![Ithaca Urban Renewal Agency logo]

> **Questions & Technical Assistance?**
> Contact: Anisa Mendizabal at amendizabal@cityofithaca.org

OVERVIEW

The Community Development Block Grant (CDBG) Entitlement Program provides Federal financial assistance from the U.S. Department of Housing and Urban Development (HUD) to more than 1,100 localities and state governments. This funding offers local governments, with citizen participation, the opportunity to fund projects, programs, and public services that meet specified National Objectives. Since 2004, the City of Ithaca has 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.

As part of *The Coronavirus Aid, Relief, & Economic Security Act* (CARES), additional CDBG funding ("CDBG-CV") was awarded to the City of Ithaca. The Ithaca Urban Renewal Agency (IURA) is seeking proposals for projects to be funded through this special funding award. Approximately **$60,000.00** in remaining funds are anticipated to be available to fund projects prioritizing the unique needs of low- and moderate income persons, which also directly/indirectly <u>assist in preventing, preparing for, and responding to the coronavirus</u> (COVID-19). The IURA preliminarily identified the following priority community needs:

- Renter households whose ability to pay rent has been reduced by COVID-19 impacts
- Persons experience homelessness and homelessness-prevention
- Small businesses adversely impacted by public health mandates and guidelines
- Anchor non-profits entities with at least 51% earned income, adversely impacted by public health mandates and guidelines

To date, the City already allocated $190,000 to assist renter households and $140,000 to assist small businesses adversely impacted by the COVID-19 pandemic. Should additional future HUD funding become available, the IURA reserves the right to select and fund activities through a competitive selection process.

The IURA invites interested organizations, agencies, businesses, community groups, and individuals to submit concept proposals for projects to be funded. Completed proposals are due by: <u>12:00 p.m.</u> (noon), <u>Friday, February 26, 2021</u>.

ELIGIBILITY

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

① <u>All</u> projects must principally benefit 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	$47,950
2	$54,800
3	$61,650
4	$68,500
5	$74,000
6	$79,500

Note: These limits are expected to be updated by HUD in June 2021.

② 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; 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., funding for 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 threshold criterion:

- **ELIGIBILITY:** All projects must meet eligibility test described above for the specific funding source requested.

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

- **NEED:** Documented extent and severity of need(s) the project will address.
- **IMPACT:** Extent to which project will effectively address the 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 funds used, in comparison to Matching Funds from other sources.
- **COORDINATION:** Extent to which a project implements, or coordinates with, other initiatives and plans, other local organizations, or other proposed projects that have been submitted for funding.

COMPLETING YOUR APPLICATION

A single fillable PDF application form can be used for any of the four potential project categories: HOUSING; ECONOMIC DEVELOPMENT; PUBLIC SERVICES; and PUBLIC FACILITIES. Please take the time to walk through these instructions before completing the form. Once you have completed the form, e-mail the PDF document to: cpyott@cityofithaca.org.

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.

Funding Amount Requested: Enter the CDBG-CV funding amount requested. *Please note the IURA is generally only anticipating funding projects of $10,000 or more*.

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 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."

✅ CONFIDENTIAL

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

Total Number of People to Be Served: 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 the following link for current income limits by family/household size and percent of AMI: 2020 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/Organization 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/Organization Information" and "Application Contact Information" will be *primary* means of communicating to applicants about the application process and schedule. Please make sure this information is correct/current.

PAGE 2: PROJECT SCOPE

Follow the instructions at the top of the page, being sure to 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.

PAGE 3: PROPOSED SCHEDULE OF WORK

List major project milestones and associated dates.

PAGE 3: ELIGIBILITY

As described on p. 1 of these instructions, select the one of the two listed criteria your project/program will satisfy to meet a National Objective.

If you select "Area Benefit," please provide the three additional listed items: "1. U.S. Census tract(s) and block groups in which the project/program will be provided; 2. Most recent demographic data related to income and ethnic composition of the target area. Please indicate the percentage of the service area that is low- to moderate-income; and 3. A map of your service area that clearly delineates the boundaries and includes street names." These can be sent separately from the fillable PDF application in almost any format you choose, but they must be received by the application deadline.

PAGE 4: PROJECT BUDGET

Please list the different funding sources and amounts for your proposed program/project in the appropriate "Secured" or "Unsecured" column.

PAGE 4: FUTURE FUNDING

If your project/project will require future funding, please describe how the program will be funded (e.g., fundraising initiatives your organization has undertaken and/or plans to undertake) to identify/secure additional funding and ensure the financial viability of your project/program.

