidelines and long-standing policy to extend the exception of first-time beneficiaries to include all households experiencing homelessness, and

WHEREAS, CCTT requests a contract modification to reflect this change in its Program Guidelines, and

WHEREAS, such a contract modification aligns with the goals of the City of Ithaca’s HUD-Approved HOME-ARP Allocation Plan and the Tompkins County Continuum of Care’s City-endorsed “Home Together, Tompkins” Plan, therefore, now be it

RESOLVED, the IURA Chair is hereby authorized to execute a contract modification with Catholic Charities of Tompkins-Tioga for 2021 Project #7 “Security Deposit Assistance to Vulnerable Households” to extend the exception to the one-time beneficiary eligibility requirement to any households experiencing homelessness.
## Current CDBG Timeliness Report

**Grantee:** Ithaca, NY

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<th>TIMELINESS TEST DATE</th>
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**NOTE:** If ***** appears in place of ratio, then ratio cannot be calculated because either the grantee's current year grant has not been obligated in LOCCS or the current program year start and end dates have not been entered in IDIS.