IURA GOVERNANCE COMMITTEE (GC)
8:30 A.M., Friday, January 27, 2023
Common Council Chambers, Third Floor
108 E. Green St., Ithaca, NY 14850

IN-PERSON/HYBRID MEETING

Join Zoom Meeting: https://us02web.zoom.us/j/89286663943?pwd=VWJBdHdvT0ttZFdxdzA2UjllYm1Fdz09
Meeting ID: 892 8666 3943
Passcode: wD0Ws6
One-Tap Mobile: +16465588656,,89286663943#,,,,*562540# US (New York)
Dia by Your Location: +1 646 558 8656 US (New York)
Meeting ID: 892 8666 3943
Phone Passcode: 562540

I. Call to Order

II. Agenda Additions/Deletions

III. Public Comments (3 min. max.)

IV. Review of Meeting Minutes: October 25, 2022

V. New Business
A. Procurement - Independent Contractor One-Year Renewals
   1. Community Development Consulting, H. Sicherman/the Harrison Studio – resolution
   2. Legal Services, Mariette Geldenhuys Attorney & Mediator – resolution
   3. Legal Services, Law Offices of Sharon M. Sulimowicz – resolution
   4. Legal Services, Krin Flaherty – resolution
B. Fifth Amendment to the HUD Citizen Participation Plan – resolution (forthcoming)
C. PY 2021 HUD Annual Community Assessment Report – review
D. PY 2021 Consolidated Annual Performance Evaluation Report (CAPER) - review
E. Draft Summary of Home, Together: Tompkins County: Plan to Address Unsheltered Homelessness - review

VI. Other/Old Business
A. IURA Financials Review: December 2022
B. Staff Report
C. Next Meeting Date: April 21, 2023
D. Other

VII. Adjournment

PUBLIC COMMENTS

WRITTEN public comments may be e-mailed until 3:00 p.m., the day before the meeting to: cpyott@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).

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/UC7RtJN1P_RFaFW2lVCnTrDg. Because of a slight delay in launching the live-stream, the video may begin a few minutes before the meeting is formally

If you have a disability and require accommodation in order to fully participate, please contact the City of Ithaca Clerk’s Office at 274-6570 at least 72 hours prior to the meeting.
DRAFT MEETING MINUTES
ITHACA URBAN RENEWAL AGENCY
GOVERNANCE COMMITTEE (GC)
9:00 A.M., Tuesday, October 25th, 2022
Common Council Chambers, Third Floor
108 E. Green St. (City Hall)
Ithaca, NY 14850

Present: Kathy Schlather, Vice-Chairperson; Donna Fleming; David Whitmore
Excused: Susan Cummings
Vacancy: 1
Staff: Nels Bohn; Charles Pyott
Guests: None

I. Call to Order
Vice-Chairperson Schlather called the meeting to order at 9:06 A.M.

II. Agenda Additions/Deletions
None.

III. Verbal/Written Public Comments
None.

IV. Review of Meeting Minutes: April 25th, 2022
Whitmore moved, seconded by Schlather to approve the meeting minutes, with no modifications.
Carried Unanimously: 3-0

V. New Business
A. 2023 IURA Budget
Bohn explained that Fall is the IURA’s budget season, so the Committee needs to review the various components of the proposed 2023 Budget and adopt it for the IURA Board to review. Bohn then walked through the major elements of his October 18, 2022 memorandum (excerpted below):

The staff recommended 2023 budget of $417,841 represents an increase of 3.5% from the 2022 budget. 2023 revenues available to pay IURA expenses are projected at approximately $500,000, $82,000 more than annual operating expenses. Projected revenues in 2023 include one-time funding from the American Rescue Plan (ARP) totaling approximately $130,000. The final $50,000 of ARP funding is anticipated to be applied to the budget in 2024.
The major drivers for IURA expenses are:
- Staff
- Health insurance premiums
- Legal and other professional services

The major drivers for IURA revenues are:
- HUD grant awards, especially COVID-19-related awards
- Loan repayments

Following is a summary of these major budget drivers:

**Expenses**

After many years of mild inflation, the trailing August-August annual CPI was 7.6%, which ripples through many IURA operating expenses.

Salaries and employee benefits account for 86% of the IURA budget. The budget retains all current staffing (3.63 FTE) and provides a 4.0% salary increase, roughly half of the CPI though higher than the 2.25% increase for the City Administrative unit agreement. Every 1% change in salaries changes the budget by $3,000. The City has initiated a compensation study that they will share with the bargaining units and may result in adjustments to salaries in 2024, particularly for positions that are difficult to fill. The Planning Division has had challenges attracting applicants for open planner positions. Providing a 4% increase in salaries can help the IURA remain competitive in the labor market.

Health insurance premiums increased 8.6% in 2023, but two employees now gain health insurance coverage through their spouses. IURA pays up to 75% of out-of-pocket expenses to any employee who elects to maintain coverage through a spouse. In total, health insurance expenses are projected to decline 1% to just under $50,000 in 2023.

Legal expenses are projected to increase by 6% to $19,000 to account for inflation. Other professional services are projected to increase 16% to approximately $25,000 to account for special survey, appraisal and abstract expenses associated with projected land conveyances associated with the Inlet Island urban renewal project. These expenses are expected to be reimbursed from property sale proceeds.

**Revenues**

In past years, HUD grants provide funding for approximately 44% of the IURA budget. While the 2022 HUD Entitlement grant provides level funding, CARES Act special CDBG-CV3 and HOME-ARP allocations are projected to provide $144,000 in administrative funding for 2023. A final $50,000 of HOME-ARP funding is anticipated to be available in 2024. HUD grant funding is projected to cover almost 73% of the 2023 IURA budget.

Loan repayment revenues are projected to increase 33% to about $105,000 in 2023 due to increased loan activity.

Reimbursable staff/legal expenses are projected to increase in 2023 to $36,500 for costs associated with urban renewal projects.
Summary

Overall, special one-time HUD awards (CDBG-CV and HOME-ARP) will allow the 2023 budget to be fully funded from projected revenues in 2023. These one-time funds will be exhausted after 2024, when the IURA budget may turn from an operating surplus to an operating loss in 2025 if other revenues sources are not identified. Sale of land for an urban renewal project, such as at Inlet Island, may result in lump sum revenue event or a new stream of revenues if structured as an owner-financed loan to the project sponsor.

Should there be a shortfall in future years, funds can be drawn from existing cash accounts to balance the budget for a time. Fortunately, the #05 non-CDBG cash account currently has an unobligated balance of approximately $600,000 available to address future budget gaps until other revenues can be identified.

Whitmore moved, seconded by Fleming:

2023 IURA Budget

WHEREAS, the IURA desires to annually adopt an administrative budget to guide expenditures and manage financial resources of the IURA, and

WHEREAS, New York State law governing public authorities requires submission of a proposed budget 60 days prior to the start of the next fiscal year, and

WHEREAS, the IURA budget is due to be submitted to the New York State Authorities Budget Office (ABO) by November 1st of each year, and

WHEREAS, the IURA Governance Committee reviewed this matter at its October 25, 2022 meeting and recommended the following; now, therefore, be it

RESOLVED, that the IURA hereby adopts the FY2023 IURA Administrative Budget, dated 10/18/22.

Carried Unanimously: 3-0

(continued on following page)
### Exhibit A

#### Schedule of Salaries

**Proposed 2023 IURA Budget**

| Authorized Employment Positions | 2022 | | | | 2023 | | | | | | | | | | | |
|---------------------------------|------|-----------|-------------|---|---------|-----------|-------------|---|---------|-----------|-------------|---|---------|-----------|-------------|
|                                 | Annual Salary | work week | % full-time | Mid-Year Salary Change | Adopted Budget Salaries | YTD Expenditures (8/31/2022) | YTD % Change | $ Change | Annual Salary | work week | % full-time | Proposed Budgeted Salaries | | | |
| 1 Accountant                    | $60,946.45 | 22 hours | 63% | $0 | $99,567.60 | $33,402.64 | 84% | 4.00% | $1,583 | 22 hours | 63% | $41,350.80 |
| 2 Contracts Monitor             | $54,438.11 | full | 100% | $0 | $54,438.11 | $53,593.20 | 65% | 4.00% | $2,178 | full | 100% | $56,615.63 |
| 3 CD Planner                    | $60,057.31 | full | 100% | $0 | $60,057.31 | $39,270.00 | 65% | 4.00% | $2,626 | full | 100% | $62,659.60 |
| 4 Director of CD                | $93,888.58 | full | 100% | $0 | $93,888.58 | $61,380.20 | 65% | 4.00% | $3,756 | full | 100% | $97,644.12 |

2022 Approved Bonuses: $3,000.00
2022 Approved Salary Changes: $0.00
Total 2023 Proposed Salaries: $257,809.06
Total 2022 Authorized Salaries: $247,951.59
Increase (decrease): $9,857.46 4.00%

1. City/CSA Admin. Unit Agreement executed September 2021. Employer Wages for 2020-2024:
   - Effective January 2, 2020 - increase base pay 2.5%
   - Effective June 30, 2021 - increase base pay 3.5% with final cash payment of $2,350 due in October.
   - Effective January 2, 2022 - increase base pay 2.5%
   - Effective January 2, 2023 - increase base pay 2.5%
   - Effective January 2, 2024 - increase base pay 2.5%

2. Historical IURA salary increases:

3. Salaries based on full-time employment of 1,870 hours per year.

### Exhibit B

#### Schedule of Personnel Expenses

**Proposed FY2023 IURA Budget**

<table>
<thead>
<tr>
<th>Employee Benefits</th>
<th>Accountant</th>
<th>Director of CD</th>
<th>Contracts Monitor</th>
<th>CD Planner</th>
<th>Proposed 2023 Totals</th>
<th>Adopted 2022 Totals</th>
<th>YTD Expenditures (8/31/2022)</th>
<th>YTD % Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Insurance</td>
<td>$7,110.18</td>
<td>$35,943.92</td>
<td>$12,606.44</td>
<td>$6,472.82</td>
<td>$62,355.36</td>
<td>$43,049.00</td>
<td>$36,188.00</td>
<td>57%</td>
</tr>
<tr>
<td>(Single Plus PPO Plus)</td>
<td>0%</td>
<td>20%</td>
<td>20%</td>
<td>20%</td>
<td>20%</td>
<td>20%</td>
<td>20%</td>
<td>20%</td>
</tr>
<tr>
<td>2023 Employee Contribution Percentage</td>
<td>$3,422.04</td>
<td>$7,158.78</td>
<td>$2,321.29</td>
<td>$1,294.96</td>
<td>$4,247.13</td>
<td>$4,247.13</td>
<td>$12,090.80</td>
<td>3.73%</td>
</tr>
<tr>
<td>Net Employer Health Insur. Expense</td>
<td>$5,686.14</td>
<td>$26,755.14</td>
<td>$13,065.15</td>
<td>$5,179.68</td>
<td>$49,100.29</td>
<td>$50,439.20</td>
<td>$28,950.57</td>
<td>57%</td>
</tr>
<tr>
<td>Retirement Benefits (11%)</td>
<td>$4,525.53</td>
<td>$10,740.85</td>
<td>$6,277.22</td>
<td>$6,780.56</td>
<td>$28,366.65</td>
<td>$27,776.68</td>
<td>$15,443.85</td>
<td>57%</td>
</tr>
<tr>
<td>FICA (7.65%)</td>
<td>$1,338.00</td>
<td>$1,338.00</td>
<td>$1,338.00</td>
<td>$1,338.00</td>
<td>$2,400.00</td>
<td>$2,400.00</td>
<td>$0.00</td>
<td>0%</td>
</tr>
<tr>
<td>$14,082.68</td>
<td>$47,015.82</td>
<td>$21,053.89</td>
<td>$17,329.55</td>
<td>$99,478.09</td>
<td>$96,340.57</td>
<td>$56,393.75</td>
<td>57%</td>
<td></td>
</tr>
<tr>
<td>2022 Budgeted Salaries</td>
<td>$595,570.60</td>
<td>$93,080.58</td>
<td>$93,080.58</td>
<td>$45,348.11</td>
<td>$247,951.59</td>
<td>$247,951.59</td>
<td>$180,447.68</td>
<td>68%</td>
</tr>
<tr>
<td>MID-year merit-based salary Increase</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>2023 4.00% Salary Increase</td>
<td>$1,587.90</td>
<td>$3,755.54</td>
<td>$2,177.52</td>
<td>$2,402.29</td>
<td>$9,918.09</td>
<td>$9,918.09</td>
<td>$9,918.09</td>
<td>0%</td>
</tr>
<tr>
<td>2023 Increase in Employee Pymt. - Health Insur.</td>
<td>$61.34</td>
<td>$569.38</td>
<td>$199.66</td>
<td>$57.76</td>
<td>$82.00</td>
<td>$82.00</td>
<td>$82.00</td>
<td>0%</td>
</tr>
<tr>
<td>2023 Net Salary Increase/Decrease</td>
<td>$2,523.47</td>
<td>$3,185.27</td>
<td>$1,977.86</td>
<td>$2,348.54</td>
<td>$9,832.13</td>
<td>$9,832.13</td>
<td>$9,832.13</td>
<td>0%</td>
</tr>
<tr>
<td>2023 Increase in Retirement Benefits</td>
<td>$174.10</td>
<td>$413.13</td>
<td>$235.31</td>
<td>$264.25</td>
<td>$1,090.99</td>
<td>$1,090.99</td>
<td>$1,090.99</td>
<td>0%</td>
</tr>
<tr>
<td>2023 All In Employee Compensation Change</td>
<td>4.29%</td>
<td>3.82%</td>
<td>4.07%</td>
<td>4.95%</td>
<td>4.95%</td>
<td>4.95%</td>
<td>4.95%</td>
<td>0%</td>
</tr>
<tr>
<td>2023 Budgeted Salaries</td>
<td>$41,150.80</td>
<td>$97,664.12</td>
<td>$56,615.63</td>
<td>$62,459.60</td>
<td>$257,969.68</td>
<td>$257,969.68</td>
<td>$257,969.68</td>
<td>0%</td>
</tr>
<tr>
<td>Merit Based Increase Pror (to be determined)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0%</td>
</tr>
<tr>
<td>Salary Subtotal</td>
<td>$41,150.80</td>
<td>$97,664.12</td>
<td>$56,615.63</td>
<td>$62,459.60</td>
<td>$257,969.68</td>
<td>$257,969.68</td>
<td>$257,969.68</td>
<td>0%</td>
</tr>
<tr>
<td>Total Employee Compensation</td>
<td>$55,323.98</td>
<td>$144,659.95</td>
<td>$77,666.72</td>
<td>$79,789.11</td>
<td>$362,348.75</td>
<td>$362,348.75</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes:
1. Historical health insurance rate premium changes:
   - 2014: decrease 8.5% for Single; increase 5.7% for Family
   - 2015: 12% increase
   - 2016: 12% increase
   - 2017: 14% increase
   - 2018: 9.1% increase
   - 2019: 3.5% increase for Single; 19.9% increase for Family
   - 2020: 5.7% increase
   - 2021: 3.0% increase
   - 2022: 7.3% increase
   - 2023: 8.6% increase

2. $5,000 budgeted for possible IURA-approved, merit-based bonuses in 2023
3. Staff training is a separate line in the IURA Administrative budget, so it is not included in the "employee benefits" budget line of the IURA budget
### Exhibit C

**Schedule of Independent Contractors Expense**

#### Proposed FY2023 IURA Budget

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Martelle Golliday, Esq.</td>
<td></td>
<td>$12,000</td>
<td>$9,000</td>
<td>18%</td>
<td>$15,000</td>
<td>$12,000</td>
<td>31%</td>
</tr>
<tr>
<td>5 Levente Goulain &amp; Thompson (P. Runwick)</td>
<td></td>
<td>$5,000</td>
<td>$3,000</td>
<td>0%</td>
<td>$0</td>
<td>$3,000</td>
<td>-100%</td>
</tr>
<tr>
<td>5 Kim Fishbein</td>
<td></td>
<td>$0</td>
<td>$0</td>
<td>0%</td>
<td>$0</td>
<td>$0</td>
<td>0%</td>
</tr>
<tr>
<td>5 Sharon Sulimowicz, Esq.</td>
<td></td>
<td>$8,000</td>
<td>$6,000</td>
<td>18%</td>
<td>$8,000</td>
<td>$6,000</td>
<td>-33%</td>
</tr>
<tr>
<td>Legal Subtotal</td>
<td></td>
<td>$25,000</td>
<td>$8,000</td>
<td>18%</td>
<td>$25,000</td>
<td>$15,000</td>
<td>6%</td>
</tr>
<tr>
<td>Reimbursements for Legal Services</td>
<td></td>
<td>$0</td>
<td>$0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Out-of-Pocket Legal Total</td>
<td></td>
<td>$3,000</td>
<td>$3,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other Professional Services:

- CDIG & ED consultant: H. Siekerman & Co., Inc.  $30,000 $6,000 $3,000 10% $30,000 0%
- Payroll Processing: Paychex NA $3,350 $843 2% NA $1,500 -4%
- Flexible Benefit Plan Admin: SEBIA NA $0 $50 0% NA $0 NA
- Audit work: Inero NA $780 $1,000 328% NA $3,200 54%
- Timelining: Journix 600 $525 $600 96% NA $600 -4%
- Automated A/P: Globoclix NA $750 $0 0% NA $750 NA
- Approved/Survey/Abstract: TBD NA $9,000 $9,000 100% 15,000 $15,000 NA
- Environmental Engineering: Barton & Loguidice, PC NA $9,000 $9,000 100% 15,000 $15,000 NA
- Fair Housing: TBD NA $5,000 $5,000 100% 5,000 $5,000 0%
- Child/Structural/Traffic Engineering: TBD NA $5,000 $5,000 100% 5,000 $5,000 0%
- Minutes Taking: TBD NA $5,000 $5,000 100% 5,000 $5,000 0%
- Other: TBD NA $5,000 $5,000 100% 5,000 $5,000 0%

Other Contractors Subtotal $21,505 $11,493 $24,850 16%

Total $39,505 $14,799 $43,850 11%

**Notes:**
1. Exceeded budgeted amount in 2022, but exceeded legal fees were fully reimbursed from counterparties. Inlet Island project anticipated to require special legal services.

### Exhibit D

**Schedule of Insurance Expenses**

#### Proposed FY2023 IURA Budget

<table>
<thead>
<tr>
<th>Insurance</th>
<th>Carrier</th>
<th>FY 2022 Budget</th>
<th>YTD 8/31/2022 Expenditures</th>
<th>Health Insur. Employer Share %</th>
<th>Proposed FY 2023 Budget</th>
<th>% Change From 2022 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directors &amp; Officers ($1 million)</td>
<td>Charles National Union Fire Insur. Co.</td>
<td>$2,520</td>
<td>$2,495</td>
<td>99%</td>
<td>$2,565</td>
<td>2%</td>
</tr>
<tr>
<td>Employee Dishonesty ($150K)</td>
<td>Hartford Fire Insurance Co.</td>
<td>$970</td>
<td>$664</td>
<td>99%</td>
<td>$580</td>
<td>2%</td>
</tr>
<tr>
<td>Disability</td>
<td>Shafterpoint</td>
<td>$733</td>
<td>$698</td>
<td>99%</td>
<td>$739</td>
<td>0%</td>
</tr>
<tr>
<td>Liability &amp; Property</td>
<td>carried on City policy</td>
<td>$0</td>
<td>$0</td>
<td>0%</td>
<td>$0</td>
<td>0%</td>
</tr>
<tr>
<td>Workers Compensation</td>
<td>Travelers</td>
<td>$1,150</td>
<td>$90</td>
<td>8%</td>
<td>$1,150</td>
<td>0%</td>
</tr>
<tr>
<td>Agency Insurance Subtotal</td>
<td></td>
<td>$4,975</td>
<td>$3,687</td>
<td>77%</td>
<td>$5,815</td>
<td>1%</td>
</tr>
<tr>
<td>Health Care - Employer Share</td>
<td>Excelus BC/BS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>employee A1</td>
<td>Family @ $2,543/mo.</td>
<td>$26,478</td>
<td>$21,976</td>
<td>$17,581</td>
<td>66%</td>
<td>$28,775</td>
</tr>
<tr>
<td>employee A2</td>
<td>Single @ $892/mo.</td>
<td>$6,287</td>
<td>$7,113</td>
<td>$6,169</td>
<td>66%</td>
<td>$10,895</td>
</tr>
<tr>
<td>employee A3</td>
<td>Spousal coverage @ $493/mo.</td>
<td>$5,888</td>
<td>$3,402</td>
<td>$2,479</td>
<td>27%</td>
<td>$5,188</td>
</tr>
<tr>
<td>employee A4</td>
<td>Spousal coverage @ $493/mo.</td>
<td>$5,888</td>
<td>$3,402</td>
<td>$2,479</td>
<td>27%</td>
<td>$5,188</td>
</tr>
<tr>
<td>Health Insurance Subtotal</td>
<td></td>
<td>$50,459</td>
<td>$36,188</td>
<td>$28,950</td>
<td>57%</td>
<td>$49,709</td>
</tr>
<tr>
<td>Insurances Total</td>
<td></td>
<td>$55,402</td>
<td>$42,277</td>
<td>$34,732</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
1. Healthcare insurance expenditure excludes 20% employee contribution.
2. Employees who maintain non-IURA coverage are eligible for reimbursement of health insurance expenses up to 75% of the IURA benefit

<table>
<thead>
<tr>
<th></th>
<th>2022</th>
<th>2023</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>$13,608</td>
<td>$12,606</td>
<td>8.00%</td>
</tr>
<tr>
<td>Subscriber &amp; Spouse</td>
<td>$3,216</td>
<td>$2,511</td>
<td>8.60%</td>
</tr>
<tr>
<td>Subscriber &amp; Child(ren)</td>
<td>$18,770</td>
<td>$21,180</td>
<td>8.60%</td>
</tr>
<tr>
<td>Family</td>
<td>$13,100</td>
<td>$10,984</td>
<td>8.60%</td>
</tr>
<tr>
<td>Spousal coverage employee #3</td>
<td>$6,804</td>
<td>$7,120</td>
<td>4.50%</td>
</tr>
<tr>
<td>Spousal coverage employee #4</td>
<td>$6,196</td>
<td>$6,475</td>
<td>4.50%</td>
</tr>
</tbody>
</table>
### Exhibit E-1
#### Summary of Projected Revenues

<table>
<thead>
<tr>
<th>Source</th>
<th>2021 Budget</th>
<th>2022 Budget</th>
<th>YTD 2022</th>
<th>67% of FY</th>
<th>% Change From Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>IURA GC Meeting Grant (GRANTS/PLANNING)</td>
<td>$393,295</td>
<td>$288,228</td>
<td>$352,022</td>
<td>51%</td>
<td>2.0%</td>
</tr>
<tr>
<td>Loan Repayments</td>
<td>$80,619</td>
<td>$19,350</td>
<td>$55,850</td>
<td>71%</td>
<td>85.9%</td>
</tr>
<tr>
<td>Property (L&amp;G Revenue)</td>
<td>$205,296</td>
<td>$208,315</td>
<td>$166,243</td>
<td>80%</td>
<td>13.9%</td>
</tr>
<tr>
<td>Property Disposition/Renewal Revenues</td>
<td>$5,213</td>
<td>$2,932</td>
<td>$5,310</td>
<td>95%</td>
<td>1.3%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$3,330</td>
<td>$2,946</td>
<td>$5,310</td>
<td>95%</td>
<td>1.3%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$411,239</strong></td>
<td><strong>$285,689</strong></td>
<td><strong>$461,148</strong></td>
<td><strong>62%</strong></td>
<td><strong>16.1%</strong></td>
</tr>
</tbody>
</table>

**Notes:**
1. One-time funding of $144,439 from CDBG Co and HOME ARRA applied to 2022 budget. $50,000 remaining from HOME ARRA available in 2024.
2. No property disposals projected in 2023. Projected revenues derive from reimbursed expenses on urban renewal projects. New line item disposal possible in 2024.

---

### Exhibit E-2
#### Schedule of Detailed Projected Revenues

<table>
<thead>
<tr>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>YTD 2022</th>
<th>67% of FY</th>
<th>% Change From Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Housing Revenues—Grant</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prior Year (FY21/22)</td>
<td>$137,879</td>
<td>$118,350</td>
<td>$133,500</td>
<td>81%</td>
<td>138,457</td>
</tr>
<tr>
<td>Remaining Balance of FY20/21 CDBG Admin.</td>
<td>$50</td>
<td>$1,100</td>
<td>$2,830</td>
<td>100%</td>
<td>$2,829</td>
</tr>
<tr>
<td>CDBG Co (Round 3)</td>
<td>$0</td>
<td>$2,700</td>
<td>$2,700</td>
<td>100%</td>
<td>$2,700</td>
</tr>
<tr>
<td>CDBG Co (Round 2)</td>
<td>$0</td>
<td>$2,700</td>
<td>$2,700</td>
<td>100%</td>
<td>$2,700</td>
</tr>
<tr>
<td><strong>Miscellaneous</strong></td>
<td>$2,700</td>
<td>$2,700</td>
<td>$2,700</td>
<td>100%</td>
<td>$2,700</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$137,879</strong></td>
<td><strong>$118,350</strong></td>
<td><strong>$133,500</strong></td>
<td><strong>81%</strong></td>
<td><strong>138,457</strong></td>
</tr>
</tbody>
</table>

**Total Revenues: $285,259**
Bohn explained the Bank Account Analysis tracks the status of the IURA’s different bank accounts, over a three-year period. Although the total balance has decreased over the past two years, that is because Cayuga Green LLC paid off its loan in full so that is no longer counted as annual income. Approximately $600,000 is held as cash-on-hand, which does not generate income. Each account type has its own set of restrictions on the use of its funds.

