



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.

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?

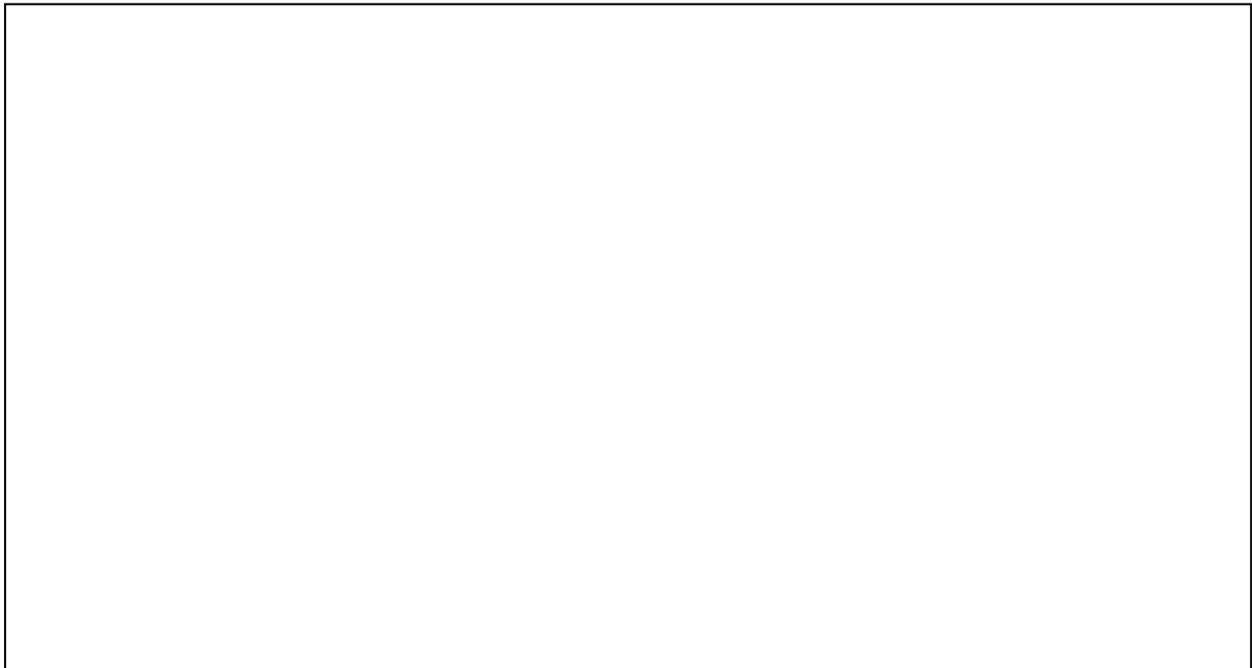
Explain the project goal(s). How will each goal be measured and documented to confirm whether or not it has been met?

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:			

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.

FUNDING APPLICATION ADDENDUM

Fundraising Initiatives

Security Deposit Program

The secured funding is from Tompkins County and will cover the personnel costs for the administration of this program. OAR also conducts an annual fundraising drive after Thanksgiving of each year. Last year approximately \$2000 was raised for Endeavor House through this drive while the remaining \$4000 was unrestricted funding. We also submit applications to foundations to fund specific initiatives and have had significant success in obtaining small amounts of funding for new initiatives. For example, Catholic Charities is currently funding an Advocacy Training program for our clients. OAR has also been fortunate to receive additional individual donations throughout the year via our revamped website.

Rental Subsidies

Over the past three years OAR has cultivated some new donors who prefer to have their donations earmarked for housing initiatives. The modest rental subsidies proposed will be supplemented by these donors.

