



Program Year 2020
HUD Entitlement Grant Program
FUNDING APPLICATION

HOUSING PROJECTS

SUMMARY INFORMATION

GENERAL INFORMATION

Applicant Legal Name:	
Project Name:	
Funding Amount Requested:	

PROJECT INFORMATION

Project Location(s):				
Project Goal(s) <i>(be specific and succinct):</i>				
Priority Need(s) Which Project Will Address (Consolidated Plan):				
Total Number of Households to Be Served:		% Below 80% AMI:		% Below 60% AMI:
Characteristics of People to Be Served (i.e., youth, elderly, disabled, formerly incarcerated, homeless, etc.):				
Proposed Use of Requested Funds (i.e., professional fees, construction, downpayment assistance, etc.):				
Total Project Cost:		Total Budgeted Matching Funds:		

CONTACT INFORMATION

Head of Agency Information	
Name:	
Title:	
Address:	
Phone Number:	
E-Mail Address:	
Application Contact Information	
Name:	
Title:	
Address:	
Phone Number:	
E-Mail Address:	

PROJECT DESCRIPTION

In the space below, provide a clear project summary that includes a description of the proposed project. Include the Census tract number in which the project will be located (see Application Instructions).



INSERT EXCEL BUDGET SPREADSHEET(S) IMMEDIATELY AFTER THIS PAGE.

HOUSING PROJECT DEVELOPMENT BUDGET - PERMANENT FINANCING

Note: Please complete separate "Developpt. Budget - Constr." tab for construction financing, if applicable.

SOURCES - PERMANENT FINANCING

FUNDING SOURCE TITLE		AMOUNT SECURED*	AMOUNT UNSECURED**	% OF TOTAL BUDGET
1.	PY2020 CDBG/HOME		\$61,500.00	73.21%
2.	Human Services Coalition	\$22,500.00		26.79%
3.				0.00%
4.				0.00%
5.				0.00%
6.				0.00%
7.				0.00%
8.				0.00%
TOTAL SECURED & UNSECURED FUNDING		\$22,500.00	\$61,500.00	100.00%
TOTAL PROJECT BUDGET		\$84,000.00		100%

LEVERAGE OF SECURED FUNDING PERCENTAGE	26.79%
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* 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).

USES

PERSONNEL EXPENSES: POSITION TITLES	PROPOSED CDBG/HOME	PROPOSED OTHER	TOTAL
Samaritan Center Director 1.5 hrs per week		\$2,250.00	\$2,250.00
Samaritan Center Coordinator 15 hrs per week		\$15,825.00	\$15,825.00
Resid Assist(1 hr/wk),Front Office(2 hrs/wk), Exec Dir(1 hr/wk)		\$4,425.00	\$4,425.00
A-TOTAL PROPOSED PERSONNEL BUDGET	\$0.00	\$22,500.00	\$22,500.00

NON-PERSONNEL EXPENSES: LINE ITEM/TYPE	PROPOSED CDBG/HOME	PROPOSED OTHER	TOTAL
Acquisition - Land			\$0.00
Acquisition - Buildings			\$0.00
Construction			\$0.00
Construction Contingency			\$0.00
Hazmat Abatement			\$0.00
Architectural & Engineering Fees			\$0.00
Other Professional Fees			\$0.00
Construction Financing Costs			\$0.00
Permanent Financing Costs			\$0.00
Developer Fee			\$0.00
Capitalized Operating Reserve			\$0.00
Capitalized Replacement Reserve			\$0.00
Soft Cost Contingency			\$0.00
Relocation Assistance			\$0.00
Total of All Other Costs (list <i>separately</i> individual line items exceeding \$50,000)			\$0.00
Direct Assistance-Security Deposits for 100 families	\$61,500.00		\$61,500.00
			\$0.00
			\$0.00
B-TOTAL PROPOSED NON-PERSONNEL BUDGET	\$61,500.00	\$0.00	\$61,500.00
(A+B) TOTAL PROPOSED PROJECT BUDGET	\$61,500.00	\$22,500.00	\$84,000.00

TENANT-BASED RENTAL ASSISTANCE (TBRA) PROJECT BUDGET

SOURCES

FUNDING SOURCE TITLE		AMOUNT SECURED*	AMOUNT UNSECURED**	% OF TOTAL BUDGET
1.	PY2020 HOME Grant		\$61,500.00	73.21%
2.	Human Services Coalition	\$22,500.00		26.79%
3.				0.00%
4.				0.00%
5.				0.00%
6.				0.00%
7.				0.00%
8.				0.00%
9.				0.00%
10.				0.00%
TOTAL SECURED & UNSECURED FUNDING		\$22,500.00	\$61,500.00	100.00%
TOTAL PROJECT BUDGET		\$84,000.00		100%

LEVERAGE OF SECURED FUNDING PERCENTAGE	26.79%
-----------------------------------------------	---------------

* 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).