<table>
<thead>
<tr>
<th>A/C #</th>
<th>Description</th>
<th>8/31/2022</th>
<th>8/31/2021</th>
<th>8/31/2020</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>11002</td>
<td>Operating Acct (#01)</td>
<td>$34,777.39</td>
<td>$33,938.80</td>
<td>$44,707.72</td>
<td>$9,838.49</td>
</tr>
<tr>
<td>11004</td>
<td>CD-RLF (#02)</td>
<td>$282,161.62</td>
<td>$147,390.35</td>
<td>$195,782.75</td>
<td>$134,771.27</td>
</tr>
<tr>
<td>11007</td>
<td>CD-RLF Sec 17 (#15)</td>
<td>$63,171.37</td>
<td>$63,186.15</td>
<td>$70,238.84</td>
<td>-$7,067.47</td>
</tr>
<tr>
<td>11014</td>
<td>Industrial Parks (#14)</td>
<td>$84,621.47</td>
<td>$94,730.26</td>
<td>$95,264.05</td>
<td>-$10,114.79</td>
</tr>
<tr>
<td>11020</td>
<td>UDAG (#03)</td>
<td>$139,439.08</td>
<td>$143,812.13</td>
<td>$143,750.77</td>
<td>$(4,373.05)</td>
</tr>
<tr>
<td>11029</td>
<td>HOCDAG (#04)</td>
<td>$787,712.26</td>
<td>$550,446.06</td>
<td>$611,138.46</td>
<td>$26,268.18</td>
</tr>
<tr>
<td>11030</td>
<td>Non-CDBG (#05)</td>
<td>$527,931.79</td>
<td>$512,399.67</td>
<td>$1,237,850.01</td>
<td>$(709,918.22)</td>
</tr>
<tr>
<td></td>
<td><strong>Totals</strong></td>
<td><strong>$1,910,814.98</strong></td>
<td><strong>$2,045,909.54</strong></td>
<td><strong>$2,388,733.60</strong></td>
<td><strong>($177,818.62)</strong></td>
</tr>
</tbody>
</table>

Note: Differences > 10K explained below

4 Payment of $9,000.00 to Midland Appraisal Assoc. Inc. for Inlet Island Redevelopment

3 Breckenridge monthly pmt of $2,217.64 * 12 = 26,611.68

2 $5,870.47 Reimbursed Salary - Enterprise/Anti-Discrimination Project
   $208,975.69 Lease Pmts Rec’d (Cayuga Green, Cinema, Allpro, IFM & RIBS)
   -$10,000.00 Reimbursement for Dev. of CoC Strategic Action Plan Paid to HSC C/K20247 Dated 5/20/2022
   -$117,073.91 2021 Funds Rec’d (Cayuga Green, Cinema, & Ribs) and Sent to City 2/27/2022
   -$66,988.67 IDA Payments Sent to City
   -$7,530.32 Comp Payout
   -$10,000.00 CK #20247 Human Services Coalition - 2021 Comm Dev Consulting Services
   -$129,685.26 Monthly Transfers-Includes Salaty, SEF, Legal Fees, Advertising Fees, Subscription, Equipment etc.
   $125,556.00 M&T Loan pmts Rec’d
   -$309,456.05 Check #20061 fr $309,456.05 Paid to the City - Green St Garage Eas
   -$290,531.45 Explained Difference
   **($284,457.88)** Difference above
   -$5,863.57 Misc credits/debits (< 10K)

1 $152,956.17 M&T prin & int pmts rec’d
   $15,000.00 Recaptured Funds (HPF) from INHS for $5.6/2010 First Time Homebuyers Project 301Madison St. #322
   $104.75 Bank interest
   -$16,132.00 P/PA Interest only pmts rec’d-Stone Quarry, 210 Hancock & Breckenridge
   $183,358.52 Subtotal of deposits
   -$5,000.00 Emerg. Small Business Expense
   -$16,132.00 P/PA Interest only pmts above fully disbursed
   -$28,322.17 Salary, legal, etc (Admin expenses)
   **$134,381.75** Explained difference
   **($134,771.27)** Difference above
   -$389.52 Misc credits/debits (<10K)
B. Threshold for Dual Signatures on IURA Disbursement Checks

Bohn explained the IURA has historically required two separate signatures for every check it issues, which can become cumbersome. The proposed resolution would establish a threshold of over $5,000 for checks requiring two signatures.

Fleming moved, seconded by Whitham:

$5,000 Threshold for Dual Signatures on IURA Disbursements

WHEREAS, the IURA issues approximately 300 disbursement checks annually, and each check currently requires two signatures, and

WHEREAS, occasionally, gaining the second signature delays issuance of a check that may create a hardship for a non-profit agency or incur a late fee on the IURA, and
WHEREAS, authorized IURA signers for disbursements are IURA Director of Community Development, IURA Executive Director, IURA Chair, and an IURA Board member, and

WHEREAS, maintaining a robust separation of duties limits the number of IURA-affiliated persons based in City Hall available to sign disbursement checks, and

WHEREAS, IURA staff is exploring issuance of electronic checks through Tompkins Community Bank in lieu of paper checks to avoid delays via U.S.P.S. mail and increase efficiency, and

WHEREAS, electronic checking through Tompkins Community Bank does not appear to readily provide for dual approvals on disbursements in a manner that mimics the IURA check-approval process, and

WHEREAS, IURA staff has consulted with Insero & Company, LLP, the IURA’s auditor, which indicated that limiting dual signatures to higher disbursement amounts is acceptable and a common practice, and

WHEREAS, analysis of checks issued in prior years results in the following statistics for disbursements over $5,000:

<table>
<thead>
<tr>
<th>Year</th>
<th>Dollar Value of Disbursements Over $5,000</th>
<th>Number of Disbursements Over $5,000</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>%</td>
</tr>
<tr>
<td>2020</td>
<td>$1,465,960</td>
<td>81%</td>
</tr>
<tr>
<td>2021</td>
<td>$1,161,483</td>
<td>72%</td>
</tr>
<tr>
<td>2022 YTD</td>
<td>$490,814</td>
<td>64%</td>
</tr>
</tbody>
</table>

And,

WHEREAS, establishing a threshold over $5,000 for disbursements requiring dual signatures would capture 64%-81% of the value of IURA disbursements historically, and

WHEREAS, at its October 21, 2022, meeting, the IURA Governance Committee reviewed this matter and recommended the following; now, therefore, be it

RESOLVED, that the IURA hereby establishes a policy to require dual signatures only on IURA disbursements exceeding $5,000.

Carried Unanimously: 3-0

C. IURA Governance Chairperson Nomination

Bohn explained the Committee elects its own Vice-Chair, but nominates its Chair for the IURA Board to formally appoint. An IURA Board member is required to either serve as Chair or Vice-Chair.
Whitham moved, seconded by Fleming (as amended):

Nomination of 2022 IURA Governance Committee Chairperson

WHEREAS, Eric Rosario, Chairperson of the Governance Committee, resigned from the IURA Board on May 27, 2022, and

WHEREAS, Kathy Schlather serves as Vice-Chair of the Governance Committee, and

WHEREAS, Donna Fleming was appointed to fill the IURA Board vacancy and has also been appointed to the Governance Committee, and

WHEREAS, IURA by-laws provide that the committee membership shall elect its own committee Vice-Chairperson and nominate a candidate for committee Chairperson for consideration by the IURA Board, and

WHEREAS, per the by-laws, an IURA Board member shall fill either a Committee Chairperson or Committee Vice-Chairperson position, and

WHEREAS, officers of each Committee serve a one-year term, but continue to hold office until their successor is selected or appointed, and

WHEREAS, at its October 25, 2022 meeting, the Committee called for nominations to serve as Committee Chairperson; now, therefore, be it

RESOLVED, that the Committee hereby elects Donna Fleming as Vice-Chairperson of the IURA Governance Committee, and be it further

RESOLVED, that the Committee hereby nominates Kathy Schlather as Chairperson of the IURA Governance Committee.

Carried Unanimously: 3-0

VI. Other Business

A. Review of IURA Financials: September 2022

Bohn walked through the Grants Summary and explained that the left-hand “On Schedule” column calls out any projects that are not on schedule and that may need attention. The “GO ITHACA Low-Income Support” project has been extremely slow in submitting voucher reimbursement documentation and is approaching the original termination date in its contract. The “Online Market Discounts for LMI/SNAP Customers” project has also been relatively slow in expending its funds and has not been serving as many beneficiaries as anticipated at this point in the process. Bohn added that many CDBG-CV-funded projects have involved considerably more work for IURA staff than expected. Altogether, however, the vast majority of projects have been progressing well in terms of expenditures and project completion.
Bohn noted the “HVAC Upgrade” project, operated by St. John’s Community Services (SJCS), never succeeded in obtaining complete Davis-Bacon prevailing wage documentation, so was never reimbursed by the IURA, although the project was fully completed.

**B. Staff Report**

Bohn reported the sale of the 309 College Avenue (East Hill Fire Station) property is moving forward, including finalization of the terms of the Disposition & Development Agreement (DDA). The project is also moving through the Site Plan Review (SPR) process and no major issues have emerged.

Bohn reported the City's Restore NY6 (“Cayuga Street Rehabilitation”) $2M application was completed and submitted. The project consists of the rehabilitation of two adjacent vacant commercial multi-story buildings (115-121 S. Cayuga St. and 123 S. Cayuga St.). The buildings would be redeveloped for mixed-use (i.e., office, housing, retail), including 16 new affordable housing units and a new restaurant.

**VII. Adjournment**

The meeting was adjourned by consensus at 10:09 A.M.

— END —

Minutes prepared by C. Pyott, edited by N. Bohn.
WHEREAS, the contract with H. Sicherman/the Harrison Studio (Sicherman) providing community development consulting services, including loan underwriting, expires on February 28, 2023, and

WHEREAS, in accordance with IURA procurement policy and regulations contained in 2 CFR Part 200 for procurement of professional services, the IURA selected Sicherman through a Request for Proposals (RFP) selection process in 2021, and

WHEREAS, whereas per applicable procurement regulations, a contractor selected through an initial competitive selection process may be renewed for up to two additional one-year terms without undertaking a new competitive selection process, and

WHEREAS, a proposed 2023 contract would constitute the first one-year extension of the base independent consultant contract, and

WHEREAS, Sicherman submitted a proposal to continue providing community development services to the IURA in 2023 at the following hourly rates:
- $185/hour – Harry Sicherman
- $145/hour – Michael Thomas (loan underwriting), and

WHEREAS, the 2023 rates represent a 0% increase from the current contract rates, and

WHEREAS, IURA staff is highly satisfied with the quality of services provided by Sicherman, and

WHEREAS, the 2023 IURA budget authorized a total of $10,000 for community development and loan underwriting services, and

WHEREAS, on January 27, 2023, the Governance Committee reviewed this matter and recommended the following action; now, therefore, be it

RESOLVED, that IURA Chair is hereby authorized, upon review of IURA legal counsel, to execute a one-year contract extension for independent contractor legal services with H. Sicherman/the Harrison Studio, at a maximum hourly rate of $185 per hour with the total amount not to exceed $10,000, and be it further

RESOLVED, that the source of such funds for community development consulting services shall be derived from a variety of funding sources, including, but not limited to, CDBG and HOME funds, and expenses shall be billed to the appropriate source of funds for which the services were performed.
January 10, 2023

Charles Pyott, Contracts Monitor
Ithaca Urban Renewal Agency
108 East Green Street
Ithaca, New York 14850

As you are aware, the agreement between the Ithaca URA and H. Sicherman & Company, Inc. for the provision of technical services has an expiration date of February 28, 2023. By this letter, I am expressing the agreement of H. Sicherman & Company, Inc. to continue to provide services to the Ithaca URA under our existing agreement through February 29, 2024 with labor to be charged at the following rates:

Harry Sicherman .................$185.00 per hour
R. Charles Bell ..................$165.00 per hour
Michael Zimmerman ..........$150.00 per hour
Diane Church ...................$145.00 per hour
Mike Thomas ....................$145.00 per hour
Greg Merriam II .................$135.00 per hour
Karen Burke .....................$115.00 per hour
Rate in travel status ............$  80.00 per hour (all personnel)

All other terms and conditions of the existing agreement would remain in full force and effect.

Sincerely,

[Signature]

R. Charles Bell
President
Proposed Resolution
IURA Governance Committee
January 27, 2023

2023 Procurement of Independent Legal Services: Geldenhuys

WHEREAS, the contract for independent legal services with Mariette Geldenhuys, Attorney-at-Law (Geldenhuys) expires on February 28, 2023, and

WHEREAS, in accordance with IURA procurement policy and regulations contained in 2 CFR Part 200 for procurement of professional services, the IURA selected Geldenhuys through a Request for Proposals (RFP) selection process in 2021, and

WHEREAS, whereas per applicable procurement regulations, a contractor selected through an initial competitive selection process may be renewed for up to two additional one-year terms without undertaking a new competitive selection process, and

WHEREAS, a proposed 2023 contract would constitute the first one-year extension of the base independent consultant contract, and

WHEREAS, Geldenhuys submitted a proposal to continue providing legal services to the IURA in 2023 at a maximum billing rate of $245 per hour, a 2.1% increase from the current contract rate of $235 per hour, and

WHEREAS, the IURA staff is highly satisfied with the quality of legal services provided by Geldenhuys, and

WHEREAS, the 2023 IURA budget recommended a total authorized contract amount of $25,000 for legal services; now, therefore, be it

RESOLVED, that IURA Chair is hereby authorized, upon review of IURA legal counsel, to execute a one-year contract extension for independent contractor legal services with Mariette Geldenhuys, Attorney and Mediator, at a maximum hourly rate of $245 per hour with the total amount not to exceed $15,000, and be it further

RESOLVED, that the source of such funds for legal services shall be derived from a variety of funding sources, including, but not limited to, CDBG and HOME funds, and expenses shall be billed to the appropriate source of funds for which the services were performed.
January 10, 2023

Nels Bohn, Director of Community Development
Ithaca Urban Renewal Agency
108 East Green Street
Ithaca, New York 14850

Re: Legal Services

Dear Nels:

I write to express my interest in continuing to serve as legal counsel for the Ithaca Urban Renewal Agency.

I served as City Attorney for the City of Ithaca for four years, from 1996 through 1999, and have provided legal services to the IURA since 2000. I have performed extensive legal services for the IURA with regard to federally funded projects and various land acquisition and disposition projects, including real estate title work and closings, and have reviewed or drafted numerous loan agreements and contracts. I have also performed legal research and issued legal opinions on a variety of legal issues affecting the IURA. I have a thorough understanding of the legal requirements of the agency, as well as its legal relationship with the City of Ithaca and the role of each of the entities in various projects, such as land acquisition and disposition. As City Attorney, I also handled a wide array of legal matters for the City, both internally and on an intermunicipal level. I have previously served as legal counsel for the Tompkins County Industrial Development Agency, the Town of Ulysses, and the Villages of Cayuga Heights and Freeville, providing wide-ranging, general legal services.

I will perform the legal services for the IURA, assisted by my paralegal, Allison Myers. She is a highly skilled paralegal who has worked with me for over thirty years and is also very familiar with IURA transactions and documents. Her time is billed at a lower rate, resulting in cost savings to the IURA when I assign tasks to her and review her work.

Over the more than twenty years of my representation of the IURA, I have billed the IURA at rates ranging from 83% to 67% of my regular hourly rates. A history of my billing rates is attached.

For the 2023-2024 contract year, I propose hourly rates for the IURA of $240.00 for my time – about 72% of my regular rate – and $150.00 per hour for my paralegal's time.
Thank you for your consideration of this proposal. If you have any questions or require further information, please do not hesitate to contact me.

Very truly yours,

Mariette Geldenhuys

Enclosure
<table>
<thead>
<tr>
<th>Contract dates</th>
<th>Attorney rates IURA / regular</th>
<th>IURA rates as percentage of regular rates</th>
<th>Paralegal rates IURA / regular</th>
<th>IURA rates as percentage of regular rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/1/00 - 2/28/01</td>
<td>$125 / $150</td>
<td>83%</td>
<td>$75 / $75</td>
<td>100%</td>
</tr>
<tr>
<td>3/1/01 - 2/28/02</td>
<td>$125 / $150</td>
<td>83%</td>
<td>$75 / $75</td>
<td>100%</td>
</tr>
<tr>
<td>3/1/02 - 2/28/03</td>
<td>$125 / $150</td>
<td>83%</td>
<td>$75 / $75</td>
<td>100%</td>
</tr>
<tr>
<td>3/1/03 - 2/28/04</td>
<td>$135 / $160</td>
<td>81%</td>
<td>$75 / $75</td>
<td>100%</td>
</tr>
<tr>
<td>3/1/04 - 2/28/05</td>
<td>$140 / $175</td>
<td>80%</td>
<td>$75 / $80</td>
<td>94%</td>
</tr>
<tr>
<td>3/1/05 - 2/28/06</td>
<td>$145 / $180</td>
<td>81%</td>
<td>$80 / $80</td>
<td>100%</td>
</tr>
<tr>
<td>3/1/06 - 2/28/07</td>
<td>$150 / $200</td>
<td>75%</td>
<td>$75 / $100</td>
<td>75%</td>
</tr>
<tr>
<td>3/1/07 - 2/29/08</td>
<td>$155 / $225</td>
<td>69%</td>
<td>$80 / $100</td>
<td>80%</td>
</tr>
<tr>
<td>3/1/08 - 2/28/09</td>
<td>$160 / $225</td>
<td>71%</td>
<td>$75 / $100</td>
<td>75%</td>
</tr>
<tr>
<td>3/1/09 - 2/28/10</td>
<td>$165 / $245</td>
<td>67%</td>
<td>$80 / $110</td>
<td>73%</td>
</tr>
<tr>
<td>3/1/10 - 2/28/11</td>
<td>$175 / $250</td>
<td>70%</td>
<td>$90 / $115</td>
<td>78%</td>
</tr>
<tr>
<td>3/1/11 - 2/28/12</td>
<td>$175 / $250</td>
<td>70%</td>
<td>$90 / $115</td>
<td>78%</td>
</tr>
<tr>
<td>3/1/12 - 2/28/13</td>
<td>$180 / $255</td>
<td>71%</td>
<td>$95 / $120</td>
<td>79%</td>
</tr>
<tr>
<td>3/1/13 - 2/28/14</td>
<td>$185 / $255</td>
<td>72.5%</td>
<td>$100 / $120</td>
<td>83%</td>
</tr>
<tr>
<td>3/1/14 - 2/28/15</td>
<td>$190 / $265</td>
<td>71.7%</td>
<td>$105 / $130</td>
<td>80.8%</td>
</tr>
<tr>
<td>3/1/15 - 2/28/16</td>
<td>$200 / $300</td>
<td>66.7%</td>
<td>$110 / $150</td>
<td>73%</td>
</tr>
<tr>
<td>Period</td>
<td>Monthly Rate</td>
<td>Hourly Rate</td>
<td>Percentage</td>
<td>Monthly Rate</td>
</tr>
<tr>
<td>-------------------</td>
<td>--------------</td>
<td>-------------</td>
<td>------------</td>
<td>--------------</td>
</tr>
<tr>
<td>3/1/16 - 2/28/17</td>
<td>$205 / $305</td>
<td>$115 / $155</td>
<td>67.2%</td>
<td>$205 / $305</td>
</tr>
<tr>
<td>3/1/17 - 2/28/18</td>
<td>$210 / $305</td>
<td>$120 / $155</td>
<td>68.9%</td>
<td>$210 / $305</td>
</tr>
<tr>
<td>3/1/18 - 2/28/19</td>
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<td>$150 / $185</td>
<td>71.6%</td>
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Proposed Resolution
IURA Governance Committee
January 27, 2023

2023 Procurement of Independent Legal Services: Sulimowicz

WHEREAS, the contract for independent legal services with the Law Offices of Sharon Sulimowicz (Sulimowicz) expires on February 28, 2023, and

WHEREAS, in accordance with IURA procurement policy and regulations contained in 2 CFR Part 200 for procurement of professional services, the IURA selected Sulimowicz through a Request for Proposals (RFP) selection process in 2021, and

WHEREAS, whereas per applicable procurement regulations, a contractor selected through an initial competitive selection process may be renewed for up to two additional one-year terms without undertaking a new competitive selection process, and

WHEREAS, a proposed 2023 contract would constitute the first one-year extension of the base independent consultant contract, and

WHEREAS, Sulimowicz submitted a proposal to continue providing legal services to the IURA in 2023 at a maximum billing rate of $200 per hour, a 0% increase from the current contract rate, and

WHEREAS, the IURA staff is highly satisfied with the quality of legal services provided by Sulimowicz, and

WHEREAS, the 2023 IURA budget authorized a total of $25,000 for legal services; now, therefore, be it

RESOLVED, that IURA Chair is hereby authorized, upon review of IURA legal counsel, to execute a one-year contract extension for independent contractor legal services with The Law Offices of Sharon M. Sulimowicz, at a maximum hourly rate of $200 per hour with the total amount not to exceed $6,000, and be it further

RESOLVED, that the source of such funds for legal services shall be derived from a variety of funding sources, including, but not limited to, CDBG and HOME funds, and expenses shall be billed to the appropriate source of funds for which the services were performed.
January 11, 2023

Via email transmission

Charles Pyott, Contracts Monitor
Ithaca Urban Renewal Agency
108 East Green Street
Ithaca, New York 14850

Re: Request for Proposal Legal Services (RFP)

Dear Charles:

Enclosed herewith please find our Proposal for the Request for Proposal Legal Services for Ithaca Urban Renewal Agency. Should you need anything further, please do not hesitate to contact me.

Thank you for your time and attention to the above.

Very truly yours,

[Signature]

Sharon M. Sulimowicz

SMS:kss
enclosure
PROPOSAL of

The Law Office of Sharon M. Sulimowicz
118 North Tioga Street
Suite 202
Ithaca, New York 14850
(607) 256-0727

January 11, 2023

To REQUEST FOR PROPOSALS (RFP)
LEGAL SERVICES
Ithaca Urban Renewal Agency
Background

The Law Office of Sharon M. Sulimowicz has been in existence since 2006. Prior to opening her own practice, Attorney Sulimowicz was a partner at the local law firm of Thaler and Thaler. Prior to that, Attorney Sulimowicz was an associate at the Syracuse law firm of Bond, Schoeneck & King, LLP.

Currently, the law firm consists of Attorney Sulimowicz, who has been licensed to practice law in the State of New York since 1996. She has three (3) full time legal assistants and a part-time office secretary/receptionist.

Approximately, 50% of the firm’s work is related to real estate, including residential and commercial real estate transactions. The firm currently works with and performs closings for five (5) lending institutions: Alternative Federal Credit Union (AFCU), Chemung Canal Trust Company, Elmira Savings Bank, KeyBank and Tioga State Bank. The firm is also licensed as examining counsel for Stewart Title Insurance Company.

Approximately 20% of the firm’s work is related to business formation and advising, which often includes contract drafting/reviewing on behalf of clients.

The firm’s work with AFCU often involves transactions that include Ithaca Neighborhood Housing Services (INHS) and the firm often works closely with INHS in closings where INHS is a lender and sometimes the seller. The firm has also assisted Habitat for Humanity clients in their real estate purchases at a significantly reduced rate.
**Individual Experience and Technical Expertise**

The Law Office of Sharon M. Sulimowicz has significant experience in real estate and real estate-related matters. We have attached Attorney Sulimowicz’s resume for your review. In addition to Attorney Sulimowicz, three (3) full-time legal assistants and one (1) part-time office secretary.

Legal assistant Katelyn Springer handles a portion of the real estate transactions, along with all other matters including but not limited to business formation, contract review, estate planning, matrimonial and litigation. She has been with the Sulimowicz Law Office since 2013.

Legal assistant Mikaela Pagliaro handles a portion of the real estate transactions. She has been with the Sulimowicz Law Office since 2018.
Scope of Services

Attorney Sulimowicz has provided legal services to IURA since 2015. Most of the work performed involved Funding Agreements, Loan Agreements, Independent Consulting Contracts and Real Estate Contracts. While we are confident that we can provide counsel in all the area listed in the RFP, some services may require additional research. In that regard, we would be willing to perform whatever legal research is necessary to educate ourselves on a complex issue at no cost to the IURA.
Attorney/Firm Resume

Resume for Attorney Sulimowicz is attached.
**List of Clients/References**

<table>
<thead>
<tr>
<th>Corporate/Business</th>
<th>Contact Information</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive Lift Institute, Inc. (ALI)</td>
<td>R.W. (Bob) O’Gorman</td>
<td>(607) 756-7775 <a href="mailto:bob@autolift.org">bob@autolift.org</a></td>
</tr>
<tr>
<td>Covanex, Inc.</td>
<td>Venu Gopal P. Venkata</td>
<td>(607) 232-1753 <a href="mailto:vvenkata@covanex.com">vvenkata@covanex.com</a></td>
</tr>
<tr>
<td>Ithaca Neighborhood Housing Services</td>
<td>Delia Yarrow</td>
<td><a href="mailto:dyarrow@nhs.org">dyarrow@nhs.org</a></td>
</tr>
<tr>
<td>PKB Design, LLC</td>
<td>Penny K. Bartlow</td>
<td>(607) 689-0239 <a href="mailto:pbartlow@pkbdesign.com">pbartlow@pkbdesign.com</a></td>
</tr>
<tr>
<td>Stewart Title Insurance Company</td>
<td>Colleen Redditt</td>
<td>(607) 272-6644 <a href="mailto:Norma.redditt@stewart.com">Norma.redditt@stewart.com</a></td>
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*Additional references can be provided upon request.*

**Lenders**

<table>
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<tr>
<th>Lenders</th>
<th>Contact Information</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternatives Federal Credit Union (AFCU)</td>
<td>Eric Levine, ESQ., CEO</td>
<td>(607) 216-3421 <a href="mailto:Eric.levine@alternatives.org">Eric.levine@alternatives.org</a></td>
</tr>
<tr>
<td>Chemung Canal Trust Company (CCTC)</td>
<td>Sherry Armstrong</td>
<td>(607) 257-2194 <a href="mailto:sarmstrong@chemungcanal.com">sarmstrong@chemungcanal.com</a></td>
</tr>
<tr>
<td>Community Bank</td>
<td>Taryn Schwartz</td>
<td>(607) 272-2211 <a href="mailto:taryn.schwartz@cbna.com">taryn.schwartz@cbna.com</a></td>
</tr>
<tr>
<td>KeyBank</td>
<td>Mark Huefner</td>
<td>(607) 327-1225 <a href="mailto:Mark.Huefner@keybank.com">Mark.Huefner@keybank.com</a></td>
</tr>
</tbody>
</table>
Schedule of Costs

With regard to real estate transactions (closings), we currently charge a flat rate of $975.00, which you will find is one of (if not the) lowest rates in the area. The fee includes all necessary work from contract formation to closing. We do not bill for out-of-pocket expenses unless we have to overnight packages via federal express. That expense we do pass along to the client. We would be willing to do real estate transactions for IURA at a flat rate of $800.00.

