Ithaca Urban Renewal Agency

OVERVIEW

The Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Entitlement Programs provide Federal financial assistance from the U.S. Department of Housing and Urban Development (HUD) to more than 1,100 localities and state governments. These flexible sources of funding offer local governments, with citizen participation, the opportunity to fund certain projects, programs, and public services that meet specified national objectives. The City of Ithaca became an Entitlement Community in 2004 and has since provided financial support to dozens of local projects that principally benefit low- and moderate-income (LMI) people by providing decent housing, suitable living environments, and/or expanded economic opportunities.

Program Year 2020 HUD Entitlement Program amounts have not yet been released by the Federal government. The City estimates approximately $668,000 in CDBG funding and $297,000 in HOME funding will be available. The Ithaca Urban Renewal Agency (IURA) administers the City of Ithaca's Entitlement Grant program, on behalf of the City. The IURA invites interested organizations, agencies, businesses, community groups, and individuals to submit applications for projects to be funded for the 2020 Program Year. Completed applications are due by: 12:00 p.m. (noon), Friday, February 28, 2020. See submission requirements and delivery address on the last page of your application form.

ELIGIBILITY

CDBG/HOME FUNDS

HUD regulations control the use of Entitlement Program funds. There is a two-tier test to determine project eligibility:

① All projects must meet a National Objective by either: eliminating slum/blight conditions; or principally benefiting low- and moderate-income (LMI) persons. Projects designed to principally benefit LMI persons must provide either: (1) a "Direct Benefit" or (2) an "Area Benefit." To qualify as providing a Direct Benefit, at least 51% of households benefiting from the project must be LMI; in the case of housing projects, 100% of assisted households must be LMI. To qualify as providing an Area Benefit, the project must benefit all residents of a particular neighborhood where 51% or more of the residents are LMI. LMI households are currently defined as follows:

Household Size	Maximum Income 80% of Area Median Income (AMI)
1	$47,000
2	$53,700
3	$60,400
4	$67,100
5	$72,500
6	$77,850

Note: These limits are expected to be updated by HUD in June 2020.

② In addition to meeting a National Objective, eligible projects must fall into one of the following four categories:

- **HOUSING** (e.g., rehabilitation of existing housing, construction of new housing, homeownership/homebuyer assistance, and tenant-based rental assistance).

- **ECONOMIC DEVELOPMENT** (e.g., micro-enterprise activities, brownfield remediation, blight removal, and job creation and/or retention resulting from loans to businesses).

- **PUBLIC SERVICES** (e.g., transportation services for LMI populations; initiatives that expand access to/use of existing LMI services; work readiness, job training, and other skill-building programs; and programs designed to meet the unique needs of specific LMI sub-populations, like immigrants, youth, the disabled, or the elderly).

- **PUBLIC FACILITIES** (e.g., parks and playgrounds; sewer, water, and drainage systems; pedestrian safety improvements; and construction of, or capital projects at, community centers, childcare centers, and facilities for persons with special needs, like homeless shelters or group homes).

SELECTION CRITERIA

To be considered for funding, each proposal must satisfy the following two threshold criteria:

- **ELIGIBILITY:** All projects must meet eligibility test described above for the specific funding source requested.
- **CONSISTENCY WITH CONSOLIDATED PLAN:** All projects must address a Priority Need(s) identified in the Consolidated Plan. Projects may, but need not, address *more* than one Priority Need.

Proposals satisfying the two threshold criteria above will be prioritized for funding based on an evaluation of:

- **NEED:** Documented extent and severity of Priority Need(s) the project will address.
- **IMPACT:** Extent to which project will effectively address Priority Need(s). IURA will consider both: (1) number of people benefiting from the project; and (2) extent to which their circumstances are improved by the project.
- **FEASIBILITY:** Reasonableness of proposed budget and timeline; and the extent to which applicant has anticipated and proposes to manage potential obstacles to successful completion.
- **CAPACITY:** Evidence of applicant's ability to successfully implement the project, both in terms of: (1) overall organizational capacity; and (2) capacity of individual staff members assigned to the project.
- **MATCHING FUNDS:** Proportion of CDBG/HOME funds used, in comparison to matching funding from other sources.
- **COORDINATION:** Extent to which a project implements, or coordinates with, other initiatives and plans, or other proposed projects that have been submitted for funding.
- **PROMOTION OF FAIR HOUSING:** Extent to which project addresses any of the factors contributing ("Contributing Factors") to fair housing issues and problems in the City of Ithaca.

