



108 E. Green St.
Ithaca, NY 14850
(607) 274-6565

ITHACA URBAN RENEWAL AGENCY (IURA)

SPECIAL MEETING

AGENDA

8:30 A.M., Thursday, April 16, 2020

 VIRTUAL MEETING

Join Zoom Meeting: <https://zoom.us/j/91554324431?pwd=QmpKeHJoNDcvMklnWU9vaXNzOG5Ydz09>
Meeting ID: 915 5432 4431
Password: 4VdmRD
One-Tap Mobile: +16465588656,,91554324431#,,#,604250# US (New York)
Dial by Your Location: +1 646 558 8656 US (New York)
Meeting ID: 915 5432 4431
Find Your Local Number: <https://zoom.us/u/aN9tBvehV>
Password: 604250

- I. **Call to Order**
- II. **Additions/Deletions from Agenda**
- III. **Review of Meeting Minutes: April 2, 2020**
- IV. **HUD Entitlement Grant Program — 2020 Action Plan**
 - A. Neighborhood Investment Committee Recommendation – Discussion
 - B. Economic Development Committee Recommendation – Discussion
 - C. IURA-Recommended Draft 2020 City of Ithaca HUD Action Plan – Resolution
- V. **Community Lending: Amendment #1 to COVID-19 Microenterprise Resiliency Program — Resolution**
- VI. **Motion to Adjourn (Next Meeting: April 23, 2020)**



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 business hours prior to the meeting.

DRAFT MINUTES
ITHACA URBAN RENEWAL AGENCY
 VIRTUAL MEETING
8:30 A.M., Thursday, April 2, 2020

Members: Mayor Svante Myrick, Chair; Tracy Farrell, Vice-Chair; Karl Graham; Chris Proulx; Eric Rosario; Laura Lewis, Common Council Liaison
Excused: None.
Staff: Nels Bohn; Anisa Mendizabal; Charles Pyott
Guests: None.

I. Call to Order

Chair Myrick called the meeting to order at 8:33 A.M.

II. Agenda Additions/Deletions

None.

III. Public Comments

None.

IV. 2020 HUD Entitlement Grant Applications: PUBLIC HEARING #1 (Part II)

On a motion by Farrell, seconded by Rosario, and unanimously approved, Chair Myrick re-opened the Public Hearing.

— ECONOMIC DEVELOPMENT APPLICATIONS —

1. PROJECT #9: REUSE JOB SKILLS TRAINING & EMPLOYMENT CONNECTIONS — FINGER LAKES REUSE, INC. (FLRU)

Speaker	Affiliation	Comments-in-Brief
Robin Elliott	Finger Lakes ReUse, Inc.	FLRU’s job-training program is integrated directly into the organization’s operations. The ReUse Skills & Employment Training (ReSET) Program has grown since its inception, with offerings in information technology, retail, and customer service. ReSET has been critical to the organization for refurbishing growing volumes of electronics, while offering a range of skill-building opportunities, retail sales training, and one-on-one interactions with local professionals. The proposed program would connect 21 local people to permanent

Speaker	Affiliation	Comments-in-Brief
		<p>jobs, including re-entry Apprentices. Since inception, ReSET has enrolled 148 participants, with 30 Apprentices, with an overall retention rate of 78%. Of the 106 participants who completed the program at least one year ago, 55 reported having obtained and retained successful employment six months after graduating from the program.</p>
Anise Hotchkiss	Finger Lakes ReUse, Inc.	<p>Before piloting the re-entry Apprenticeship program, FLRU researched other successful re-entry programs and identified that they support a multitude of needs, including transportation, housing, mental health, and soft-skill development. FLRU has found it critical to provide as many supportive services in-house, as possible. Re-entry participants' barriers to employment primarily originate outside the work place (e.g., housing, transportation, soft skills, mental health, decision-making). Because of that, the funding request includes \$2,500 for soft-skills training to continue to improve the retention rate. FLRU invests considerable time resolving various issues, sometimes in conjunction with Catholic Charities of Tompkins/Tioga Counties or Tompkins County Mental Health (TCMH), or coaching/mentoring participants. Soft-skills development can make or break employment, and they often involve a steep learning curve.</p>
Diane Cohen	Finger Lakes ReUse, Inc.	<p>FLRU has been grappling with the COVID-19 situation and examining its potential impact. While it certainly presents significant concerns to the organization, FLRU remains optimistic about its long-term prospects. FLRU experienced a particularly strong start to 2020, partly due to its refinancing. FLRU is well-positioned to navigate through any financial challenges. It continues to plan on scaling up its operations and overall growth, with enormous volumes of donations and demand. FLRU is prioritizing generating revenue (\$1.5M this year) by expanding its online sales platform. FLRU does not anticipate the COVID-19 situation impacting its current IURA funding proposal.</p>

2. PROJECT #10: WORK PRESERVE JOB TRAINING: JOB PLACEMENTS — HISTORIC ITHACA, INC.

Speaker	Affiliation	Comments-in-Brief
Susan Holland	Historic Ithaca, Inc.	The job placement program was established in 2014. Since then, the program has placed 22 participants in permanent employment positions (increasing the goal from 3 to 6 per year). The program seeks to successfully place its graduates in a job (which is often a participant’s first job). Historic Ithaca staff serve as mentors and create individualized plans to complete job applications, practice interviewing, attend job fairs, and identify transportation options. One of the program’s hallmarks is to create a pipeline to employers looking for entry-level workers. Historic Ithaca is building a comprehensive list of employers to reach out to about the program. It has also been making strides in expanding its relationships with local employers and obtaining commitments from them.
Sara Johnson	Historic Ithaca, Inc.	Program staff has been working to create updated training structures. It continues to be committed to serving individuals with barriers to employment, recognizing that the needs of the local population may be different going forward, due to the COVID-19 situation. Future applicants may have more work experience than past participants, but are looking for a career change (e.g., out of the retail, hospitality, or food service industries). Historic Ithaca already has established pathways in place for the construction and administrative services fields. For individuals with prior work experience, Historic Ithaca expects the duration of training would be shorter, since they would enroll in the program already equipped with necessary soft skills. Historic Ithaca is also focusing more attention on online sales, phone services, and shipping/handling skills in its training.
Suzanne Onodera	Historic Ithaca, Inc.	Historic Ithaca surveyed employers to identify key barriers to employment and identified the following four major categories: (1) Transportation: Participants need to find independent modes of transportation, so Historic Ithaca has given out bus passes. It has also responded to participants who needed driver’s permits, with a study class. (2) Social Skills: Participants are required to develop their personal introductions, practice mutual respect, dress for interviews, and network. (3) Motivation: Most participants have had little to no work experience, so have developed very little work stamina, which Historic Ithaca coaches them on. (4) Coachability: Learning to ask questions and listen is vital to one’s success in workplace.

Graham asked what the impact on the program would be if Historic Ithaca does not receive the full funding request. Holland replied Historic Ithaca usually figures things out and works as best it can with other funding sources. The organization has a diverse funding stream, so it could probably work with a little less than the requested amount. It was also fortunate to have had a very successful January-March.

3. PROJECT #11: HOSPITALITY EMPLOYMENT TRAINING PROGRAM (HETP) — GREATER ITHACA ACTIVITIES CENTER, INC. (GIAC)

Speaker	Affiliation	Comments-in-Brief
Leslyn McBean-Clairborne	Greater Ithaca Activities Center (GIAC)	McBean-Clairborne introduced the new Program Coordinator, Aleshia Akers, and the new Program Assistant, Sabrina Draffen.
Aleshia Akers	Greater Ithaca Activities Center (GIAC)	HETP has a successful history of job placement and retention. 73% of program participants have maintained employment. HETP staff checks in with graduates every two years to evaluate their success. HETP offers vital assistance in obtaining necessities (e.g., childcare, transportation) for some of the most vulnerable community members. Being housed within GIAC makes the program considerably more accessible, further helping engage vulnerable populations. In terms of its COVID-19 response, one-on-one meetings have continued to take place, although internships are currently on hold. Staff is offering additional check-ins and interview preparation. The program will be needed now, more than ever, for marginalized communities.
Sabrina Draffen	Greater Ithaca Activities Center (GIAC)	Draffen shared a success story of her younger sibling, whom HETP helped to launch her career, eventually going on to establish her own successful therapeutic massage practice.