USES

PERSONNEL EXPENSES: POSITION TITLES	PROPOSED HOME AMOUNT	PROPOSED OTHER	TOTAL
Samaritan Center Director (1.5 hrs/wk)	\$0.00	\$2,250.00	\$2,250.00
Samaritan Center Coordinator (15 hrs/wk)	\$0.00	\$15,825.00	\$15,825.00
Support Staff & Exec. Director (4 hrs/wk)	\$0.00	\$4,425.00	\$4,425.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
A-TOTAL PROPOSED PERSONNEL BUDGET	\$0.00	\$22,500.00	\$22,500.00

NON-PERSONNEL EXPENSES: LINE ITEM/TYPE	PROPOSED HOME AMOUNT	PROPOSED OTHER	TOTAL
Supplies			\$0.00
Publications/Printing			\$0.00
Rent/Lease (Project Operations)			\$0.00
Insurance			\$0.00
Utilities			\$0.00
Communications			\$0.00
Stipends			\$0.00
Other Expenses (list below):			
Security Deposit Assistance	\$61,500.00	\$0.00	\$61,500.00
			\$0.00
			\$0.00
B-TOTAL PROPOSED NON-PERSONNEL BUDGET	\$61,500.00	\$0.00	\$61,500.00

(A+B) TOTAL PROPOSED PROJECT BUDGET

\$61,500.00

\$22,500.00

\$84,000.00

PROJECT DESCRIPTION (cont.)

Explain how the amount of funding requested is justified, taking into account other available sources of funding for the project type. Explain how and when the cost estimates for the project were prepared. Provide the name, title, company name, and qualifications of individual(s) who prepared the cost estimates.

Is the proposed activity located in the Flood Hazard Area? Yes No

- If so, in the space below, describe how your plans for the project take this into account.

If your project involves Tenant-Based Rental Assistance (TBRA), in the space below, explain how you will locate and secure appropriate units that meet Housing Quality Standards and are rent-reasonable.

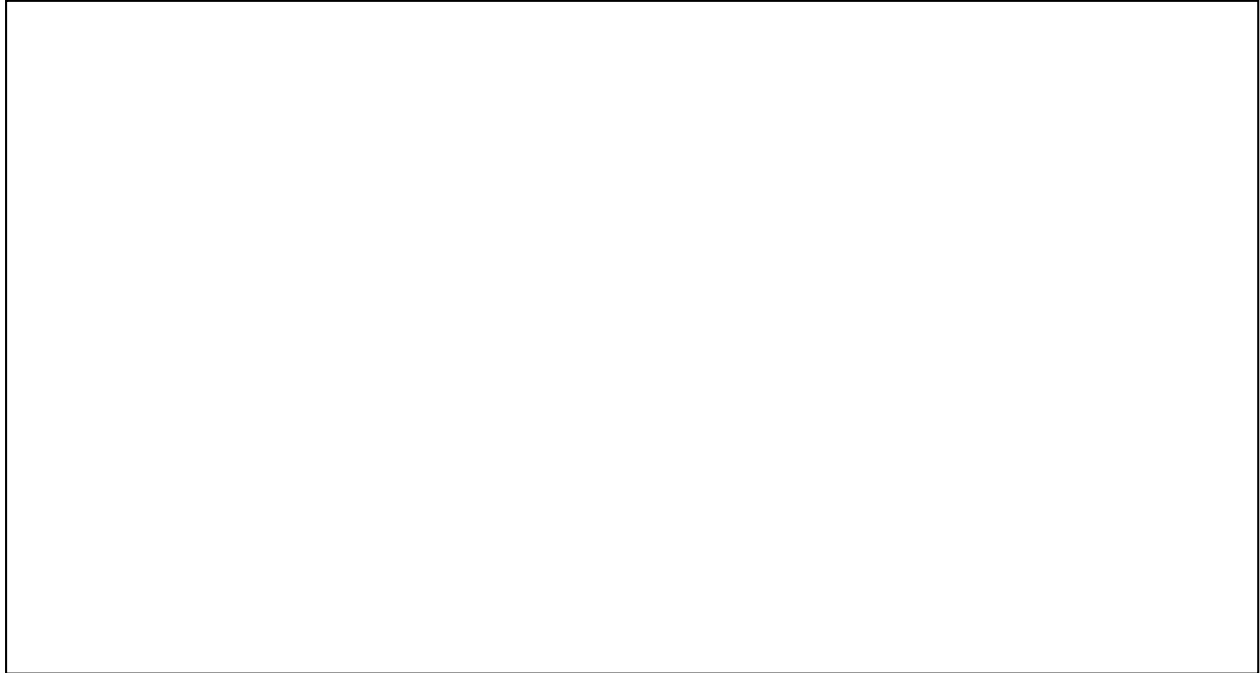
POPULATION SERVED & PROJECT IMPACT

Describe the population the project will serve, being sure to include income levels (i.e., 30% AMI, 50% AMI, 60% AMI, 80% AMI), and any special needs characteristics (e.g., disabled, elderly, homeless). How has the project been designed to address the specific needs of this population?