COMPLETING YOUR APPLICATION

SELECTING CORRECT APPLICATION FORM

There are four different fillable PDF application forms for *each* of four project categories: HOUSING; ECONOMIC DEVELOPMENT; PUBLIC SERVICES; and PUBLIC FACILITIES. If, after reviewing the "ELIGIBILITY" section above, you are unsure which form to use for your project, contact: Anisa Mendizabal, (607) 274-6553, amendizabal@cityofithaca.org. If your organization has been/will be certified a COMMUNITY-BASED DEVELOPMENT ORGANIZATION (CBDO) and you are submitting a project that involves job training with permanent job placement, please use the ECONOMIC DEVELOPMENT application form. For all other job readiness, training, and placement programs, please use the PUBLIC SERVICES application.

PAGE 1: SUMMARY INFORMATION

Complete each box, as indicated below. Do not exceed space provided.

Note: When completing the fillable PDF, press the [TAB] key to move sequentially from one field to the next.

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

Project Location: Enter complete street address and/or Tax Parcel number. If the project will occur at multiple locations, list all addresses. If project sites have not yet been identified, enter: "TBD."

Project Goal(s): Succinctly state the primary goal(s) of the project. Examples: "This project will result in seven LMI children measurably improving their reading skills;" "This project will result in three formerly homeless households obtaining permanent housing and successfully retaining that housing for a minimum of six months;" or "This project will result in the expansion of a local business and creation of three new jobs for LMI people."

Priority Need(s): List Priority Need(s) (as identified in Consolidated Plan) the project will address. If project addresses more than one need, list the *primary* need it is designed to address, first. Applicants are *particularly* encouraged to submit applications for projects that increase the supply of affordable housing and/or address other fair housing issues: Disparities in Access to Opportunity; Disproportional Housing Needs; Publically Supported Housing Location and Occupancy; Disability and Access; Segregation/Integration; and Enforcement.

CONFIDENTIAL

Notify IURA if any SENSITIVE/CONFIDENTIAL information is contained in your application that needs to be redacted/handled in a special manner.

Population Served:

ECONOMIC DEVELOPMENT PROJECTS:

"Minimum Number of LMI Individuals You Commit to Placing in Permanent Employment" — This is a *firm* commitment, not a target number. Note: For each $35,000 of CDBG funds invested, at least one permanent job placement must result.

"Number of Micro-Enterprises to Be Assisted" — A micro-enterprise is a commercial enterprise with 5 or fewer employees, 1 or more of whom owns the enterprise.

"Number of New LMI Jobs to Be Created" — This is the number of new jobs created by the proposed project filled by individuals who have low- or moderate-income (LMI) levels at the time they are hired. The new positions may (and are encouraged to) provide compensation that exceeds these levels.

ALL OTHER PROJECTS:

Enter the number of people who will be served by the project, the percentage of that group whose incomes will be at or below indicated percentages of Area Median Income (AMI) and/or reside within the City of Ithaca (as applicable), list the relevant characteristics of the population to be served, and list the major categories of use for the funds you are requesting. Click on one of the following links for current income limits by family/household size and percent of AMI: 2019 HOME and 2019 CDBG. Please be sure to accurately state the targeted AMI level.

Total Budgeted Matching Funds: Enter the total of all *anticipated* funding for the project from non-IURA sources. Example: Let's say you have reached out to a variety of other funders, requesting a total of $100,000 from them. Whether this funding is secured or unsecured at the moment, $100,000 is the total your project expects to derive from *other* sources (not including IURA). This represents your "Total budgeted matching funds."

Contact Information: In the "Head of Agency Information" section, list the individual authorized to sign legal documents on behalf of the applicant. If someone other than this person has prepared the application, list their information in the "Applicant Contact Information" section.

> **Important:** "E-Mail Address" under "Head of Agency Information" and "Application Contact Information" will be *primary* means of communicating to applicants about application process and meeting schedule. Please make sure this information is correct/current.

PAGE 2: PROJECT DESCRIPTION

Describe your project *clearly* and *succinctly*, limiting your description to the space provided. Tell us what your project will do, where it will take place, whom it will benefit, where the beneficiaries will come from (i.e., specific neighborhood, citywide, etc.), how the project will be implemented, and who will be involved in implementing it. Include the Census tract number in which the project will be located. See "HELPFUL RESOURCES" section at the end of these instructions for a link to the City's Census tract map.