Graham asked what the impact on the program would be if HETP does not receive the full funding request. Akers replied that job training and other services targeted to low-income and disenfranchised participants, in particular, would basically come to a halt, because HETP would no longer be able to pay costs for certifications, driver's licenses, childcare, and other services. Job seekers, in turn, could be delayed in attaining long-term employment. Although GIAC is seeking State and private funding for 2021, it does not qualify for some grants, so the IURA funding remains vital.

Graham asked if stipends would be impacted first, should HETP not receive the full funding request, or if staffing would be cut. Akers replied HETP would accept fewer participants and those participants would likely not receive the full level of support currently being offered.

Proulx asked how many people applied and were accepted, over the last year. Akers explained that HETP receives many applications from people who are transient or not contactable. HETP received approximately 35 applications and accepted 12.

4. PROJECT #12: FAMILY CHILD CARE MICROENTERPRISE BUSINESS DEVELOPMENT — CHILD DEVELOPMENT COUNCIL OF CENTRAL NY, INC.

Speaker	Affiliation	Comments-in-Brief
Jude Rose	Child Development Council of Central NY, Inc.	The current COVID-19 situation makes home-based childcare even more important. There is high demand for childcare in Ithaca, but the county-wide capacity serves only 33% of the need. Currently, 8 home-based childcare programs actually serve more households than the major childcare centers. Establishing and constructing entirely new childcare centers is costly and takes considerable time. Many residential properties in Ithaca would be able to comply with applicable home-based childcare regulations. Home-based childcare is very affordable, often more convenient, and can offer care during non-traditional hours. It is logical and economical to focus on home-based childcare, especially considering the strain large childcare providers are experiencing today. Potential home-based childcare providers do not know all the regulatory complexities and business-oriented aspects that are involved, so they need assistance. The program would operate a 15-week course to enable participants to launch a successful business and overcome any challenges. The Child Development Council has been working with childcare providers for 50 years, on issues like inspections, training, and regulatory challenges. Over the past 20 years, home-based childcare has actually decreased by 68% in Tompkins County, a trend the community cannot afford to allow to continue.

Farrell observed the Child Development Council received \$50,000 in County funding. She asked how that is being used. Rose replied that money funds her own position.

Farrell asked about the \$19,000 budgeted for overhead expenses. Rose replied her financial advisor indicated that 10% of the total budget is the standard for overhead, which would go towards office expenses, computers, and other administrative costs.

Proulx observed \$19,000 actually seems greater than 10% of the total project budget. Rose replied she would need to check with her financial advisor. She agreed there seems to be a discrepancy there.

Proulx noted the application commits to placing one home-based childcare business in the City. He asked what would be required to place the majority in the City. Rose replied she would very much love for that to be the situation, but it would depend on the ‘footwork’ of searching for potential locations and providers. It is conceivable the program could work more intensively in the City. For the purposes of the application, she sought to provide the most realistic figure, based on past experience.

Graham asked what the impact on the program would be if it does not receive the full funding request this year or in future years, and if there has been any consideration given to making the program financially self-sustaining. Rose replied the Child Development Council operates a number of different projects that dovetail into this new initiative. It has worked with employers to help fund different components of the program (e.g., remodeling homes, stipends). It is also working with TC3 to develop relevant micro-credentials, which may provide an opportunity for workforce-development funding for some of the training.

Bohn asked if the Child Development Council has selected the program administrator or identified a pool of qualified candidates for the position. Rose replied, not yet.

— PUBLIC FACILITIES APPLICATIONS —

5. PROJECT #13: SOUTHSIDE PARK ENHANCEMENT PROJECT — CITY OF ITHACA

Speaker	Affiliation	Comments-in-Brief
Megan Wilson	City of Ithaca	Ever since the City adopted its Comprehensive Plan, it has been focusing on Phase II of the plan: preparation of specific neighborhood or thematic plans (e.g., Parks & Recreation Master Plan; Southside Neighborhood Plan). As the Southside Neighborhood Plan was being drafted, there was widespread agreement in the neighborhood that local parks are well-used and cherished. Residents use one or more of them at least occasionally. But many of the parks need repairs and upgrades. The proposal would create improvements to Baker Park, Titus Triangle Park, and Wood Street Park. The existing Wood Street Park playground equipment is geared toward smaller children (under 5 years of age), so the proposed playground re-installation would offer another option for older children and siblings closer to home. More benches and repairs to existing benches are one of the most requested improvements by the neighborhood and would provide more places for seniors and others to sit in the parks. Titus Towers residents specifically requested a walking trail, and the Baker Park loop would provide a safe and level walking route. Improved lighting, additional trash cans, and better signage would also make the parks feel safer, cleaner, and more welcoming to all.
Jeanne Grace	City of Ithaca	

Rosario asked about the asterisks listed in the recommendations section of the application. Wilson replied those designate recommendations the proposed project would either completely or partially implement.

Graham inquired into the selection of the physical components of the park improvements and whether alternative choices could provide a savings opportunity. Wilson replied the lighting elements and other components were chosen because they have been used in other parks and City properties; the City has a good understanding of their costs and long-term maintenance needs.

Farrell asked what the impact on the project would be if it does not receive the full funding request and which aspects of the proposal the City would prioritize. Wilson replied it would certainly be possible to develop a list of priorities, although she is not absolutely certain which elements would rise to the top. The playground, however, cannot remain in storage very much longer, so that would most likely be a priority.

6. PROJECT #14: REIMAGINING ITHACA COMMUNITY GARDENS (ICG) — PROJECT GROWING HOPE

Speaker	Affiliation	Comments-in-Brief
Megan Mosher	Project Growing Hope	ICG has been an Ithaca institution for more than 44 years and is completely volunteer-run. Focusing on food security, self-reliance, and sustainability, the 2-acre site is used by 150 households, most of whom are LMI, from all walks of life (e.g., students, young families, elderly). ICG also provides educational/training opportunities and partners with various organizations. Since 2018, ICG has been negotiating with Cayuga Medical Center and Park Grove Realty, as they develop the mostly vacant land, to reconfigure ICG. IURA funds would be used for storage sheds, welcome gates, an event pavilion, building class scholarships for LMI women, and an acoustical blanket to shield the gardens closest to Route 13.
Marty Hiller	Project Growing Hope	The new event pavilion would replace the existing gazebo, which is small and deteriorated, thereby helping ICG expand its educational offerings. People have always relied on home-grown food to get through difficult economic times.

Farrell asked what the impact on the project would be if it does not receive the full funding request and which aspects of the proposal ICG would prioritize. Hiller replied ICG would probably prioritize the entryways and garden sheds. The acoustic blanket is also very important for the people in that section of the site.

Graham observed that the 200 future new housing units would most likely increase demand for garden plots. He asked how ICG would prioritize and accommodate that additional demand. Hiller replied ICG has 20-30% turn-over each year, which would facilitate accommodating that demand. ICG accepts new gardeners on a first-come first-served basis. It is also evaluating offering a wider range of plot sizes on the newly configured site, and possibly searching for other new sites in the City.

7. PROJECT #15: NEW GYM RENOVATION — GREATER ITHACA ACTIVITIES CENTER, INC. (GIAC)

Speaker	Affiliation	Comments-in-Brief
Leslyn McBean-Clairborne	Greater Ithaca Activities Center (GIAC)	GIAC has a long history serving as a safe space and community hub, which the new gym would enable it to continue doing. The need for additional space has become more apparent over last three years, as GIAC programs began to grow significantly (20-30%). The youth program has taken over current available space, displacing the team program. GIAC does not have a viable gym space in its current facility, so it is seeking to move the entire team program into the new gym space. This would also help solidify GIAC's presence/role in the neighborhood as a hub of community activity. GIAC's Capital Campaign would fund approximately 25% of the project. The future INHS low-income housing at the site would also benefit from close proximity to the gym and GIAC programs.

Graham asked if major construction on the project would begin in 2021. McBean-Clairborne replied, yes. GIAC has been collaborating with the City Engineering Division in planning the project, and some interior work could conceivably be commenced in November-December 2020.

Proulx asked if the gym extension on the east wall is included in the proposal. McBean-Clairborne replied, no. That is not included, since GIAC is still negotiating with the NYS Department of Education. If the plan for the extension is successful, GIAC would need additional funding. She added one contractor has offered some *pro bono* labor and Lowes has also tentatively offered to donate supplies and materials.

Graham asked if the Dormitory Authority of the State of New York (DASNY) application has been submitted. McBean-Clairborne replied, yes. It has been approved. GIAC is simply waiting for the release of funds.