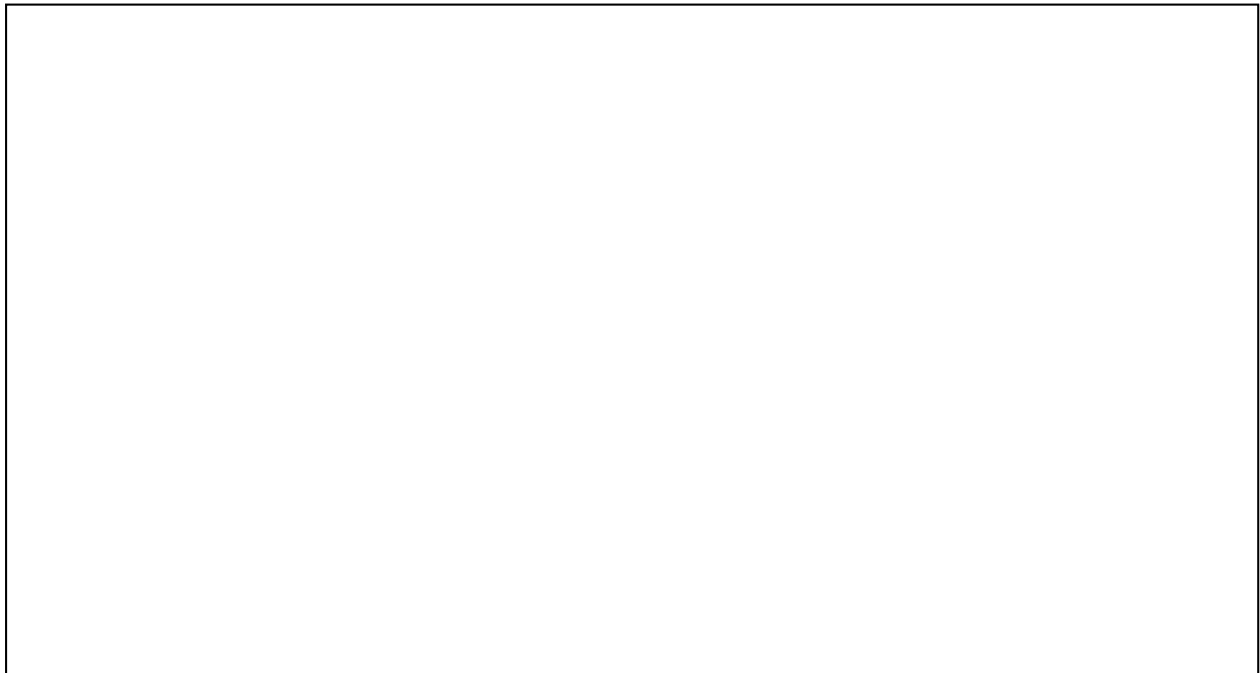
Explain the project goal(s). How will each goal be measured and documented to confirm whether or not it has been met?

POPULATION SERVED & PROJECT IMPACT (cont.)

Will your project advance the City's goal of ending and preventing homelessness? How?

A large, empty rectangular box with a thin black border, intended for the applicant to provide a detailed response to the question about ending and preventing homelessness.

Will your project advance the City's goal of moving people out of poverty? How?

A large, empty rectangular box with a thin black border, intended for the applicant to provide a detailed response to the question about moving people out of poverty.

PROMOTION OF FAIR HOUSING

How will your project address any of the factors contributing (“Contributing Factors”) to fair housing issues and problems in the City of Ithaca? Refer to: [Explanation of IURA Assessment of Fair Housing Contributing Factors](#) document.

ORGANIZATIONAL CAPACITY

Describe your organization's experience in successfully implementing projects of similar scope and comparable complexity to the proposed project.

Describe your staffing plan for the proposed project. Indicate what percentage of each staff member's time will be allocated to this project and how many other projects, in addition to the one proposed, each staff member will be responsible for. *If you are requesting funds to pay for staff salaries, please explain how the proposed project will be impacted, if full funding is not awarded.*

PROJECT SCHEDULE

Month	Specify Project Milestone/Actions Completed	Cumulative Amount of IURA Funds Expended	% of Project Budget
TOTAL:			

i Note: Assume contracts will be executed by NOVEMBER 1, 2020, so that funds may be drawn that month.