INSERT — PROJECT BUDGET

Complete the Excel budget spreadsheet(s) for your application category and *insert* it immediately after page 2 of application. Do *not* change spreadsheet formatting. ECONOMIC DEVELOPMENT projects must meet public benefit test of at least one LMI job created/retained for each $35,000 in CDBG funds requested. The HOUSING spreadsheet contains six *separate* tabs: [Develop. Budget - Perm. | Develop. Budget - Constr. | Develop. Budget - TBRA | Rental Income | Rental Pro-Forma | For-Sale]. HOUSING project applicants should only complete Excel tabs relevant to their project: Development Budget – Permanent Financing (required for all housing applications); Development Budget – Construction Financing (if applicable); Rental Income and Rental Pro-Forma (required for all rental housing applications); For-Sale (required for all for-sale housing applications); and Development Budget – TBRA. In addition to the Excel budget spreadsheet(s) for each application category, all applicants are required to complete the "Budget Application Addendum (Fundraising Initiatives)" form, regardless of which application category they fall in.

Excel Budget Sheet & Leverage of Secured Funding Percentage
Each Microsoft "Excel Budget" sheet includes the following "Leverage of Secured Funding Percentage" field/box.

LEVERAGE OF SECURED FUNDING PERCENTAGE	
* Supporting documentation is required for amounts listed as secured.	
** Please be sure to list all unsecured funding amounts (e.g., funding applied for, but not yet received).	

This field/box should not be confused with the "Total Budgeted Matching Funds" box on the first page of the fillable PDF application form discussed above. A clearer name for this box on the Excel sheet would be: "Percentage of Secured vs. Total Budgeted Funding." The "Leverage of Secured Funding Percentage" box is *pre-populated* with a formula that will automatically calculate a percentage, based on the sum of all figures you enter in the "Amount Secured" column and the automatically populated amount in the "Total Project Budget" field/box. The formula divides the total "Amount Secured" by the "Total Project Budget" and converts it into a percentage. This simply provides the IURA with a quick way of identifying what proportion of the total project budget has, in fact, already been secured. Please note the results of this calculation will vary widely from one application to the next, due to a variety of factors unique to each project and project sponsor.

PAGE 3: PROJECT DESCRIPTION (cont.)

Box One: Explain why you are requesting the amount of funds you are requesting. What other sources of funding are available to support a project of this type? Have you attempted to access those sources? What was the outcome of those attempts? Indicate how your project's costs were calculated, by whom, and when.

Box Two: Indicate if your project site (if already identified) is within a Flood Hazard Area. See "HELPFUL RESOURCES" section at the end of these instructions for more information. If project site lies within Flood Hazard Area, explain how you propose to mitigate potential impacts related to the location.   If your project does not involve acquisition, construction, rehabilitation, or establishment/expansion of a property, enter "Not Applicable."

Box Three: If successful completion of your project requires cooperation/coordination with, or any form of participation by, a separate entity other than your own organization, explain how you will ensure the necessary cooperation/coordination of this entity (or entities), so your project can be successfully completed on time and within budget.

PAGE 4: POPULATION SERVED & PROJECT IMPACT

Box One: Briefly list the characteristics of the population you will serve and tell us how your program/project has been designed to specifically address that population's unique needs.

Box Two: Describe the goals of your project and explain how you will demonstrate whether these goals have been achieved. Be specific. We are looking for *measurable* outcomes. For example, if your project goal is for 7 LMI children to measurably improve their reading skills, tell us how you will *measure* that improvement.

PAGE 5: POPULATION SERVED & PROJECT IMPACT (cont.)

Box One: HUD set goals of ending veteran and chronic homelessness by the end of 2015 and of ending homelessness for families, youth, and children by the end of 2020. Consider if your project will advance the City's progress toward these goals. If it will, describe how it will.

Box Two: An overarching goal of the City's Consolidated Plan is moving people out of poverty. Consider if your project will advance the City's anti-poverty efforts (see "SP-70 Anti-Poverty Strategy" on p. 165 of Consolidated Plan). If it will, describe how it will.

