



HOUSING PROJECTS

SUMMARY INFORMATION

GENERAL INFORMATION

Applicant Legal Name:	Ithaca Neighborhood Housing Services, Inc.
Project Name:	Minor Repair Program
Funding Amount Requested:	\$40,000.00

PROJECT INFORMATION

Project Location(s):	Scattered sites; City of Ithaca				
Project Goal(s) (be <i>specific and succinct</i>):	Homeowner maintenance and repairs focused on health and safety issues, accessibility and providing links to other local programs and services.				
Priority Need(s) Which Project Will Address (Consolidated Plan):	#3: Homeowner Rehab/Repairs, #4: Accessibility Improvements				
Total Number of Households to Be Served:	40	% Below 80% AMI:	100%	% Below 60% AMI:	60%
Characteristics of People to Be Served (i.e., youth, elderly, disabled, formerly incarcerated, homeless, etc.):	Low-income persons with disabilities, seniors, single heads of households, and other City homeowners burdened with excessive housing costs.				
Proposed Use of Requested Funds (i.e., professional fees, construction, downpayment assistance, etc.):	Direct funding for labor, including salary & benefits to complete home repair projects.				
Total Project Cost:		Total Budgeted Matching Funds:			

CONTACT INFORMATION

Head of Agency Information	
Name:	Johanna Anderson
Title:	Executive Director
Address:	115 W. Clinton St., Ithaca, NY 14850
Phone Number:	(607) 277-4500 ext. 211
E-Mail Address:	janderson@ithacanhs.org
Application Contact Information	
Name:	Delia Yarrow
Title:	Director of Construction Services
Address:	115 W. Clinton St., Ithaca, NY 14850
Phone Number:	(607) 277-4500 ext.
E-Mail Address:	dyarrow@ithacanhs.org

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).

The primary goal of INHS' Minor Repair Program is to help homeowners age in place and continue living independently by providing health and safety repairs that prevent small problems from becoming larger, more expensive ones. The labor and materials for repairs are provided free of charge by INHS' team of Home Repair Specialists. To respond to the review committee's concerns about outreach, INHS has begun conducting door to door outreach to all homeowners who are receiving senior low-income tax exemption who have not received services from INHS, the verbal response has been very positive.

More than 8,600 repair projects have been completed through this nationally recognized program. The majority of homeowners assisted through the Minor Repair Program have been very low-income, single elderly women. Many are frail and living on fixed incomes in old homes. In addition to assisting seniors and persons with disabilities, INHS extends the program to include City homeowners who are housing-cost burdened. These are households spending in excess of 30% of their income on mortgage, taxes, utilities, and insurance and may include families, single heads of households, and single parents with children. Homeowners often defer maintenance and repairs due to excessive housing costs and the cost of materials and labor.

Typical projects include repairing or replacing deteriorated entryway steps; constructing wheelchair ramps; installing railings, grab bars, and accessible showers; correcting trip hazards; installing smoke/CO detectors; and making minor carpentry, plumbing, and electrical repairs. Left undone, a minor repair can create additional homeowner expenses or create a hazardous living environment. Faucet and toilet leaks can result in additional water and sewer charges that are a waste of limited resources. In recent years, INHS has seen an uptick in requests for larger jobs such as accessible ramps and showers.

INHS Home Repair Specialists assist homeowners in filling out program paperwork, provide an estimate of the cost of materials, and develop work scope specifications. In addition to addressing a homeowner's requests and concerns, a ten-point health and safety inspection that assesses the home's overall condition is conducted. Home Repair Specialists note situations that may indicate a problem down the line and review these notes periodically allowing staff to revisit client's homes and address concerns before a minor repair becomes a serious and more expensive one.

The Minor Repair Program additionally links homeowners with other programs and agencies that can provide further assistance. If repairs needed are more extensive than the Minor Repair Program can manage, INHS may have funding through grants provided by state or federal programs for larger rehabilitation assistance or for accessibility modifications. Homeowners are also referred to Cortland Community Action Program and NYSERDA programs for energy upgrades to help reduce utility costs. The Construction Services team builds strong relationships with program participants and with staff from other agencies such as the Healthy Neighborhoods Program, Lifelong, Finger Lakes Independence Center, and the Office for the Aging. These relationships keep the Home Repair Specialists up-to-date on local housing issues affecting low-income homeowners.

The work under this program be conducted at scattered sites in the City of Ithaca. Most of the projects will be in Census Tracts 1, 2, 7, 8, 9, 10, and 11.

According to an AARP study, 90 percent of people age 65 and older would prefer to stay in their own homes as they get older, rather than move to an assisted living facility. However, aging in place can be problematic for people residing in older homes such as those common throughout Tompkins County. These homes have on-going maintenance needs and many seniors and homeowners with disabilities lack the skills or resources to undertake or afford these repairs on their own. The Minor Repair Program helps to bring stability and security to these homeowners by providing a trustworthy source of free repairs.



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

POPULATION SERVED & PROJECT IMPACT (cont.)

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

No. This project assists homeowners allowing them to maintain their independence and continue living independently rather than moving into assisted living facilities.