All other work (i.e., contract drafting/review) we bill at an hourly rate of $325/hour for attorney time and $125/hour for legal assistant time. We would be willing to offer a reduced rate of $200/hour for attorney time and $75/hour for legal assistant time.

We would also be willing to entertain a flat monthly rate which would include up to certain number of hours of work per month or any other suggested arrangement that is reasonable.
Section 3 Certification

We do not believe we qualify for Section 3 contracting preference.
2023 Procurement of Independent Legal Services: Flaherty

WHEREAS, the contract for independent legal services with Krin Flaherty (Flaherty) expires on February 28, 2023, and

WHEREAS, in accordance with IURA procurement policy and regulations contained in 2 CFR Part 200 for procurement of professional services, the IURA selected Flaherty through a Request for Proposals (RFP) selection process in 2021, and

WHEREAS, whereas per applicable procurement regulations, a contractor selected through an initial competitive selection process may be renewed for up to two additional one-year terms without undertaking a new competitive selection process, and

WHEREAS, a proposed 2023 contract would constitute the first one-year extension of the base independent consultant contract, and

WHEREAS, Flaherty submitted a proposal to continue providing legal services to the IURA in 2023 at a maximum billing rate of $200 per hour, a 0% increase from the current contract rate, and

WHEREAS, the IURA staff is highly satisfied with the quality of legal services provided by Flaherty, and

WHEREAS, the 2023 IURA budget authorized a total of $25,000 for legal services; now, therefore, be it

RESOLVED, that IURA Chair is hereby authorized, upon review of IURA legal counsel, to execute a one-year contract extension for independent contractor legal services with Krin Flaherty, at a maximum hourly rate of $200 per hour with the total amount not to exceed $4,000, and be it further

RESOLVED, that the source of such funds for legal services shall be derived from a variety of funding sources, including, but not limited to, CDBG and HOME funds, and expenses shall be billed to the appropriate source of funds for which the services were performed.
Hi Charles,

I am interested in extending my contract with the IURA at the same rates and under the same terms. Thank you!

Krin

From: Charles Pyott <CPyott@cityofithaca.org>
Sent: Thursday, January 5, 2023 2:06 PM
To: K Barry <krin.flaherty@gmail.com>
Subject: Memo to IURA Independent Contractors: Request for Expression of Interest

Dear Krin:

Pls. see attached (and also pasted below). Thanks so much.

Your annual contract with the IURA will expire at the end of February 2023. Assuming you remain interested in continuing to provide professional services to the IURA, please submit a letter expressing your interest in doing so (via e-mail to: cpyott@cityofithaca.org) — by no later than 12:00 p.m., Tuesday, January 17th, 2023 — so we can extend your existing agreement with the IURA through February 29th, 2024. Please be sure to include your current proposed fee schedule and any other relevant information. Please let us know if you have any questions at all. Thanks so much.

Sincerely, Charles Pyott
Contracts Monitor, Ithaca Urban Renewal Agency (IURA)
108 E. Green St., (City Hall) | Ithaca, NY 14850 | (607) 274-6565 | Ofc. Hrs.: 8:30 a.m.-4:30 p.m., M-F
www.ithacaura.org | cpyott@cityofithaca.org
January 6, 2022

Charles Pyott, Contracts Monitor
Ithaca Urban Renewal Agency
108 E. Green St.
Ithaca, NY 14850

Re: IURA RFP for legal services

Dear Charles:

I hope this finds you well!

I am pleased to submit this proposal to the IURA for a limited scope of legal services, mainly related to contract review and negotiation, and advice on municipal legal matters at an hourly rate of $200 per hour, billable in 6-minute increments. I do not anticipate reimbursable expenses at this time, but to the extent substantive incidental costs may be required (e.g., large postage and/or printing costs, or legal research transactional costs), I would submit such costs to the IURA for pre-approval. At this time, I do not seek to provide legal services in real estate transactions or litigation, but I may consider other topics for representation.

Attached please find my resume detailing my work representing the City of Ithaca in contracts and various municipal legal matters. As an Assistant City Attorney, I reviewed, negotiated, and drafted numerous contracts and agreements, including but not limited to, small contracts with a discrete scope, large construction contracts, technology and software contracts, memoranda of understanding and intermunicipal agreements. I advised staff and represented the City in contract disputes. I also provided advice and counsel on various municipal legal matters related to federal, state and local compliance measures.

Thank you for considering this proposal. Should the IURA need additional information, please let me know.

Sincerely,

Krin Flaherty

Encl. Resume
EDUCATION
SYRACUSE UNIVERSITY COLLEGE OF LAW, Syracuse, New York
Juris Doctor, May 2003
HARTWICK COLLEGE, Oneonta, New York
Bachelor of Arts in Political Science, May 2000

EXPERIENCE
PRISONERS' LEGAL SERVICES OF NEW YORK Ithaca, New York
Managing Attorney September 2021 - present
Supervises Ithaca office staff in their legal representation of incarcerated individuals. Provides representation in complaints concerning conditions of confinement, sentencing and re-entry.

CITY OF ITHACA, OFFICE OF THE CITY ATTORNEY Ithaca, New York
Associate/Assistant City Attorney April 2011 – September 2021
Advised staff and negotiated contracts and agreements entered into by the City and its departments. Supervised Freedom of Information Law process. Represented City in real estate matters, tax foreclosure, and use of City owned-land. Provided counsel regarding proposed City-actions, ordinances, and laws, including implementation thereof. Advised staff and boards with respect to maintaining policy decisions and preserving legal objectives. Defended City in Article 78 and declaratory challenges, and represented City’s interests in contract disputes.

PRISONERS' LEGAL SERVICES OF NEW YORK Ithaca, New York
Staff Attorney February 2006 – February 2012
Represented incarcerated individuals in matters pertaining to mental health and medical care, prison disciplinary proceedings, excessive force by officers, and working to reenter society. Specifically with respect to mentally and medically ill population in prison: investigated complaints and worked with consultants to determine appropriate course of care; advocated to obtain favorable programming or housing placement, reduce Special Housing penalties, and/or ease reentry back to society; participated in monitoring efforts in two impact litigation lawsuits concerning treatment of mentally ill in New York State prison; worked with family members of mentally or medically ill prisoners to advocate for medical parole, secure guardianship prior to release if needed, and investigate services in anticipation of release from prison; participated in community groups to advance more favorable policies toward the mentally ill in prison; and provided internal CLE training on mental health care advocacy.

INDIANA LEGAL SERVICES
MIGRANT FARMWORKER LAW CENTER South Bend, Indiana
Attorney August 2003 – February 2006
Assisted farmworkers and their families in immigration, access to benefits, employment and housing issues under the federal and local standards. Worked closely with farmworker service agencies, and local Latino and labor advocacy organizations.

RELEVANT BAR ADMISSIONS
Three important documents are described in this plan and for clarity, they will be identified here:

The **Citizen Participation Plan** describes the City of Ithaca’s procedures for involving the public in development and implementation of the Consolidated Plan and the annual Action Plan. This Plan also stipulates public notice of important communications between the City of Ithaca and the U.S. Department of Housing and Urban Development.

The **Consolidated Plan** identifies top priority community development needs for a five-year period and has a distinct set of requirements for its development. It describes the general over-arching community development needs of the City and describes strategies for addressing these needs.

The annual **Action Plan** contains a description and budget for individual activities to be undertaken in each program year with funding made available through the U.S. Department of Housing & Urban Development ("HUD"). The activities of the Action Plan will address the needs identified in the Consolidated Plan and must also meet the selection criteria listed below.

The **Assessment of Fair Housing (AFH)** is an analysis of fair housing issues in the City of Ithaca and surrounding region is designed to lead to meaningful actions to overcome historic patterns of segregation, promote fair housing choice, and foster inclusive communities that are free from discrimination. The AFH is undertaken in preparation for the Consolidated Plan.

The provisions included in this Citizen Participation Plan are intended to inform the citizens of Ithaca about funding programs available to address community development needs and their regulatory requirements, and identify opportunities to recommend program activities, express views, and comment on the City’s

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1 Originally adopted by the IURA/CDA, March 22, 1983
   amended, November 12, 1998
   amended, March 8, 2000
   comprehensive revisions adopted, February 4, 2004
   fair housing revisions adopted 6-9-17
   amended, April 23, 2020
   amended, July 21, 2021
proposed activities to be undertaken. In addition, citizens will be given a reasonable opportunity to comment on the City’s past performance implementing program activities and any substantial amendments to the Citizen Participation Plan or the Consolidated Plan.

The Common Council shall have ultimate responsibility and authority for the development and execution of its Consolidated Plan. Common Council has selected the Ithaca Urban Renewal Agency (IURA) as the lead agency with primary responsibility for development and administration of the Consolidated Plan, including the implementation of the activities funded through HUD’s Entitlement program.

This Citizen Participation Plan shall become effective immediately upon adoption and shall remain in effect until all activities assisted by HUD funds pursuant to the Consolidated Plan are completed, or until it is superseded by a new or revised plan.

The plan shall provide a process for citizen participation at the community-wide level, at the neighborhood level, and in other areas where multi-component projects are proposed or ongoing. This plan is designed to especially encourage participation by residents of predominantly low and moderate-income neighborhoods and any residents of slum or blighted areas.

IURA Responsibilities

The IURA will be responsible for:

1. Overseeing the development and implementation of the five-year Consolidated Plan, including the following four components:
   ● A housing and homeless needs assessment;
   ● A housing market analysis;
   ● A strategic plan, including identification of non-housing community development needs;
   ● An annual one-year Action Plan containing a description and budget for activities to be undertaken in the current program year;
2. Amendments to the Consolidated Plan;
3. Development and implementation of the Citizen Participation Plan;
4. Administration of the Consolidated Plan, including preparation of an annual performance report; and
5. Assessment of Fair housing.

I. CONSOLIDATED PLAN

A. Organization Meetings

At the beginning of the cycle to develop or substantially amend the Consolidated Plan, the IURA will hold an organizational meeting describing the goals, regulatory requirements and process to be used in developing the Consolidated Plan. During this time, efforts will be made to solicit informal program suggestions from the general public through various media.

B. Neighborhood Public Input

IURA staff will hold a minimum of four (4) public input meetings at different neighborhood
locations. These meetings will acquaint residents with the provisions of the program and obtain citizens' views on community development needs and proposals to effectively address these needs. These meetings will present information to citizens on:

1. the total amount of CDBG funds, and other funds, anticipated to become available to the City on an annual basis;
2. eligible and ineligible activities and mandatory national objectives that each activity must meet;
3. process to be followed to develop the Consolidated Plan, including schedule of meetings and hearings;
4. the citizen participation plan;
5. a summary of other important program requirements, and;
6. presentation of the activities funded in previous years.

Public input meetings will be held at locations convenient to residents of predominantly low- and moderate-income neighborhoods. Meetings will generally take place in the evenings or on weekends. All meetings will be held in buildings that are accessible for persons with disabilities. Notice of these meetings will be published as display ads in The Ithaca Journal at least six (6) days prior to any meeting notifying the public of the date, time, location, purpose of the meeting and will include language regarding the availability of accommodations for persons needing special assistance to participate in the meetings.

In addition, notice of the public input meetings will be mailed or e-mailed to a distribution list developed and maintained by the IURA that includes neighborhood organizations, past beneficiary organizations, interested persons and elected officials. The IURA will expand the list to include any individual or organization upon request and will post notices of the meetings in public places as appropriate.

Development of the Consolidated Plan shall also be informed by the community development needs and recommendations to address those needs identified in recently completed neighborhood plans or available from an ongoing participatory neighborhood-based planning process.

C. Public Hearings

A minimum of two public hearings will be held to obtain citizens' views and to respond to proposals and questions. One hearing will be held during development of the Consolidated Plan. This first public hearing will be held by the IURA to obtain the views of citizens on the highest priority housing and non-housing community development needs, suggested activities to address these needs, and proposed strategies and actions for affirmatively furthering fair housing. The second public hearing will be held by the Common Council or a Committee of the Common Council after publication of the proposed Consolidated Plan to allow citizens to comment and suggest modifications prior to its adoption. All public hearings will be held in buildings that are accessible for persons with disabilities.

Notice of these public hearings will be published as legal notices in the Ithaca Journal at least ten (10) days prior to the public hearing. Notices will include the date, time, location, purpose of the hearing and will contain language regarding the availability of accommodations for persons needing special assistance to participate in the meetings.
addition, the IURA will request that announcements regarding the public hearings be made
at a meeting of the following groups prior to the hearing:

- City of Ithaca Common Council;
- Appropriate City of Ithaca Common Council committee(s);
- City of Ithaca Board of Public Works;
- City of Ithaca Planning & Development Board;
- Ithaca Urban Renewal Agency;
- Housing & Homeless Housing Task Force;
- other venues as appropriate.

Effective April 2, 2020, consistent with the Mega-waiver issued by HUD on March 31,
2020, and for the duration of the Mega-waiver and/or other HUD-issued waivers and
policies for the following programs:

- CDBG-CV grant
- HOME American Rescue Plan grant
- FY19 and FY20 CDBG grants
- FY19 and FY20 HOME grants
- any other applicable allocation,

This section is modified to require a public comment period of at least five (5) days, to
include a virtual public hearing with the opportunity for members of the public to
comment in real time. Notice of the public comment period will be posted on a variety
of platforms.

D. Consultations with Public and Private Organizations

In addition to neighborhood meetings and public hearings, a minimum of four topical focus

- group meetings will be convened with public agencies, non-profit organizations, private
- entities, and interested persons. The topics will include:
  - Housing;
  - Downtown Revitalization and Economic Development;
  - Infrastructure and Public Facilities;
  - Public Services.

The focus meetings will be advertised and agencies and interested individuals will be
contacted directly to encourage their participation at these meetings. Notice of focus
meetings will be mailed or e-mailed to a distribution list of organizations and individuals by
focus topic, including organizations that have submitted funding applications in the past.
The IURA will expand the list to include any individual or organization upon request.

E. Consultation with the Ithaca Housing Authority

The Ithaca Housing Authority and Housing Authority residents will be encouraged to participate
in the development of the Consolidated Plan using two strategies. First, at least one of the
neighborhood public input meetings will be held at a location convenient to Housing
Authority residents. In addition, the Housing Authority staff, board and resident councils
will be contacted directly and encouraged to participate in the housing focus meeting.
Finally, a meeting will be held directly with Housing Authority staff to ensure coordination of
the Consolidated Plan with the Housing Authority's Comprehensive Grant program and
other project planning.

F. Publication of the Proposed Consolidated Plan

The IURA will publish copies of the proposed Consolidated Plan on behalf of the City of Ithaca at least 30 days prior to its submission to HUD. Copies will be made available at the following locations:

- the office of the IURA;
- the City Clerk's Office
- the Tompkins County Public Library
- the Tompkins County Human Service Coalition office;
- other venues as appropriate.

An electronic version of the proposed plan will also be posted on the City of Ithaca web page (www.cityofithaca.org).

G. Publication of the Notice of Availability of the Proposed Consolidated Plan

Legal notice of the availability of the proposed Consolidated Plan, including a brief summary of the document, will be published in the *Ithaca Journal* during the 30-day public comment period. The summary will describe the contents and purpose of the Consolidated Plan and will include a list of the locations where copies of the entire proposed Consolidated Plan may be examined. In addition, the City Clerk will be requested to announce the availability of the proposed Consolidated Plan for public comment at a Common Council meeting during the 30-day public comment period.

Effective April 2, 2020, consistent with the Mega-waiver issued by HUD on March 31, 2020, and for the duration of the Mega-waiver and/or other HUD-issued waivers and policies for the following programs:

- CDBG-CV grant
- HOME American Rescue Plan grant
- FY19 and FY20 CDBG grants
- FY19 and FY20 HOME grants
- any other applicable allocation

This section is modified to provide a minimum 5-day public comment period, to include a virtual public hearing with opportunity for citizens to comment in real time. Notice of the public comment period will be posted on a variety of platforms.

H. Citizen Review of Proposed Consolidated Plan

A minimum thirty (30) day period, from the date of the legal notice of the availability of the proposed Consolidated Plan, will be provided to receive comments from citizens on the Consolidated Plan. All written comments received during this period will be addressed by the staff of the IURA, in writing, no later than 15 days after receipt. A summary of comments received in writing, or orally at the public hearings, and the IURA response to such comments will be attached to the final Consolidated Plan.

Following the second public hearing and close of the 30-day public comment period, the Common Council will vote to adopt a final Consolidated Plan.
Effective April 2, 2020, consistent with the Mega-waiver issued by HUD on March 31, 2020, and for the duration of the Mega-waiver and/or other HUD-issued waivers and policies for the following programs:

- CDBG-CV grant
- HOME American Rescue Plan grant
- FY19 and FY20 CDBG grants
- FY19 and FY20 HOME grants
- any other applicable allocation

This section is modified to provide a minimum 5-day public comment period for the proposed action plan, to include a virtual public hearing with opportunity for citizens to comment in real time. All written comments received during this period will be addressed by the staff of the IURA, in writing within five (5) days. Notice of the public comment period will be posted on a variety of platforms.

II. ANNUAL ACTION PLAN

A. Organizational Meeting

At the beginning of each annual action plan cycle, the IURA will hold an organization meeting so that staff can explain the program and the relation between the action plan and consolidated plan. During this time, efforts will be made to solicit informal program suggestions from the general public through various media.

B. Neighborhood Public Input

IURA staff will hold a minimum of two (2) neighborhood meetings during development of the annual proposed Action Plan. These informal meetings will acquaint residents with the provisions of the program and obtain citizens’ views on community development needs and proposals to effectively address these needs. These meetings will be held in locations convenient to residents of predominantly low- and moderate-income neighborhoods, especially those neighborhoods targeted for revitalization. These meetings will present information to citizens on:

1. the total amount of funds anticipated to become available to the City on an annual basis;
2. eligible and ineligible activities and mandatory national objectives that each activity must meet;
3. process to be followed for development of the proposed Action Plan, including schedule of meetings and hearings;
4. the citizen participation plan and opportunities for input;
5. a summary of other important program requirements; and
6. presentation of the activities funded in previous years.

Meetings will generally take place in the evenings or on weekends. All meetings will be held in buildings that are accessible for persons with disabilities. Notice of these meetings will be published as a display ad in The Ithaca Journal at least six (6) days prior to any meeting notifying the public of the date, time, location, purpose of the meeting and will include language regarding the availability of accommodations for persons needing special assistance to participate in the meetings. A summary of the input received will be presented to the Ithaca Urban Renewal Agency and will be used to inform funding
Effective April 2, 2020, consistent with the intent of the Mega-waiver issued by HUD on March 31, 2020, and for the duration of the Mega-waiver and/or other HUD-issued waivers and policies for the following programs:

- CDBG-CV grant
- HOME American Rescue Plan grant
- FY19 and FY20 CDBG grants
- FY19 and FY20 HOME grants
- any other applicable allocation

This section is waived for plans to address the COVID-19 Pandemic, including but not limited to funds awarded through the Coronavirus Aid Relief and Economic Security Act (CARES) Act, HOME American Rescue Plan (ARP), and other applicable allocations.

C. Public Hearings

A minimum of two public hearings will be held to obtain citizens' views and to respond to proposals and questions. One hearing will be held during development of the Action Plan. This first public hearing will be held by the IURA to obtain the views of citizens on the highest priority housing and non-housing community development needs, suggested activities to address these needs, and proposed strategies and actions for affirmatively furthering fair housing. The second public hearing will be held by the Common Council or a Committee of the Common Council after publication of the proposed Action Plan to allow citizens to comment and suggest modifications prior to its adoption.

All public hearings will be held in buildings that are accessible for persons with disabilities. Notice of these public hearings will be published as legal notices in the Ithaca Journal at least ten (10) days prior to the public hearing. Notices will provide the public of the date, time, location, purpose of the hearing and will include language regarding the availability of accommodations for persons needing special assistance to participate in the meetings.

In addition, the IURA will request that announcements regarding the schedule of public hearing be made at a meeting of the following groups prior to the hearing:

- City of Ithaca Common Council;
- Appropriate Common Council Committee(s);
- City of Ithaca Planning & Development Board;
- Ithaca Urban Renewal Agency;
- Housing & Homeless Housing Task Force; and
- other public meetings as appropriate.

Effective April 2, 2020, consistent with the Mega-waiver issued by HUD on March 31, 2020, for the duration of the Mega-waiver and/or other HUD-issued waivers and policies for the following programs:

- CDBG-CV grant
- HOME American Rescue Plan grant
- FY19 and FY20 CDBG grants
- FY19 and FY20 HOME grants
- any other applicable allocation
This section is modified to require a single public hearing with a minimum five (5) day public comment period. Notice of the public hearing and comment period will be posted on a variety of platforms at least two (2) days prior to the public hearing. The public hearing may be conducted virtually pursuant to NYS executive order number 202.15 as amended, updated, or re-issued, or pursuant to legislation enabling virtual public hearings. A virtual public hearing is authorized if:

1. National/local health authorities recommend social distancing and limiting public gatherings for public health reasons;
2. Virtual hearings provide reasonable notification and access for citizens to comment on proposed use of funds, activities to be undertaken, and raise issues; and
3. A record of comments received and responses shall be made available for public review within 5 days following the virtual public hearing.

D. Development of Proposed Action Plan

The IURA will select recommended activities through a limited application process that includes a public solicitation of funding proposals to address community development needs identified in the Consolidated Plan and implement community revitalization and neighborhood stabilization goals. The IURA will review the initial funding applications and narrow the number of applications under final consideration based on the projected amount of available funding for the upcoming program year and selection criteria, including, but not limited to the following:

- Eligibility;
- Need;
- Impact;
- Feasibility;
- Capacity of the sponsor organization to successfully implement the proposed activity in a timely manner, including past performance of the sponsor organization;
- Leveraging of other funding sources;
- Coordination with other initiatives, plans or other submitted proposed activities.

Sponsors of selected activities will be requested to submit additional detailed information as needed during the selection process. New proposed activities may be considered by the IURA at any time during the process.

Following analysis of the funding applications review of detailed information, the IURA will prepare a proposed Action Plan including the following:

- A description of the activities to be undertaken;
- Budgeted amounts for each activity;
- Number and type of persons and families that will benefit;
- Priority needs addressed;
- Program income anticipated; and
- Target completion dates.

E. Publication of the Notice of Availability of the Proposed Action Plan

Legal notice of the availability of the proposed Action Plan will be published in the *Ithaca Journal*, and will include a summary of the selected activities to be undertaken and budgeted amounts allocated to each activity as well as a list of the locations where copies of the entire
proposed Action Plan may be examined. In addition, the City Clerk will be requested to announce the availability of the proposed Action Plan for public comment at a Common Council meeting during the 30-day public comment period.

Effective April 2, 2020, consistent with the Mega-waiver issued by HUD on March 31, 2020, and for the duration of the Mega-waiver and/or other HUD-issued waivers and policies for the following programs:
- CDBG-CV grant
- HOME American Rescue Plan grant
- FY19 and FY20 CDBG grants
- FY19 and FY20 HOME grants
- any other applicable allocation
This section is modified to provide a minimum 5-day public comment period.

F. Citizen Review of Proposed Action Plan

A minimum thirty (30) day period, from the date of the legal notice of the availability of the proposed Action Plan, will be provided to receive comments from citizens on the proposed Action Plan. All written comments received during this period will be addressed by the staff of the IURA, in writing, within 15 days. A summary of comments received in writing, or orally at the public hearings, and the IURA response to such comments will be attached to the final Action Plan.

Following the second public hearing and close of the 30-day public comment period, the Common Council will vote to adopt a final Action Plan.

Effective April 2, 2020, consistent with the Mega-waiver issued by HUD on March 31, 2020, and for the duration of the Mega-waiver and/or other HUD-issued waivers and policies for the following programs:
- CDBG-CV grant
- HOME American Rescue Plan grant
- FY19 and FY20 CDBG grants
- FY19 and FY20 HOME grants
- any other applicable allocation
This section is modified to provide a minimum 5-day public comment period for the proposed action plan, to include a virtual public hearing with opportunity for citizens to comment in real time. All written comments received during this period will be addressed by the staff of the IURA, in writing within five (5) days.

G. Joint Development of Action Plan with Consolidated Plan

In program years when the Action Plan is being developed jointly with the Consolidated Plan, the citizen participation process for the Consolidated Plan shall serve to satisfy the Action Plan citizen participation requirements.
III. ASSESSMENT OF FAIR HOUSING (AFH)

The IURA will follow the process and procedures described below in the development of the Assessment of Fair Housing.

A. HUD-Approved Data for Public Review

The IURA will make available to the general public the HUD-provided data and other supplemental information that the IURA plans to incorporate into the AFH. The IURA will make this data available no later than 60 days after the initiation of the AFH document.

B. Stakeholder Consultation and Citizen Outreach

In the development of the AFH, the IURA will consult with other public and private agencies including, but not limited to, the following:

- Local public housing authorities;
- Other assisted housing providers;
- Social service providers including those focusing on services to minorities, families with children, the elderly, persons with disabilities, persons with HIV/AIDS and their families, homeless persons, and other protected classes;
- Community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws;
- Regional government agencies involved in metropolitan-wide planning and transportation responsibilities; and,
- A variety of mechanisms may be utilized to solicit input from these entities. These include telephone or personal interviews, mail surveys, internet-based feedback and surveys, focus groups, and/or consultation workshops.