Rosario inquired into the status of the private Capital Campaign. McBean-Clairborne replied GIAC extended the fundraising timeline to March 2021. It has received \$120,000 so far.

8. PROJECT #16: FOOD PANTRY MECHANICAL DOCK LEVELER — TOMPKINS COMMUNITY ACTION, INC.

Speaker	Affiliation	Comments-in-Brief
Lee Dillon	Tompkins Community Action, Inc.	IURA funding would enable TCAction to replace a critical, soon to be unusable mechanical dock leveler that allows it to receive food from the Southern Tier Food Bank delivery truck for TCAction’s weekly Food Pantry targeting very low-income households. As a result of the COVID-19 situation, TCAction is particularly busy now. The Food Pantry serves clients 3 days a week by appointment (9 households/day).

9. PROJECT #17: ROOF REPLACEMENT — BAPTIZED CHURCH OF JESUS CHRIST OF THE APOSTOLIC FAITH

Mendizabal explained the applicant will not be presenting today. Its application was submitted after the deadline. A straw poll of IURA Board members resulted in a decision not to consider the application.

10. PROJECT #18: CURB RAMPS TO COMPLETE ADA COMPLIANCE AT WEST VILLAGE TCAT BUS STOP — ITHACA URBAN RENEWAL AGENCY

Speaker	Affiliation	Comments-in-Brief
Anisa Mendizabal	Ithaca Urban Renewal Agency (IURA)	IURA funding would enable completion of an IURA-funded Tompkins Consolidated Area Transit, Inc. (TCAT) project, which upgraded three bus stops (2017 Project #12, “Urban Bus Stop & Amenities Upgrade”). The project would remove barriers to accessing the TCAT bus shelter at West Village Place and Elm Street, by installing ADA-compliant sidewalk curb ramps at each corner of West Village Place, along with additional panels of sidewalk necessary to increase the accessibility and safety of the high-use bus stop. It would greatly benefit people with disabilities and/or people using any mobility-assistive devices, as well as the elderly.
John Licitra	City of Ithaca	

Farrell asked why the project could not be completed as part of the City’s existing Sidewalk Improvement Districts (SID) program. Licitra replied the SID workplan is generated using an algorithm based on community requests. Although he did add the project to the workplan, it is a lower priority, since the sidewalk itself remains in fairly good condition. High-priority projects first focus on crumbling sidewalks.

Graham asked what the impact on the project would be if the City does not receive the full funding request. Licitra replied, unfortunately, he does not believe it is scalable, so it would probably need to be delayed a year.

Farrell asked if it would become a higher priority next year. Licitra replied it is difficult to predict. It would depend on the needs identified in District 5 and subsequent public feedback. Many other areas in District 5 also need work.

On a motion by Farrell, seconded by Rosario, and unanimously approved, Chair Myrick adjourned the Public Hearing.

V. Review of Draft Meeting Minutes: March 26, 2020

Rosario moved, seconded by Farrell, to approve the March 26, 2020 meeting minutes, with no modifications.

Carried Unanimously: 5-0

VI. Other Business

A. Response to COVID-19

1. Emergency Micro-Enterprise Working Capital Assistance Program

Bohn explained this agenda item is a follow-up to the discussion at the last meeting. As he discussed at that time, he has been working closely with City staff, Tompkins County Area Development (TCAD), economic development professionals, Small Business Administration (SBA), Chamber of Commerce, and Downtown Ithaca Alliance (DIA) to address the local economic impacts of the COVID-19 situation. The goal would be to complement the Federal stimulus and identify any gaps that need to be filled, especially for small businesses. The primary benefits of IURA assistance would be providing: (1) quicker assistance than the Federal stimulus could provide; and (2) assistance to groups left out of the stimulus package (e.g., micro-enterprises, small businesses). Any assistance plan would be developed in collaboration with TCAD. The IURA Board can either adopt the proposed resolution in its current form, which could be amended if need be, or request that the Economic Development Committee (EDC) review and finalize it at its next meeting. Bohn added he understands the City may be awarded approximately \$400,000 in additional CDBG funding, from the *Coronavirus Aid, Relief, & Economic Security (CARES) Act*.

Farrell asked if the IURA would convey the Emergency Micro-Enterprise Working Capital Assistance Program funding to the Community Development Financial Institutions (CDFIs), which would be responsible for issuing the loans, or if the IURA itself would issue the loans, which the CDFIs would then administer. Bohn replied that if the City does receive approximately \$400,000 in additional CDBG funds, issuing as many as 28 separate loans would come at time when the IURA would need to focus on dedicating staff time to administering those additional CDBG funds, so it may be best if the CDFIs issued the loans themselves.

Farrell remarked that the category of “Concerns considered as hobbies,” under “Ineligible Borrowers,” in the resolution seems questionable to her, since it would appear to preclude assisting gift shops and similar businesses. Bohn replied that was an effort to avoid assisting, for example, an individual who happens to earn a modest amount of alternative income that is not their primary source of income. It was not intended to exclude hobby or gift stores. That could certainly be clarified in the resolution.

Proulx wondered if there would be a requirement that the business have a tangible physical presence, which would preclude assisting online businesses or businesses that are not open to the public. He also wondered about the eligibility of non-profit organizations. Bohn replied non-profits would definitely not be eligible. In terms of physical presence, that is something the IURA could amend. The working group wanted to give priority to tangible physical businesses, but that does not mean a physical storefront would absolutely be required, to be eligible.

Proulx recommended adding language in “Eligible Uses of Loan Funds” section requiring that the business have a tangible physical presence. Farrell agreed. Bohn noted some catering businesses without a physical storefront may nonetheless be seriously impacted by the COVID-19 situation.

Graham remarked the definition of the term “hobby” should be clarified. He knows of many small businesses that are used to significantly supplement a household’s annual income. Bohn suggested establishing a threshold (e.g., minimum percentage of annual income) to address that issue.

Graham noted it will be important to avoid potential conflicts of interest in administering the funding. His employer, Alternatives Federal Credit Union (AFCU), for example, works with many micro-enterprises, in whose financial success it is invested in. The process should be as neutral as possible and designed to mitigate any potential conflicts of interest, as much as possible. Bohn responded language could certainly be included in the program’s policy to manage those kinds of conflicts.

Proulx asked how the \$5,000 figure was calculated. Bohn replied there was some discussion in the working group about the amount. \$5,000 was deemed to be the minimum amount sufficient to assist a business in a meaningful way, while maximizing the number of assisted businesses.

Graham disclosed he has a potential conflict of interest associated with his employment with Alternatives Federal Credit Union (AFCU).

Moved by Rosario, seconded by Farrell:

Establishment of COVID-19 Micro-Enterprise Loan Program

WHEREAS, the IURA seeks to assist local micro-enterprise businesses stabilize and survive the COVID-19 pandemic, and

WHEREAS, the City, IURA, Downtown Ithaca Alliance (DIA), Tompkins County Area Development (TCAD), Ithaca Neighborhood Housing Services (INHS), Alternatives Federal Credit Union (AFCU), and other economic development professionals are collaborating on developing programs to assist local businesses economically injured by the COVID-19 pandemic, and

WHEREAS, the IURA controls an economic development Revolving Loan Fund with a balance of over \$150,000 that must comply with Community Development Block Grant (CDBG) Program regulations, and

WHEREAS, IURA funds are eligible to assist micro-enterprises owned by low-to-moderate income (LMI) persons, but may not be appropriate for other local businesses, that may be eligible for assistance from other partners, and

WHEREAS, administration of an IURA loan program by a local Community Development Financial Institution (CDFI) could simplify compliance with CDBG regulations, relieve the IURA of administrative burdens, and serve as a model or other funders to coordinate a single point of contact for businesses seeking local assistance in response to the COVID-19 pandemic, and

WHEREAS, both Ithaca Neighborhood Housing Services, Inc. and Alternatives Federal Credit Union are locally based CDFIs, and

WHEREAS, the use of these revolving loan funds is governed by the IURA *Economic Development Financing Policy Guidelines and Operating Plan*; now, therefore, be it

RESOLVED, that the IURA hereby allocates up to \$140,000 of economic development revolving loan funds to capitalize a COVID-19 Micro-Enterprise Resiliency Program, and be it further

RESOLVED, that the IURA *Economic Development Financing Policy Guidelines and Operating Plan* is hereby amended to create the following COVID-19 Micro-Enterprise Resiliency Program:

9.5 COVID-19 Micro-Enterprise Resiliency Program

- (a) Objective. Provide short-term working capital assistance as emergency relief to existing for-profit micro-enterprises economically injured by the COVID-19 pandemic to help retain their economic viability and — if closed due to government order, mandated social distancing, or disruptions in the supply or distribution chain — to re-open for business when social distancing mandates are relaxed.
- (b) Eligible Borrowers. For-profit micro-enterprises owned by a Low/Moderate-Income (LMI) person (earning 80% or less of the Area Median Income adjusted for family size) that were in operation with a tangible physical presence on February 15, 2020. A micro-enterprise is defined as a business employing five or fewer employees, one or more of whom owns the business.
- (c) Geographic Eligibility. City of Ithaca
- (d) Maximum Loan: \$5,000
- (e) Disbursement: Advance payment of up to \$5,000 upon loan approval
- (f) Loan Term: 18 months
- (g) Interest Rate: 0%
- (h) Repayment. All loan payments are deferred for 6 months, then level monthly payments are due on the unforgiven portion of the principal balance to amortize the outstanding principal balance over 12 months.