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		\$44,000.00	69.84%
2.	Tompkins County (staff time)	\$16,000.00		25.40%
3.	Donations		\$3,000.00	4.76%
4.				0.00%
5.				0.00%
6.				0.00%
7.				0.00%
8.				0.00%
TOTAL SECURED & UNSECURED FUNDING		\$16,000.00	\$47,000.00	100.00%
TOTAL PROJECT BUDGET		\$63,000.00		100%

LEVERAGE OF SECURED FUNDING PERCENTAGE	25.40%
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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
Parolee/Housing Case Manager	\$0.00	\$10,000.00	\$10,000.00
Client Service Assistant	\$0.00	\$4,000.00	\$4,000.00
EH Program Coordinator	\$0.00	\$2,000.00	\$2,000.00
A-TOTAL PROPOSED PERSONNEL BUDGET	\$0.00	\$16,000.00	\$16,000.00

NON-PERSONNEL EXPENSES: LINE ITEM/TYPE	PROPOSED CDBG/HOME	PROPOSED OTHER	TOTAL
Acquisition - Land	\$0.00		\$0.00
Acquisition - Buildings	\$0.00		\$0.00
Construction	\$0.00		\$0.00
Construction Contingency	\$0.00		\$0.00
Hazmat Abatement	\$0.00		\$0.00
Architectural & Engineering Fees	\$0.00		\$0.00
Other Professional Fees	\$0.00		\$0.00
Construction Financing Costs	\$0.00		\$0.00
Permanent Financing Costs	\$0.00		\$0.00
Developer Fee	\$0.00		\$0.00
Capitalized Operating Reserve	\$0.00		\$0.00
Capitalized Replacement Reserve	\$0.00		\$0.00
Soft Cost Contingency	\$0.00		\$0.00
Relocation Assistance	\$0.00		\$0.00
Total of All Other Costs (list separately individual line items exceeding \$50,000)	\$0.00		\$0.00
TRRA	\$44,000.00	\$3,000.00	\$47,000.00
			\$0.00
			\$0.00
B-TOTAL PROPOSED NON-PERSONNEL BUDGET	\$44,000.00	\$3,000.00	\$47,000.00
(A+B) TOTAL PROPOSED PROJECT BUDGET	\$44,000.00	\$19,000.00	\$63,000.00

TENANT-BASED RENTAL ASSISTANCE (TBRA) PROJECT BUDGET

SOURCES

FUNDING SOURCE TITLE		AMOUNT SECURED*	AMOUNT UNSECURED**	% OF TOTAL BUDGET
1.	PY2020 HOME Grant		\$44,000.00	69.84%
2.	Donations		\$3,000.00	4.76%
3.	Tompkins County (staff time)	\$16,000.00		25.40%
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		\$16,000.00	\$47,000.00	100.00%
TOTAL PROJECT BUDGET		\$63,000.00		100%

LEVERAGE OF SECURED FUNDING PERCENTAGE	25.40%
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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 HOME AMOUNT	PROPOSED OTHER	TOTAL
Parolee/Housing Case Manager		\$10,000.00	\$10,000.00
Client Service Assistant		\$4,000.00	\$4,000.00
EH Program Coordinator		\$2,000.00	\$2,000.00
			\$0.00
			\$0.00
			\$0.00
A-TOTAL PROPOSED PERSONNEL BUDGET	\$0.00	\$16,000.00	\$16,000.00

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	\$38,000.00		\$38,000.00
Partial Rental Subsidies	\$6,000.00	\$3,000.00	\$9,000.00
			\$0.00
B-TOTAL PROPOSED NON-PERSONNEL BUDGET	\$44,000.00	\$3,000.00	\$47,000.00

(A+B) TOTAL PROPOSED PROJECT BUDGET

\$44,000.00

\$19,000.00

\$63,000.00

SHORT TERM RENTAL SUBSIDY APPLICATION PROCESS

OAR works closely with our clients to assist them in securing housing and employment. Of the 35 clients we hope to assist with security deposits, approximately 10 will also need short term rental subsidies. These 10 individuals will be engaged with OAR in job training or apprenticeship programs and will be meeting with a case manager weekly. An applicant for short term rental subsidy will provide the case manager with a pay stub or a letter verifying the apprenticeship or job training. Based on income, plus consistent attendance at work or training, the case manager will inspect the unit, determine if it's affordable for the client once training is complete and a job is secured and if so, provide the client with a modest rental subsidy for the next 6-12 months depending upon the length of training. This amount is anticipated to range from 100-200 per month per client. (10 clientsx100x6months=\$6000). For those requiring an additional subsidy either in amount or length of time, OAR anticipates raising an additional \$3000.

Once a client's income and/or attendance at training is verified and a unit has been located, OAR will provide written notification to the landlord with the guarantee of the subsidy—both the amount and length of time.