C. Public Hearing

To obtain the views of the general public on AFH-related data and affirmatively furthering fair housing in the City’s housing and community development programs, the City will conduct at least one public hearing before the draft AFH is published for comment.

The public hearing will be held in a building that is accessible for persons with disabilities. Notice of the public hearing will be published as legal notices in the Ithaca Journal at least ten (10) days prior to the public hearing. Notices will provide the public of the date, time, location, purpose of the hearing and will include language regarding the availability of accommodations for persons needing special assistance to participate in the meetings.

D. Publication and Notice of Availability of Draft Assessment of Fair Housing

Legal notice of the availability of the draft AFH will be published in the Ithaca Journal newspaper and the draft AFH shall be made available on the City of Ithaca official government Web site. The public notice shall include the purpose of the AFH, the dates of the public comment period, the locations where copies of the proposed document can be examined, and how to submit comments. In addition, the City will make available a reasonable number of free copies of the proposed...
document to residents and groups that request them.

**E. Comments Received on the Draft Assessment of Fair Housing**

A minimum thirty (30) day period, from the date of the legal notice of the availability of the draft AFH, will be provided to receive comments from citizens and interested parties on the proposed AFH. All written comments received during this period will be addressed by the staff of the IURA, in writing, within 15 days. A summary of comments received in writing, or orally at the public hearing, and the IURA response to such comments will be attached to the final AFH.

**F. Submission to HUD**

The Assessment of Fair Housing will be submitted to HUD 270 days prior to the beginning of the Program Year in which a Consolidated Plan is due, unless HUD grants a waiver for an alternative submission deadline.

**G. Revisions**

An AFH previously accepted by HUD must be revised and submitted to HUD for review under the following circumstances:

1. A material change occurs. A material change is a change in circumstances in the City of Ithaca that affects the information on which the AFH is based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of AFH no longer reflect actual circumstances. Examples:
   - Presidential declared disasters within the City of Ithaca that significantly impact the steps the City may need to affirmatively further fair housing
   - significant demographic changes
   - new significant contributing factors within the City; and
   - civil rights findings, determinations, settlements (including Voluntary Compliance Agreements) or court orders; or

2. Upon HUD’s writing notification specifying a material change that requires the revision.

In the event of a Revised AFH, a revision may not necessarily require the submission of an entirely new AFH. The revision need only focus on the material change and appropriate adjustments to the analyses, assessments, priorities and goals.

3. Timeframe for revision. Where revision is required due to a material change, such a revision shall be submitted within 12 months of the onset of the material change, or at such later date as HUD may provide.

4. Community Participation. Revisions to AFH, as described in this section are subject to community participation. The City must follow the notice and comment process applicable to consolidated plan substantial amendments under the City’s citizen participation plan.

5. Submission to HUD of the revised AFH. Upon completion, any revisions to the AFH must be made public and submitted to HUD at the time of the revision.
IV. PROGRAM AMENDMENTS

A. Amendments to the Consolidated Plan

A HUD-approved Consolidated Plan shall be amended whenever a decision is made to:

- To change the purpose, scope, location or beneficiaries of an activity;
- To carry out an activity, using funds from any program covered by the Consolidated Plan not previously described in the Action Plan; or
- Change its allocation priorities or a change in the method of distribution of funds.

B. Substantial Amendments

The following criteria will be used to determine what changes in planned or actual activities constitute a substantial amendment to the Consolidated Plan, that are subject to a citizen participation process. Substantial program amendments will require an amendment to the Consolidated Plan, Common Council approval, and submission to HUD.

- A substantial change in the use of Entitlement Grant funds from one eligible activity to another eligible activity is defined as any change in the allocation of funds for a specific activity that constitutes more than $25,000 or more than twenty percent (20%) of the total funds available or allocated to that actual activity, whichever amount is greater.
- A substantial change to use funds for an activity not previously described in the Action Plan shall be defined as an activity allocated more than $25,000 of federal funds.
- A substantial change in the location of an activity is defined as any relocation of an activity outside the Census designated neighborhood it was intended to serve, but not including the expansion of a target area after all qualified beneficiaries within the primary target neighborhood have been reasonably offered to be assisted.
- A substantial change to the method of distribution of funds is defined as any change to the original approved terms of assistance to beneficiaries that results in increased costs to the intended beneficiaries (e.g. changing a matching grant home owner rehabilitation program to repayable loan program), or any change to the original approved recapture terms of federal assistance in the event that beneficiaries do not comply with requirements of receiving assistance (e.g., waive recapture of portion of federal assistance in event landlord does not comply with the requirement to rent apartments to low-income persons at affordable rents for five years).
- A substantial change to the purpose, scope or beneficiaries of an activity shall be determined by the IURA based on an analysis of the individual characteristics of proposed change to determine whether the change significantly changes the objective, or category of beneficiaries, of the activity.

Amendments that fall below the threshold for a substantial amendment may be approved by the IURA with notice provided to the Common Council.
C. Citizen Review of Proposed Substantial Program Amendments

To assure citizen participation on proposed substantial program amendments, the IURA shall develop and make available to the public at no charge a summary of the proposed substantial program amendment in such manner as to afford affected and interested citizens an opportunity to submit informed comment on the proposal prior to the mandatory public hearing.

A minimum of one (1) public hearing will be held by the Common Council or a Common Council Committee with jurisdiction over the issue to obtain citizens' views on the proposed substantial program amendment. The public hearing will be held in a building that is accessible for persons with disabilities. Notice of these public hearings will be published as legal notices at least seven (7) days prior to the public hearing. The legal notice shall provide the public of the date, time, location, purpose of the hearing and will include language regarding the availability of accommodations for persons needing special assistance to participate in the meetings. Following the public hearing the Common Council may vote to approve the substantial program amendment pending HUD approval. Prior HUD approval is required for a substantial program amendment. HUD shall be notified of all substantial program amendments.

Effective April 2, 2020, consistent with the Mega-waiver issued by HUD on March 31, 2020, and for the duration of the Mega-waiver and/or other HUD-issued waivers and policies for the following programs:
- CDBG-CV grant
- HOME American Rescue Plan grant
- FY19 and FY20 CDBG grants
- FY19 and FY20 HOME grants
- any other applicable allocation

This section is modified to require a public comment period of a minimum of five (5) days, to include a virtual public hearing with opportunity for citizens to comment in real time. Notice of the public comment period will be posted on a variety of platforms at least two (2) days prior to the public hearing. All written comments received during the public comment period will be addressed by the staff of the IURA, in writing, within five (5) days.

IV. CITIZEN COMMENT ON THE CITIZEN PARTICIPATION PLAN AND AMENDMENTS

Citizens will be provided a reasonable opportunity to comment on the original Citizen Participation Plan and on substantial amendments to the plan. The Citizen Participation Plan will be made available to the public and will be made available in a format accessible to persons with disabilities, upon request.

A minimum of one (1) public hearing will be held by the Common Council or a Common Council Committee with jurisdiction over community development issues to obtain citizens' views on the proposed Citizen Participation Plan or any substantial amendments.

The public hearing will be held in a building that is accessible for persons with disabilities. Notice of these public hearings will be published as legal notices at least seven (7) days prior to the public hearing. The legal notice shall provide the public of the date, time, location, purpose of the hearing and will include language regarding the availability of accommodations for persons needing special assistance to
participate in the meetings.

Following the public hearing, the Common Council may vote to approve the Citizen Participation Plan or amendment.

Effective April 2, 2020, consistent with the Mega-waiver issued by HUD on March 31, 2020, and for the duration of the Mega-waiver and/or other HUD-issued waivers and policies for the following programs:

- CDBG-CV grant
- HOME American Rescue Plan grant
- FY19 and FY20 CDBG grants
- FY19 and FY20 HOME grants
- any other applicable allocation

This section is modified to require a minimum five (5) day public comment period, to include a virtual public hearing, to include opportunity for citizens to comment in real time. Notice of public hearing will be posted on a variety of platforms.

V. PERFORMANCE REPORTS AND OTHER IMPORTANT COMMUNICATIONS FROM HUD

IURA staff will report periodically at public meetings of the IURA on the implementation of the Consolidated Plan and prepare an annual performance report reviewing the performance of the city in meeting objectives of the Consolidated Plan, HUD goals and applicable regulations. Citizens will be provided with reasonable notice and an opportunity to comment on an annual performance report prepared by the IURA. Notice of the availability of the annual performance report for citizen review will be published in the Ithaca Journal including information on where to review the document. In addition, the IURA will request that an announcement of the availability of the performance report be made at a meeting of the Ithaca Common Council.

A minimum fifteen (15) day period, from the date of the legal notice of the availability of the performance report, will be provided to receive comments from citizens on the performance report. The IURA shall consider any comments or views of citizens received in writing, or orally at any public hearing in preparing the performance report. A summary of these comments or views shall be attached to the performance report.

Periodically HUD communicates important information to the City of Ithaca regarding the implementation and oversight of the Entitlement Program. Such communications will be made available for public inspection and the public will be notified of these communications through announcements made at Ithaca Urban Renewal Agency and Common Council meetings.

VI. DISPLACEMENT

The City of Ithaca seeks to minimize the displacement of persons as a result of activities assisted with programs covered by the Consolidated Plan.

For activities assisted with programs covered by the Consolidated Plan that displaces a person or persons, the City of Ithaca will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.
VII. MISCELLANEOUS

A. Availability to the Public

The Consolidated Plan as adopted, substantial amendments, performance reports and other important communications from HUD will be available to the public, including the availability of materials in a form accessible to person with disabilities.

All records, reports, applications and regulations related to the Consolidated Plan will be available to the public for use and review at the office of the IURA, 108 East Green Street, Ithaca, NY 14850, during normal working hours (8:30 a.m. - 4:30 p.m.). The City and the IURA reserve the right to require the public to abide by the process of the public's right of information under the Freedom of Information Act.

B. Access to Records

The IURA and City of Ithaca will provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the City's Consolidated Plan and the use of assistance under the programs covered by the Consolidated Plan during the preceding five years.

C. Complaints

Complaints regarding the Citizen Participation Plan, Comprehensive Plan, the Action Plan, or amendments or the performance report will be accepted by the IURA office at any time. A citizen who submits a written complaint to the IURA Office will receive a written substantive response as soon as possible and no later than 15 working days upon receipt of the complaint. The response will be handled by the lead IURA staff person assigned to the project and will include an explanation of the Citizen Complaint process and further appeals available to the complainant. Copies of all complaints will be provided to the IURA Executive Director and the Mayor and be filed in a Citizen Complaint file.

If the issue is not satisfactorily resolved, the complainant may appeal to first the Executive Director, then to the appropriate IURA subcommittee, and finally to the full Agency. Written complaints and disposition of these complaints are included in annual performance reports submitted to the funding agency.

The IURA staff will notify the IURA about the complaints and the resolution of the complaints at the first available opportunity.

D. Anonymous Public Comments

Anonymous comments will be accepted as public comments. Anonymous comments will be treated on a case-by-case basis regarding the specific circumstances involved. Though it will take anonymous comments into consideration in its deliberations, the IURA and City are under no obligation to research or respond to anonymous comments nor verify unsubstantiated claims against organizations or persons submitted anonymously.
D.E. Technical Assistance

The IURA staff will provide reasonable technical assistance to groups representing persons of low- and moderate-income that request such assistance in developing proposals for funding assistance under any programs covered by the Consolidated Plan. The assistance need not include the provision of funds to the groups.

END
December 14, 2022

Lisa Nicholas
Planning Director, City of Ithaca
City Hall – 3rd Floor
108 E. Greene Street
Ithaca, NY 14850

Dear Planning Director Nicholas:

SUBJECT: Program Year 2021 Annual Community Assessment (ACA)

Enclosed please find HUD’s Annual Community Assessment (ACA) reviewing the implementation and performance of the City of Ithaca’s Community Development Block Grant (CDBG), and HOME Investment Partnerships (HOME). This assessment focuses on the 2021 program year, which covered the period August 1, 2021- July 31, 2022.

As a result of our Annual Community Assessment, we have determined that your overall performance is satisfactory. The Buffalo Office is providing you thirty (30) days to respond with any comments, changes, or updates. If no response is received, this report is final and will be considered the City’s Program Year Review Letter as required by HUD regulation. In accordance with the Consolidated Plan regulations, the Program Year Review Letter should be made available to the public through your established citizen participation process. HUD will also make it available to citizens upon request.

If you have any questions about this report, would like to discuss the comments, or require further assistance in the administration of your community development programs, please contact Rashika L. Hall, Community Planning and Development Representative, at 716-646-7020, or via email at Rashika.L.Hall@hud.gov.

Sincerely,

William T. O’Connell
Director
Community Planning and Development Division

Cc: Nels Bohn

Enclosure
Annual Community Assessment Report

for

City of Ithaca, New York

Covering the Program Year of:

August 1, 2021 – July 31, 2022
INTRODUCTION

As a recipient of HUD Entitlement funds, the City of Ithaca is required to annually report on the progress made in carrying out the goals and priorities of the Consolidated Plan. The Consolidated Annual Performance and Evaluation Report (CAPER) is designed to be a tool to report the activities undertaken during the previous year and shared with HUD as well as the local community stakeholders and residents.

The HUD Office is required to conduct an annual assessment of the City’s performance to determine whether the planning, activities, and reporting were carried out in accordance with applicable requirements. The City is invited to provide any updates or comments to the HUD Office within the next 30 days. Following the 30-day period, the report will be finalized and sent to the Chief Elected Officer of your community. The report will be available to the public as requested.

Assessment Period: August 1, 2021– July 31, 2022
3rd Year of a 5-year Consolidated Plan

The City applied for and received funding for the following programs:

<table>
<thead>
<tr>
<th>Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Development Block Grant (CDBG)</td>
<td>$690,793.00</td>
</tr>
<tr>
<td>Home Investment Partnerships (HOME)</td>
<td>$334,715.00</td>
</tr>
<tr>
<td>HOME Investment Partnerships (HOME-ARP)</td>
<td>$60,596.45</td>
</tr>
<tr>
<td><strong>Total Funding Awarded:</strong></td>
<td><strong>$1,086,104.45</strong></td>
</tr>
</tbody>
</table>

Total funding expended during the reporting period: $450,527.66 (includes funds from prior years)

The total CDBG-CV funding expended during the reporting period: $143,145.04.

PART I: Summary of Grantee Performance

CPD Programs
The City submitted the 2021 Annual Performance and Evaluation Report (CAPER) which summarized performance during the reporting period. The report revealed that activities were implemented consistent with the goals and objectives set forth in the City’s Consolidated Plan and Annual Action Plan. Any exceptions are noted for additional information, or clarification.

Highlights include:

- Areas of program funds invested to support low-income, immigrant, minority and homeless individuals and the agencies that support them.
- The City was compliant with administration caps for CDBG and HOME.
- The City has exceeded requirements with the CDBG low-mod income beneficiary threshold in 2021 by expending 100% of CDBG resources in low-moderate income communities.
• Ithaca met the HOME commitment and expenditure deadlines during the reporting period.

• Ithaca has used CDBG funds to support a transitional housing program for very low-income homeless women. This program provided sustained positive change in the lives of the women they served by incorporating rental stewardship classes, financial education, vocational and job seeking skills, and personal goal setting workshops.

• The City continued to invest HOME funds into a Tenant Based Rental Assistance Housing Scholarship Program that provided rental assistance to homeless youth. The support provided one-on-one staff support and life skills training to help participants secure and maintain safe and stable housing.

A portion of activities contributing towards the highlights mentioned above include, but are not limited to the following:

<table>
<thead>
<tr>
<th>A Place To Stay</th>
<th>Black Girl Alchemists Public Art Mosaic</th>
</tr>
</thead>
<tbody>
<tr>
<td>DICC Child Care Center Re-Opening Assistance</td>
<td>Hospitality Employment Training Program</td>
</tr>
<tr>
<td>Immigrant Services Program</td>
<td>Scattered Site Preservation Project-Phase 2</td>
</tr>
<tr>
<td>Urban Bus Stop Upgrade</td>
<td>ReUse Job Skills Training &amp; Employment</td>
</tr>
</tbody>
</table>

Areas for follow up or clarification:

• Ithaca was very communicative throughout the review process and satisfactorily made adjustments and updates when necessary. The City provided timely explanations during the CAPER review process and all items of question were addressed thoroughly.

Compliance Summary and Updates:

• Ithaca is non-compliant with Single Audit Report submission guidelines as outlined at 2 CFR 200.512(a)(1). The City is due for FY2020 and FY2021 to the Federal Audit Clearinghouse.

• Ithaca has not conducted required inspections of HOME assisted units since 2016. The City was noted to reconvene inspections in 2019, however the pandemic set the schedule on hold. The City explained to HUD last year that inspections were to reconvene by September 30, 2022. Currently, the City remains out of compliance of 24 CFR 92.504(d).

• Ithaca did not meet the CDBG timeliness test as of 6/2/22 at 1.70, which should be at 1.5 or below.

• Ithaca has no open monitoring findings.
Other HUD Programs:

Fair Housing and Equal Opportunity:

**FY-2021**
The 2021 Ithaca CAPER was evaluated by Region 2 Office of Fair Housing and Equal Opportunity (FEHO) on November 18, 2022. A copy of the full FHEO CAPER review was sent in a separate attachment. Any FHEO questions and concerns regarding this 2021 FHEO CAPER review should be addressed to Audra Kolker, Management Analyst, at Audra.J.Kolker@hud.gov.

Ithaca continues to incorporate goals and action steps identified from their 2017 Assessment of Fair Housing report, which addresses barriers and actions necessary to remove them, which is commendable.

**PART II: HUD Evaluation and Conclusions**

The following determinations have been made relative to the City’s capacity to carry out CDBG funded activities:

1. The City has carried out its program substantially as described in its Consolidated Plan submission.

2. The Consolidated Plan submission as implemented complies with the requirements of the Housing and Community Development Act of 1974, and other applicable laws and regulations.

3. The City has the continuing capacity to carry out the approved program in a timely manner and has also been used as a best practice for other programs throughout the country this year.

If you have any questions or would like to discuss the Assessment Report, please feel free to contact Rashika Hall, Community Planning and Development Representative, at 716-646-7077 or Rashika.L.Hall@hud.gov. If you disagree with this assessment, please respond in writing to: William T. O’Connell, Director of Community Planning & Development – HUD, 465 Main Street, Buffalo, NY 14203, or William.T.OConnell@hud.gov. Your response should identify any areas of disagreement and corrections or any additional comments you would like HUD to consider.
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 2021 CAPER encompasses accomplishments for Year 3 of the City of Ithaca’s (City) 2019-23 Consolidated Plan. The City delegates primary responsibility for administration of its U.S. Department of Housing and Urban Developments (HUD) HOME Investment Partnerships Program (HOME) and Community Development Block Grant (CDBG) Entitlement Program to the Ithaca Urban Renewal Agency (IURA). This CAPER covers the IURA’s 2021 Program Year (PY2021): AUGUST 1ST, 2021–JULY 31ST, 2022. The IURA is required to submit the CAPER annually via HUD’s Integrated Disbursement and Information System (IDIS) web-based database. The CAPER’s primary purpose is to document the City’s annual performance in achieving the goals established in its five-year Consolidated Plan, which lays out the City’s strategy for employing HUD funds to meet a variety of community development and housing needs. (Click here to review the Consolidated Plan.)

The Ithaca area economy had been expanding consistently since 2015, but the COVID-19 pandemic curtailed economic activity to approximately 8% below what would have been expected without the interruption in growth caused by the pandemic. In December 2020, the number of available jobs was approximately 75% of pre-COVID-19 levels, with a 4.4% unemployment rate. Home sales, on the other hand, were 24.4% higher than the previous year, due to historically low mortgage lending rates. The climbing cost of living, up 7.7% over the prior year for the Northeast Region, and other factors continue to exacerbate the chronic housing affordability crisis for low- and moderate-income households — which has long been the focus of the City’s Consolidated Plan and annual Action Plans. (Click here to review the adopted 2021 Action Plan.)

Pressure on the local housing market continues to make access to quality low- and moderate-income (LMI) housing difficult, just as it has in many communities nationwide. For many years, Ithaca has had an extremely low rental vacancy rate, ranging from 0.0% to 2.0%, leading to increased rents and leaving many people unable to find affordable housing. The City’s 2017 Assessment of Fair Housing (AFH) found 53% of all City households were cost-burdened (i.e., paying over 30% of their income for housing). More recent data show 56% of Ithaca’s renters are cost-burdened and 41% severely cost-burdened (i.e., paying over 50% of their income for housing). (Nationwide, 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% from 2007-2017). According to 2013-17 American Community Survey (ACS) estimates, median gross rent in the City rose by more than 50% since 2000. Recent estimates also show housing prices continue to rise steadily. ACS 2013-17 estimates put the median home value in Ithaca at $233,100, a 41% increase since 2000, although local data provided by the Ithaca Board of Realtors indicate in June 2022, the median home sales price was $314,000. By comparison, the national median existing home value is $384,800.

1 Ithaca Business Index, Ithaca College Department of Economics
74% of City residents are renters (compared to 31.5% nationally). Rental affordability is defined as a tenant paying no more than 30% of household income for housing and utilities. 55% of Ithaca’s renters spend over 30% of their income on housing (including utilities) — the threshold at which renters are considered cost-burdened. Furthermore, 41% of Ithaca’s cost-burdened renters are severely cost-burdened, spending more than 50% of their income on housing. Severe housing cost-burden is the predominant housing problem for renters at 0-50% AMI. Furthermore, several protected-class groups suffer from severe housing cost-burdens at elevated rates, compared to non-Hispanic White households. African American, Hispanic, and Asian renter households face the highest rates of severe housing cost-burden (e.g., 43% of African American renters; 47% of Latinx renters), while only 27% of White renters do. Homeownership in the City of Ithaca is approximately half the 51% New York State average. 18.5% of Ithaca’s homeowners are both low-to-moderate income (LMI) and cost-burdened. 7% are LMI and severely cost-burdened\(^3\). Cost-burdens affect many homeowners’ ability to bear other household-related costs, like routine maintenance and repairs necessary to prevent larger problems. In PY2019-2020, the local housing affordability crisis has only been exacerbated by the persistent ongoing impact of the COVID-19 pandemic.

In PY2021, the City continued to address this crisis with funding for: (1) construction of new affordable housing; (2) housing rehabilitation and mini-repair assistance to LMI homeowners to help them remain in their homes; (3) two Tenant-Based Rental Assistance (TBRA) programs; (4) three job-training/skill-building and job-placement programs; and (5) other programs to help meet the basic needs of LMI households. The City continued funding efforts to train and place unemployed/underemployed persons in permanent jobs through its long-standing Hospitality Employment Training Program (HETP), Work Preserve Job Training/Placement Program, and Work Preserve Job Training/Job Readiness Program. Although the City initially approved $98,025.60 in CDBG funding for the “Job Training for Career Pathways” program to Finger Lakes ReUse, Inc. (FLRU), this funding was subsequently re-allocated (as noted further below) to fund the “FLRU Job-Retention” loan, using $51,974.40 in additional funding from the Community Development-Revolving Loan Fund (CD-RLF), as part of a larger $150,000.00 award to allow FRLU to retain 5 full-time equivalent (FTE) jobs.

**2021 Action Plan Amendments**

Subsequent to the initial submission of the 2021 Action Plan to HUD, the following Action Plan Amendment was adopted:

**AMENDMENT #1 (MINOR):** In a letter dated March 1, 2021, HUD notified the City of its 2021 CDBG allocation in the amount of $680,731.00 and HOME allocation in the amount of $334,715.00. In HUD’s “revised award” letter, dated May 13, 2021, the City was notified that HUD discovered an error in its formula calculations. As a result, the City’s revised CDBG award totaled $690,793.00 ($10,032.00 more than original/incorrect amount), while the HOME award remained the same. The City of Ithaca Common Council adopted the IURA-recommended 2021 Action Plan which allocated the entirety of the original/unrevised CDBG award. On June 24, 2021, the IURA Board subsequently adopted a resolution to allocate the additional $10,032.00, as enumerated below:

<table>
<thead>
<tr>
<th>2021 Funded Activity</th>
<th>Original Adopted</th>
<th>Revised Adopted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project #8: “Job Training for Career Pathways” (Finger Lakes ReUse, Inc.)</td>
<td>$90,000.00</td>
<td>$98,025.60</td>
</tr>
<tr>
<td>CDBG Administration</td>
<td>$136,152.20</td>
<td>$138,158.60</td>
</tr>
</tbody>
</table>

**AMENDMENT #2 (SUBSTANTIAL):** On January 27, 2022, the IURA Board recommended a substantial Amendment to the 2021 Action Plan to fund a $150,000.00 job-retention loan to Finger Lakes ReUse, Inc. (FLRU) in response to some significant COVID-19 pandemic-related financial challenges, enabling 5 jobs held by low- and moderate-income persons to be retained. FRLU agreed to relinquish $98,025.60 in funds earmarked in the 2021 Action Plan for Project #8, “Job Training for Career Pathways,” to partially fund the loan, with the remaining funding derived from the 2021 Economic Development Loan Fund activity administered by the IURA. A Public Hearing on the proposed Amendment was held on February 16, 2022. On March 2, 2022, the Common Council approved the

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\(^3\) HUD Comprehensive Housing Affordability Strategy (CHAS), using data from Census Bureau’s 2012-2016 American Community Survey (ACS)
Amendment #2 to the 2021 HUD Entitlement Action Plan to reallocate $150,000.00 to Finger Lakes ReUse, Inc. (FLRU), to execute the Community-Based Development Organization (CBDO) economic development loan.