- (i) Forgiveness. The portion of loan proceeds (up to 100%) used for documented eligible uses is forgiven, if the micro-enterprise is in operation with a tangible physical presence in the City of Ithaca on either December 1, 2020 or 6 months after issuance of the loan.
- (j) Security. Personal financial guarantee of all owners with a 20% or greater ownership position.
- (k) Collateral. No pledged collateral required.
- (l) Eligible Uses of Loan Funds. Funds may be used for the following operating expenses:
 - (1) Wages and salaries of employees
 - (2) Health insurance premiums and costs related to continuation of health care benefits during periods of paid sick, medical, or family leave
 - (3) Fixed debts, including mortgage (excluding any prepayment)
 - (4) Rent
 - (5) Utilities
 - (6) Business debt obligations that were incurred before February 15, 2020
 - (7) Accounts payable
 - (8) Inventory
 - (9) Supplies
 - (10) Other necessary and reasonable expenses as specifically approved by the lender, or lender's authorized agent.
- (m) Job Creation. No job creation required.
- (n) CDBG National Objective Test. Low/mod status of micro-enterprise owner.
- (o) Ineligible Borrowers. The following applicants are not eligible for assistance through this program:
 - (1) Gambling concerns
 - (2) Lending or investment concerns
 - (3) Multi-level sales distribution(pyramid) concerns
 - (4) Loan packagers
 - (5) Pawn shops
 - (6) Real estate developers and brokers
 - (7) Landlords
 - (8) Insurance concerns
 - (9) Concerns that derive 70% or more of gross receipts from sale of alcoholic beverage
 - (10) Concerns engaged in illegal activities
 - (11) Concerns engaged in the sale of products and/or services of a prurient sexual nature
 - (12) Professional services, such as legal, architecture, engineering services, unless a significant economic injury due to COVID-19 is documented
 - (13) Concerns that are delinquent on City property taxes or fees (unless loan proceeds will be used to remedy the delinquency)
 - (14) Concerns considered as hobbies
- (p) Authorized loan administrators. IURA Economic Development Committee and/or locally based Community Development Financial Institutions, including Ithaca Neighborhood Housing Services, Inc. and the Alternative Federal Credit Union including delegation of loan approval subject to a written agreement.

- (q) Waivers. For the purposes of this emergency program, the following sections of the IURA *Economic Development Financing Policy Guidelines and Operating Plan* shall be waived, including but not limited to the following sections:
- 5.4 requiring job creation
 - 6.2 requiring an application fee
 - 6.3 and 6.5 requiring a full credit analysis
 - 7.2 regarding borrower responsibility for all loan closing costs
 - 7.4 to allow a loan advance
- (r) Priority projects. In the event demand for the program exceed funds available, the following priorities shall be considered when allocating limited resources:
- (1) Businesses for which their landlord or lender provides matching support (such as deferred rent or deferred loan payments) thereby leveraging the impact of the program
 - (2) Ground-floor storefront businesses open to the general public
 - (3) Businesses that were ordered closed by order of the Governor to minimize community spread of the virus
 - (4) Businesses that rely heavily on social proximity for revenues
 - (5) Minority- or woman-owned business ownership
 - (6) Target area: the city Density District, including the greater downtown, the West State Street corridor, the West End, and the Waterfront

Carried Unanimously: 5-0

2. Coronavirus Aid, Relief, & Economic Security (CARES) Act & CDBG Funding

Bohn reported some additional CDBG funding was allocated in the *Coronavirus Aid, Relief, & Economic Security (CARES) Act*. He would expect Ithaca to receive approximately \$400,000. The goal is to disseminate those funds as quickly as possible to the community. The standard 15% Public Services cap would be waived.

VII. Adjournment

The meeting was adjourned by consensus at 11:06 A.M.