CERTIFICATION & SUBMISSION REQUIREMENTS

By checking this box and providing the following information, I certify the statements made in this application are true and correct, and I am authorized to submit this application on behalf of my organization.

Name

Date

Organization

Title/Role

E-Mail Address

Phone Number

Is your organization a 501(c)(3)? Yes No

Federal Tax ID: _____

DUNS #: _____

Required Attachments:

- Excel budget page(s) — refer to Application Instructions
- Resumés of key staff and/or consultants who will be responsible for this activity
- List of your organization’s current board members
- Architectural drawings, including site plan(s)
- Copies of all environmental reports and related documents (e.g., SHPO review) completed to date
- Cost estimates prepared by qualified third parties (e.g., architect, engineer, etc.)
- Letter(s) of commitment from any other individuals or entities (outside your own organization) whose participation is required for project completion
- Evidence of commitment for any funds indicated as “secured” in your project budget
- Most recent Form 990 or tax returns for the applicant entity (only 1 copy needed)

Optional Attachments:

- Letters of support
- Program materials (e.g., brochures, program guidelines, outreach materials)

Submission Requirements:

- One (1) ORIGINAL of the complete application, including all attachments
- Twelve (12) double-sided 3-HOLE PUNCHED CLIPPED COPIES of the complete application, including all attachments, except Form 990/tax return (only 1 copy needed)
- One (1) ELECTRONIC PDF FILE of the application, including all attachments, on a disc or flash/thumb drive
- Complete application packages must be received by noon, February 28, 2020 at the following address:

Ithaca Urban Renewal Agency
3rd Floor, City Hall | 108 E. Green St. | Ithaca, NY 14850

- Applications will be date/time-stamped upon arrival. Applications received after the deadline will not be considered.

ALL PROJECT CATEGORIES

FUNDRAISING INITIATIVES

Regarding the secured vs. unsecured funding section of your Excel budget application form, please describe in detail below what fundraising initiatives your organization has undertaken over the past year and/or plans to undertake in the year ahead, to identify/secure additional funding and ensure the financial viability of your project/program (even if you have pursued funding that was declined by the time of your IURA application). The IURA is interested in knowing what your organization does on an ongoing basis to support the program/project.

Renee M. Spear
280 Eiklor Road
Candor, NY 13743
(607) 765-9609
reneespear@yahoo.com

RESUME CAPSULE

Over 25 years of professional experience working in an administrative position. Strong Management background; experience in Fiscal Management; Quality Assurance/Quality Improvement; Public Relations; Regulatory Compliance; Program Development; Human Resource Manager, Training and Community Relations.

EXPERIENCE

Executive Director Catholic Charities Tompkins/Tioga Over sight of all services in Tompkins and Tioga.	Oct. 2012-Present
Residential Manager Catholic Charities, Binghamton, NY Administrator of Residential Program that serve Mentally Ill boys and Homeless kids. Responsible for the Supervision of the managers of the homes as well as ensure that all kids are receiving appropriate and meaningful serves. Oversight of the budgets, policy writing, regulations, training, public relations, etc.	Nov. 2010-Sept. 2012
Day Habilitation Director Achieve/ARC, Binghamton, NY Administrator of a department that serves 120 individuals with disabilities and a staff of 30 plus. Responsible for all aspects of the department which includes services to all individuals, policy writing, training, public relations, etc.	Sept. 2008-Oct. 2010
HR/Project Manager Exceptional Family Resources, Syracuse, NY Temporary position; hired to start up a new program for children with disabilities as well as starting up the Human Resource Department. I also helped develop internal audits, payroll system and training and development curriculum.	Oct. 2006-Sept. 2008
Director Community Options, Inc., Binghamton, NY Local Director of the Binghamton region for a Nationwide Organization. Responsible for the oversight of all agency services with over 100 people with disabilities and other barriers to employment served annually. Managed services revenues in excess of 2,000,000 and more than 90 personnel; also responsible for agency development efforts, public relations activities, fund raising activities, Quality Assurance/Quality Improvements, budgeting, running the board meetings and expanding operations.	March 2005-Sept. 2006
Director of Day Habilitation Assistant Director of Day Habilitation Senior Habilitation Specialist	Nov. 1997-March 2005 April 1993-Nov. 1997 April 1991-April 1993

J.M. Murray Center, Cortland, NY

Primary administrative responsibilities for habilitative and clinical services for more than 100 people with severe developmental disabilities. Responsible for fiscal management of a budget greater than 2 million dollars per year, a staff of more than 50, regulatory compliance, training, policy and procedure writing.