2021 Action Plan Projects

The City’s PY2021 Action Plan originally included funding for 18 projects/activities, as well as $160,000 reserved for its Economic Development Loan Fund to provide business loan(s) resulting in job creation/retention. Similar to what was observed in PY2020 (although to a lesser extent), a significant number of funding recipients continued to experience difficulty in one or more aspects of their program operations as a result of the enduring pandemic. The Hospitality Employment Training Program (HETP), for example, with its primary focus on training and placing LMI adults with employment barriers into hospitality-related positions, was forced to make numerous adjustments to how it operates, like suspending its internship program and developing a hybrid educational model. Many HETP participants also placed their own matriculation on hold. Sponsors of workforce development programs observed that the sudden abundance of front-line and entry-level jobs (a result of workers exiting the labor market due to COVID) along with employers’ response to demand for workers by in the form bonuses or higher wages, people who once would have been prospective participants for employment training programs might go directly to work at any entry-level job. While a seemingly promising development, workforce development specialists reported a paradoxical downside: a “revolving door” effect was seen as new hires quickly exited these entry-level positions whether because of unmet expectations, unsafe conditions, the stressful demands of front-line work during a health emergency, lack of workforce preparation and soft skill development, or other reasons. A pandemic-specific struggle for workforce development programs was that the training wages, stipends, or internships programs offer were less attractive than the wages offered at entry-level positions, even though the retention rate at these positions was low. Thus, on the employer side, the demand for prepared workers still existed.

Ongoing CDBG-CV Projects

As reported in the 2020 CAPER, on 7/22/20, as part of The Coronavirus Aid, Relief, & Economic Security Act (CARES Act), HUD awarded the City $401,624.00 of additional CDBG funding ("CDBG-CV") explicitly targeted to prevent, prepare for, and respond to the COVID-19 crisis, of which $321,299.20 was available to fund projects. The City initially determined it would follow a two-pronged approach to identify recommended uses of CDBG-CV funding: (1) Directed activities to address priority needs for which a capable sponsoring organization could be pre-identified; and (2) Activities selected through an open competitive process. The City subsequently identified the following COVID-19-related priority community needs: (1) renter households whose ability to pay rent was reduced by COVID-19 impacts; (2) COVID-related relief, prevention, or recovery for persons experiencing homelessness; (3) small businesses adversely impacted by public health mandates and guidelines; and (4) anchor non-profits entities with at least 51% earned-income adversely impacted by public health mandates and guidelines. In PY2020, HUD awarded the City another $367,837.00 in CDBG-CV funding, of which $294,269.60 was available to fund projects.

CDBG-CV Project #1: Emergency Rental Assistance Program (ERAP)

The first allocation of CDBG-CV funds was awarded to Ithaca Neighborhood Housing Services (INHS) to assist renter households by providing $190,000 towards the Emergency Rental Assistance Program (ERAP). When ERAP was launched, there were some concerns with the difficulty of reaching people most in need. While it took longer than anticipated to complete the project, the final outcome was highly encouraging, with 39 households benefiting, 72% of whom were at/under 30% Area Median Income (AMI).

Call for CDBG-CV Funding Proposals

After issuing a Call for Funding Proposals for uses of CDBG-CV funds, on May 26, 2020, the City received 17
Applications and approved funding for the following 7 projects:

<table>
<thead>
<tr>
<th>#</th>
<th>Project</th>
<th>Sponsor</th>
<th>CDBG-CV Funding</th>
<th>Brief Project Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Laundry &amp; Internet Needs During COVID-19</td>
<td>Opportunities, Alternatives, &amp; Resources (OAR) of Tompkins County</td>
<td>$11,000.00</td>
<td>(1) Funding towards laundry and detergent for “Soap &amp; Suds Laundry Program for the Homeless and Housing Insecure” during COVID-19 pandemic. (2) Funding towards internet for 40 previously incarcerated or court-involved individuals enrolled in higher education, through College Initiative Upstate Student remote-learning program, during COVID-19.</td>
</tr>
<tr>
<td>3</td>
<td>Ithaca CARES About Re-Opening Child Care</td>
<td>Child Development Council of Central NY, Inc.</td>
<td>$10,000.00</td>
<td>Funding for childcare programs in the City of Ithaca that are re-opening after 5/15/20 towards supplies related to operational changes to ensure health and safety of children in their care.</td>
</tr>
<tr>
<td>4</td>
<td>Aid for Immigrants During COVID-19</td>
<td>Catholic Charities of Tompkins/Tioga Counties</td>
<td>$10,879.00</td>
<td>Funding towards salary/benefits to extend current Immigrant Services Program (ISP) program assistant position serving immigrant and refugee families/individuals of all ages, including the disabled, who need help accessing services to in response to adverse economic impacts of COVID-19.</td>
</tr>
<tr>
<td>5</td>
<td>DICC Child Care Center Re-Opening Assistance</td>
<td>Downtown Ithaca Children’s Center (DICC)</td>
<td>$25,600.00</td>
<td>Funding for staff wages/salaries to ensure ability to re-open.</td>
</tr>
<tr>
<td>6</td>
<td>COVID-19 Emergency Assistance Program</td>
<td>The Salvation Army of Ithaca</td>
<td>$20,000.00</td>
<td>Funding for mortgage assistance for at least 4 households negatively impacted by COVID-19.</td>
</tr>
<tr>
<td>7</td>
<td>COVID-19 Testing for Vulnerable Populations</td>
<td>The REACH Project, Inc.</td>
<td>$20,000.00</td>
<td>Funding for Registered Nurse and Community Health Worker, over 6 months, to provide regular, rapid, and timely COVID-19 testing for LMI people, people experiencing homelessness, and their front-line service providers.</td>
</tr>
<tr>
<td>8</td>
<td>Security Deposits for Safer Housing</td>
<td>Catholic Charities of Tompkins/Tioga Counties</td>
<td>$25,000.00</td>
<td>Funding towards security deposits for individuals/families, people currently homeless, and others who are losing current housing due to adverse economic impacts from COVID-19. Priority to households accessing Housing Choice Vouchers.</td>
</tr>
</tbody>
</table>

On 6/2/21, the City subsequently approved funding for the following four additional CDBG-CV projects:

<table>
<thead>
<tr>
<th>#</th>
<th>Project</th>
<th>Sponsor</th>
<th>CDBG-CV Funding</th>
<th>Brief Project Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>On Call Office Subdivision</td>
<td>Advocacy Center of Tompkins County</td>
<td>$5,720.00</td>
<td>Interior renovation to increase on-site staffing capacity and safe in-person services to domestic/sexual violence victims in compliance with COVID-19 public health guidelines during the pandemic, benefiting at least 800 LMI persons.</td>
</tr>
<tr>
<td>10</td>
<td>Health &amp; Wellness: Smoothies, Food Services, &amp; Yoga</td>
<td>Black Hands Universal, Inc.</td>
<td>$18,001.60</td>
<td>Summer youth employment program providing free nutritious smoothies at 3 locations and outdoor socially distant yoga classes for underserved community members to support their physical/mental health, in response to COVID-19 pandemic.</td>
</tr>
<tr>
<td>#</td>
<td>Project</td>
<td>Sponsor</td>
<td>CDBG-CV Funding</td>
<td>Brief Project Summary</td>
</tr>
<tr>
<td>----</td>
<td>----------------------------------------------</td>
<td>--------------------------------------------</td>
<td>-----------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>11</td>
<td>Online Market Discounts for LMI/SNAP Customers</td>
<td>Ithaca Farmers Market</td>
<td>$19,068.00</td>
<td>60% subsidy to 450 SNAP-eligible LMI City households shopping online for fresh local foods.</td>
</tr>
<tr>
<td>12</td>
<td>HVAC Upgrade</td>
<td>St. John's Community Services</td>
<td>$20,300.00</td>
<td>HVAC system upgrade at Emergency Homeless Shelter to improve safety and air quality, benefiting at least 552 homeless persons.</td>
</tr>
</tbody>
</table>

On 4/7/21, the City approved funding for the following two CDBG-CV projects:

<table>
<thead>
<tr>
<th>#</th>
<th>Project</th>
<th>Sponsor</th>
<th>CDBG-CV Funding</th>
<th>Brief Project Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>GIAC Youth Programming</td>
<td>Greater Ithaca Activities Center, Inc.  (GIAC)</td>
<td>$175,000.00</td>
<td>Funding for programs, services, and classes to children aged pre-school through teen, and adults including seniors.</td>
</tr>
<tr>
<td>14</td>
<td>Community Outreach Worker</td>
<td>City of Ithaca</td>
<td>$65,000.00</td>
<td>The City of Ithaca will use $65,000 in CDBG-CV funding to support the Community Outreach Worker activity (implemented by Family and Children’s Service of Ithaca). The Community Outreach Worker provides a critical point of contact for homeless residents to receive information, referrals, and navigation through needed services.</td>
</tr>
</tbody>
</table>

On 7/28/22, the City approved a re-allocation of unexpended CDBG-CV funds to the following project:

<table>
<thead>
<tr>
<th>#</th>
<th>Project</th>
<th>Sponsor</th>
<th>CDBG-CV Funding</th>
<th>Brief Project Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>DICC Childcare Health &amp; Safety</td>
<td>Downtown Ithaca Children’s Center (DICC)</td>
<td>$17,475.00</td>
<td>Funding for staff wages and PPE/sanitation products to ensure (1) continuity of childcare/education for children ages 6 wks.-12 years and (2) workforce stability/safety for essential workers (80% impacted by poverty), as well as maintain reduced exposure points for children/staff.</td>
</tr>
</tbody>
</table>
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: Since HUD’s Integrated Disbursement and Information System (IDIS) only generates outcomes for completed HOME activities, numeric outcomes for incomplete HOME activities have been entered manually. Similarly, in many cases IDIS does not capture all “Actual – Strategic Plan” numeric outcomes, so some of those have been entered manually.

(continued on following page)
<table>
<thead>
<tr>
<th>Goal</th>
<th>Category</th>
<th>Activities</th>
<th>Source/Amount</th>
<th>Indicator</th>
<th>Unit of Measure</th>
<th>Expected — Strategic Plan</th>
<th>Actual — Strategic Plan</th>
<th>Percent Complete</th>
<th>Expected — Program Year (3 of 5)</th>
<th>Actual — Program Year (3 of 5)</th>
<th>Percent Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Affirmatively Further Fair Housing (AFH)</strong></td>
<td>Affordable Housing</td>
<td>Non-Homeless Special Needs Non-Housing Community Development Note: Community Development Planner and other staff members’ time contributes to progress toward AFH Goals. AFH Goals are embedded within some of the other Goals as articulated in the Con. Plan (e.g., “Improve &amp; Expand Affordable Housing”). When this is the case, funds directed to those activities are only counted under one goal, and, in general, this has not been the AFH goal, but rather a broader Con. Plan goal. No funds were directed toward free-standing AFH funded Activities, though again staff members contribute non-CDBG/HOME administrative hours to such activities and projects.</td>
<td>CDBG: $0 HOME: $0</td>
<td>Other</td>
<td>Other</td>
<td>1</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td><strong>AFH Goal #1: Prohibit Discrimination Due to SOI (Source-of-Income)</strong></td>
<td>AFH</td>
<td>In April 2019, New York State amended NYS Human Rights law to prohibit housing discrimination based on lawful sources of income in all communities statewide. This legislative action constitutes attainment of the City of Ithaca’s AFH Goal #1.</td>
<td>CDBG: $0 HOME: $0</td>
<td>Other</td>
<td>Other</td>
<td>30,000</td>
<td>30,000</td>
<td>100.00%</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td><strong>AFH Goal #2: Increase Affordable Housing</strong></td>
<td>Affordable Housing</td>
<td>Several Activities funded in 2020’s Annual Action Plan (AAP) furthered AFH Goal #2, although they are captured under “Improve &amp; Expand Affordable Housing Options” to avoid double-counting. Examples include: Northside Apartments; Founders Way For-Sale Townhomes; and Security Deposits (TBRA).</td>
<td>CDBG: $0 HOME: $0</td>
<td>Other</td>
<td>Other</td>
<td>1</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td><strong>AFH Goal #3: Establish Fair Housing Enforcement</strong></td>
<td>AFH</td>
<td></td>
<td>CDBG: $0 HOME: $0</td>
<td>Other</td>
<td>Other</td>
<td>1</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>Goal</td>
<td>Category</td>
<td>Activities</td>
<td>Source/Amount</td>
<td>Indicator</td>
<td>Unit of Measure</td>
<td>Expected — Strategic Plan</td>
<td>Actual — Strategic Plan</td>
<td>Percent Complete</td>
<td>Expected — Program Year (3 of 5)</td>
<td>Actual — Program Year (3 of 5)</td>
<td>Percent Complete</td>
</tr>
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</tr>
<tr>
<td>AFH Goal #4: Prevent Displacement from Economic Pressure</td>
<td>AFH</td>
<td>In 2020, Community Development Planner (CPD) continued working with a stakeholder group, known as Team Ithaca of the Anti-Displacement Learning Network (ADLN) and later as the Core Leadership Team for the Ithaca Eviction/Displacement Defense (IEDD) Project, to assess and address drivers of displacement in Ithaca. The CPD and Team Ithaca/Core Team brought together additional partners to apply for and secure private funding to establish a full spectrum of services and programs designed to reduce displacement. Activities at the “Low-Intensity” end of the spectrum include: creation of a tenants’ rights handbook; and a website and support for a newly-formed tenants’ rights hotline. “Medium-Intensity” activities include: providing brief legal advice; training Court Monitors to attend, observe, collect data; an eviction court proceedings outcomes database; increasing the pool of pro bono attorneys available to provide representation in eviction court. “High-Intensity” activities include: providing full-scope representation to residents facing eviction; providing Housing Stability Supplement payments to 48 households; and providing 3 semesters worth of funding to continue Cornell Law School’s Housing Rights class and practicum. Outcomes and analysis will be documented in the 2021 CAPER, which will also provide an update, as additional services and programs are rolled out. A total of $692,310 in private funding was secured in 2020. In 2021, Enterprise Community Partners added $307,690 to its 2020 commitment and Mayors for Guaranteed Income (MGI) provided a match of $500,000, bringing the total amount of private funds in this project to $1.5 million, as of this writing.</td>
<td>CDBG: $0 HOME: $0</td>
<td>Other</td>
<td>Other</td>
<td>1</td>
<td>3,656</td>
<td>3,656%</td>
<td>0</td>
<td>3,656</td>
<td>n/a</td>
</tr>
<tr>
<td>Goal</td>
<td>Category</td>
<td>Activities</td>
<td>Source/Amount</td>
<td>Indicator</td>
<td>Unit of Measure</td>
<td>Expected — Strategic Plan</td>
<td>Actual — Strategic Plan</td>
<td>Percent Complete</td>
<td>Expected — Program Year (3 of 5)</td>
<td>Actual — Program Year (3 of 5)</td>
<td>Percent Complete</td>
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</tr>
<tr>
<td>AFH Goal #5: Create Language Assistance Plan (LAP)</td>
<td>AFH</td>
<td>The City of Ithaca adopted its LAP in November 2017.</td>
<td>CDBG: $0 HOME: $0</td>
<td>Other</td>
<td>Other</td>
<td>1</td>
<td>1</td>
<td>100.00%</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>AFH Goal #6: Prevent Displacement from Domestic Violence</td>
<td>AFH</td>
<td>See note at AFH Goal #4. This activity also applies to AFH Goal #6. An index</td>
<td>CDBG: $0 HOME: $0</td>
<td>Other</td>
<td>Other</td>
<td>1</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>AFH Goal #7: Create AFH Action Plan Criteria</td>
<td>AFH</td>
<td></td>
<td>CDBG: $0 HOME: $0</td>
<td>Other</td>
<td>Other</td>
<td>1</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>Develop Economic &amp; Employment Opportunities</td>
<td>Non-Housing Community Development</td>
<td></td>
<td>CDBG: $0 HOME: $0</td>
<td>Public service activities other than Low/Moderate Income Housing Benefit</td>
<td>Persons Assisted</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>Develop Economic &amp; Employment Opportunities</td>
<td>Non-Housing Community Development</td>
<td>● PY2021 ReUse Job Training for Career Pathways (CANCELED)</td>
<td>CDBG: $308,143.06 HOME: $0</td>
<td>Jobs created/retained</td>
<td>Jobs</td>
<td>32</td>
<td>51</td>
<td>159.37%</td>
<td>29</td>
<td>11</td>
<td>37.93%</td>
</tr>
<tr>
<td>Develop Economic &amp; Employment Opportunities</td>
<td>Non-Housing Community Development</td>
<td>● PY2021 State Street Apartments (CANCELED)</td>
<td>CDBG: $0 HOME: $0</td>
<td>Businesses assisted</td>
<td>Businesses Assisted</td>
<td>1</td>
<td>29</td>
<td>2,900.00%</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
</tr>
<tr>
<td>Improve &amp; Expand Affordable Housing Options</td>
<td>Affordable Housing</td>
<td>● PY2019 Founders Way Rental Housing (formerly Immaculate Conception School Site Redevelopment)</td>
<td>CDBG: $0 HOME: $0</td>
<td>Rental units constructed</td>
<td>Household Housing Unit</td>
<td>30</td>
<td>8</td>
<td>26.66%</td>
<td>57</td>
<td>8</td>
<td>14.03%</td>
</tr>
<tr>
<td>Improve &amp; Expand Affordable Housing Options</td>
<td>Affordable Housing</td>
<td>● PY2018 Cayuga Flats Project</td>
<td>CDBG: $0 HOME: $0</td>
<td>Rental units rehabilitated</td>
<td>Household Housing Unit</td>
<td>0</td>
<td>63</td>
<td>n/a</td>
<td>0</td>
<td>11</td>
<td>n/a</td>
</tr>
<tr>
<td>Improve &amp; Expand Affordable Housing Options</td>
<td>Affordable Housing</td>
<td>● PY2021 511 S. Plain Street Duplex New Construction for Sale</td>
<td>CDBG: $0 HOME: $77,850.00</td>
<td>Homeowner Housing Added</td>
<td>Household Housing Unit</td>
<td>5</td>
<td>2</td>
<td>40.00%</td>
<td>2</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Improve &amp; Expand Affordable Housing Options</td>
<td>Affordable Housing</td>
<td>● PY2021 INHS Minor Repair</td>
<td>CDBG: $76,325.00 HOME: $82,169.80</td>
<td>Homeowner Housing Rehabilitated</td>
<td>Household Housing Unit</td>
<td>200</td>
<td>84</td>
<td>42.00%</td>
<td>47</td>
<td>12</td>
<td>25.53%</td>
</tr>
<tr>
<td>Goal</td>
<td>Category</td>
<td>Activities</td>
<td>Source/Amount</td>
<td>Indicator</td>
<td>Unit of Measure</td>
<td>Expected — Strategic Plan</td>
<td>Actual — Strategic Plan</td>
<td>Percent Complete</td>
<td>Expected — Program Year (3 of 5)</td>
<td>Actual — Program Year (3 of 5)</td>
<td>Percent Complete</td>
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</tbody>
</table>
| **Improve & Expand Affordable Housing Options** | Affordable Housing | ● PY2021 Security Deposit Assistance for Vulnerable Households  
● PY2021 Security Deposit Assistance for Vulnerable Households: Delivery/Administrative Funding  
● PY2019 Security Deposit Assistance for Vulnerable Households  
● PY2020 Security Deposit Assistance for Vulnerable Households  
● PY2019 Housing Scholarship Program  
● PY2021 Housing Scholarship Program | CDBG: $2,500.00  
HOME: $149,600.00 | Tenant-Based Rental Assistance/Rapid Rehousing | Households Assisted | 300 | 198 | 66.00% | 73 | 62 | 84.93% |
| **Meet Essential Needs for Food, Shelter, & Safety** | Homeless Non-Homeless Special Needs | ● CDBG-CV: DICC Child Care Center Re-Opening Assistance (PY2019)  
● CDBG-CV: Laundry & Internet Needs During COVID-19 (PY2019)  
● PY2019 Black Girl Alchemists | CDBG: $0  
HOME: $0 | Public service activities other than Low/Moderate Income Housing Benefit | Persons Assisted | 2,021 | 2,683 | 132.75% | 0 | 158 | n/a |
| **Meet Essential Needs for Food, Shelter, & Safety** | Homeless Non-Homeless Special Needs | ● PY2021 A Place to Stay | CDBG: $15,000.00  
HOME: $0 | Public service activities for Low/Moderate Income Housing Benefit | Households Assisted | 0 | 12 | n/a | 12 | 12 | 100.00% |
● CDBG-CV: Security Deposits for Safer Housing (PY2019) | CDBG: $0  
HOME: $0 | Homelessness Prevention | Persons Assisted | 51 | 75 | 147.05% | 0 | 6 | n/a |
● CDBG-CV: Security Deposits for Safer Housing (PY2019) | CDBG: $0  
HOME: $0 | Homelessness Prevention | Persons Assisted | 51 | 75 | 147.05% | 0 | 6 | n/a |
<table>
<thead>
<tr>
<th>Goal</th>
<th>Category</th>
<th>Activities</th>
<th>Source/Amount</th>
<th>Indicator</th>
<th>Unit of Measure</th>
<th>Expected — Strategic Plan</th>
<th>Actual — Strategic Plan</th>
<th>Percent Complete</th>
<th>Expected — Program Year (3 of 5)</th>
<th>Actual — Program Year (3 of 5)</th>
<th>Percent Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet Essential Needs for Food, Shelter, &amp; Safety</td>
<td>Homeless Non-Homeless Special Needs</td>
<td>● PY2021 Urban Bus Stop Upgrade Project</td>
<td>CDBG: $17,100.00 HOME: $0</td>
<td>Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit</td>
<td>Persons Assisted</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>17,500</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td></td>
<td>Non-Homeless Special Needs</td>
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<td>Non-Housing Community Development</td>
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<td>Remove Barriers to Opportunity</td>
<td>Non-Homeless Special Needs</td>
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<td>Remove Barriers to Opportunity</td>
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<td>Remove Barriers to Opportunity</td>
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<td>Strengthen Neighborhoods</td>
<td>Non-Housing Community Development</td>
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</table>

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 PY2021, the City allocated funds to projects addressing the following 16 of 33 Priority Needs identified in its 2019-23 Consolidated Plan:

- Assessment of Fair Housing (AFH) Factor: Access to Opportunity
- Assessment of Fair Housing (AFH) Factor: Resident Displacement — Economic Pressure
- Assessment of Fair Housing (AFH) Factor: Accessibility Improvements
- Affordable Housing: Homeowner Rehab/Repair
- Affordable Housing: Affordable Homeownership
- Affordable Housing: Production of New Units
- Affordable Housing: Rental Rehab/Energy Efficiency
- Affordable Housing: Tenant-Based Rental Assistance (TBRA)
- Economic Development: Job Creation & Entrepreneurship
- Economic Development: Job Readiness & Placement
- Economic Development/Affordable Housing/Public Facilities: Childcare Centers
- Public Facilities
- Public Infrastructure
- Public Services: Immigrant Services
- Public Services: Information & Referral
- Public Services: Transportation Services

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).

Ithaca is a highly educated community with a low unemployment rate, which produces a very difficult dynamic for any LMI residents without 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/retain jobs for LMI persons; (2) support entrepreneurship training and technical assistance; and (3) support initiatives providing career-readiness training, job placement, skill development, and 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.

**Hospitality Employment Training Program (HETP)**

In PY2021, the City maintained its support for the Hospitality Employment Training Program (HETP), operated by Greater Ithaca Activities Center (GIAC), a non-profit Community-Based Development Organization (CBDO), with $100,643.06 in CDBG funds, to 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.

**HIGH-PRIORITY NEED(s):** Economic Development — Job Readiness & Placement
Work Preserve Job Training: Job Placements & Job Readiness
In PY2021, the City continued to fund Historic Ithaca’s two complementary Work Preserve Job Training programs, using $67,500.00 in CDBG funds for job-readiness training and job placements of at least 5 LMI youth and young adults in permanent unsubsidized employment positions. The program focuses on teaching skills used in retail and building trades, operating out of Historic Ithaca’s architectural salvage and preservation program. Historic Ithaca’s Work Preserve Job Training Job Readiness program used $20,000.00 in CDBG funds to provide at least 12 LMI youth and young adults with personalized job-readiness training, workplace evaluations, and other support to assist them in transitioning to other supportive services or employment.

High-Priority Need(s): Economic Development — Job Readiness & Placement

Minor Repair Program
In PY2021, the City maintained its funding commitment for this long-standing INHS program (formerly named the Mini-Repair and Small Repair programs), using $33,475.00 in CDBG funds to undertake maintenance activities benefiting at least 40 LMI homeowners, allowing them to remain in their homes and keep their properties safe and affordable.

High-Priority Need(s): Affordable Housing — Homeowner Rehab/Repair

Immigrant Services Program (ISP)
In PY2021, the City awarded $30,000.00 in CDBG funds to the Immigrant Services Program (ISP), operated by Catholic Charities of Tompkins/Tioga Counties, Inc. ISP provides 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.

High-Priority Need(s): Public Services — Immigrant Services

2-1-1 Information & Referral Program
In PY2021, the City awarded $25,000.00 in CDBG funds to the Human Services Coalition (HSC) 2-1-1 Information and Referral program to fund service calls from at least 1,577 low-to-moderate-income (LMI) Tompkins County residents, who benefit from call center referrals and responses. 2-1-1 provides residents with up-to-date, accurate information on a wide variety of available services in the county, on a 24/7 basis. The Finger Lakes region is the only one in the state that provides 24/7 call coverage. HSC also serves as the Continuum of Care (CoC) Committee lead agency for community-wide planning for homeless housing and services. CoC agencies rely on 2-1-1 to connect clients to services. 2-1-1 acts as the gateway to the Solutions to End Homelessness Program (STEHP), which helps people remain in (or obtain) permanent housing and provides supportive services, rapid re-housing services, and housing stabilization for the homeless.

High-Priority Need(s): Public Services — Information & Referral

Great Neighbor & Essential Resource
In PY2021, the City awarded $41,200.00 in CDBG funds to Ithaca Community Gardens (ICG) for second-year funding to improve reconfigured Ithaca Community Gardens, benefiting at least 93 LMI households, including raised beds, stone dust for ADA-compliant trails, and entry gate. ICG serves a total of at least 150 households who maintain food-growing plots. Many of the households consist of refugee and immigrant families, the elderly, young families, and those who rely on growing food to supplement or replace their grocery bills.