— END —

2020 HUD Entitlement Program (City of Ithaca, NY) – Funding Proposals Received

#	Project	Funding Request	Total Project Cost	Neighborhood Investment Committee (NIC) Recommendations						Project Summary Description
				ANTICIPATED AVAILABLE FUNDING						
				2020 CDBG	CDBG (R/U)	2020 HOME	HOME (R/U)	2020 CDBG PI	TOTAL	
				\$682,732	\$2,607.85	\$335,173	\$38,082.88	\$120,000	\$1,178,595.73	
HOUSING				\$301,656.00						
1	2020 Homeowner Rehab	\$ 125,000	\$ 193,446.76						\$ -	Assist at least 6 LMI homeowners with projects that improve the condition and performance of their homes.
2	Small Repair Program	\$ 32,500	\$ 161,855	\$32,500.00					\$ 32,500.00	Provide 40 LMI homeowners with maintenance and repairs focused on health/safety issues, accessibility, and providing links to other programs and services.
3	Founder's Way For-Sale Townhomes (CHDO)	\$ 200,000	\$ 1,250,000	\$48,031.27	\$2,607.85	\$149,360.88			\$ 200,000.00	Construct 4 new 2-BR and 3-BR for-sale townhomes in northwest portion of the former Immaculate Conception School site.
4	Hawkins 622 Clinton Street Project	\$ 119,000	\$ 349,000						\$ -	Construction of affordable/mixed-income housing for 1 family at/below 60% AMI and 1 fair market rent family, for a minimum of 1 year.
[5]	Benton 532 Clinton Street Project	\$ 50,000	\$ 100,000						\$ -	Construction of affordable/mixed-income housing for 1 LMI family within 80% of AMI and 1 fair market value family housing unit, for a minimum of 1 year.
6	Security Deposit & Rental Subsidy Assistance for Formerly Incarcerated	\$ 44,000	\$ 63,000						\$ -	Direct payments to landlords to cover security deposits and some modest rental subsidies for formerly incarcerated individuals returning home to the community and at risk of homelessness.
7	Northside Apartments	\$ 300,000	\$ 42,712,139			\$90,877.94			\$ 90,877.94	Professional fees (e.g., engineering/architectural), environmental testing, permit fees, market study, Capital Needs Assessment, energy consultant, and legal fees to rehabilitate 70 housing units for LMI persons and constructing up to 12 housing units for LMI persons.
8	Security Deposit Assistance for Vulnerable Households (2020-21)	\$ 61,500	\$ 84,000			\$61,418.00	\$38,082.88		\$ 99,500.88	Provide security deposits to 100 LMI households (incl. elderly, disabled, single parents) at risk of homelessness to access safe/stable housing and avoid/end homelessness, with 5 security deposits reserved for homeless families/children in Housing for School Success program.
HOUSING SUBTOTAL:		\$ 932,000	\$ 44,913,440.76	\$ 80,531.27	\$ 2,607.85	\$ 301,656.82	\$ 38,082.88	\$ -	\$ 422,878.82	
ECONOMIC DEVELOPMENT										
9	ReUse Job Skills Training & Employment Connections	\$96,447.76	\$ 249,615.48	\$75,000.00					\$ 75,000.00	Participant stipends and staff salaries to provide job training opportunities for LMI populations and place at least 21 adults with employment barriers into permanent unsubsidized positions.
10	Work Preserve Job Training: Job Placements	\$ 67,500	\$ 177,636	\$67,500.00					\$ 67,500.00	Staff salaries and participant stipends for job placements of 6 LMI individuals (e.g., youth, adults, homeless, formerly incarcerated, people with disabilities/mental illness, people with barriers to employment, new entrants to workforce), following job-readiness training.
11	Hospitality Employment Training Program (HETP)	\$ 120,000	\$ 192,000	\$92,875.00					\$ 92,875.00	Staff, supplies, stipends, and professional fees to train 20 and place 14 LMI adults with employment barriers (e.g., people with disabilities, formerly incarcerated, homeless, recovering addicts, immigrants, single parents) into hospitality and office/administrative positions.
12	Family Child Care Microenterprise Business Development	\$ 68,650	\$ 101,525	\$54,050.00					\$ 54,050.00	Administrative salaries to develop and launch 10-week family child care business training course with supporting materials, including assistance with micro-enterprise licensure, quality-assurance, and long-term viability.
[#]	Economic Development Loan Fund	\$ 120,000	\$ 300,000					\$120,000.00	\$ 120,000.00	Capitalize loan fund for business loans resulting in job creation (including underwriting and delivery).
ECONOMIC DEVELOPMENT SUBTOTAL:		\$ 472,597.76	\$ 1,020,776.48	\$ 289,425.00	\$ -	\$ -	\$ -	\$ 120,000.00	\$ 409,425.00	
PUBLIC FACILITIES										
13	Southside Park Enhancement Project	\$ 113,950	\$ 133,135	\$36,600.00					\$ 36,600.00	Repair of existing deteriorated park amenities and construction of new park features in three neighborhood parks (Baker Park, Titus Triangle Park, Wood Street Park) in South of the Creek area.
14	Reimagining Ithaca Community Gardens	\$ 54,950	\$ 239,950	\$31,960.00					\$ 31,960.00	Storage sheds, welcome gates, event pavilion (construction/materials), building class scholarships, and acoustical blanket to shield gardens closest to B&W from sound 'triangle' that bounces off building from Route 13.
15	New Gym Renovation	\$ 300,000	\$ 1,100,400						\$ -	Design/architecture, materials, and construction costs to renovate former Immaculate Conception School gymnasium for indoor recreation space and afterschool program space for GIAC Teen Program and the community.
16	Food Pantry Mechanical Dock Leveler	\$ 14,470	\$ 17,745	\$14,470.00					\$ 14,470.00	Professional fees and concrete repair-work to replace soon-to-be-unusable mechanical dock leveler that allows receipt of food from Southern Tier Food Bank delivery truck for weekly Food Pantry for households with very low incomes.
[17]	Roof Replacement	\$ 16,000	\$ 24,000						\$ -	Pay contractor and purchase materials to replace church roof, so the food pantry can continue to serve people in need (e.g., youth, adults, elderly, formerly incarcerated).
18	Curb Ramps to Complete ADA Compliance at West Village TCAT Bus Stop	\$ 11,000	\$ 11,000	\$11,000.00					\$ 11,000.00	Materials and labor (e.g., professional fees, construction, staff salaries) to install two sidewalk curb ramps and sidewalk panels at West Village Place/Elm Street intersection on Lower West Hill, to remove barriers and improve safe access to TCAT's West Village bus stop.
PUBLIC FACILITIES SUBTOTAL:		\$ 510,370	\$ 1,526,230	\$ 383,455.00	\$ -	\$ -	\$ -	\$ -	\$ 94,030.00	
PUBLIC SERVICES				\$102,409.80						
19	GO ITHACA Low-Income Support	\$ 12,200	\$ 188,205	\$12,200.00					\$ 12,200.00	Partial subsidies of bus and ridehail fares to reduce transportation barriers to work and services for households at/below 150% of Federal Poverty Level (FPL), and some staffing costs.
20	2-1-1 Information & Referral	\$ 20,000	\$276,120	\$20,000.00					\$ 20,000.00	Staff salaries to support 2-1-1 Call Center information and referral services for 2,700 LMI persons.
21	Work Preserve Job Training: Job Readiness	\$ 20,000	(same as #10 above)	\$20,000.00					\$ -	Staff salaries to provide 20 LMI youth and adults with job-readiness training, workplace evaluations, and support transitioning to other services or employment.
22	Immigrant Services Program (ISP)	\$ 30,000	\$ 82,500	\$30,000.00					\$ 30,000.00	Staffing to provide 100 refugees and immigrants with direct services and referrals so they can integrate into the community.
[23]	Fair Housing Enforcement Project	\$ 90,000	\$ 90,902.75						\$ -	Staff salary, materials, and overhead costs to increase access to housing for vulnerable LMI populations (e.g., elderly, disabled, formerly incarcerated, domestic violence victims, people at risk of homelessness) and improve Ithaca's housing stock.
PUBLIC SERVICES SUBTOTAL:		\$ 172,200	\$ 637,728	\$ 82,200.00	\$ -	\$ -	\$ -	\$ -	\$ 62,200.00	
ADMINISTRATION										
24	CDBG Administration (20%)	\$ 136,546	\$ 136,546	\$ 136,546					\$ 136,546	Planning, administration, and monitoring for CDBG program.
25	HOME Administration (10%)	\$ 33,517	\$ 33,517			\$ 33,517			\$ 33,517	Planning, administration, and monitoring for HOME program.
ADMINISTRATION SUBTOTAL:		\$ 170,063	\$ 170,063	\$ 136,546	\$ -	\$ 33,517	\$ -	\$ -	\$ 170,063	
TOTALS:		\$ 2,257,230.76	\$ 48,268,238	\$ 682,732	\$ 2,607.85	\$ 335,174	\$ 38,082.88	\$ 120,000	\$ 1,158,596.82	

\$50,275.95

Aside Eligible Projects: 1

R/U = Recaptured/Unallocated (from prior years) | LMI = Low & Moderate Income (80% or less of AMI) | AMI = Area Median Income (Tompkins County) | FTE = Full-Time Equivalent | PI = Program Income



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MEMORANDUM

To: IURA
Date: April 15, 2020
From: Nels Bohn, Director of Community Development
Subject: IURA Economic Development Committee Recommendation – 2020 HUD Action Plan

Below is a table that summarizes the IURA’s Economic Development Committee’s (EDC’s) recommendations for the 2020 Action Plan.

Funding Application	Request	NIC	EDC	EDC Comment
FLReUse	\$96,488	\$75,000	\$75,000	Fund staff & partial stipends to sustain capacity of this non-profit employer to provide work experience and job placements
HI Work Preserve	\$67,500	\$67,500	\$67,500	Unique program serving LMI persons with significant barriers to employment
GIAC HETP	\$120,000	\$92,875	\$0	Concern that hospitality industry will be slow to rebound and will rehire former employees first. Capitalizing ED loan fund is a higher priority.
Child Care Micro	\$68,650	\$54,050	\$0	Modest impact within City – program to be implemented by yet-to-be-identified 0.5 FTE staff. ED Loan fund is a higher priority.
ED Loan	\$120,000	\$120,000	\$266,925	Profound need to assist local businesses and non-profits anticipated after initial shake out – PI funds will trickle in slowly.
Totals	\$472,598	\$409,425	\$409,425	

Please note that EDC Chairperson Chris Proulx is unable to attend the 4/16/20 IURA meeting.