PAGE 6: PROMOTION OF FAIR HOUSING

Box One: To accomplish the purpose and spirit of *The Fair Housing Act*, the City of Ithaca adopted seven goals from its 2017 Assessment of Fair Housing. Each goal addresses a different need identified within the City's housing landscape. Goal #7 aims to ensure promotion of fair housing is fully incorporated into the planning process for the City's HUD Entitlement Funds. Describe how your project will address any of the factors contributing ("Contributing Factors") to fair housing issues and problems in the City: Explanation of IURA Assessment of Fair Housing Contributing Factors.

PAGE 7: ORGANIZATIONAL CAPACITY

Tell us about your organization and the staff for this project.

Box One: Describe your organization's experience in successfully implementing projects similar to the one proposed. If you are relying on the expertise of a partner organization, describe that organization's experience with the project type and how working with it will build your own organization's capacity in this area.

Box Two: Tell us who within your organization will be responsible for implementing this project. How many other projects will these staff members also be responsible for, when the proposed project is implemented? How much of their time will they be expected to devote to the proposed project? If your proposal includes funding for staff salaries, *explain how your project would be impacted if you do not receive the full amount you requested*.

PAGE 8: PAST IURA FUNDING

If your organization received IURA funding in the past two program years, please complete the tables at the top of the page.

PAGE 8: PROJECT SCHEDULE

Complete the project schedule table, indicating major project milestones, showing the drawdown of IURA funds through project completion. Do *not* change the format of this table and do not add lines. Assume IURA funds are available for you to draw beginning in November 2020.

PAGE 9: CERTIFICATION

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

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

SUBMISSION: Refer to both the "Application Checklists" document to ensure your application submission is complete. Complete applications including all attachments must be delivered to the IURA, 3rd Floor, City Hall, 108 E. Green St., Ithaca, NY by **12:00 p.m.**, **Friday**, **February 28**, **2020**. Please plan ahead. NO EXCEPTIONS to deadline will be made for any reason. Make sure you provide the required electronic copy of your complete submission. If you require use of a scanner, please contact: Charles Pyott, 274-6565, cpyott@cityofithaca.org. All application materials should be 3-HOLE PUNCHED and CLIPPED/RUBBER-BANDED securely in sets — NO STAPLES or loose-leaf uncollated sets. Each CLIPPED/RUBBER-BANDED set should include all components of the application. No paper heavier than 20 LB. (75 G/M2) STANDARD should be submitted. All application materials should be on 8.5"x11" paper, if at all possible.

REMINDER: If your project/organization will require certification as a COMMUNITY-BASED DEVELOPMENT ORGANIZATION (CBDO) or COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO), please begin the application process as soon as possible. For more information and application materials, please contact: Anisa Mendizabal, Community Development Planner, amendizabal@cityofithaca.org, (607) 274-6553.

SCHEDULE

- **Tuesday, January 14, 2020, 6:00-7:30 p.m.** — PUBLIC INFORMATION & INPUT MEETING #1. BorgWarner Room, Tompkins County Public Library, 109 E. Green St., Ithaca, NY. Staff will review program guidelines and answer any questions you may have about your specific project.
- **Wednesday, January 22, 2020, 12:00-1:30 p.m.** — PUBLIC INFORMATION & INPUT MEETING #2. Common Council Chambers (Third Floor), 108 E. Green St. (City Hall), Ithaca, NY. Staff will review program guidelines and answer any questions you may have about your specific project.

PROPOSALS DUE: 12:00 p.m. (noon), Friday, February 28, 2020
At: IURA, 3rd Floor, City Hall, 108 E. Green St., Ithaca, NY

| IURA MEETING #1 — PUBLIC HEARING #1	8:30-11:30 A.M., Thursday, March 26, 2020 Common Council Chambers, City Hall
IURA MEETING #2 — PUBLIC HEARING #1 (CONT.)	8:30-11:30 A.M., Thursday, April 2, 2020 Common Council Chambers, City Hall

NOTE: The 2020 City of Ithaca-IURA HUD Action Plan Schedule has been posted to IURA web site (www.IthacaURA.org), and is also directly accessible via the following link: https://www.cityofithaca.org/DocumentCenter/View/10843/Draft-2020-City-of-Ithaca-IURA-HUD-Action-Plan-Schedule.

HELPFUL RESOURCES

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

CITY OF ITHACA 2019-2023 CONSOLIDATED PLAN: http://www.cityofithaca.org/DocumentCenter/View/10148/Draft-2019-2023-Consolidated-Plan-5819. The Priority Needs Table can more easily be viewed at: https://www.cityofithaca.org/DocumentCenter/View/10903/2019-2023-Consolidated-Plan-Priority-Needs. The City's anti-poverty strategy is described on page 165.