High-Priority Need(s): Public Facilities
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)

<table>
<thead>
<tr>
<th>Racial and Ethnic Status</th>
<th>CDBG</th>
<th>HOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>148</td>
<td>39</td>
</tr>
<tr>
<td>Black or African American</td>
<td>55</td>
<td>34</td>
</tr>
<tr>
<td>Asian</td>
<td>102</td>
<td>0</td>
</tr>
<tr>
<td>American Indian or American Native</td>
<td>9</td>
<td>0</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>314</strong></td>
<td><strong>73</strong></td>
</tr>
<tr>
<td>Hispanic</td>
<td>75</td>
<td>7</td>
</tr>
<tr>
<td>Not Hispanic</td>
<td>239</td>
<td>66</td>
</tr>
</tbody>
</table>

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

**Narrative:** As in past years, the number of Asian households assisted with CDBG funds is relatively high compared to the percentage of the local Asian population, since the local Southeast Asian immigrant community is a primary user of services offered by the Immigrant Services Program.

**Note:** The table above does not capture a small number of assisted families who identify as American Indian/Alaskan Native & White; Asian & White; American Indian/Alaskan Native & Black/African American; and Other Multi-Racial.

CR-15 - Resources and Investments 91.520(a)

**Identify the resources made available**

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Source</th>
<th>Resources Made Available</th>
<th>Amount Expended During Program Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDBG</td>
<td>Public — Federal</td>
<td>$891,452</td>
<td>$616,045.05</td>
</tr>
<tr>
<td>HOME</td>
<td>Public — Federal</td>
<td>$343,091</td>
<td>$121,239.58</td>
</tr>
</tbody>
</table>

Table 3 - Resources Made Available

**Identify the geographic distribution and location of investments**

<table>
<thead>
<tr>
<th>Target Area</th>
<th>Planned Percentage of Allocation</th>
<th>Actual Percentage of Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citywide</td>
<td>90%</td>
<td>90%</td>
</tr>
</tbody>
</table>

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 analyses and needs assessments are not limited to any particular geographic area(s). In practice, most funded activities tend to 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 PY2021, the City’s $690,793.00 CDBG and $334,715.00 HOME allocations were matched with $27,503,176 in other public (e.g., Low-Income Housing Tax Credits) and private funding. Based on HUD’s FY2021 HOME Match reduction table, per capita income, fiscal distress, and family poverty rate, the City received a 100% HOME match reduction for 2021.

<table>
<thead>
<tr>
<th>Fiscal Year Summary – HOME Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Excess match from prior Federal fiscal year</td>
</tr>
<tr>
<td>2. Match contributed during current Federal fiscal year</td>
</tr>
<tr>
<td>3. Total match available for current Federal fiscal year (Line 1 plus Line 2)</td>
</tr>
<tr>
<td>4. Match liability for current Federal fiscal year</td>
</tr>
<tr>
<td>5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)</td>
</tr>
</tbody>
</table>

Table 5 – Fiscal Year Summary - HOME Match Report

<table>
<thead>
<tr>
<th>Match Contribution for Federal Fiscal Year FY2021 (10/1/20-10/30/21)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project No. or Other ID</td>
</tr>
<tr>
<td>-------------------------</td>
</tr>
<tr>
<td>IDIS#: 443</td>
</tr>
<tr>
<td>TOTAL:</td>
</tr>
</tbody>
</table>

Table 6 – Match Contribution for the Federal Fiscal Year

Publicly Owned Land/Property Used to Address Priority Needs

Green Street Garage Mixed-Use Urban Renewal Project

- **Western Section**: In PY2021, subsequent to the City’s 2020 execution of a Disposition and Development Agreement (DDA) with Vecino Group New York, LLC to convey a portion of the property at 120 E. Green St. (Green Street Garage), development of the Urban Renewal Project commenced. Upon completion, the project will provide at least 181 housing units affordable to households earning between 40%-80% of Area Median Income (AMI), as well as a 49,000 sq. ft. conference center.

- **Eastern Section**: In PY2021, subsequent to the City’s 2020 execution of a DDA with Ithaca Properties, LLC to convey and redevelop the Eastern Section of the Green Street Garage site, development of the Urban Renewal Project commenced. Upon completion, the project will provide 180-200 rental housing units and reconstruction of two decks of public parking to be leased to the City. 20% of the housing units will be rented at below market-rate rents affordable to households earning up to 80% of the Area Median Income (AMI) and the project will contribute $500,000 to the Community Housing Development Fund (CHDF), which funds housing projects that increase or preserve affordable housing.
### Program Income – Enter the program amounts for the reporting period

<table>
<thead>
<tr>
<th>Balance on hand at beginning of reporting period</th>
<th>Amount received during reporting period</th>
<th>Total amount expended during reporting period</th>
<th>Amount expended for TBRA</th>
<th>Balance on hand at end of reporting period</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
<td>$27,360.00</td>
<td>$27,360.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Table 7 – Program Income

### Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period

<table>
<thead>
<tr>
<th>Total</th>
<th>Minority Business Enterprises</th>
<th>White Non-Hispanic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Alaskan Native or American Indian</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Asian or Pacific Islander</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Black Non-Hispanic</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hispanic</td>
<td></td>
</tr>
</tbody>
</table>

#### Contracts

<table>
<thead>
<tr>
<th>Number</th>
<th>Alaskan Native or American Indian</th>
<th>Asian or Pacific Islander</th>
<th>Black Non-Hispanic</th>
<th>Hispanic</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dollar Amount</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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</table>

#### Sub-Contracts

<table>
<thead>
<tr>
<th>Number</th>
<th>Alaskan Native or American Indian</th>
<th>Asian or Pacific Islander</th>
<th>Black Non-Hispanic</th>
<th>Hispanic</th>
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<tbody>
<tr>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Dollar Amount</td>
<td>$0</td>
<td>$0</td>
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<td>$0</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Total</th>
<th>Women Business Enterprises</th>
<th>Male</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

#### Contracts

<table>
<thead>
<tr>
<th>Number</th>
<th>Alaskan Native or American Indian</th>
<th>Asian or Pacific Islander</th>
<th>Black Non-Hispanic</th>
<th>Hispanic</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dollar Amount</td>
<td>$0</td>
<td>$1,140.47</td>
<td>$0</td>
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</table>

#### Sub-Contracts

<table>
<thead>
<tr>
<th>Number</th>
<th>Alaskan Native or American Indian</th>
<th>Asian or Pacific Islander</th>
<th>Black Non-Hispanic</th>
<th>Hispanic</th>
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<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dollar Amount</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>
**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

<table>
<thead>
<tr>
<th>Total</th>
<th>Minority Property Owners</th>
<th>White Non-Hispanic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Alaskan Native or American Indian</td>
<td>Asian or Pacific Islander</td>
</tr>
<tr>
<td>Number</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dollar Amount</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

*Table 9 – Minority Owners of Rental Property*

**Relocation and Real Property Acquisition** – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition

<table>
<thead>
<tr>
<th>Parcels Acquired</th>
<th>0</th>
<th>$0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Businesses Displaced</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Nonprofit Organizations Displaced</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Households Temporarily Relocated, not Displaced</td>
<td>0</td>
<td>$0</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Households Displaced</th>
<th>Total</th>
<th>Minority Property Enterprises</th>
<th>White Non-Hispanic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Alaskan Native or American Indian</td>
<td>Asian or Pacific Islander</td>
</tr>
<tr>
<td>Number</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cost</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

*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.

<table>
<thead>
<tr>
<th>Number of Homeless households to be provided affordable housing units</th>
<th>One-Year Goal</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>13</td>
<td>13</td>
</tr>
<tr>
<td>Number of Non-Homeless households to be provided affordable housing units</td>
<td>150</td>
<td>27</td>
</tr>
<tr>
<td>Number of Special-Needs households to be provided affordable housing units</td>
<td>16</td>
<td>26</td>
</tr>
<tr>
<td>Total</td>
<td>179</td>
<td>66</td>
</tr>
</tbody>
</table>

Table 11 – Number of Households

<table>
<thead>
<tr>
<th>Number of households supported through Rental Assistance</th>
<th>One-Year Goal</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>73</td>
<td>78</td>
</tr>
<tr>
<td>Number of households supported through The Production of New Units</td>
<td>59</td>
<td>8</td>
</tr>
<tr>
<td>Number of households supported through Rehab of Existing Units</td>
<td>47</td>
<td>23</td>
</tr>
<tr>
<td>Number of households supported through Acquisition of Existing Units</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>179</td>
<td>109</td>
</tr>
</tbody>
</table>

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 PY2020 will not have generated some or all of their outcomes until PY2022. (Likewise, some PY2021 outcomes were produced using funds awarded in prior Program Years.)
Housing construction and rehabilitation projects are particularly prone to unanticipated delays, since they depend on a variety of factors to move towards completion (e.g., permitting, environmental reviews, construction schedules, financing, state and Federal regulatory requirements). Some projects also employ Low-Income Housing Tax Credits (LIHTC), which are especially complex to undertake and finance. Furthermore, beginning in late 2020, the prices of many types of construction materials started to increase significantly, due at least in part to COVID-19-related disruptions in global production and supply chains. The Consumer Price Index (CPI) increased 9.1% in the 12 months ending in June 2022. This is the sharpest rise in prices in 40 years, according to the Bureau of Labor Statistics. The Producer Price Index (PPI) for Inputs to Construction — how much prices paid by the construction industry for goods and services change year over year — was even higher. In April 2021, inputs to multi-family residential construction (excluding capital investment, labor, and imports) were up 20.1%. For single-family homes, the increase was 20.4%.

**COVID-19:** Many organizations funded by the 2021 Annual Action Plan continued to be affected by the persistent global pandemic and associated precautionary measures. In 2021, labor market changes precipitated by the pandemic came to the fore. No fewer than eight 2021 project sponsors experienced staff turnover, including executive directors and longtime staff. Loss of such institutional knowledge slowed progress towards goals, as positions remained vacant and/or new staff got up to speed. Many organizations maintained the procedural adjustments they initiated early in the pandemic through the remainder of the Program Year. Common responses to working through the pandemic included: pauses in operations; social distancing and safety precautions; and working remotely to reduce on-site employee density. Although some funded activities were completed on schedule in PY2021, others are still working towards their goals and deliverables. The IURA Board extended PY2021 contract expiration dates, as needed, to ensure these activities could achieve their goals; however, the effects of the pandemic are reflected in many of the Goal Outcome Indicators reported in this CAPER.

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

As described above, the COVID-19 global pandemic necessitated a number of contractual extensions. Organizations providing housing services or Tenant-Based Rental Assistance (TBRA) were particularly affected by the various eviction moratoria established at the Federal and State levels. For example, with fewer people moving, Catholic Charities’ security deposits have been disbursed much more slowly than in prior years. Organizations continued operating despite many unknown factors, including not having a definitive date by which eviction moratoria would no longer be extended. Ultimately, the Statewide Eviction Moratorium expired on January 15, 2022. These organizations continue to submit quarterly reports and vouchers in a timely manner. IURA continues to monitor their progress toward goal completion and regulatory compliance.

In terms of future Action Plans, and as discussed in the 2020 CAPER, the City observed an anticipated ripple effect of some organizations being delayed in drawing down PY2021 HUD Entitlement Program funds awarded to them, since they still needed to complete PY2020 activities and expend associated funding. Some organizations may decide not to pursue the City’s Entitlement Funding in future funding cycles. On the other hand, since the economic forecast remains at best uncertain, many organizations anticipate diminished revenues (e.g., earned income, donations, availability of other funding streams), which may bring even more organizations into future application cycles.

The City will continue to engage and monitor projects to ensure timely and compliant use of funds, as
well as offer technical assistance to funding recipients, when needed.

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.

<table>
<thead>
<tr>
<th>Number of Households Served</th>
<th>CDBG Actual</th>
<th>HOME Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extremely Low-income</td>
<td>223</td>
<td>30</td>
</tr>
<tr>
<td>Low-income</td>
<td>78</td>
<td>28</td>
</tr>
<tr>
<td>Moderate-income</td>
<td>9</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>310</td>
<td>58</td>
</tr>
</tbody>
</table>

Table 13 – Number of Households Served

Narrative Information

COVID-19: As previously noted, many, if not all, organizations funded with both PY2020 and PY2021 HUD Entitlement funds were affected by the global pandemic and associated precautionary measures. Many organizations needed to pause operations, then pivot to working in ways to enable social distancing and other safety precautions. Though some funded activities were able to complete on schedule, many took more time to work towards their goals and deliverables.
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.

**Housing Scholarship Program**

In PY2021, the Learning Web’s long-standing Housing Scholarship Program fully expended funds from its $70,560 PY2019 award for HOME Tenant-Based Rental Assistance (TBRA). In PY2021, City allocated an additional $75,600.00 in HOME TBRA funding to the Housing Scholarship Program. 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. In 2021, another of the Learning Web’s notable activities was its stakeholder involvement in HUD’s Youth Homelessness Demonstration Project (YHDP) planning process. Though Entitlement funds were not involved or expended on YHDP planning, the activities that will result from the YHDP plan will bring new and much-needed services aimed at interrupting and preventing youth homelessness in Tompkins County. Amid all of this activity, it also should be noted that the Learning Web was undergoing substantial change itself with a new executive director coming aboard and some longtime staff moving to other positions in the community.

**2-1-1 Information & Referral Program**

In PY2021, the City awarded $25,000.00 in CDBG funds to the Human Services Coalition (HSC) 2-1-1 Information and Referral program towards service calls from at least 1,577 low-to-moderate-income (LMI) Tompkins County residents, who benefit from call center referrals and responses. HSC also serves as the Continuum of Care (CoC) Committee lead agency for community-wide planning for homeless housing and services. CoC agencies rely on 2-1-1 to connect clients to services. 2-1-1 also acts as the gateway to the Solutions to End Homelessness Program (STEHP), which helps people remain in (or obtain) permanent housing and provides supportive services, rapid re-housing services, and housing stabilization for the homeless. In 2021, funding from the Ithaca Eviction/Displacement Defense (IEDD) project enabled 2-1-1 to create two Housing Specialists positions, a new role within 2-1-1. The Housing Specialists fielded calls and made referrals on all manner of housing concerns. However, the Housing Specialists did much more: they assisted with enrollment into the Housing Stability Supplement Program (HSSP) and Ithaca Guaranteed Income, the met people at Eviction Court to help them apply on the spot for Emergency Rental Assistance, and much more. These roles, which were not funded with Entitlement funds but which ultimately had their roots in the City’s AFH aided hundreds of people during the housing crisis resulting from the pandemic.

Addressing the emergency shelter and transitional housing needs of homeless persons.

**A Place to Stay: Night/Weekend Support for Women in Transition**

In PY2021, the City awarded $15,000.00 in CDBG funds to Catholic Charities of Tompkins/Tioga Counties towards case management and other services for a 4-bed transitional housing unit for very low-income women. The program is a multi-year initiative aimed at providing transitional, safe, and stable housing for homeless and imminently homeless women. The program offered vulnerable homeless women a nurturing, safe, and supportive environment, so they could transition to successful independent living arrangements in the community, including rental stewardship classes; financial education and planning services; vocational and job-seeking skills; personal goal-setting workshops; and community-building and civic engagement.
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.

SECURITY DEPOSIT ASSISTANCE PROGRAM

In PY2021, the City continued to fund the long-established Security Deposit Assistance Program, operated by Catholic Charities of Tompkins and Tioga Counties, with $74,000.00 in HOME funds to assist at least 65 income-eligible households in Tompkins County with security deposit assistance, including up to 5 households in the Housing for School Success program and 10 re-entry households referred by Opportunities, Alternatives & Resources (OAR), so they can more readily access safe and affordable rental housing. 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. Being able to afford 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 and persons in re-entry. For the first time since the program’s inception in 2004, the City agreed to fund up to the full security deposit amount for each tenant. (In prior years, it only funded security deposits of up to $500.00, with 3+ bedroom units eligible for up to $750.00). As rents increased in the City and also in the County, affordable units were harder to find, thus the need for full security deposits. Tompkins Community Action, one of two local Public Housing Authorities (PHAs) received special dispensation from NYS Homes and Community Renewal to implement Small Area Fair Market Rents (SAFMRs), another important tool in preventing homelessness and housing instability.

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.

SECURITY DEPOSIT ASSISTANCE PROGRAM

In PY2021, City allocated funding for Security Deposit Assistance Program to assist up to 5 Housing for School Success (HSS) households with the full amount of their security deposits. HSS is 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, HSS seeks to improve educational outcomes for homeless children by increasing their housing stability and helping their families become more self-sufficient.
In PY2021, the Learning Web’s long-standing Housing Scholarship Program fully expended funds from its $70,560 PY2019 award for HOME Tenant-Based Rental Assistance (TBRA). In PY2021, City allocated an additional $75,600.00 in HOME TBRA funding to the Housing Scholarship Program. 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.
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) [PHA Code: NY054] in meeting the housing needs of City residents. In addition, as noted in section CR-25, Homeless and Other Special Needs, the City has been collaborating with IHA to assist in providing public housing and/or Section 8 assistance for the ongoing Housing for School Success Program.

On August 10, 2022, the City executed its contract with the Cayuga Housing Development Corporation (CHDC), a subsidiary of IHA, for the PY2019 award of $90,877.94 in HOME funding towards the Northside Apartments project to rehabilitate 70 housing units for LMI persons and constructing up to 12 housing units for LMI persons. The Ithaca Housing Authority (IHA) submitted an application to HUD to convert 106 family units to the Rental Assistance Demonstration Program (RAD). On March 31, 2020, the IHA received a commitment from HUD to enter into a Housing Assistance Payment (CHAP). The IHA will be converting three properties to Project Based Rental Assistance (PBRA), which it will sell to CHDC. IHA will remain the Managing Agent.

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

The City of Ithaca has consulted with the Ithaca Housing Authority (IHA) and its development consultant. 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.

As described elsewhere in this report (specifically in regard to Assessment of Fair Housing outcomes), in PY2020 private funding was secured by the Community Development Planner and team of stakeholders, including the Human Services Coalition (lead agency for the Continuum of Care), a member of the City of Ithaca Common Council, and a community member/organizer from Northside United and other local neighborhood groups. Together, this group attracted other partners to design the Ithaca Eviction/Displacement Defense (IEDD) Project, which provides a full spectrum of services to tenants within the City of Ithaca. Public housing residents are eligible for any of these services, which range from basic tenants’ rights information to services designed to support housing stability (which could include homeownership).

Since 2019, a tenants rights’ hotline has been established with a leadership/advisory committee including attorneys and a program director at Cornell Law School. The newly-formed Ithaca Tenants Union (ITU) supports the hotline and provides volunteer staffing, although there is an administrative “firewall” between the hotline and ITU. ITU serves Ithaca tenants with outreach, organizing, and public policy-focused activities. Both the Tenants Rights Hotline and ITU are available to public housing residents.

Actions taken to provide assistance to troubled PHAs.

Not applicable, since IHA is currently designated as a High Performer.
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 2019-23 Consolidated Plan, nor its Analysis of Impediments to Fair Housing Choice (May 2015) identified specific public policy barriers to the creation of affordable housing. The City’s 2017 Assessment of Fair Housing report 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 it identified, the City subsequently generated seven goals, with accompanying metrics, milestones, and timelines for achievement.

In PY2018, the City added the following Assessment of Fair Housing Contributing Factors in its 2019-23 Consolidated Plan as stand-alone Priority Needs (not already incorporated in any other Priority Needs):

- Displacement of residents due to economic pressure
- Source of Income discrimination
- Lack of access to opportunity due to high housing costs
- Lack of local public fair housing enforcement
- Displacement and/or lack of housing support for victims of domestic violence, dating violence, sexual assault, and stalking
- Lack of affordable in-home or community-based supportive services

On April 12, 2019, New York State enacted The Lawful Source of Income Non-Discrimination Act of 2019 to include source-of-income as a “protected class,” ensuring landlords and other housing providers in the state cannot discriminate against renters in making housing decisions based on their income from social security, public assistance, or the use of housing vouchers.
In PY2021, the IURA Community Development Planner continued to coordinate IEDD Advisory Board meetings to identify methods to reduce housing barriers to both tenants and potential tenants, and to identify strategies for sustaining IEDD once current funds are exhausted.

**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. Underserved households include homeless, elderly, disabled, and very low-income households. 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 underserved needs continues to be the long-term trend of declining and inflation-adjusted Federal funding levels for housing, homelessness, non-homeless special needs, and community development, as illustrated in the graph below.

In PY2021, to address obstacles to meeting underserved affordable housing needs, the City funded: Minor Repair Program; and the Security Deposit Assistance Program. The long-standing Minor Repair Program provides much-needed assistance with small repairs to LMI homeowners, allowing households to comply with the City Building Code. This program is especially important to LMI seniors needing repairs and accessibility improvements to stay in their homes.
To address obstacles to meeting the need for increased economic opportunities for adults, in PY2021, the City funded four job-training/job-readiness and placement programs: Hospitality Employment Training Program (HETP); Work Preserve Job Training and Placement Program; Work Preserve Job Readiness Program; and Finger Lakes ReUse’s (FLRU) Job Training for Career Pathways 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. As noted elsewhere, 2-1-1 was able to add Housing Specialist positions due to the IEDD Project’s private funding. These positions were critical in preventing homelessness and displacement resulting from economic hardship and/or the pandemic.

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. One downtown neighborhood, the W. State/Martin Luther King, Jr. Street corridor has been particularly distressed during the pandemic. The Mayor convened a stakeholder group to identify issues and explore remedies. This group was staffed by the Community Development Planner. The work of this group has informed City Capital Project funding requests and proposals for the area, including the State’s annual Downtown Revitalization Initiative (DRI) application.

As discussed elsewhere, the IEDD Project implemented an array of low- to high-intensity services to prevent eviction and displacement throughout the City in PY2022. The project was designed in response to the identification of specific needs of vulnerable and LMI community members.

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

All City funding recipients are contractually required to comply with HUD’s Lead Safe Housing Rule (LSHR) and The Lead-Based Paint Poisoning Prevention Act, when applicable, 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 PY2021, the City continued to fund the 2-1-1 Information and Referral Service Program, using $25,000.00 in 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.

In PY2021, the privately-funded Ithaca Eviction/Displacement Defense Project (IEDD) Project launched two programs targeted towards reducing poverty in poverty-level families: (1) the Housing Stability Supplement Program (HSSP); and (2) the Ithaca Guaranteed Income (IGI) Program. HSSP, administered by the Human Services Coalition (HSC) of Tompkins County, identified families vulnerable to housing precarity resulting from systemic harms and provides direct cash assistance of $300/month for 18 months to 63 individuals in five cohorts. HSSP was launched in PY2021 and its outcomes will be reported in PY2022’s CAPER. A similar
program, Ithaca Guaranteed Income (IGI), identified 110 LMI City residents who were primary caregivers to at least one other person to receive cash payments of $450/month for 12 months. Launched in Spring 2021 with payments beginning in June 2021, outcomes will also be reported in PY2022’s CAPER. These direct assistance programs were funded entirely with the support of Enterprise Community Partners and Mayors for Guaranteed Income. No HUD Entitlement Program funds were used. These programs were designed in response to the City’s findings identified in the HUD-mandated Assessment of Fair Housing, in support of AFH Goals #4 and #6. See further description of IEDD’s work below.

The City’s economic development loans also encourage or require employers (e.g., Ithaca Marriott, Canopy by Hilton™ hotel) 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 (CoC) system (which the IURA Director co-chairs), as well as the Homeless and Housing Task Force (HHTF), both led by the Human Services Coalition (HSC). One CoC objective is to provide and promote collaborative leadership at all levels of government and across all sectors, in order to prevent and end homelessness. HHTF meets six times a year to bring together housing and associated service providers from across the county to discuss topics that educate members on emergency shelters, supplemental food programs, affordable housing, transportation, and other emerging basic needs of homeless individuals or persons at-risk of homelessness.

In the early phase of the pandemic, the CoC convened area organizations providing outreach to unhoused and housing-insecure people, in order to enhance communication and coordinate efforts to provide critical information and identify housing and sheltering resources during the pandemic. The Enhanced Street Outreach Team continued to meet regularly through PY2021 to build on its successes in promoting information exchange and understanding current challenges in service provision.

The IURA’s Community Development Planner (CPD) and CoC Director currently meet several times a month to further projects serving people experiencing homelessness and increase the availability of affordable housing. The global COVID-19 pandemic created an immediate need for safe housing and the higher resulting level of communication was maintained in PY2020, as the CoC Director and CPD worked with other stakeholders on the Ithaca Eviction/Displacement Defense (IEDD) Project.

Joint projects included bringing together partners for the Ithaca Eviction/Displacement Defense Project (e.g., LawNY, Cornell Law, 2-1-1), and working on initiatives for people experiencing homelessness and people living in affordable housing. The CoC Director and CDP continue to collaborate to increase the efficacy of emergency funding streams, including HOME-ARP.

As reported in the 2020 CAPER, the IURA Community Development Planner convened a group of five stakeholders with expertise on equity, housing, homelessness, and community engagement to work jointly on developing a proposal to Enterprise Community Partners, Inc. to prevent displacement of residents from the City of Ithaca due to its high housing costs. The Ithaca Eviction/Displacement Defense (IEDD) Project
continued in PY2021. A multi-faceted initiative providing a broad spectrum of services, it includes the following facets:

- tenants rights hotline, which will sit within the Ithaca Tenants Union (ITU) structure
- legal advice from Cornell University Law School students
- full legal representation from Cornell University Law School’s housing law practicum (for which the university will be providing matching funds)
- Efforts to increase the number of local *pro bono* eviction court attorneys, through Legal Assistance of Western NY (LawNY)
- Monitoring of eviction court by observer-members of the student chapter of the National Lawyers Guild (a process that has produced more equitable outcomes for people facing eviction)
- A new local database to better understand how many evictions are taking place, which kinds of demographic populations are at-risk of eviction, geographical areas, etc.
- Direct cash payments to housing-unstable households of $300/mo. over 18 mos. to at least 63 households, including at least 60% being Black, Latinx or other persons of color.