2020 HUD Entitlement Program (City of Ithaca, NY) – Action Plan [PRELIMINARY FOR DISCUSSION ONLY]

#	Project	Sponsor	Funding Request	Matching Funds (Sec. & Unsec.)	Total Project Cost	ANTICIPATED AVAILABLE FUNDING						Project Summary Description
						2020 CDBG	CDBG (R/U)	2020 HOME	HOME (R/U)	2020 CDBG PI	TOTAL	
						\$682,732	\$2,607.85	\$335,173	\$38,082.88	\$120,000	\$1,178,595.73	
HOUSING												
1	2020 Homeowner Rehab	Ithaca Neighborhood Housing Services, Inc. (INHS)	\$ 125,000	\$ 68,446.76	\$ 193,446.76						\$ -	Assist at least 6 LMI homeowners with projects that improve the condition and performance of their homes.
2	Small Repair Program	Ithaca Neighborhood Housing Services, Inc. (INHS)	\$ 32,500	\$ 129,355	\$ 161,855	\$32,500.00					\$ 32,500.00	Provide 40 LMI homeowners with maintenance and repairs focused on health/safety issues, accessibility, and providing links to other programs and services.
3	Founder's Way For-Sale Townhomes (CHDO)	Ithaca Neighborhood Housing Services, Inc. (INHS)	\$ 200,000	\$ 1,050,000	\$ 1,250,000	\$41,653.27	\$2,607.85	\$155,738.88			\$ 200,000.00	Construct 4 new 2-BR and 3-BR for-sale townhomes in northwest portion of the former Immaculate Conception School site.
4	Hawkins 622 Clinton Street Project	Jerame Hawkins	\$ 119,000	\$ 230,000	\$ 349,000						\$ -	Construction of affordable/mixed-income housing for 1 family at/below 60% AMI and 1 fair market rent family, for a minimum of 1 year.
5	Benton 532 Clinton Street Project	Kenneth Benton	\$ 50,000	\$ 50,000	\$ 100,000						\$ -	Construction of affordable/mixed-income housing for 1 LMI family within 80% of AMI and 1 fair market value family housing unit, for a minimum of 1 year.
6	Security Deposit & Rental Subsidy Assistance for Formerly Incarcerated	Opportunities, Alternatives and Resources (OAR) of Tompkins County	\$ 44,000	\$ 19,000	\$ 63,000						\$ -	Direct payments to landlords to cover security deposits and some modest rental subsidies for formerly incarcerated individuals returning home to the community and at risk of homelessness.
7	Northside Apartments	Cayuga Housing Development Corporation (CHDC)	\$ 300,000	\$ 42,412,139	\$ 42,712,139			\$100,000.00			\$ 100,000.00	Professional fees (e.g., engineering/architectural), environmental testing, permit fees, market study, Capital Needs Assessment, energy consultant, and legal fees to rehabilitate 70 housing units for LMI persons and constructing up to 12 housing units for LMI persons.
8	Security Deposit Assistance for Vulnerable Households (2020-21)	Catholic Charities of Tompkins/Tioga Counties	\$ 61,500	\$ 22,500	\$ 84,000			\$45,917.12	\$38,082.88		\$ 84,000.00	Provide security deposits to 100 LMI households (incl. elderly, disabled, single parents) at risk of homelessness to access safe/stable housing and avoid/end homelessness, with 5 security deposits reserved for homeless families/children in Housing for School Success program.
	Security Deposit Inspections	IURA	\$ 2,500	NA	\$ 2,500	\$2,500.00					\$ 2,500.00	
HOUSING SUBTOTAL:			\$ 934,500	\$ 43,981,440.76	\$ 44,915,940.76	\$76,653.27	\$2,607.85	\$301,656.00	\$38,082.88	\$0.00	\$419,000.00	
ECONOMIC DEVELOPMENT												
9	ReUse Job Skills Training & Employment Connections	Finger Lakes ReUse, Inc. (FLRU)	\$96,447.76	\$ 153,167.72	\$ 249,615.48	\$75,000.00					\$ 75,000.00	Participant stipends and staff salaries to provide job training opportunities for LMI populations and place at least 21 adults with employment barriers into permanent unsubsidized positions.
10	Work Preserve Job Training: Job Placements	Historic Ithaca, Inc.	\$ 67,500	\$ 90,136	\$ 177,636	\$67,500.00					\$ 67,500.00	Staff salaries and participant stipends for job placements of 6 LMI individuals (e.g., youth, adults, homeless, formerly incarcerated, people with disabilities/mental illness, people with barriers to employment, new entrants to workforce), following job-readiness training.
11	Hospitality Employment Training Program (HETP)	Greater Ithaca Activities Center, Inc. (GIAC)	\$ 120,000	\$ 72,000	\$ 192,000	\$90,000.00					\$ 90,000.00	Staff, supplies, stipends, and professional fees to train 20 and place 14 LMI adults with employment barriers (e.g., people with disabilities, formerly incarcerated, homeless, recovering addicts, immigrants, single parents) into hospitality and office/administrative positions.
12	Family Child Care Microenterprise Business Development	Child Development Council of Central NY, Inc.	\$ 68,650	\$ 32,875	\$ 101,525						\$ -	Administrative salaries to develop and launch 10-week family child care business training course with supporting materials, including assistance with micro-enterprise licensure, quality-assurance, and long-term viability.
[#]	Economic Development Loan Fund	IURA	\$ 120,000	\$ 180,000	\$ 300,000					\$120,000.00	\$ 120,000.00	Capitalize loan fund for business loans resulting in job creation (including underwriting and delivery).
ECONOMIC DEVELOPMENT SUBTOTAL:			\$ 472,597.76	\$ 528,178.72	\$ 1,020,776.48	\$ 232,500.00	\$ -	\$ -	\$ -	\$ 120,000.00	\$ 352,500.00	
PUBLIC FACILITIES												
13	Southside Park Enhancement Project	City of Ithaca	\$ 113,950	\$ 19,185	\$ 133,135						\$ -	Repair of existing deteriorated park amenities and construction of new park features in three neighborhood parks (Baker Park, Titus Triangle Park, Wood Street Park) in South of the Creek area.
14	Reimagining Ithaca Community Gardens	Project Growing Hope	\$ 54,950	\$ 185,000	\$ 239,950						\$ -	Storage sheds, welcome gates, event pavilion (construction/materials), building class scholarships, and acoustical blanket to shield gardens closest to B&W from sound 'triangle' that bounces off building from Route 13.
15	New Gym Renovation	Greater Ithaca Activities Center, Inc. (GIAC)	\$ 300,000	\$800,400	\$ 1,100,400	\$0.00					\$ -	Design/architecture, materials, and construction costs to renovate former Immaculate Conception School gymnasium for indoor recreation space and afterschool program space for GIAC Teen Program and the community.
16	Food Pantry Mechanical Dock Leveler	Tompkins Community Action, Inc.	\$ 14,470	\$ 3,005	\$ 17,745						\$ -	Professional fees and concrete repair-work to replace soon-to-be-unusable mechanical dock leveler that allows receipt of food from Southern Tier Food Bank delivery truck for weekly Food Pantry for households with very low incomes.
17	Roof Replacement	Baptized Church of Jesus Christ of the Apostolic Faith	\$ 16,000	\$ 8,000	\$ 24,000	\$0.00					\$ -	Pay contractor and purchase materials to replace church roof, so the food pantry can continue to serve people in need (e.g., youth, adults, elderly, formerly incarcerated).
18	Curb Ramps to Complete ADA Compliance at West Village TCAT Bus Stop	IURA	\$ 11,000	\$ -	\$ 11,000						\$ -	Materials and labor (e.g., professional fees, construction, staff salaries) to install two sidewalk curb ramps and sidewalk panels at West Village Place/Elm Street intersection on Lower West Hill, to remove barriers and improve safe access to TCAT's West Village bus stop.
PUBLIC FACILITIES SUBTOTAL:			\$ 510,370	\$ 1,015,590	\$ 1,526,230	\$ 232,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	
PUBLIC SERVICES												
19	GO ITHACA Low-Income Support	Center for Community Transportation	\$ 12,200	\$ 176,005	\$ 188,205	\$12,200.00					\$ 12,200.00	Partial subsidies of bus and ridehail fares to reduce transportation barriers to work and services for households at/below 150% of Federal Poverty Level (FPL), and some staffing costs.
20	2-1-1 Information & Referral	Human Services Coalition of Tompkins County, Inc. (HSC)	\$ 20,000	\$ 123,318	\$276,120	\$20,000.00					\$ 20,000.00	Staff salaries to support 2-1-1 Call Center information and referral services for 2,700 LMI persons.
21	Work Preserve Job Training: Job Readiness	Historic Ithaca, Inc.	\$ 20,000	(same as #10 above)	(same as #10 above)	\$20,000.00					\$ 20,000.00	Staff salaries to provide 20 LMI youth and adults with job-readiness training, workplace evaluations, and support transitioning to other services or employment.
22	Immigrant Services Program (ISP)	Catholic Charities of Tompkins/Tioga Counties	\$ 30,000	\$ 52,500	\$ 82,500	\$30,000.00					\$ 30,000.00	Staffing to provide 100 refugees and immigrants with direct services and referrals so they can integrate into the community.
23	Fair Housing Enforcement Project	Legal Assistance of Western New York, Inc. (LawNY)	\$ 90,000	\$ 902.75	\$ 90,902.75	\$0.00					\$ -	Staff salary, materials, and overhead costs to increase access to housing for vulnerable LMI populations (e.g., elderly, disabled, formerly incarcerated, domestic violence victims, people at risk of homelessness) and improve Ithaca's housing stock.
PUBLIC SERVICES SUBTOTAL:			\$ 172,200	\$ 352,725.75	\$ 637,728	\$ 82,200.00	\$ -	\$ -	\$ -	\$ -	\$ 82,200.00	
ADMINISTRATION												
24	CDBG Administration (20%)	IURA	\$ 136,546	\$ -	\$ 136,546	\$ 136,546					\$ 136,546	Planning, administration, and monitoring for CDBG program.
25	HOME Administration (10%)	IURA	\$ 33,517	\$ -	\$ 33,517			\$ 33,517			\$ 33,517	Planning, administration, and monitoring for HOME program.
ADMINISTRATION SUBTOTAL:			\$ 170,063	\$ -	\$ 170,063	\$ 136,546	\$ -	\$ 33,517	\$ -	\$ -	\$ 170,063	
TOTALS:			\$ 2,259,730.76	\$ 45,877,935.23	\$ 48,270,738	\$ 527,899	\$ 2,607.85	\$ 335,173	\$ 38,082.88	\$ 120,000	\$ 1,023,763.00	R/U = Recaptured/Unallocated (from prior years) LMI = Low & Moderate Income (80% or less of AMI) AMI = Area Median Income (Tompkins County) FTE = Full-Time Equivalent PI = Program Income
						\$154,832.73	\$0.00	\$0.00	\$0.00	\$0.00	\$154,832.73	