PAGE 4: ORGANIZATIONAL CAPACITY

Describe your organization's history and experience in implementing similar programs/projects, being sure to *quantify* how successful your organization has been in conducting these programs or projects. 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.

PAGE 5: PERFORMANCE OBJECTIVES

Select one objective based on the project's need. Please note there is no wrong answer. Just select one of the three objectives that *best* summarizes your project/program's objectives.

PAGE 5: PERFORMANCE OUTCOME

Select one outcome based on the project's overarching purpose. Once again, please note there is no wrong answer. Just select one of the three outcomes that *best* summarizes your project/program's purpose.

PAGE 6: BENEFICIARY CATEGORY

Select check all that apply.

PAGE 6: BENEFICIARY NUMBER & TYPE

Select only one beneficiary type. Manually enter the "Estimated Number of Beneficiaries," as best as you are able to project. Then provide a very brief description of any data/documentation you have to prove eligibility.

PAGE 6: DOCUMENTATION OF BENEFICIARIES

Describe any measurement reporting tool(s) or evaluation process you will use to determine the project/program outcome (e.g., client surveys, statistical data from verifiable source, beneficiary forms).

PAGES 7-8: STATEMENT OF ASSURANCES

The application must be completed by someone authorized to commit the organization to undertake the project, certifying the statements made in the application are true and correct and agreeing to the assurances listed.

Note: A DUNS number is required. If your organization does not have one, use following link to free application: https://www.dnb.com/duns-number/get-a-duns.html (may take up to 5 business days).

> **PROPOSALS DUE: 12:00 p.m. (noon), Friday, February 26, 2021**
> **E-Mail to:** cpyott@cityofithaca.org

Submission Requirements:
- One (1) ELECTRONIC PDF FILE of the application via e-mail to: cpyott@cityofithaca.org.
- Complete application must be received by noon, Tuesday, February 26, 2021.
- Applications received after the deadline will not be considered.

SCHEDULE

- **Thursday, January 14, 2021, 5:00-6:00 p.m. — PUBLIC INFORMATION & INPUT MEETING #1**. Staff will review program guidelines and answer any questions you may have about your specific project. The meeting will be conducted remotely via online platform Zoom. To participate directly via Zoom, use one of the following links: https://tinyurl.com/y9qox3w6 or https://us02web.zoom.us/j/89536994877?pwd=RXk0R3JIdFk2bldrSnlEVFh1VmtCUT09.

  LIVE-STREAM VIDEO: A non-interactive YouTube live-stream of the meeting can also be viewed at: https://www.youtube.com/channel/UC7RtJN1P_RFaFW2IVCnTrDg.

- **Tuesday, January 19, 2021, 12:00-1:30 p.m. — PUBLIC INFORMATION & INPUT MEETING #2**. Staff will review program guidelines and answer any questions you may have about your specific project. The meeting will be conducted remotely via online platform Zoom. To participate directly via Zoom, use one of the following links: https://tinyurl.com/y9qox3w6 or https://us02web.zoom.us/j/89536994877?pwd=RXk0R3JIdFk2bldrSnlEVFh1VmtCUT09.

  LIVE-STREAM VIDEO: A non-interactive YouTube live-stream of the meeting can also be viewed at: https://www.youtube.com/channel/UC7RtJN1P_RFaFW2IVCnTrDg.

IURA Public Hearing	
IURA MEETING #1 — PUBLIC HEARING #1	**8:30-11:30 A.M., Thursday, March 25, 2021** The meeting will be conducted remotely via online platform Zoom. To participate directly via Zoom, use one of the following links: https://tinyurl.com/yy6xdqrr or https://us02web.zoom.us/j/87436506132?pwd=aVMrQ3ZjcUEvU3ZYRXNEcC9kM2Y4UT09
IURA MEETING #2 — PUBLIC HEARING #1 (CONT.)	**8:30-11:30 A.M., Thursday, April 1, 2021** The meeting will be conducted remotely via online platform Zoom. To participate directly via Zoom, use one of the following links: https://tinyurl.com/yy6xdqrr or https://us02web.zoom.us/j/87436506132?pwd=aVMrQ3ZjcUEvU3ZYRXNEcC9kM2Y4UT09

NOTE: The 2021 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: http://www.cityofithaca.org/DocumentCenter/View/12102/2021-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).

CENSUS TRACT MAP: www.cityofithaca.org/DocumentCenter/View/1424

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