COACHING EXPERIENCE

SUNY Cortland: Junior Varsity basketball coach
McGraw High School: Varsity Softball and Basketball coach
Saint Johns Catholic School: Modified Volleyball Coach
Broome Community College: Basketball and Softball Coach
Seton Catholic Central School-Modified Softball Coach
Many years coaching younger kids in the civic association
CYO-9th and 10th grade boy's basketball coach
Special Olympics-Coached Bowling and Adaptive Games

EDUCATION

Dec. 1991	Master of Science of Education SUNY College of Cortland, Cortland, NY
May 1986	Bachelor of Science of Education SUNY College of Cortland, Cortland, NY

ORGANIZATION INVOLVEMENT/MEMBERSHIPS

New York State Association of Day Service Providers (NYSADSP): Central West Director 1996-1998;
Provider Member 1992-Present

Cortland Leadership 2001

Port Crane, Chenango Forks and Tioga Civic Association since 1996

Michaela F. Cortright
948 Cliff St., Ithaca, NY 14850
808-294-2549
MichaelaNocera@gmail.com

Human Services Experience

Catholic Charities of Tompkins/Tioga Counties

- **Samaritan Center Director**

February 2019 - present

Supervise Residential Assistant, Samaritan Center Coordinator, NOEP in Tompkins County, Community Health Worker in Tompkins/Tioga and Tompkins Receptionist. Seek out volunteers. Coordinate the activities of the volunteers as well as quarterly meetings. Accurate tracking of all program statistics. Maintain records. Voucher and/or cooperate in vouchering. Attend Community meetings. Lead person with initiatives in CoC and Care Compass. Oversee the special events such as Share The Warmth, Soap for Hope, Diaper Drive. Coordinate the clothing closet as well as items in the basement. Arrange for volunteers to help as well as events to eliminate the amount of clothing. Accepting grants for the Samaritan Center as well as participating in Community Presentations. Over sight of A Place To Stay and participating in Initiative to expand. Group and manage job in team environment both internal to the Department, externally and organization-wide, and extending to the greater community of collaborators. Keep track of grants, reports and participate in the grant-writing

- **Samaritan Center Service Navigator**

September 2016 – January 2019

Responsible for case management and referrals for low income individuals and families in crisis. Collaborate with local agencies. Manage volunteer program and supervision of Community Health Outreach program. Assess client needs and assist with referrals addressing health and safety (utilities, clothing, personal care items, health insurance, bus passes, and food stamps). Ensure that program participants who identify issues threatening their housing security are provided with appropriate supports and referrals. Manage new, innovative community health outreach program including supervision of the Community Health Worker. Created and manage reports for Care Compass Network for continued funding. Manage Samaritan's active and essential volunteer program of 30-60 volunteers per month who provide an average of 560 hours per month to supporting Samaritan Center programs, particularly the clothing program. Member of community committees, representing CCTT, addressing housing and other critical issues within the county. Work closely with all Catholic Charities directors to address the needs of clientele in a comprehensive manner.

- During the Samaritan Center Director's maternity leave, I was provided the opportunity to learn the tasks and responsibilities of that job while simultaneously performing tasks of my own job. **(September 2016- Jan 2017)**

- **Receptionist**

August 2015-September 2016

Provided front line services in a quick-paced, high volume office while supporting programs and staff. Answered phones and addressed walk-in inquiries; conducted intake evaluations; managed multiple databases; managed orders for personal care supplies.

Child Development Council Referral Counselor

(2002-2005)

Family and Children's Services Administrative Assistant

(2000-2001)

Health and Wellness Experience

Fitness Trainer, Ultimate Athletics, Ithaca

December 2014 - October 2016

Gymnastics Youth Coach, Head Over Heels Gymnastics, Ithaca

January 2014 - August 2015

Army Military Spouse/Stay at Home Mother, Oahu Hawaii

May 2007-Jan 2014

Full time mother while spouse served in the military on frequent deployments to Iraq and Afghanistan. Due to deployments, maintaining consistent long-term employment outside the home was not feasible. **Volunteered for 7 years in the Army Family Readiness Group and Emergency Crisis Response Team.**

Hospitality Experience

Sales Manager, Holiday Inn, Ithaca

July 2006-July 2007

Event coordination; customer service; budgeting; increasing client base through research; prepared reports; analyzed data for occupancy and rate; developed and maintained strong working relationships with Cornell University, Ithaca College, and large businesses such Borg Warner. Resigned for military relocation.

Sales Coordinator, Courtyard by Marriott, Ithaca

May 2005-July 2006

Established accounts and billing information; booked reservations; customer service; event coordination.