OAR SECURITY DEPOSIT PROCESS

1. Intake: First Meeting

The Client Service Worker will review the entire process and explain the different forms required. The Client will be given a packet of all the documents and additional paperwork that he/she must complete. All forms must be signed and any information required must be submitted to the Client Service Worker. The Client Service Worker will answer all questions and will be available to assist throughout the process.

The Client must sign the release of information. This will be left in the file created for the client. In addition, we request an Annual Income Determination and the client will sign this as well.

We will also assist the Client with the Section 8 application at this first intake, though many of our clients wait many months, or even years, to be offered a Section 8 voucher.

2. Housing Case Manager will assist client in the search for a suitable unit. OAR workers consistently search craigslist and other community resources for affordable units. Housing Case Manager will provide transportation to see units whenever possible at which time the unit will be inspected.
3. When the packet is complete, and a unit has been located, the Housing Case Manager will review the application packet and if it's complete, will write and send (via email, fax or snail mail) the approval letter to the landlord.
4. In the past it appears that TBRA security deposits are held by the IURA until a voucher is submitted by the agency administering the project. Streamlining this process through allocating this funding to the agency to disperse would be far less cumbersome. If this is not possible, the voucher for the security deposit will be submitted to the IURA.

OAD BOARD OF DIRECTORS

President

Lance Salisbury,

Address: P.O. Box 7075, Ithaca, NY 14851
408 North Tioga St.

Phone: 272-7669 (w)

Email: lancesalisbury@pixly.net

Start: Feb. 2012 (2nd term)

Supervising Attorney, Assigned Counsel

Past President

Kevin Kelly

Address: 835 Taughannock Blvd

Phone: 273-3666 (w) 368-8257 (cell)

Email: kevinkellyesq@outlook.com

Start: Feb. 2012 (2nd term)

Secretary

Joey Cardamone

Address: 103 E Jay Street, Ithaca,

Phone: (607)273-0960

Email: joey.cardamo@gmail.com

Start: October 2015 (1st term)

Treasurer

Madeline Weiss

madeline.weiss@gmail.com

Patrick Cummings

pcummingsnyattorney@gmail.com

LIAISONS

Sheriff Derek Osbourne (Liaison to Sheriff's Office)

Tompkins County Jail

779 Warren Rd., Ithaca, NY 14850

257-1345

Henry Granison

hgranison@tompkins-co.org

Staff

Deborah Dietrich

Executive Director

debsterdietrich@gmail.com

Anita Peebles

Senior Client Service Worker

anita.maria.peebles@gmail.com

Nadie Phoenix

Client Service Worker

nadie.phoenix.oar@gmail.com

Jaime Coleman

Housing Coordinator/Parolee Case Manager

jaimedcoleman.oar@gmail.com

Kimberly Stetson-Gelinas

Client Service Assistant

kimberly.sg.oar@gmail.com

Kathleen Cacciotti

Bookkeeper

Kathleencacciotti.oar@gmail.com

Benay Rubenstein

Director of College Initiative Upstate

benay.rubenstein@gmail.com

Suzanne Burnham

Academic Counselor of CIU

collegeinitiativeupstate@gmail.com

Deborah F. Dietrich
297 Bundy Rd.
Ithaca, NY 14850
(607)793-3722
debster61953@earthlink.net

PROFESSIONAL PROFILE

A senior level management and government affairs professional with over thirty five years of experience in federal, state and local governments and not-for-profit association management. Expertise in human resource management, legislative advocacy, public policy analysis, strategic planning and budgeting. Advanced communications, analytic and strategic skills.

EMPLOYMENT HISTORY

2006-Present	Executive Director , Opportunities, Alternatives and Resources (OAR) of Tompkins County; Serve on Criminal Justice and Alternatives to Incarceration Advisory Board (CJATI) and Advisory Board on Indigent Representation (ABIR)
2001-2005	Acting Executive Director , Association of Maternal and Child Health Programs (AMCHP) Director , Center for Policy and Advocacy, AMCHP
1999-2000	Director of Legislative Affairs , AMCHP
1996-1998	Political Operations Manager , Service Employees International Union (SEIU)
1994-1996	Senior Legislative Representative , SEIU
1993-1994	Press Secretary , U.S. House of Representatives, Congressman Maurice Hinchey
1986-1993	County Representative , Tompkins County, New York
1991-1992	Visiting Lecturer , Cornell University, Department of City and Regional Planning
1981-1988	Senior Research Analyst , Office of the Speaker, New York State Assembly