City and IURA staff participate in weekly economic development meetings that bring together City staff, 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 Development Housing Fund (CHDF) 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. (CHDF won an award for its accomplishments at the 2019 Annual Conference of the New York Upstate Chapter of the American Planning Association.)

IURA staff is available for consultation and/or technical assistance with private entities wishing to rehabilitate or develop affordable housing units or increase supply through other means (e.g., promoting Housing Choice Vouchers).

The City supported the innovative Housing for School Success (HSS) program for many years. In 2019, the Ithaca City School District (ICSD) took over 100% of the cost of case management, which was a milestone for sustaining the program and is another example of enhanced partnership. Catholic Charities continues to set aside five full security deposits (TBRA), funded through the City’s HUD Entitlement Program for HSS families, which it has done since the program’s inception. Full security deposits are key to facilitating HSS families’ access to housing in our high-cost market. Catholic Charities’ and the City’s continued commitment, along with that of The Advocacy Center, ICSD, and other partners, demonstrates the critical value of coordination between public/private housing and social services.
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 PY2019, the City incorporated its Assessment of Fair Housing (AFH) into its five-year Consolidated Plan (2019-2023). By doing so, the City formally committed to documenting its AFH Goals and define the metrics, milestones, and timelines for their achievement. AFH Goals include:

**Goal #1:** Prohibit discrimination on the basis of source-of-income, by establishing local (jurisdiction and region) law(s) establishing protection, authorizing enforcement entity and creating meaningful protocol.

**Goal #2:** Increase supply and access to affordable housing options, particularly at extremely low, very low, and low income-levels, especially in high-opportunity neighborhoods.

**Goal #3:** Establish clear local authority and meaningful mechanisms for enforcement of fair housing law.

**Goal #4:** Prevent displacement in neighborhoods where there is either an established trendline of displacement or imminent threat of displacement (i.e., adjacent high-value neighborhoods with few for-sale homes). Explore Small Area Fair Market Rents, mini-repair for low-income homeowners, and expansion of Community Housing Land Trust for owner-occupied homes.

**Goal #5:** Address the need for a Language Assistance Plan (LAP) for Limited English Proficient (LEP) individuals.

**Goal #6:** Address policies and practices that result in displacement, eviction of, and/or lack of housing support for victims of domestic violence, sexual assault, and stalking.

**Goal #7:** Create an Affirmatively Furthering Fair Housing-directed goal within the 2019-2023 Consolidated Plan.

**NOTE:** More detailed information on specific actions taken in pursuit of the goals listed above is listed in rows 1-7 of the “Comparison of the proposed versus actual outcomes” table (Section CR-05, Goals and Outcomes) in Attachment 1, “2021 CAPER (expanded version).”

In PY2021, 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.

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. An analysis of HUD Small Area Fair Market Rents (SAFMRs) 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 PY2021, the City continued to include a question to its HUD Entitlement Grant Program application form, asking how applicants would address the 14 factors contributing (“Contributing Factors”) to fair housing issues and obstacles in the City. The City also continued employing “Promotion of Fair Housing” as one of its selection criteria listed in its application forms.

In PY2021, the City continued its commitment to the Limited English Proficiency (LEP) Plan it adopted in 2017 to meet the needs of individuals with limited English language skills. Although this has been reported to HUD in the past, it is being reported on in the 2020 CAPER for clarity, since the City completed its AFH and Goal #5 of the AFH before both were formally adopted into the 2019-2023 Consolidated Plan.
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 2019-23 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 and Committees on progress with ongoing activities, and solicits 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.

Pursuant to the City’s Citizen Participation Plan, this CAPER was made available to the public for review and comment from October 14, 2022-October 29, 2022, following the publication of a legal notice in the local newspaper (*The Ithaca Journal*) on October 14, 2022, with an electronic copy posted to the IURA website and available upon request. The public was invited to submit its comments 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. A scan of the legal notice has been uploaded to the Attachments section of IDIS.
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 have been no changes to CDBG program objectives, other than those associated with the City’s award of CDBG-CV funding explicitly for preventing, preparing for, and responding to the COVID-19 pandemic.

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.

As first reported in the 2018 CAPER, the HOME-assisted units listed further below were inspected in PY2016 and were originally scheduled for inspection again in PY2019 — however, the City had not yet conducted the inspections by the time the COVID-19 pandemic emerged in March 2020, when it placed the inspections on hold, in compliance with HUD’s on-site inspection requirement waivers. Subsequent to the 2019 CAPER submission, the City submitted a formal waiver request (“Notice of Intent to Utilize HUD Mega-Waiver — In-Person HOME-Assisted Rental Housing Inspections,” dated February 22, 2021), requesting an extension through September 30, 2021, to allow sufficient time for an inspection schedule to be finalized. The schedule was devised while acknowledging the global pandemic was still in progress, with the coronavirus mutating and causing spikes in COVID-19 cases and deaths, locally and nationwide. Since housing requiring inspection would most certainly include residents with compromised immune systems and/or persons unable (or unwilling) to be vaccinated, precautions to prevent the spread of the coronavirus via inspection visits would be necessary. Further, since the aforementioned eviction moratoria resulted in few if any units being “naturally” vacant (turning over between tenants), considerable coordination with property managers to interface and schedule with residents would be necessary. Inspections were set to begin in Spring 2022, as soon as the weather was fair enough to allow open windows and doors, and warm enough for residents to wait outdoors or elsewhere to feel safe while the inspection conducted. Housing providers with the greatest number of units would be inspected first as a strategy to complete the most inspections at one time. Accordingly, the Community Development Planner contacted housing providers in March 2022 to schedule preliminary meetings to explain the COVID-19 protocol and engage property managers to notify residents and solicit participation for a series of May 2022 appointments. By May-June 2022, however, at the first and largest inspection site, staff shortages caused a slowdown in communication. In July 2022, a formal request from the provider was submitted, requesting a 90-extension (until October 2022) due to extreme staffing shortfalls in the property management department in particular (i.e., a director-level position vacancy and two maintenance position vacancies that would be responsible for opening/closing inspected units) and 30% in the organization overall. The extension was granted. The inspection schedule and strategy were reconsidered and revised. While pandemic precautions will remain in place (e.g., masking, distancing), inspections will start in November 2022 at any site across the subsidized holdings that can accommodate an inspection of even one unit at a time. This approach is expected to be time-consuming (with inspections potentially occurring one-by-one instead of in multiple units per site) and progress incrementally to completion by June 2023. For questions about inspections, please contact Anisa Mendizabal, Community Development Planner, at amendizabal@cityofithaca.org.

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.
In May 2019, the City produced an Affirmative Fair Housing Marketing Form, which it has started to employ for its housing projects. The form is designed to more effectively understand and document the extent to which City funding recipients implement each of the components of the Affirmative Marketing Policy (e.g., non-discrimination and accessibility; fair housing training; marketing and outreach; race and ethnic data collection; compliance assessment).

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.

In PY2021, the City employed $12,360.00 in HOME Program Income (Fund Type: PI) for the following projects:

- $11,124.00 was applied to the “511 S. Plain St. For-Sale Duplex Project” (IDIS #469) for construction of a new for-sale 2-unit house for sale to 2 LMI households, affordable to first-time homebuyers earning 80% or less of Area Median Income (AMI). For a period of no fewer than 10 years, the 2 new HOME-assisted units shall remain affordable to and be occupied by low- and moderate-income (LMI) households with an initial annual income not exceeding 80% of AMI.

- $1,236.00 was also applied to the City’s 2021 HOME Administration Activity (IDIS #484).

In PY2021, the City employed $15,000.00 in HOME Recaptured Homebuyer funds (Fund Type: HP) for the following project:

- “2010 First-Time Homebuyers Assistance: 301 Madison St.” (IDIS #492) to assist a 3-person single-parent American Indian/Alaskan Native and Hispanic/Latino household.
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)

As noted previously, there remains 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.

Community Housing Development Fund (CHDF)
Since 2009, the City has annually contributed $100,000 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, 607 housing units have been created, using $4,603,125 in funding assistance.

Neighborhood Housing Initiative (NHI)
Since 2002, the City has also used bond financing to implement its Neighborhood Housing Initiative (NHI). NHI is a program of the City and IURA to competitively award grants to not-for-profit housing developers undertaking projects to create quality, affordable, owner-occupied housing for households earning ≤80% of AMI, in order to expand affordable homeownership opportunities. The City has provided a total of $820,277.82 in funding assistance for rehabilitation or construction of 16 housing units.
CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

<table>
<thead>
<tr>
<th>Total Labor Hours</th>
<th>CDBG</th>
<th>HOME</th>
<th>ESG</th>
<th>HOPWA</th>
<th>HTF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Activities</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Labor Hours</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Section 3 Worker Hours</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Targeted Section 3 Worker Hours</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Table 1 – Total Labor Hours

<table>
<thead>
<tr>
<th>Qualitative Efforts - Number of Activities by Program</th>
<th>CDBG</th>
<th>HOME</th>
<th>ESG</th>
<th>HOPWA</th>
<th>HTF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outreach efforts to generate job applicants who are Public Housing Targeted Workers</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Outreach efforts to generate job applicants who are Other Funding Targeted Workers.</td>
<td></td>
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<tr>
<td>Direct, on-the job training (including apprenticeships).</td>
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<tr>
<td>Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.</td>
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<tr>
<td>Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).</td>
<td></td>
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<tr>
<td>Outreach efforts to identify and secure bids from Section 3 business concerns.</td>
<td></td>
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</tr>
<tr>
<td>Technical assistance to help Section 3 business concerns understand and bid on contracts.</td>
<td></td>
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</tr>
<tr>
<td>Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.</td>
<td></td>
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</tr>
<tr>
<td>Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.</td>
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<tr>
<td>Held one or more job fairs.</td>
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<tr>
<td>Provided or connected residents with supportive services that can provide direct services or referrals.</td>
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<tr>
<td>Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.</td>
<td></td>
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<tr>
<td>Assisted residents with finding child care.</td>
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<tr>
<td>Assisted residents to apply for, or attend community college or a four year educational institution.</td>
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<tr>
<td>Assisted residents to apply for, or attend vocational/technical training.</td>
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<tr>
<td>Assisted residents to obtain financial literacy training and/or coaching.</td>
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<tr>
<td>Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.</td>
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<td></td>
<td></td>
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<tr>
<td>Provided or connected residents with training on computer use or online technologies.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.</td>
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</tr>
<tr>
<td>Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.</td>
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</tr>
<tr>
<td>Other.</td>
<td></td>
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</tr>
</tbody>
</table>

Table 2 – Qualitative Efforts - Number of Activities by Program
Home, Together: Tompkins

The CoC's plan for ending unsheltered homelessness and enhancing service delivery for people with severe service needs.
Background

**Home, Together: USICH**

Home, Together is the Federal Strategic Plan to Prevent and End Homelessness from the United States Interagency Council on Homelessness (USICH). This plan incorporates evidence-based strategies to end homelessness nationally with the guiding principles of home: safe and stable places to call home, and together: strengthening our community by providing opportunities for people to collaborate on this issue together.

**Housing and Public Health**

NY-510 asserts that access to stable housing is a requirement to achieving and maintaining the health of our county. The CoC considers the growth in the population of people experiencing unsheltered homelessness to be a public health crisis. The solution is not to relocate people from one unsheltered location to another, but to move people into suitable permanent housing where they can meet their basic needs with dignity.

**Tompkins County Homeless and Housing Needs Assessment**

Written by Horn Research and published in 2021, this report commissioned by our CoC, the City of Ithaca, and Tompkins County revealed current areas in our homeless response system that are in need of support, as well as recommendations for providing those supports.
Definitions

How does HUD define Severe Service Needs?

any combination of the following factors:

- facing significant challenges or functional impairments which require a significant level of support in order to maintain permanent housing (this factor focuses on the level of support needed and is not based on disability type)
- high utilization of crisis or emergency services to meet basic needs, including but not limited to emergency rooms, jails, and psychiatric facilities
- experiencing a vulnerability to illness or death
- having a risk of continued or repeated homelessness
- having a vulnerability to victimization, including physical assault, trafficking or sex work, and
- currently living in an unsheltered situation or having a history of living in an unsheltered situation.

What is housing first?

Housing First is an evidence-based approach to providing housing assistance that prioritizes placing individuals in permanent housing to end their homelessness as a basic need to working on any larger personal goals. This is guided by the belief that people need to have their basic needs such as food and housing met before being able to work on other less critical objectives such as employment or addressing substance use issues.
What is Home, Together: Tompkins?

A Community Wide Plan to Reduce Homelessness

Strategies:
- increase our stock of PSH
- expand emergency shelter capacity
- organize and implement a "housing surge"
- address staff shortages
- improve access to resources
What do we hope to achieve?

01 LESS UNSHELTERED AND CHRONIC HOMELESSNESS
Implement low-barrier shelter, increase housing stock, and create additional resources for housing stability to reduce unsheltered and chronic homelessness in our community.

02 IMPROVED HEALTH OUTCOMES
Increase access to safe housing and preventative physical and mental health care, leading to less interactions with police, EMTs, and first-responders.

03 BETTER RELATIONSHIPS
Engage business owners, landlords and neighbors, leverage partnerships and strengthen relationships.
Rethinking low-barrier shelter

01 PROVIDING EASY ACCESS
Allowing people to access shelter as they are instead of requiring an application upon entry, screening for factors such as substance use or previous sanctions, and requiring ongoing payments.

02 CLEAR AND SIMPLE BEHAVIORAL EXPECTATIONS
Shifting to a focus on providing clear behavioral expectations with an emphasis on safety rather than focusing on compliance with a rigid set of rules.

03 A TRAUMA-INFORMED OPERATING CULTURE
Most people experiencing homelessness, particularly those who are unsheltered, have a history of trauma, crisis, and stress. Ensuring that any staff interacting with potential shelter residents are regularly trained in de-escalation and trauma-informed care is essential.

04 RELAXED SOBRIETY AND CURFEW MEASURES
Re-thinking these perceived safety measures and whether or not they actually contribute to positive outcomes for people with SSNs who are more likely to be the victims than the perpetrators of crimes.
<table>
<thead>
<tr>
<th>Emergency Shelter</th>
<th>Voucher Services</th>
<th>Private Market Rentals</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Paying 50%-75% of each paycheck</td>
<td>01 Individuals are often unaware of the rules to keep their voucher</td>
<td>01 Individuals are often unaware of the rules of their lease</td>
</tr>
<tr>
<td>02 Submitting 5 housing contacts per week</td>
<td>02 Discrimination against voucher holders on the private market</td>
<td>02 Individuals are often unsure of who to contact if something happens</td>
</tr>
<tr>
<td>03 Hotel placements are far from most centralized resources</td>
<td>03 Rental cap is oftentimes too low for what is actually available</td>
<td>03 Individuals are afraid to stay in touch with landlord about issues</td>
</tr>
<tr>
<td>04 Individuals could be sanctioned for missing appointments</td>
<td>04 Habitability of available units</td>
<td>04 Habitability of available units</td>
</tr>
<tr>
<td>05 THA application can take hours, if not an entire day to process</td>
<td>05 Lack of documentation to apply</td>
<td>05 Lack of documentation to apply</td>
</tr>
</tbody>
</table>
### The Home, Together: Tompkins Plan

3 broad categories of intervention:
Increasing Access to Housing, Incentive Programs, and Expanding Sector Capacity

#### Access to housing

- **01 L** A commitment to building 100 studio and 1-bedroom units of Permanent Supportive Housing.
- **02 L** Low-barrier shelter that removes pre-conditions and uses a trauma-informed approach to safety.
- **03 S** Using a "housing surge" strategy to quickly move people into housing/shelter.

#### Incentive Programs

- **04 M** Mitigation funds for business owners and landlords serving people with severe service needs.
- **05 S** Other incentives for community members such as shopping cart exchanges and cash for trash.
- **06 M** Easy access move-in packages and assistance for people moving from homeless to housed.

#### Expanding Sector Capacity

- **07 M** Three enhanced, centralized housing navigator positions to supplement existing outreach.
- **08 M** Paid board positions for people with lived experience to monitor and approve projects.
- **09 M** Professional development opportunities for people with lived experience.

**Short-term Intervention = S**  
**Medium-term Intervention = M**  
**Long-term Intervention = L**
The Housing Surge Process

01 Convening Partners

02 Identifying Resources

03 Creating a pool of housing units, landlord relationships, and participants

04 Expediting the Rehousing Process

05 Implementing the surge and tracking outcomes
Other complimentary interventions

01 Inclusive Management of Encampment Spaces
Create a site that allows anyone to meet their basic needs with dignity without requiring engagement with services or clearance of other spaces.

02 Mental Health Crisis Respite Center
Crisis respite for people who are experiencing a mental health crisis and are experiencing homelessness

03 The “Paperwork Brigade”
Trained and compensated community members to help people complete paperwork, understand the details of their housing and their rights and responsibilities as tenants

04 Transportation Assistance
Free shuttles to expand the existing capacity of the TCAT for people experiencing homelessness in rural areas of our county.
Should we **ban** camping?

United States Interagency Council on Homelessness (USICH) and The U.S Department of Housing and Urban Development (HUD) assert that:

1. **It can cost three times more** to enforce anti-homeless laws than to find housing for people who don’t have it.

2. **Lead to arrests** of victims of violent crime and of people who need mental health and substance use disorder treatment.

3. **Camping bans erode trust** and **exacerbate homelessness** and the conditions that contribute to it including health problems, stigma and racial disparities.
The CoC recommends the use of Inclusive Public Space Management. This avoids punitive measures to homelessness and instead provides resources that act as a public benefit to anyone using the space, including people experiencing unsheltered homelessness.

This may include regular trash disposal, access to drinking water, access to safe needle disposal, and building and maintaining public restrooms and showers.
**Needs Assessment: Data Findings**

Tompkins County has the third highest rate of homelessness per 10,000 population of comparable and surrounding CoCs. Average length of stay in shelter is increasing and was at an average of 91 days in FY2020.

Compared with other CoCs, Tompkins County had the highest ratio of unsheltered homeless to total homeless (34.3%).

In FY2020, there was an observable bottleneck of 102 beds (including vouchers) between people experiencing homelessness and the beds available through the homeless response system.

**Home, Together: Tompkins Outcomes**

**Reduce unsheltered homelessness by 70%:**
- Recurring Housing Surges with rapid exits to permanent housing destinations
- Prioritization of people currently sleeping in unsheltered locations or otherwise banned from the OTDA-funded shelter in the low-barrier shelter
- 80 light-touch contacts from a HTT housing specialist to serve people experiencing unsheltered homelessness.

**Decrease homeless entries from couch-surfing situations by 50%**
- 200 new light-touch contacts assisting people at-risk of losing their housing
  - 80 contacts per year as high-priority referrals from 2-1-1
  - 40 contacts per year as referrals from eviction court
- Rolling intensive case management for a caseload of 10-12 clients with severe service needs to help people sustain their current housing or find new permanent housing
- 5 housing surge spots set-aside for couch-surfers with severe service needs.

**Decrease the average length of time homeless by 30 days:**
- Housing surges to serve households interested in housing with rapid, lower barrier exits to permanent housing
- Culture shift towards housing first as the basis for outreach
- 200 light-touch contacts and successful interactions with clients to end their homelessness as soon as possible
- Rolling intensive case management for a caseload of 10-12 clients with severe service needs throughout the year with rapid (within 30 days) exit from homelessness

**Reduce returns to homelessness by 50%:**
- 200 light-touch contacts assisting with new moves
  - 40 contacts assisting with landlord/tenant conflict within 6 months of move-in
- Rolling intensive case management for a caseload of 10-12 clients with severe service needs throughout the year with no returns to homelessness
- At least 200 clients served with move-in supplies and assistance
- Professional development for people with lived experience

**Increased Community Engagement.**
- Opportunities for engagement through initiatives such as cash for trash
- Paid lived experience board to enhance communication and understanding of the needs of people living outside
- Opportunities for professional development for people who lack other higher education requirements for employment in this field

**Increased Accountability to Business Owners, Landlords, and Neighbors.**
- $50,000 per year going directly to business owner and landlord partners
- A neighborhood liaison to foster increased communication
- Returning stolen shopping carts through the cart exchange program.

**Racial Equity Lens: Serve 50% BIPOC**
- Proportional to current BIPOC representation in our homeless response system
- Commitment to equity through targeted outreach

**Adult-only households have the worst outcomes in our continuum:**

<table>
<thead>
<tr>
<th>FY2020 Adult- Only Households</th>
<th>FY2020 Adult and Child Households</th>
</tr>
</thead>
<tbody>
<tr>
<td>473 Households</td>
<td>53 Households</td>
</tr>
<tr>
<td>87 days homeless on average</td>
<td>71 days homeless on average</td>
</tr>
<tr>
<td>8% returned to homelessness</td>
<td>0% returned to homelessness</td>
</tr>
</tbody>
</table>
Thank you!

Questions? Email us at sgatson@hsctc.org or lbargar@hsctc.org
A commitment to building 100 units of Permanent Supportive Housing (PSH).

PSH is housing set-aside for people experiencing literal homelessness that is affordable (residents contribute 30% of their income at most), permanent, and offers supportive services.

20 of these units will be set in rural areas of the county, and include additional supports such as free preventative healthcare and transportation.

HSC will work with TCAction on expanding staff capacity to serve additional units, starting with the 40 ESSHI units at Asteri.
Low-barrier shelter option

The Continuum of Care found that people who are currently living outside in Tompkins County are primarily people who are sanctioned from, or unwilling to navigate our current emergency shelter system.

Implementation of a site based low-barrier shelter with minimal pre-conditions to entering and maintaining shelter with an emphasis on safety through clear and simple expectations for residents.
A "housing surge" strategy to quickly move people indoors

A concentrated, time-limited community effort that houses a significant number of people in a short time-frame. Use the Coordinated Entry System to connect targeted households to a pre-identified pool of housing subsidies, available rental units and other resources and services. Housing Surges are a practice used for quick rehousing after natural disasters.
Mitigation funds for business owners and landlords.

Happy Neighborhood Program, provides eligible members with access to up to $5000 support annually for damages or theft, and support from HSC's landlord liaison.

The program will help build positive relationships, rebuild trust, and enhance communication in neighborhoods across the community.
Other incentives

Shopping cart return: reliable, collapsible, easy-to-repair carts to exchange for carts borrowed from businesses.

Cash for Trash: a redemption program like bottle return, but for trash (Ex. $10 per bag of collected litter)
Easy access move-in packages and assistance for moving from homeless to housed.

Expand current programs to help support housing stability by providing: trash tags, cleaning supplies, kitchen utensils, linens and more.

Also, moving assistance, moving trucks, storage units and additional household basic needs.
Three enhanced, centralized housing navigator positions.

Direct service generalists to help people access resources at all stages of the continuum: people who are currently experiencing homelessness, people who have just entered new housing, and people who are at risk of homelessness.