Education

Empire State College (2003-07)

Major: Business/Human Resources

Tompkins Cortland Community College (1999-00)

Major: Social Sciences

Fitness Trainer Certification (Jan. 2015)

International Sports Sciences Association

Additional Technical Skills Training

E-Learning, NYS Dept. of Labor Metrix program for

Administrative Support and Human Resources Benefits Management

Community Service (Active)

Member, CAT team (Coordinated Assessment System), Human Service Coalition

Member, Homeless and Housing Task Force, Human Service Coalition

Member, Coalition for Families, Cornell Cooperative Extension

Member, Care Compass Network, North & South Regional Performing Units Operating Groups

Member, Family Self Sufficiency Program Coordinating Committee, Ithaca Housing Authority

Member, Southern Tier Human Trafficking Task Force

Chair, Catholic Charities Volunteer Task Force Committee

Board of Directors, Treasurer, BJM Elementary Extended Day Enrichment Program (A Plus)

Board of Directors, Parent Representative, Ithaca High School Sports Booster Club

**Board of Directors, Catholic Charities Tompkins/Tioga
324 West Buffalo Street, Ithaca, NY 14850**

CCTT Board of Directors meets on the 2nd Monday of each month from 5:00 to 6:30 pm.

Name	Address	Officer / Term	Residence Phone	Business Phone	Cell Phone	E-mail	Committee Assignment	Term ends
Joseph D'Abbracci Senior Career Advisor Binghamton University	142 Forest Hill Road Apalachin, NY 13732	Chairperson		607-777-6849	607-351-0254	Jdabbrac@binghamton.edu	Executive; Finance Human Resources, Nomination	12/31/21 (3)
Rick Ballantyne Retired	115 Walnut Street Ithaca, NY 14850				607-277-0751	Captrick115@gmail.com	Development/ Community Engagement Nomination; Finance Committee	12/31/20 (2)
Simone St. Anne Artist/Creative Facilitator/Consultant	311 Roat St. Ithaca, NY 14850				607-592-8859	sasa74@verizon.net		12/31/20 (1)
Dan Brown Exec Director Franzisca Racker Centers	581 Lansing Station Road Lansing, NY 14882	DOR Board Rep.	533-7724	272-5891 x221	607-279-5350	danb@rackercenters.org	Finance; Human Resources; Executive	12/31/19 (3)
Michael Cannon Vice President Commercial Banking	409 West Buffalo St. Ithaca, NY 14850	Treasurer; Chair Finance Committee		274-7428		mcannon@tompkinsfinancial.com	Finance; Executive	12/31/20 (2)
Azucena (Zucy) Ortega Administrative Assistant Cornell University	149 Brook Way Ithaca, NY 14850				607-280-8517	Zucy63@yahoo.com	Dev/Comm Engagement	12/31/20 (1)
Jane Doyle Retired	9 Muriel Street Ithaca, NY 14850		607-257-6206			Jld26@cornell.edu	Dev/Comm Engagement Nomination	12/31/21 (2)
Charlie Ross	10o Conifer Dr. Apt 2022 Ithaca, NY 14850				443-801-	Ross51charlie@gmail.com		12/31/22 (1)

**Board of Directors, Catholic Charities Tompkins/Tioga
324 West Buffalo Street, Ithaca, NY 14850**

					4626			
Erin Maria Sember-Chase Assistant Director of Student Disability Services at Cornell	214 Richard Place Ithaca, NY 14850		607-319-0436	607-592-4910		Ems65@cornell.edu	Dev/Comm Engagement	12/31/21(2)
Jennifer Sparrow Interim Director, Prospect Development Cornell University	140 Seneca Way, Apt. 205 Ithaca, NY 14850	Secretary		607-254-6153	540-315-8557	Js2559@cornell.edu	Dev/Comm Engagement Executive Committee	12/31/19 (1)
Susan Hyatt	2 Deer Run Road Ithaca, NY 14850	Vice Chair	607-539-4019		805-796-1474	Susanm2256@gmail.com	Executive; Finance Committee	12/31/21 (1)
Laura Opelt Associate Diocesan Director	Catholic Charities 215 East Church Street Elmira, NY 14901	Ex Officio Member	734-9784 X129			Laura.opelt@dor.org		
Renee Spear Executive Director	280 Eiklor Road Candor, NY 13743	Ex Officio Member		272-5062 x13	DOR Cell 607-351-8037	rspear@dor.org		