SKILLS SUMMARY

MANAGEMENT: Supervise a staff of seven as Executive Director of OAR. Obtained an additional \$35,000 in county funding for OAR in one year. Supervised a senior staff of six as Acting Executive Director of AMCHP with a full staff of 29. Developed a \$4M programmatic budget for AMCHP. Narrowed a \$142,000 deficit to less than \$25,000. Successfully sought funding from New York State to conduct a countywide comparable worth study for more than 400 Tompkins County employees resulting in increased pay equity. Implemented best practice employment policies at AMCHP and OAR.

Served as AMCHP Acting Executive Director. Developed a strategic budget, revamped human resources operation, and led two successful transitions.

Member of AMCHP Senior Management Team. Supervised a staff of 8. Developed budgets, strategic plans and operating plans.

Served on the State and Local Budgeting Council of the State Finance Officers Association, which developed best practices for public budgeting.

ADVOCACY:

Increased County funding for OAR—a non-profit that serves inmates and former inmates of the Tompkins County jail.

Represented AMCHP on Capitol Hill and with the Administration. Advocated for a range of legislation of importance to women, children and families. AMCHP represents state and territorial public health leaders. Represented SEIU in legislative advocacy, public policy and politics at the federal, state and local levels of government.

Successfully lobbied Congress for a \$35 M appropriation increase for the Maternal and Child Health Block Grant since 1999.

Successfully lobbied Congress for a \$5 M appropriation for an oral health demonstration project.

Successfully lobbied Congress for a \$1.6 M appropriation for infant mental health and postpartum depression.

Research, analyze and evaluate national legislation and public policy.

As a Senior Research Analyst for the Speaker of the NYS Assembly, advocated with grassroots organizations to eliminate the marital rape exemption in NYS law and strengthen statutes regarding child sexual abuse.

EDUCATION:

Master of Regional Planning, Cornell University. Course work completed in 1990. No thesis.

Bachelor of Science in Industrial and Labor Relations, Cornell University. 1980.

HONORS:

Cornell University, Deans Award: Outstanding Community Service. 1990.

Institute for Women in Government for Senior Executive Development.
1983.

Member: Advisory Council for State and Local Budgeting. 1997.

President-Elect: New York State Association of Counties. 1990-1992.

Jaime Coleman

Parolee Case Manager/Housing Coordinator

P.O. Box 185
Trumansburg, NY 14886
(607) 342-6472
jaime.coleman.oar@gmail.com

EXPERIENCE

OAR of Tompkins County, 910 W. State St., Ithaca — Parolee Case Manager/ Housing Coordinator

October 2016 - PRESENT

Intake & assessment at DSS with parolees. Direct client services. Data input, tracking, reporting & management. Facilitated T4C. Case management of Endeavor House residents and parolees. Updating website content. Advocating for clients. Community outreach.

Community Arts Partnership (CAP), Center Ithaca; Ithaca, NY — Administrative Assistant

March 2016 - December 2016

Answered multi-line phone system and fielded calls. Maintained separate databases for donors and clients. Updated website, Facebook & Instagram content. Reviewed and researched grant applications. Planning, implementation & staffing of events (Artist Market, Cap-a-Palooza, Spring Writes & Greater Ithaca Art Trail). General cleaning.

Women's Opportunity Center (WOC), 315 N. Tioga St., Ithaca — Volunteer/Intern

July 2014 - December 2015

Pre-screened clients via telephone or in person. Completed intakes and assessments, referring clients to resources as necessary. Facilitated existing workshops & created new ones. Community outreach. Career counseling. Trained clients and interns regarding front desk duties & how to accept donations. Tabled at Ithaca Alternatives Gift Fair.

EDUCATION

Tompkins Cortland Community College (TC3), Dryden, NY — Human Services, A.A.S.

August 2013 - December 2015

Empire State College (ESC), Ithaca Satellite — Community and Human Services, B.A.

March 2016 - Present

Expected graduation Spring 2021

SKILLS

Operating multi-line phone systems. Good verbal & written communication. Active listening and managing crises. Punctual, dependable, and organized. Self-starting and can work in a team. Willingness to learn.