VIEWING PRIOR YEARS' APPLICATIONS: If you would like to view to prior years' applications, for reference purposes, go to the City web site's Document Center at the following link: http://www.cityofithaca.org/DocumentCenter. Click on the "Ithaca Urban Renewal Agency" folder in the file directory on the left-hand portion of the screen, then click on the "Grant Applications" sub-folder (see screenshot below).
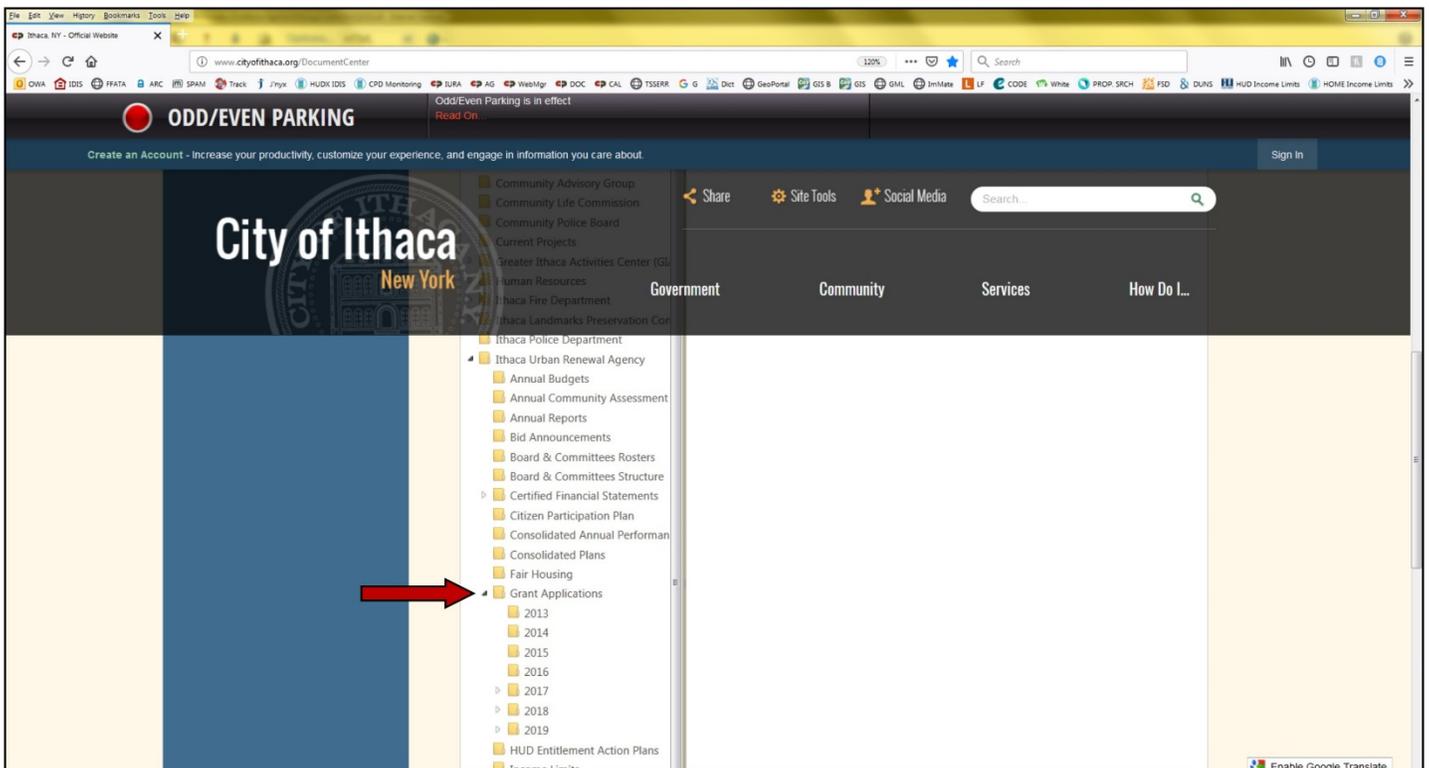
CENSUS TRACT MAP: www.cityofithaca.org/DocumentCenter/View/1424