Tompkins County Contract Signature Page

Contract Number: 2020-ADM-000820

Contract Name: ADM-20-CATHOL

<p>County of Tompkins 125 East Court Street Ithaca, New York, 14850</p>	<p>Contract Name: ADM-20-CATHOL Contract Number: 2020-ADM-000820 Amount of Agreement: \$91,800.00 Contract Period: 01/01/2020 - 12/31/2020 <u>Title/Description of Project:</u> ASSIST WITH OPERATING EXPENSES</p>
<p>Originating Department Name and Address:</p> <p><u>Department Name:</u> Administration</p> <p><u>Department Address:</u> 125 E Court St Ithaca, NY 14850</p>	<p>Vendor Information:</p> <p><u>Vendor Name:</u> Catholic Charities of Tompkins County</p> <p><u>Vendor Address:</u> 324 West Buffalo St Ithaca, NY 14850</p>
<p>Contractor's Liveable Wage Representation:</p> <p>1. What is the approximate number of Covered Employees involved in the provision of the contracted service? _____ <u>8</u> _____</p> <p>2. Will all Covered Employees involved in the provision of the contracted service be paid at least the living wage? <u>YES</u> or NO</p> <p>3. If the answer is "No", approximately how many Covered Employees will NOT be paid at the living wage? Full Time _____ Part Time _____</p>	
<p>The Vendor and the County agree to be bound by the terms and conditions contained in this Agreement</p>	
<p style="text-align: center;">VENDOR/CONTRACTOR</p> <p><i>Renee Spear - Catholic Charities Tompkins County</i> _____ Signature of Contractor's Authorized Representative</p> <p><u>2/11/2020</u> _____ Date</p> <p><i>Renee Spear</i> _____ Typed or Printed Name of Above Official</p>	<p style="text-align: center;">COUNTY OF TOMPKINS</p> <p>_____ Signature of Authorized Official</p> <p>_____ Date</p> <p>_____ Typed or Printed Name of Above Official</p>



Beverly J. Martin Elementary School
Dr. Susan Eschbach, Principal
302 W. Buffalo St.
Ithaca, New York 14850
607-274-2209 ▪ susan.eschbach@icsd.k12.ny.us

February 12, 2020

Ms. Renee Spear, Executive Director
Catholic Charities of Tompkins/Tioga
324 W. Buffalo Street
Ithaca NY 14850

Dear Ms. Spear,

Thank you for letting me know about the plans to continue to provide security deposits to the families we serve through Housing for School Success, a pilot initiative started by the City of Ithaca in 2016. This letter is to support your application to the Ithaca Urban Renewal Agency, to secure funding for your security deposit program and for this purpose.

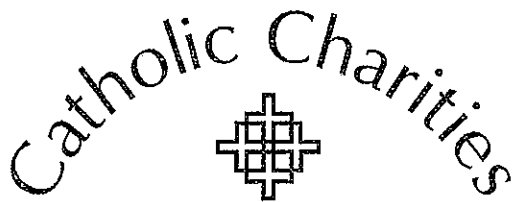
The Housing for School Success assistance is very helpful to serving Beverly J. Martin families who are homeless, and aiding us in working with their children, and we have appreciated the ability to work with your staff on this important initiative. We have found with you a tremendous collaboration for problem solving, financial solutions in critical moments, and great resource information. When we call, it is always with confidence that we will move forward.

I understand that Samaritan Center staff CCTT have a long history of helping people resolve housing crises with this security deposit assistance. While the families in the program will be gaining assistance, ongoing, through a local housing voucher provider, the first step is accessing a rental for their families. Your close proximity to the school makes it easy for the families to access the help.

We ask that the IURA review committee consider the value of this service to our whole community, and wish you success with this proposal.

A handwritten signature in black ink that reads "Susan Eschbach".

Susan Eschbach, principal



Tompkins/Tioga

SAMARITAN CENTER SECURITY DEPOSITS PROCEDURES

TENANT MAY NOT MOVE INTO PROSPECTIVE RESIDENCE UNTIL ALL FORMS HAVE BEEN RETURNED AND FINAL APPROVAL HAS BEEN ISSUED TO THE LANDLORD

1. First Meeting:
SC Director will review process and explain the different forms involved. Client will be given a packet of all the documents and additional paperwork that she/he must complete. Client will be told that he/she must have every requirement met, every form signed and documented, before the packet can be returned. All questions will be answered before the client leaves.
2. NOTE: SC Director must have client sign the release of information. This document, along with the Agreement between Tenant and CCTT, the Annual Income Determination form and the Income Attestation form, will be left in the new file created for this client.(do not fill these out at this time.)
3. In the case of Section 8 clients, SC Director will let client know that he/she needs to obtain 3 forms from Ithaca Housing Authority or Tompkins Community Action. Section 8 clients will sign a release of information during first meeting so we can obtain information from IHA or TCA.
4. Unit will be inspected by agency.
5. When the entire packet is done, SC Director will once again meet with client and review all documents. SC Director will have client sign the Tenant CCTT Agreement at this time.
6. Once this is done, and all the forms and documents are received, SC Director will review all work, re-confirm that all is done and correct, and if so, write and send/fax the approval letter to the landlord.
7. Create the voucher to send to IURA.
8. Before submitting packet to IURA, SC Director will once again review the entire packet, using the check list attached to this form to confirm that all is done.
9. Then, and only then, can the SC Director submit the packet to IURA for approval.