Proficient in MS Office Suite & Google Docs. Adept in operating database systems, such as Apricot & FileMaker Pro. Proficient in Doodle Poll. Comfortable trying new software/apps.

Experience with most office equipment; copier, scanner, fax, shredder, etc.

Experience in form design and document creation.

TRAINING

Thinking for a Change (T4C) 5/22-5/26/17 .

Narcotics administration 3/20/18.

Data Driven Decision Making 4/17/18.

Parole Revocation Defense 4/18/18.

Are You Listening? Workshop 5/15/18.

Mental Health First Aid 5/22 & 5/23/18

Motivational Interviewing 5/16/19

AWARDS

**Pathways Scholarship, 2013; Phi
Theta Kappa, 2014; TC3's
Presidential Citation, 2015; Phi
Theta Kappa Scholarship, ESC
2017.**

Kimberly Stetson-Gelinas

Client Service Assistant

895 Ithaca Rd. Apt. 3

Willseyville, NY. 13864

607-391-5612

kimberly.sg.oar@gmail.com

Efficient hard worker

Excellent work ethic and integrity

Strong customer service skills

Employment Experience

- Opportunities, Alternatives, & Resources of Tompkins County @ 910 W. State St./ MLK Jr. St. Ithaca, NY. 14850- Client Service Assistant (2/18/19 - Current)
 - Advocates & assists the incarcerated and the formerly incarcerated with office assistance, writing supplies, research, identification, email assistance, social support, mail, property retrieval & release, transportation assistance, donations, employment assistance, housing assistance, and referrals to Case Managers and other service providers

- Ithaca Dispatch @ 615 Five Mile Dr. Ithaca, NY. 14850- Driver (12/28/19 - Current)
 - Takes direction from dispatcher, transports riders to their destinations, takes payments from riders, records pick-up & drop-off times and locations of riders, transports Medicaid clients, maintains a clean driving record & Livery license and retains a City of Ithaca Taxi License

- Trip Hotel @ 1 Sheraton Dr. Ithaca, NY. 14850- Front Desk Clerk

(7/23/18 - 2/17/19)

- Checked guests in/ out, took payment for rooms rented, ran daily reports, assigned daily housekeeping checklists to housekeepers, balanced cashier drawer, routine pool checks and water tests, breakfast setup and breakdown, lobby and front desk cleaning, dropped deposits

Education

Business Administration degree A.A.S.

Year 2015

GPA: 3.1

Tompkins Cortland Community College

Dryden, NY. 13053

References

➤ Kimberly French

- Relation: Friend of 9 years
- Lives in: Ithaca, NY. 14850
- Ph: 607-339-7844

➤ Larissa Kilborn

- Relation: Friend of 15 years
- Job: Dining Assistant @ Kendal of Ithaca in Ithaca, NY. & Cashier @ Mobil in Ithaca, NY.
- Lives in: Dryden, NY. 13053
- Ph: 607-339-5656

➤ Diane Rutherford

- Relation: Previous Seasonal Employer for 6 years
- Job: Owner of Cayuga Lakefront Inns in Lansing, NY.
- Lives in: Lansing, NY. 14882
- Ph: 607-533-4804

Richard Rivera
6 Maple Avenue
Spencer, New York 14883
P: 607-351-74-62
E: rriverahome719@gmail.com

SUMMARY

Dependable, enthusiastic, and self starter with more than 20 years of experience seeking the position of Advocacy Specialist. I believe that my education, training, experiences, and skills make me uniquely qualified to assist clients navigate and connect with the programs and services they are seeking or need.

EDUCATION

- In Progress: Bachelor's of Arts, Bard College. Expected completion 2020
- Master of Professional Studies New York 1998
New York Theological Seminary
- Bachelor of Arts in Philosophy, New York 1995
Syracuse University

CERTIFICATIONS

- Certified Peer Counselor
- Legal Researcher
- HIV/AIDS Counseling & Education

SKILLS

- Interpreter/translator (Spanish/English)
- Team Leader
- Conflict Resolution
- Computer Literate
- Excellent Interpersonal Skills

LANGUAGES

- English (Fluent)
- Spanish (Fluent)