All three housing navigators would be trained by providers across our continuum to understand the available resources and eligibility criteria for programs. Each housing navigator would have a small caseload of 10-12 individuals with severe service needs for situations needing long-term assistance. They also act as a mobile, coordinated, community referral for individuals falling through the gaps of the existing safety net.
## Proposed Responsibilities

**Housing Navigator 1:**  
Serving literally homeless  
- Help people fill in THA applications  
- Apply for other DSS services  
- Stay in compliance with the shelter  
- Help people in unsheltered situations get into shelter  
- Assist with housing search

**Housing Navigator 2:**  
Serving recently housed  
- Assisting in navigating local resources  
- Staying in compliance with Section 8  
- Navigating relationships with the landlord and other tenants  
- Providing other appropriate referrals  
- Acting as a housing search resource

**Housing Navigator 3:**  
Serving housing unstable  
- Regularly attend eviction court at all sites in Tompkins County  
- Assist with finding last-resort resources to divert from homelessness  
- Follow up on high priority calls from our 2-1-1 line  
- Have a close relationship with local legal services
Paid board positions for people with lived experience

People who are currently living in the encampments, have lived there or have other experiences of homelessness. Participants will offer leadership and guidance to the plan.
Professional development opportunities for people with lived experience

Partner with human services employers to offer a route to employment in the sector for people with lived experience who lack education or experience requirements.
<table>
<thead>
<tr>
<th>SCHEDULE</th>
<th>HUD ENTITLEMENT ACTIVITIES</th>
<th>SPONSOR</th>
<th>TOTAL BUDGET</th>
<th>TOTAL UNEXPENDED</th>
<th>% SPENT</th>
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</thead>
<tbody>
<tr>
<td>2019 CDBG Activities</td>
<td></td>
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<tr>
<td>complete 1.0</td>
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<tr>
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<td>The Salvation Army Assistance</td>
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<td>The REACH Project</td>
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<td>Black Hands Universal, Inc.</td>
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<td>Online Market Discounts for LMI/SNAP Customers</td>
<td>Ithaca Farmer's Market</td>
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<td>HVAC Upgrade</td>
<td>St. John's Community Services</td>
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<td>GIAC Youth Programming</td>
<td>GIAC</td>
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<tr>
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<td>City of Ithaca</td>
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<tr>
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<td>INHS</td>
<td>32,500.00</td>
<td>0.00</td>
<td>100%</td>
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<td>100%</td>
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<td>24,922.23</td>
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<td>Reimagining Ithaca Community Gardens</td>
<td>Project Growing Hope</td>
<td>25,150.00</td>
<td>4,986.79</td>
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<td>Food Pantry Mechanical Dock Leveler</td>
<td>TCA</td>
<td>14,470.00</td>
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<td>ADA Curb Ramps at West Village/Ell St Bus Stop</td>
<td>IURA</td>
<td>11,000.00</td>
<td>0.00</td>
<td>100%</td>
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<td>GO ITHACA Low-Income Support</td>
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<td>Cayuga Housing Dev Corp</td>
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<td>ok 11.0 Great Neighbor &amp; Essential Resource</td>
<td>Ithaca Community Gardens, Inc.</td>
<td>41,200.00</td>
<td>32,611.00</td>
<td>21%</td>
<td></td>
</tr>
<tr>
<td>complete</td>
<td>12.0 Urban Bus Stop Upgrade Project</td>
<td>TCAT</td>
<td>17,100.00</td>
<td>17,100.00</td>
<td>100%</td>
</tr>
<tr>
<td>ok 13.0 New Gym Renovations</td>
<td>GIAC</td>
<td>100,000.00</td>
<td>100,000.00</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>complete 14.0 2-1-1</td>
<td>Human Services Coalition</td>
<td>25,000.00</td>
<td>25,000.00</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>ok 15.0 Work Preserve: Job Readiness</td>
<td>Historic Ithaca, Inc.</td>
<td>20,000.00</td>
<td>11,840.31</td>
<td>41%</td>
<td></td>
</tr>
<tr>
<td>ok 16.0 Immigrant Services Program</td>
<td>Catholic Charities</td>
<td>30,000.00</td>
<td>7,500.00</td>
<td>25%</td>
<td></td>
</tr>
<tr>
<td>complete 17.0 A Place to Stay</td>
<td>Catholic Charities</td>
<td>15,000.00</td>
<td>15,000.00</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>complete 22.0 2021 CDBG Admin</td>
<td>IURA</td>
<td>138,158.60</td>
<td>0.00</td>
<td>100%</td>
<td></td>
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<tr>
<td>ok Economic Development Loan Fund</td>
<td>IURA</td>
<td>160,000.00</td>
<td>88,192.35</td>
<td>45%</td>
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<tr>
<td>complete 23.0 2021 HOME Admin</td>
<td>IURA</td>
<td>33,471.50</td>
<td>33,471.50</td>
<td>0%</td>
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<tr>
<td>complete 24.0 2021 HOME Admin</td>
<td>IURA</td>
<td>33,471.50</td>
<td>33,471.50</td>
<td>0%</td>
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<tr>
<td>complete 25.0 2021 HOME Admin</td>
<td>IURA</td>
<td>33,471.50</td>
<td>33,471.50</td>
<td>0%</td>
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<tr>
<td>total 2021 HOME Activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>complete 1.0 110 Auburn Street Homeowner Project</td>
<td>INHS</td>
<td>24,999.00</td>
<td>0.00</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>ok 2.0 Homeowner Rehab</td>
<td>INHS</td>
<td>57,170.80</td>
<td>44,104.86</td>
<td>23%</td>
<td></td>
</tr>
<tr>
<td>ok 5.0 511 S. Plain Street For-Sale Duplex</td>
<td>INHS</td>
<td>77,850.00</td>
<td>1,000.00</td>
<td>99%</td>
<td></td>
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<tr>
<td>complete</td>
<td>6.0 Housing Scholarship Program</td>
<td>The Learning Web</td>
<td>75,600.00</td>
<td>75,600.00</td>
<td>0%</td>
</tr>
<tr>
<td>complete 23.0 2021 HOME Admin</td>
<td>IURA</td>
<td>33,471.50</td>
<td>33,471.50</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>total 2022 CDBG Activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ok 2.0 Homeowner Rehab</td>
<td>INHS</td>
<td>136,123.31</td>
<td>136,123.31</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>ok 3.0 Minor Repair Program</td>
<td>INHS</td>
<td>40,000.00</td>
<td>40,000.00</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>ok 6.0a Security Deposit Asst Delivery</td>
<td>Catholic Charities</td>
<td>2,500.00</td>
<td>2,500.00</td>
<td>0%</td>
<td></td>
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<tr>
<td>ok 7.0 Green Job Opportunities Through ReUse Training</td>
<td>Finger Lakes Reuse</td>
<td>61,934.65</td>
<td>61,934.65</td>
<td>0%</td>
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<tr>
<td>ok 8.0 Work Preserve Job Training</td>
<td>Historic Ithaca, Inc.</td>
<td>67,500.00</td>
<td>67,500.00</td>
<td>0%</td>
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<tr>
<td>ok 9.0 Hospitality Employment Training Program</td>
<td>GIAC</td>
<td>50,000.00</td>
<td>50,000.00</td>
<td>0%</td>
<td></td>
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<tr>
<td>ok 10.0 Catholic Charities Building</td>
<td>Catholic Charities</td>
<td>66,170.44</td>
<td>66,170.44</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>ok 11.0 West End Pedestrian Improvements</td>
<td>City of Ithaca</td>
<td>55,000.00</td>
<td>55,000.00</td>
<td>0%</td>
<td></td>
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<tr>
<td>ok 12.0 2-1-1 Information &amp; Referral</td>
<td>HSC</td>
<td>20,000.00</td>
<td>20,000.00</td>
<td>0%</td>
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<tr>
<td>ok 13.0 Job Readiness</td>
<td>Historic Ithaca, Inc.</td>
<td>20,000.00</td>
<td>20,000.00</td>
<td>0%</td>
<td></td>
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<tr>
<td>ok 14.0 Immigrant Services</td>
<td>Catholic Charities</td>
<td>30,000.00</td>
<td>30,000.00</td>
<td>0%</td>
<td></td>
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<tr>
<td>ok 15.0 GIAC Computer Lab</td>
<td>GIAC</td>
<td>10,689.96</td>
<td>10,689.96</td>
<td>0%</td>
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<tr>
<td>ok 16.0 Pre-Apprentice Program Work Services</td>
<td>Black Hands Universal</td>
<td>12,000.00</td>
<td>12,000.00</td>
<td>0%</td>
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<tr>
<td>complete 20.0 FLRU Job Retention</td>
<td>Finger Lakes Reuse</td>
<td>98,025.60</td>
<td>98,025.60</td>
<td>0%</td>
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<tr>
<td>ok Economic Development Loan Fund</td>
<td>IURA</td>
<td>50,000.00</td>
<td>50,000.00</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>total 2022 HOME Activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>total 2022 CDBG Activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>total 2021 HOME Activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>total 2022 HOME Activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Unexpended Funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unexpended CDBG Entitlement Funds (Excludes CDBG-CV Funds)</td>
<td>1,179,334.56</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Unexpended CDBG Program Income Committed to Action Plan Activities</td>
<td>208,192.35</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>CDBG Revolving Loan Fund Balance (MOU Bank Balance excluding interest)</td>
<td>166,785.63</td>
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<tr>
<td>Unexpended HOME Entitlement Funds</td>
<td>668,477.52</td>
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<tr>
<td>Unexpended HOME Program Income</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOME Program Income Unassigned</td>
<td>0.00</td>
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<td></td>
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<td></td>
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<tr>
<td>Unexpended HUD Funds (Excluding CV Funds)</td>
<td>2,014,597.71</td>
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<tr>
<td>Unexpended CDBG-CV Funds</td>
<td>353,982.52</td>
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<td></td>
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<td></td>
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<tr>
<td>Expended CDBG-CV Funds</td>
<td>622,131.23</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Unexpended CDBG-CV Program Income</td>
<td>13,645.56</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unexpended COVID-19 Funds</td>
<td>367,628.08</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Unexpended HUD Funds</td>
<td>2,368,580.23</td>
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<td></td>
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</tr>
</tbody>
</table>
## IURA Grants Summary
### December 2022

<table>
<thead>
<tr>
<th>ON TOTAL</th>
<th>TOTAL</th>
<th>SPONSOR</th>
<th>BUDGET</th>
<th>UNEXPENDED</th>
<th>% SPENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUD ENTITLEMENT ACTIVITIES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**1.5 CDBG Spend Down Ratio Analysis (must be less than 1.5 by June 1st of each year):**

- CDBG Spend Down Ratio = total unexpended CDBG funds/most recent annual CDBG award
- Most Recent Annual CDBG Award: 633,333
- 1.5 x Most Recent CDBG Award: 950,000
- Current Unexpended CDBG Funds: 1,346,120.19
- Current CDBG Spend Down Ratio: 2.1255
- Compliance With 1.5 CDBG Spend Down Ratio: NO
- Amount Required to be Expended by 6/1 to Meet CDBG Spend Down Ratio: 396,120.69

**CV Spend Down Ratio Analysis (80% of funds must be spent within 3 years (by 7/22/2023)):**

- CV Spend Down Ratio = total expended CV funds/total CV award
- Current CV Spend Down Percentage: 71.16%
- Compliance With 80% CV Spend Down Ratio: NO
## Entitlement Loans

<table>
<thead>
<tr>
<th>Loan Name</th>
<th>Orig. Date</th>
<th>Year</th>
<th>Final Due Date</th>
<th>%</th>
<th>Total Pymt</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cayuga Flats</td>
<td>100,000</td>
<td>2006</td>
<td>2028</td>
<td>4</td>
<td>$49,865.30</td>
<td>Current</td>
</tr>
<tr>
<td>Cedar Creek (HOK HOME/10K HODAG)</td>
<td>100,000</td>
<td>2008</td>
<td>2038</td>
<td>5</td>
<td>N/A</td>
<td>Int. only pmts. due subject to cash flow</td>
</tr>
<tr>
<td>Breckenridge Place</td>
<td>400,000</td>
<td>2012</td>
<td>2050</td>
<td>1</td>
<td>4,000.00</td>
<td>Int. only pmts. due subject to cash flow</td>
</tr>
</tbody>
</table>

**TOTAL ENTITLEMENT LOANS**: $580,000

### CD-RLF Total Priority Business

<table>
<thead>
<tr>
<th>Loan Name</th>
<th>Orig. Date</th>
<th>Year</th>
<th>Final Due Date</th>
<th>%</th>
<th>Total Pymt</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bhacha Coffee Roasting Facility</td>
<td>100,000</td>
<td>2013</td>
<td>2034</td>
<td>2.5</td>
<td>$537.42</td>
<td>Current</td>
</tr>
<tr>
<td>210 Hancock</td>
<td>120,000</td>
<td>2018</td>
<td>2048</td>
<td>3.5</td>
<td>$965.87</td>
<td>Current</td>
</tr>
<tr>
<td>Tompkins Community Action (Harriet Gianelliets)</td>
<td>84,200</td>
<td>2018</td>
<td>2039</td>
<td>2.5</td>
<td>$440.54</td>
<td>Post Due - owes December 2022</td>
</tr>
<tr>
<td>Tompkins Community Action Relocation Loan</td>
<td>90,960</td>
<td>2018</td>
<td>2029</td>
<td>2.5</td>
<td>$857.48</td>
<td>Post Due - owes December 2022</td>
</tr>
<tr>
<td>Scattered Site Preservation</td>
<td>160,000</td>
<td>2018</td>
<td>2051</td>
<td>2</td>
<td>$-</td>
<td>Int. only pmts. due subject to cash flow</td>
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</table>

**TOTAL CD-RLF LOANS**: $555,160

### CD-RLF Priority Business

<table>
<thead>
<tr>
<th>Loan Name</th>
<th>Orig. Date</th>
<th>Year</th>
<th>Final Due Date</th>
<th>%</th>
<th>Total Pymt</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Theatre</td>
<td>458,500</td>
<td>2009</td>
<td>2029</td>
<td>2</td>
<td>$1,741.96</td>
<td>Current</td>
</tr>
<tr>
<td>Liquid State Brewing Company</td>
<td>70,000</td>
<td>2017</td>
<td>2025</td>
<td>2.5</td>
<td>$975.54</td>
<td>Current</td>
</tr>
<tr>
<td>Urban Core</td>
<td>200,000</td>
<td>2017</td>
<td>2026</td>
<td>2.5</td>
<td>$1,068.43</td>
<td>Current</td>
</tr>
<tr>
<td>Home Cooking</td>
<td>100,000</td>
<td>2021</td>
<td>2048</td>
<td>3.5</td>
<td>$3,143.99</td>
<td>Current</td>
</tr>
<tr>
<td>Sons of Susan, LLC (Personal Best Brewing)</td>
<td>140,000</td>
<td>2022</td>
<td>2028</td>
<td>3.5</td>
<td>$251.38</td>
<td>N/A</td>
</tr>
<tr>
<td>GreenStar Coop</td>
<td>400,000</td>
<td>2019</td>
<td>2029</td>
<td>3.5</td>
<td>$695.43</td>
<td>Current</td>
</tr>
</tbody>
</table>

**TOTAL CD-RLF PRIORITY BUSINESS**: $1,368,500

### CD-RLF Non-Priority Business

<table>
<thead>
<tr>
<th>Loan Name</th>
<th>Orig. Date</th>
<th>Year</th>
<th>Final Due Date</th>
<th>%</th>
<th>Total Pymt</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bhacha Downtown Assoc (Canopy Hotel)</td>
<td>1,375,000</td>
<td>2016</td>
<td>2035</td>
<td>3.5%</td>
<td>$7,660.18</td>
<td>Current</td>
</tr>
<tr>
<td>324 Buffalo St. Loan</td>
<td>110,000</td>
<td>2021</td>
<td>2036</td>
<td>2.5%</td>
<td>$508.30</td>
<td>Current</td>
</tr>
<tr>
<td>107-109 South Titus</td>
<td>578,555</td>
<td>2020</td>
<td>2035</td>
<td>2.5%</td>
<td>$2,994.57</td>
<td>Current</td>
</tr>
</tbody>
</table>

**TOTAL CD-RLF NON-PRIORITY BUSINESS**: $2,083,555

### HODAG

<table>
<thead>
<tr>
<th>Loan Name</th>
<th>Orig. Date</th>
<th>Year</th>
<th>Final Due Date</th>
<th>%</th>
<th>Total Pymt</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breckenridge Place</td>
<td>600,000</td>
<td>2012</td>
<td>2043</td>
<td>2</td>
<td>$2,217.72</td>
<td>Current</td>
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</table>

**TOTAL HODAG LOANS**: $600,000

### HOME

<table>
<thead>
<tr>
<th>Loan Name</th>
<th>Orig. Date</th>
<th>Year</th>
<th>Final Due Date</th>
<th>%</th>
<th>Total Pymt</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stone Quarry Apartments, LLC</td>
<td>370,000</td>
<td>2014</td>
<td>2045</td>
<td>2</td>
<td>N/A</td>
<td>Int. only pmts. due subject to cash flow</td>
</tr>
<tr>
<td>210 Hancock</td>
<td>206,923</td>
<td>2017</td>
<td>2047</td>
<td>2</td>
<td>8,360.00</td>
<td>Int. only pmts. due subject to cash flow</td>
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<tr>
<td>Founder's Way</td>
<td>199,900</td>
<td>2021</td>
<td>2053</td>
<td>1</td>
<td>N/A</td>
<td>No accrued interest or pmts due in construction period - up to 2 years</td>
</tr>
<tr>
<td>Cayuga Flats</td>
<td>100,000</td>
<td>2020</td>
<td>2070</td>
<td>0</td>
<td>N/A</td>
<td>Int. only pmts. due subject to cash flow</td>
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</table>

**TOTAL HOME**: $876,823

### TOTAL IURA LOAN PORTFOLIO

<table>
<thead>
<tr>
<th>Loan Name</th>
<th>Orig. Date</th>
<th>Year</th>
<th>Final Due Date</th>
<th>%</th>
<th>Total Pymt</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$6,174,441</td>
</tr>
</tbody>
</table>

Notes:
1. State Theatre's loan was extended/balloon payment now due in March 2030.
2. 210 Hancock's interest only payment due on 1/1/11 - yearly payt. subject to available cash flow
3. Permanent phase for Stone Quarry began 11/1/2015. Permanent phase interest rate is 2%.
4. Canopy Hotel closed on 8/10/2016. Interest only pmts were due for the first 15 months. Interest rate is adjustable every five years.
P&I payments began 1/1/2017.
5. 210 Hancock CD-RLF & HOME loans - permanent phase (commenced 12/1/2017) interest rate 2% (compounded annually). Annual payment subject to cash flow.
6. Urban Core Loan was disbursed 8/29/2017 for closing on 8/30/2017. First 6 months Interest Only payments due began 10/10/2017. Interest Rate 3.5%.P&I payments began April 2018.
7. Scattered Site Preservation Loan-Per original promissory note dated 5/16/2018 payments were not due and interest did not accrue in the construction phase. Promissory note was amended 11/15/2019 to include the accrual of interest @ 2% (compounded annually) during the construction phase. Permanent phase commenced 12/1/2021.
8. Cayuga Flats-Permanent phase commenced 12/1/2021. During permanent phase 1% interest only payments will be due each anniversary of the permanent loan commencement date. Interest will accrue annually and payment will be subject to cash flow. Payments were not due and interest did not accrue in the construction phase.
9. Term for the 107-109 S. Titus Loan is 15 years but the loan is amortized over 30 years. The 15 year term includes 2 months of interest only pmts.
A balloon pmt of principal & interest is due at the end of year 15 (10/1/2035).
10. Term for the 324 Buffalo St. is 15 years but the loan is amortized over 24 years. A balloon pmt of principal & interest is due in 2036 for approx. $49,518.74.
## LEASE PAYMENTS DUE TO IURA

### December 2022

<table>
<thead>
<tr>
<th>Project</th>
<th>Monthly Fee</th>
<th>Quarterly Fee</th>
<th>Yearly Fee</th>
<th>Status</th>
<th>Date Last Pay Rec'd</th>
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<tbody>
<tr>
<td>Cherry Street Industrial Park</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Evaporated Metal Films</td>
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<td></td>
<td>$ 236.80</td>
<td>Current - Property sold 10/27/2022</td>
<td>8/23/2022</td>
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<tr>
<td>Precision Filters</td>
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<td>$ 375.00</td>
<td>Current - Property sold 10/27/2022</td>
<td>7/11/2022</td>
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<tr>
<td>Cayuga Green</td>
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<td></td>
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</tr>
<tr>
<td>Allpro Parking - air rights lease</td>
<td>$ 3,040.50</td>
<td></td>
<td></td>
<td>Past Due - owes December 2022</td>
<td>12/28/2022</td>
</tr>
<tr>
<td>(rate change 1/1/2022)</td>
<td></td>
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<tr>
<td>Cayuga Green-Parcel A ground floor</td>
<td></td>
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<tr>
<td>Monthly Lease-rate change on 2/1/2021</td>
<td>$ 7,140.70</td>
<td></td>
<td></td>
<td>Current</td>
<td>12/6/2022</td>
</tr>
<tr>
<td>Cinemapolis</td>
<td></td>
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<tr>
<td>Monthly Lease-rate change on 5/1/21</td>
<td>$ 3,494.25</td>
<td></td>
<td></td>
<td>Current</td>
<td>12/6/2022</td>
</tr>
<tr>
<td>Quarterly Maint Fee- Jan., April, July, Oct.</td>
<td>$ 309.21</td>
<td></td>
<td></td>
<td>Current</td>
<td>10/14/2022</td>
</tr>
<tr>
<td>(Maint Fee rate change on 7/1/21)</td>
<td></td>
<td></td>
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<tr>
<td>Other Leases</td>
<td></td>
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<tr>
<td>Southside Community Center-RIBS</td>
<td></td>
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<tr>
<td>Monthly Lease -New rate 7/1/21</td>
<td>$ 474.74</td>
<td></td>
<td></td>
<td>Current</td>
<td>7/14/2022</td>
</tr>
<tr>
<td>Farmer's Market/Steamboat Landing</td>
<td></td>
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<tr>
<td>Quarterly Lease - June, Aug., Oct., Dec.</td>
<td>$ 9,001.00</td>
<td></td>
<td></td>
<td>Current</td>
<td>12/6/2022</td>
</tr>
</tbody>
</table>
2022 Summary Accomplishments:

Invested $1,440,000 in 27 community development projects addressing affordable housing, childcare, job-training and placement, job-creation, homelessness prevention, COVID-19 pandemic and public facility needs. Projects assisted created 73 new rental housing units, 3 new homeowner units, and 18 new or retained jobs. The IURA also finalized urban renewal projects for the eastern section of the Green Street garage to include 200 housing units and sale of the East Hill Fire Station site for redevelopment of a new fire station at 403 Elmwood Ave. The Inlet Island urban renewal project, including a 55-unit affordable housing project, was approved to advance for site plan review and future consideration by Common Council.

2023 Major Goals:

- Administer and implement City of Ithaca HUD Entitlement Grant Program to meet community needs and in compliance with HUD regulations
- Strategically allocate the $1.2 million HOME-ARP award to reduce unsheltered homelessness
- Finalize Inlet Island urban renewal project
- Apply for and administer Restore NY grants to address vacant and underutilized buildings

Detailed 2022 Accomplishments

- Awarded $950,158 in HUD Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) grant funds for 20 projects, including affordable housing, job-training and placement, job-creation, homelessness prevention, COVID-19 hardship relief, and public facilities improvements. In total, the IURA monitored over 50 active projects.

  Numeric outcomes:
  - 73 rental housing units constructed
  - 2 rental housing units rehabilitated
  - 3 new homeowner units constructed
  - 24 homeowner units rehabilitated
  - 56 security deposits delivered
  - 9 job placements
  - 13 employment positions created
  - 5 employment positions retained
  - Public facility improvements at Ithaca Community Gardens and TCAT bus stops

- Issued $140,000 loan to Personal Best Brewing brewpub for furniture, fixtures and equipment, supplies, inventory, landscaping, and working capital, creating 13 full-time equivalent (FTE) employment positions (of which at least 51% will be held by low- and moderate-income persons). Personal Best Brewing will be housed in an 8,000 sq. ft. indoor space with three full-size shuffleboard courts, a full-service commercial kitchen, and a brand new, 10-barrel stainless steel brewery system. In addition to a brewing operation, Personal Best will host shuffleboard leagues, book small outdoor music events, broadcast sporting events on large screen TVs, and have outdoor fire pits.
• Issued $150,000 forgivable loan to Finger Lakes ReUse, Inc. (FLRU) for “FLRU Job-Retention” project, for job-retention of at least five full-time equivalent (FTE) jobs held by low- and moderate-income (LMI) persons at the Ithaca ReUse Center at 214 Elmira Rd.

• Finalized financing of the Eastern Section of Green Street Garage site. Upon completion, the $15 million 13-story mixed-use project (“The Ithacan”) will provide 200 rental housing units and reconstruction of two public parking decks to be leased to the City. 20% of the housing units will be rented at below market-rate rents, affordable to households earning up to 80% of Area Median Income (AMI) and the project will contribute $500,000 to the Community Housing Development Fund (CHDF), which funds housing projects that increase or preserve affordable housing.

• Approved or funded four new COVID-19-related (“CDBG-CV”) projects, including $65,000.20 for the “Community Outreach Worker” project (City of Ithaca), $17,475.00 for the “Childcare Health & Safety” project (Downtown Ithaca Children’s Center), $9,785.48 for the “Aid for Immigrants During COVID-19 (2nd Award)” project (Catholic Charities of Tompkins/Tioga Counties), and $17,000.00 for the “OAR Community Outreach Program” (Opportunities, Alternatives, & Resources of Tompkins County).

• Executed contract with Cayuga Housing Development Corporation (a subsidiary of the Ithaca Housing Authority), using $90,877.94 in 2020 HOME funding for the Northside Apartments project to rehabilitate 70 housing units for low- and moderate-income (LMI) persons and new construction of up to 12 housing units for LMI persons.

• Completed final phase of Ithaca Eviction/Displacement Defense (IEDD) project, using private funding secured in 2020 by IURA Community Development Planner and Human Services Coalition of Tompkins County (HSC), to provide a full spectrum of services to City of Ithaca tenants, including:
  o tenants rights hotline, operated by the Ithaca Tenants Union (ITU) with oversight from Cornell Law Director of Pro Bono Services & Externships and Advisory Board (there is firewall between ITU advocacy and the hotline— people who answer calls may or may not be ITU members, though most are)
  o publication of Tenants’ Rights Handbook
  o brief legal advice from Cornell University Law School students supervised by attorney
  o full legal representation from Cornell University Law School’s housing law practicum and LawNY
  o Efforts to increase the number of local pro bono eviction court attorneys, through Legal Assistance of Western NY (LawNY)
  o Monitoring of eviction court by observer-members of student chapter of National Lawyers Guild, to produce more equitable outcomes for people facing eviction
  o New local database to better identify how many evictions take place, which kinds of demographic populations are at-risk of eviction, major geographical areas involved, etc.
  o Housing Stability Supplement Payment Direct cash payments to housing-unstable households of $300/mo. over 18 mos. to at least 63 households, with at least 60% reaching Black, Latinx, or persons-of-color households

• Launched Ithaca Guaranteed Income (IGI) pilot program, in collaboration with Mayors for a Guaranteed Income (MGI), Human Services Coalition of Tompkins County (HSC), LawNY, City of Ithaca, and Cornell University Law School, providing unconditional monthly cash payments to 110 caregivers earning up to 80% of the Area Median Income (AMI).

• Convened Uses & Spaces 24/7 Task Force for 300-block of W. M.L.K., Jr./State Street, including submission of a $200,000 Capital Funding Request to award grants to projects that improve conditions on the 300-block, focused on promoting public health and safety.

• Initiated process for submitting Allocation Plan to HUD for $1,211,929 in HOME-ARP (American Rescue Plan) funds awarded to the City/IURA, for projects that reduce homelessness and/or increase housing stability.
• Coordinated submission of $2M Restore NY6 grant application, on behalf of the City of Ithaca, for Cayuga Street Rehabilitation project sponsored by Urban Encore, LLC. The project will complete full interior and exterior building renovations to create 16 new housing units on upper floors and a new ground floor restaurant. Project renovations include: installation of shared elevator; window, canopy, and façade restoration; and conversion to fully electric heating and cooling systems meeting local greenhouse gas emission goals.

• Executed Disposition and Development Agreement (DDA) to sell current East Hill Fire Station at 309 College Ave. to be sold for $5.1 million (plus acquisition of adjoining parcels at 403 Elmwood Ave. and 408 Dryden Rd.) for City construction of new fire station.