STEPS TO OBTAINING SECURITY DEPOSIT – NON SECTION 8

This packet contains:

1. Agreement between landlord and Catholic Charities
2. Lease amendment
3. Verification of employment, if needed

Documents you must add to this packet include:

1. A copy of the future lease – that is you must include the lease (does not need to be signed). The terms of the lease should be one year.
2. Photo ID. Please bring in some form of photo ID for us to confirm your identity. We will make a copy of this proof.

What you need to do:

1. Income – Income means any money you receive on a regular basis, and/or what you expect to receive in the next 12 months. Income can be wages earned, unemployment, child support, alimony, SSI, SSD, Public Assistance or any other monies you receive on a regular basis.

PLEASE NOTE – you must bring proof of income for every adult member who is part of your household and is working as follows:

- a. You MUST have 8 weeks proof of income. You can:
 - Bring in paychecks equaling 8 weeks of pay,
 - Bring in bank statements that indicate a monthly deposit for SSI, SSD and/or Public Assistance. If you have no bank account, get a letter from your case worker confirming your last 8 weeks of payments.

If you have recently started your job, bring in as many paychecks as you've received, as well as the Verification of Employment, filled out by your employer.

2. If you receive SNAP/food stamps, bring in proof of the amount you receive each month by award letter or DSS budget sheet.
3. Agreement Between Landlord and Catholic Charities –This document must be filled out and signed by your landlord.
4. Lease Amendment. This must be filled out and signed by you and your landlord.

Once your packet is complete you can call and make an appointment to come back in and finish the Security Deposit process.

STEPS TO OBTAINING SECURITY DEPOSIT – SECTION 8

This packet contains:

1. Agreement between Landlord and Catholic Charities
2. Lease terms (given to Landlord)
3. Verification of Employment, if needed

Documents you must add to this packet include:

1. A copy of the future lease – that is you must include the lease (does not need to be signed). The terms of the lease should be one year.
2. Photo ID. Please bring in some form of photo ID for us to confirm your identity.

Forms you must get (or have faxed or emailed) **from your Section 8 provider:**

Fax: 607-272-4427 or vubari@dor.org

1. Inspection Form for New Apartment
2. Relocation Budget
3. HAP Contract

What you need to do:

1. Income – Income means any money you receive on a regular basis, and/or what you expect to receive in the next 12 months. Income can be wages earned, unemployment, child support, alimony, SSI, SSD, Public Assistance or any other monies you receive on a regular basis.

PLEASE NOTE – you must bring proof of income for every adult member who is part of your household and is working, as follows:

- a. You MUST have 8 weeks proof of income. You can:
 - i. Bring in paychecks equaling 8 weeks of pay,
 - ii. Bring in bank statements that indicate a deposit for monies received on a monthly basis. If you have no bank account, get a letter from your case worker confirming your last 8 weeks of payments.
 - iii. If you have recently started your job, bring in as many paychecks as you've received, as well as a note from your employer indicating that you will be earning this amount in the future.
2. If you receive SNAP/food stamps, bring in proof of the amount you receive each month.
3. Agreement Between Landlord and Catholic Charities –This document must be filled out and signed by your landlord.

Once your packet is complete you can call and make an appointment to come back in and finish the Security Deposit process.

How to Make an Effective Complaint for Rental Issues

- **IDENTIFY THE PROBLEM.** It is important to be very clear about the nature of the complaint. For example, security deposit, heat, or property maintenance.
- **ORGANIZE THE DETAILS.** Be specific on when, where, and time that the problem occurred. If possible, take pictures of the problem.
- **KEEP A FILE** of all your efforts to resolve the problem. It should include the names of the individuals you speak with, and the date, time and outcome of the conversation.
- **CONTACT THE OWNER OF THE PROPERTY.** Call or write the owner and state the problem and ask for a time from for the corrections to be made.
- **BE PERSISTENT.** Call owner back if the problem hasn't been taken care in the time frame that was given.
- **IF THE OWNER HAS NOT RESPONDED,** call the local Building Department or Code Enforcement Officer and make a formal complaint. The inspector will follow through with the complaint and if valid, will contact the owner to ensure all necessary repairs are made.

In the City of Ithaca, the Building Department can be reached at 274-6508.

For properties outside the City of Ithaca, contact Carole Fisher, Consumer Outreach Educator at Cornell Cooperative Extension, 272-2292 x144.