



**Program Year 2021  
HUD Entitlement Grant Program  
FUNDING APPLICATION**

## ECONOMIC DEVELOPMENT 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>				
<a href="#">Priority Need(s)</a> Which Project Will Address (Consolidated Plan):				
Minimum Number of LMI Individuals You Commit to Placing in Permanent Employment:		Number of Micro-Enterprises to Be Assisted:		Number of New LMI Jobs to Be Created:
Characteristics of Individuals to Be Placed in Employment (i.e., youth, disabled, formerly incarcerated, etc.):				
Proposed Use of Requested Funds (i.e., staff salaries, materials, participant stipends, 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). If your project includes job placement, list your employer partners and describe the commitments they have made to the project.



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

**ECONOMIC DEVELOPMENT PROJECT BUDGET**

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

**SOURCES - PERMANENT FINANCING**

FUNDING SOURCE TITLE		AMOUNT SECURED*	AMOUNT UNSECURED**	% OF TOTAL BUDGET
1.	PY2021 Community Development Block Grant (CDBG)		\$110,000	68.75%
2.	Tompkins Workforce New York			0.00%
3.	On-the-Job Training Provided by Employers	\$5,000		3.13%
4.	Greater Ithaca Activities Center	\$4,000		2.50%
5.	United Way	\$4,000		2.50%
6.	City of Ithaca	\$35,000		21.88%
7.	Consulting Revenue		\$2,000	1.25%
8.				0.00%
9.				0.00%
10.				0.00%
<b>TOTAL SECURED &amp; UNSECURED FUNDING</b>		<b>\$48,000.00</b>	<b>\$112,000.00</b>	<b>100.00%</b>
<b>TOTAL PROJECT BUDGET</b>		<b>\$160,000.00</b>		<b>100%</b>

**LEVERAGE OF SECURED FUNDING PERCENTAGE** **30.00%**

\* 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	PROPOSED OTHER	TOTAL
Program Coordinator	\$50,400.00		\$50,400.00
Coordinator Benefits	\$21,600.00		\$21,600.00
Program Assitant	\$20,000.00	\$5,900.00	\$25,900.00
Assistant Benefits		\$11,600.00	\$11,600.00
<b>A-TOTAL PROPOSED PERSONNEL BUDGET</b>	<b>\$92,000.00</b>	<b>\$17,500.00</b>	<b>\$109,500.00</b>

NON-PERSONNEL EXPENSES: LINE ITEM/TYPE	PROPOSED CDBG	PROPOSED OTHER	TOTAL
Acquisition			\$0.00
Construction			\$0.00
Inventory			\$0.00
Machinery			\$0.00
Furniture, Fixtures & Equipment		\$1,500.00	\$1,500.00
Professional Fees	\$4,000.00	\$10,000.00	\$14,000.00
Working Capital			\$0.00
Supplies	\$4,000.00	\$4,000.00	\$8,000.00
Financing Costs			\$0.00
Rent/Lease (Project Operations)			\$0.00
Insurance			\$0.00
Utilities			\$0.00
Communications			\$0.00
Stipends	\$10,000.00	\$17,000.00	\$27,000.00
Other Expenses (list below):			\$0.00
			\$0.00
<b>B-TOTAL PROPOSED NON-PERSONNEL BUDGET</b>	<b>\$18,000.00</b>	<b>\$32,500.00</b>	<b>\$50,500.00</b>
<b>(A+B) TOTAL PROPOSED PROJECT BUDGET</b>	<b>\$110,000.00</b>	<b>\$50,000.00</b>	<b>\$160,000.00</b>

**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 the individual 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.

Does the project require coordination with, or participation of, another entity or organization (including employer partners)? If so, how will you ensure the project's successful and timely completion?

## POPULATION SERVED & PROJECT IMPACT

If your project will provide job training and placement, describe the population the project will serve, being sure to include income levels (i.e., 30% AMI, 50% AMI, 80% AMI), and any special needs. 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.* If the project is collaborative, explain how participating organizations will work together and who will be the lead.



**PAST IURA FUNDING**

If your organization received funding from the IURA in the past two program years, please complete the following table(s):

2019 Project Name:	
Amount of Funding Awarded:	
Amount Expended to Date:	
Total Number of Projected Placements or Jobs Created:	
Total Number of Placements or Jobs Created to Date:	

2020 Project Name:	
Amount of Funding Awarded:	
Amount Expended to Date:	
Total Number of Projected Placements or Jobs Created:	
Total Number of Placements or Jobs Created to Date:	

**PROJECT SCHEDULE**

Month	Specify Project Milestone/Actions Completed	Cumulative Amount of CDBG Funds Expended	% of Project Budget
November 2021			
December 2021			
January 2022			
February 2022			
March 2022			
April 2022			
May 2022			
June 2022			
July 2022			
August 2022			
September 2022			
October 2022			
November 2022			
<b>TOTAL:</b>			

**Note:** Assume contracts will be executed by NOVEMBER 1, 2021, so 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)
- For projects that will “CREATE OR RETAIN LMI JOBS,” please add following business/financial information:
  - Projected profit and loss statement for three years
  - Balance sheet and profit and loss statements for past three years
  - Current business financial statements (less than 90 days old)
  - Current business debt schedule (e.g., notes, mortgages and accounts payable > 90 days)
- If applying for funding portion of a MIXED-USE PROJECT, please submit “Uses & Sources” table for complete project cost.
- Resumés of key staff and/or consultants who will be responsible for this activity
- List of your organization’s current board members
- 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

### Optional Attachments:

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

**IMPORTANT: Unlike prior years, all application materials are to be submitted *electronically*, by e-mailing Charles Pyott, Contracts Monitor, at: [cpyott@cityofithaca.org](mailto:cpyott@cityofithaca.org) . Call (607) 274-6565 for questions/assistance.**

## 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.



Program Year 2021  
 HUD Entitlement Grant Program

**FUNDING APPLICATION: USES & SOURCES TABLE**

**ECONOMIC DEVELOPMENT PROJECTS**

**USES & SOURCES TABLE**

Note: You only need to complete this form if you are applying to fund a portion of a larger MIXED-USE PROJECT, so the overall project cost can be identified for the IURA.

	SOURCES*				TOTAL PROJECT COSTS
	(MATCHING FUNDS)	(MATCHING FUNDS)	(MATCHING FUNDS)	CDBG	
USES					
<b>TOTAL:</b>					

\* Identify source and whether it is "Federal," "State," "Local," or "Private."