**Proposed Resolution
Ithaca Urban Renewal Agency
April 16, 2020**

Draft 2020 Action Plan: City of Ithaca HUD Entitlement Program

WHEREAS, the City of Ithaca (City) is eligible to receive an annual formula allocation of funds to address community development needs through the U.S. Department of Housing & Urban Development (HUD) Entitlement Program from the Community Development Block Grant (CDBG) Program and the HOME Investment Partnerships (HOME) Program funding sources, and

WHEREAS, the City has contracted with the Ithaca Urban Renewal Agency (IURA) to administer, implement and monitor the City’s HUD Entitlement program in compliance with all applicable regulations, and

WHEREAS, on an annual basis an Action Plan must be submitted to HUD to access HUD Entitlement Program funding allocated to the City, and

WHEREAS, the 2020 Action Plan identifies a specific list of budgeted community development activities to be funded from the 2020 HUD Entitlement Program allocation and associated funds administered by the IURA, and

WHEREAS, funding available to be allocated through the 2020 Action Plan funding process is anticipated to include the following:

\$682,732.00	CDBG 2020 Allocation
\$120,000.00	CDBG 2020 Program Income (projected)
\$2,607.85	CDBG Recaptured/Unallocated (R/U) Funds
\$335,173.00	HOME 2020 Allocation
\$38,082.88	HOME Recaptured/Unallocated (R/U) Funds
\$1,178,595.73	Total, and

WHEREAS, the IURA utilized an open and competitive project selection process for development of the 2020 Action Plan in accordance with the City of Ithaca Citizen Participation Plan, now, therefore, be it

RESOLVED, that the IURA hereby adopts the attached summary table titled “IURA Recommended Draft 2020 Action Plan, City of Ithaca, NY,” dated April 16, 2020, and forwards it to the City of Ithaca Common Council for review and recommends its approval for allocating the 2020 HUD Entitlement Program award along with associated funds listed above, and be it further

RESOLVED, that the Urban Renewal Plan shall be amended to include activities funded in the adopted 2020 Action Plan.

COVID-19 Small Business Resiliency Fund

Forgivable Micro-Loans to Support Small Businesses in Tompkins County Impacted by COVID-19

The Ithaca / Tompkins County COVID-19 Small Business Resiliency Fund (SBRF) will provide forgivable loans in the amount of up to \$5,000 for working capital to microenterprises and small businesses experiencing hardship related to the COVID-19 pandemic. Loans will carry a zero-interest rate, an 18-month term and be forgiven for businesses open and in operation on December 1, 2020 that have complied with the program rules.

The goal of the fund is to provide emergency relief to help business owners retain their businesses and their employees as a bridge of support before additional state and federal resources become available and mandated social distancing is relaxed.

The SBRF is a result of a collaboration of local economic development agencies and community partners who devised the fund and pledged \$390,000 to capitalize this fund. Local partners include the Tompkins County Development Corporation (TCDC), Ithaca Urban Renewal Agency (IURA), Cornell University, Tompkins County Area Development (TCAD), City of Ithaca Office of Economic Development, Tompkins Chamber, Downtown Ithaca Alliance (DIA), and the Tompkins County Workforce Investment Board (TCWIB).

Alternatives Federal Credit Union (AFCU) will manage the intake and application process and disburse approved loans within 3 days of execution of agreements. A loan review committee comprised of local economic development professionals will review applications for eligibility and select applications that best meet program criteria and priorities.

Loan Funds

Loans will be funded as follows:

- \$242,500 for small businesses with 25 or fewer employees located in Tompkins County
- \$135,800 for microenterprises, owned by low- and moderate-income persons, located within the City of Ithaca

Uses of Loan Funds

Funds may be used for the following operating expenses of the business:

- Wages and salaries of employees
- Health insurance premiums and costs related to continuation of health care benefits during periods of paid sick, medical, or family leave
- Fixed debts, including mortgage (excluding any prepayment)
- Rent
- Utilities
- Business debt obligations that were incurred before February 15, 2020
- Accounts payable
- Inventory
- Supplies
- Other necessary and reasonable expenses as specifically approved by the lender.

Loan Terms/Forgiveness

- Interest Rate: 0%
- Term: 18 months
- Repayment: All loan payments are deferred for 6 months, then level monthly payments are due on the unforgiven portion of the principal balance to amortize the outstanding principal balance over 12 months.
- Forgiveness: The portion of loan proceeds (up to 100%) used for documented eligible working capital uses is forgiven if the business is in operation with a tangible physical presence on either December 1, 2020 or 6 months after issuance of the loan.

Collateral/Security

- No pledge of collateral is required
- Personal financial guarantee(s) of the owner(s) is required for all loans

Loan Disbursement

Up to \$5,000 will be disbursed within three days of loan closing for reimbursement of eligible business working capital expenses incurred since March 7, 2020. Alternatively, up to a \$2,500 advance will be disbursed within three days of loan closing to pay working capital expenses. Future disbursements will be made upon documentation that the initial advance was used for working capital expenses of the business.

Time Line/Selection Process

Applications will be reviewed in on a rolling basis in batches until funds are exhausted:

- Applications accepted starting: April 15, 2020
- Initial weekly loan approvals: by April 21, 2020
- Initial loan closings: by April 25, 2020

Eligibility Requirements

- Principal place of business must be located within Tompkins County
- Business must have been in operation on or prior to February 15, 2020
- Business must have 25 or fewer employees. A sole proprietor counts as one employee.
- Business must have \$2.5 million or less in annual gross revenues
- Business must meet *one of the following*:
 - Business is public-facing (e.g. retail, coffee shop, food service) and is directly impacted by new public health requirements related to the COVID-19 pandemic.
 - Business has experienced 25% or more decline in revenues since March 1, 2020 due to the COVID-19 pandemic.

Ineligible businesses

- Non-profit organizations
- Gambling concerns
- Lending or investment concerns
- Multi-level sales distribution(pyramid) concerns
- Loan packagers
- Pawn shops
- Real estate developers and brokers
- Landlords

- Insurance concerns
- Concerns that derive 70% or more of gross receipts from sale of alcoholic beverage
- Concerns that derive 70% or more of gross receipts from sale of nicotine products and accessories
- Concerns engaged in illegal activities
- Concerns engaged in the sale of products and/or services of a prurient nature
- Professional services, such as legal, architecture, engineering services unless a significant economic injury due to COVID-19 is documented
- Concerns that are delinquent on City property taxes or fees (unless loan proceeds will be used to remedy the delinquency) or state sales taxes
- Concerns considered as hobbies where the business generates 30% or less of the owner's income

Loan Priorities

- Ground floor storefront businesses open to the general public
- Businesses located on "Main Street" and in established commercial districts
- Businesses for which their landlord or lender provides matching support (such as deferred rent or loan payments), thereby leveraging the impact of the program
- Businesses owned by persons of color and/or women
- Businesses for whom resources will help them stay in business
- For Businesses with five or fewer employees, business provides owner with their primary source of income
- Businesses who pay employees and/or healthcare insurance during the COVID-19 pandemic
- Certified living wage employers

Information required

For a complete application, submit the following information:

- Complete SBRF questionnaire
- Complete SBRF loan application
- 2019 financial statements (profit/loss statement and balance sheet)
- 2020 financial statements YTD and for month of March
- 2019 tax returns
- If business is a corporation or partnership, provide a copy of organizational documents
 - If a partnership: partnership papers
 - If a corporation: certificate of incorporation and shareholder agreement
 - If an LLC: articles of organization and operating agreement
- Owner's self-certifying income and demographics form
- A Personal Financial Statement from each principal of the business (SBA form 413 or similar)
- Owner's affidavit declaring (1) intention for business to remain operating or re-open following relaxation of mandated social distancing, and (2) that loan funds will be used exclusively for eligible working capital expenses of the business.

How to Apply

The fund is open to businesses throughout Tompkins County. Interested businesses can visit <https://www.cityofithaca.org/658/COVID-19> to download the application form and learn how to apply. For general inquiries, contact Kathleen Clark, Business Development Manager, Alternatives Federal Credit Union, (607) 216-3423 or kclark@alternatives.org.

**Proposed Resolution
IURA
April 16, 2020**

Amendment #1 to COVID-19 Microenterprise Resiliency Program
(revision-marked version)

WHEREAS, the IURA seeks to assist local microenterprise businesses stabilize and survive the COVID-19 pandemic, and

WHEREAS, the City, Ithaca Urban Renewal Agency (IURA), Downtown Ithaca Alliance (DIA), Tompkins County Area Development (TCAD), Ithaca Neighborhood Housing Services (INHS), Alternatives Federal Credit Union (AFCU), and other economic development professionals are collaborating on developing programs to assist local businesses economically injured by the COVID-19 pandemic, and

WHEREAS, the IURA controls an economic development revolving loan fund with a balance of over \$150,000 that must comply with CDBG regulations, and

WHEREAS, IURA funds are eligible to assist microenterprises owned by low/mod income persons, but may not be appropriate for other local businesses, that may be eligible for assistance from other partners, and

WHEREAS, on April 2, 2020, the IURA allocated up to \$140,000 of economic development revolving loan funds to capitalize a COVID-19 Microenterprise Resiliency Program, and

WHEREAS, the IURA further amended the Financing Policy Guidelines and Operating Plan to create the following COVID-19 Microenterprise Resiliency Program, and

WHEREAS, the Tompkins County Development Corporation (TCDC) has pledged \$150,000 of match funding to expand the program countywide and assist small businesses with up to 25 employees, and

WHEREAS, partnering economic development agencies have agreed on a common framework for a program to be titled COVID-19 Small Business Resiliency Fund that will include IURA and TCDC funding and be delivered through a subrecipient agreement by Alternatives Federal Credit Union, a certified Community Development Financial Institution, and

WHEREAS, working to prepare the program for public launch identified potential amendments to the IURA program, and

WHEREAS, the IURA Economic Development Committee considered this matter at their April 14, 2020 meeting and recommends the following; now, therefore, be it

RESOLVED, that the IURA hereby adopts the following amendments to the IURA Financing Policy Guidelines and Operating Plan:

9.5 COVID-19 Microenterprise Resiliency Program

- (a) Objective. Provide short-term working capital assistance as emergency relief to existing for-profit microenterprises economically injured by the COVID-19 pandemic to help retain their economic viability and - if closed due to government order, mandated social distancing, or disruptions in the supply or distribution chain - to re-open for business when social distancing mandates are relaxed.
- (b) Eligible Borrowers. For-profit microenterprises owned by a Low/Moderate Income (LMI) person (earning 80% or less of the Area Median Income adjusted for family size) that were in operation with a tangible physical presence on February 15, 2020. A microenterprise is defined as a business employing five or fewer employees, one or more of whom owns the business.
- (c) Geographic Eligibility. City of Ithaca
- (d) Maximum Loan: \$5,000
- (e) Disbursement: Advance payment of up to ~~\$2,500~~ upon loan approval
- (f) Loan Term: 18 months
- (g) Interest Rate: 0%
- (h) Repayment. All loan payments are deferred for 6 months, then level monthly payments are due on the unforgiven portion of the principal balance to amortize the outstanding principal balance over 12 months
- (i) Forgiveness. The portion of loan proceeds (up to 100%) used for documented eligible uses is forgiven if the microenterprise is either
 - (1) in operation with a tangible physical presence in the City of Ithaca on December 1, 2020 or
 - (2) the business complied with program rules regarding use of loan funds solely for documented eligible working capital business expenses, and the business remains responsive to communications and information requests from AFCU and/or the IURA through December 1, 2020 regarding the status of business operations and its ability to repay debt.
- (j) Security. Personal financial guarantee of all owners with a 20% or greater ownership position
- (k) Collateral. No pledged collateral required.

Deleted: \$5,000

Formatted: List Paragraph, No bullets or numbering

Deleted: either

Deleted: or 6 months after issuance of the loan

- (l) Eligible Uses of Loan Funds. Funds may be used for the following operating expenses:
 - (1) Wages and salaries of employees
 - (2) Health insurance premiums and costs related to continuation of health care benefits during periods of paid sick, medical, or family leave
 - (3) Fixed debts, including mortgage (excluding any prepayment)
 - (4) Rent
 - (5) Utilities
 - (6) Business debt obligations that were incurred before February 15, 2020
 - (7) Accounts payable
 - (8) Inventory
 - (9) Supplies
 - (10) Other necessary and reasonable expenses as specifically approved by the lender, or lender's authorized agent.

- (m) Job Creation. No job creation required.

- (n) CDBG National Objective Test. Low/mod status of microenterprise owner.

- (o) Ineligible Borrowers. The following applicants are not eligible for assistance through this program:
 - (1) Gambling concerns
 - (2) Lending or investment concerns
 - (3) Multi-level sales distribution(pyramid) concerns
 - (4) Loan packagers
 - (5) Pawn shops
 - (6) Real estate developers and brokers
 - (7) Landlords
 - (8) Insurance concerns
 - ~~(9)~~ Concerns that derive 70% or more of gross receipts from sale of alcoholic beverage
 - (10) Concerns that derive 70% or more of gross receipts from sale of nicotine products and accessories
 - (11) Concerns engaged in illegal activities
 - (12) Concerns engaged in the sale of products and/or services of a prurient sexual nature
 - (13) Professional services, such as legal, architecture, engineering services unless a significant economic injury due to COVID-19 is documented
 - (14) Concerns that are delinquent on City property taxes or fees (unless loan proceeds will be used to remedy the delinquency)
 - (15) Concerns considered as hobbies where the business generates 30% or less of owner's annual income

- (o) Authorized loan administrators. IURA Economic Development Committee and/or locally based Community Development Financial Institutions,

including Ithaca Neighborhood Housing Services, Inc. and the Alternative Federal Credit Union including delegation of loan approval subject to a written agreement.

- (p) Waivers. For the purposes of this emergency program, the following sections of the IURA Economic Development Financing Policy Guidelines and Operating Plan shall be waived, including but not limited to the following sections:
- 5.4 requiring job creation
 - 6.2 requiring an application fee
 - 6.3 and 6.5 requiring a full credit analysis
 - 7.2 regarding borrower responsibility for all loan closing costs
 - 7.4 to allow a loan advance
- (q) Priority projects. In the event demand for the program exceed funds available, the following priorities shall be considered when allocating limited resources:
- (1) Businesses for which their landlord or lender provides matching support (such as deferred rent or deferred loan payments) thereby leveraging the impact of the program
 - (2) Ground floor storefront businesses open to the general public
 - ~~(3) Minority or Woman-owned business ownership~~
 - ~~(4) Businesses for whom IURA assistance will help them stay in business~~
 - ~~(5) Businesses that provide the owner with their primary source of income (more than 50% of monthly income from business assisted)~~
 - ~~(6) Businesses who continue to pay employees (other than owners) and/or provide healthcare insurance during the COVID-19 emergency~~
 - (7) Certified living wage employers
 - (8) Target area: the city Density District, including the greater downtown, the west State Street corridor, the West End and the Waterfront

Deleted: <#>Businesses that were ordered closed by order of the Governor to minimize community spread of the virus¶
Businesses that rely heavily on social proximity for revenues¶

Proposed Resolution
IURA
April 16, 2020

Amendment #1 to COVID-19 Microenterprise Resiliency Program

WHEREAS, the IURA seeks to assist local microenterprise businesses stabilize and survive the COVID-19 pandemic, and

WHEREAS, the City, Ithaca Urban Renewal Agency (IURA), Downtown Ithaca Alliance (DIA), Tompkins County Area Development (TCAD), Ithaca Neighborhood Housing Services (INHS), Alternatives Federal Credit Union (AFCU), and other economic development professionals are collaborating on developing programs to assist local businesses economically injured by the COVID-19 pandemic, and

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