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

No. This project does not significantly supplement people's income or position them to improve their income. It does, however, support low-income homeowners in managing their limited resources and maintaining their budgets. Unexpected costs like home maintenance, though incredibly important to health and safety, can cause exceptional burden and strain on our client's finances.

By providing health and safety repairs entirely free of cost, client's are not forced to choose between accessing basic needs like food and medicine and improving hazardous living conditions. In this way, the Minor Repair Program makes some of the hardships of living in poverty a bit easier for our clients.

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.

1 - Segregation / Integration: Displacement of residents due to economic pressures.

INHS' Minor Repair Program helps to preserve affordable housing. The Minor Repair Program allows for economically disadvantaged homeowners to get the repairs they need to stay safely in their homes. These repairs would otherwise not be able affordable to Minor Repair clients. The program helps to prevent smaller problems from becoming larger, more expensive ones.

HUD defines cost-burdened families as those "who pay more than 30 percent of their income for housing" and "may have difficulty affording necessities such as food, clothing, transportation, and medical care." In the most recent ACS (2015-2019), approximately 15.8% of homeowners in the City of Ithaca are burdened with more than 30% of their income going toward housing costs (Source: U.S. Census Bureau, 2015-2019 American Community Survey 5-Year Estimates).

City homeowners may defer home maintenance and repairs because of the high cost of materials and labor, but also due to excessive housing costs in general. Well-maintained homes bolster the value of nearby homes and encourage other investments by surrounding homeowners. The Minor Repair Program benefits neighborhoods as well. Providing affordable maintenance and repairs serves as an incentive for homeowners to preserve their homes and in the end this is good for the neighborhood as a whole.

ORGANIZATIONAL CAPACITY

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

NHS has been operating the Minor Repair Program continuously for over 40 years. During that time, a handful of skilled workers have held the position of Home Repair Specialist. Each of these staff members shared a common foundation of skills and experience, but each also provided unique perspectives that have been passed along to other personnel and to INHS as an organization. These varied perspectives have helped the program to grow in ways that have produced additional community benefits.

For example, the Minor Repair Program has strong and direct links to other human services agencies that can supplement the work that INHS staff completes. The Tompkins County Office for the Aging, 2-1-1, Finger Lakes Independence Center, Lifelong, Department of Social Services, Department of Mental Health, Tompkins County Health Department's Healthy Neighborhoods Program, Southside Community Center, Greater Ithaca Activities Center (GIAC), and Cortland County Community Action Program, all regularly provide referrals as well as additional services to Minor Repair clients.

INHS hired Sasha Salayda December of 2021, she comes to INHS with impressive carpentry skills and a very calm way of working with homeowners. She has received glowing feedback on her work. David Brown has significant construction experience and is able to measure, design and execute repairs and modifications. Heather Boob comes to INHS with a background in weatherization and expertise in building systems. We actively recruiting a second minor repair specialist.

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.*

CONSTRUCTION SERVICES: The primary staff persons for this project will be Home Repair Specialists Sasha Salayda and a new hire. They will each spend 100% of their time on the Minor Repair Program. Heather Boob, lending assistant and David Brown, Project Manager are covering. The staff are supervised by Director of Homeownership, Delia Yarrow. She provides oversight of the program and spends approx. 13% of her time on the administration of this program.

FINANCIAL MANAGEMENT, REPORTING, ADMINISTRATION: Six other INHS staff members provide administrative support for the program. They are Finance Director *Patty Paolangeli*, Finance Manager *Mayghen Johnson*, Accounting Manager *Katie Lopez*, Operations-Program Analyst *Andrew Ford*, Deputy Director *Scott Reynolds*, and Executive Director *Johanna Anderson*. They each spend 5% of their time on the Minor Repair Program.

OUTREACH: Strategic Communications Manager Justina Fetterly will provide marketing and outreach for the Minor Repair Program. She will spend 4% of her time on this activity.

INHS is committed to continuing the Minor Repair Program because our experience has shown us how critically important and impactful this program is to the many low-income homeowners we serve each year. That said, without the full funding requested, INHS will have to spend more time and resources identifying funding opportunities and will have to piece together funding from a variety of smaller sources to fill the gap. A gap in funding could mean a longer wait list, serving less people annually, and/or a cap on the size and scope of repairs.

PROJECT SCHEDULE

Month	Specify Project Milestone/Actions Completed	Cumulative Amount of IURA Funds Expended	% of Project Budget
Jan. - March 2023	10 Minor Repair Projects Completed		
April - June 2023	10 Minor Repair Projects Completed		
July - Sept. 2023	10 Minor Repair Projects Completed		
Oct. - Dec. 2023	10 Minor Repair Projects Completed		
TOTAL:			

Note: Assume contracts will be executed by NOVEMBER 1, 2022, 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.

<u>Johanna Anderson</u>	
Name	Date
<u>Ithaca Neighborhood Services, Inc.</u>	<u>Executive Director</u>
Organization	Title/Role
<u>janderson@ithacanhs.org</u>	<u>(607) 277-4500 ext. 211</u>
E-Mail Address	Phone Number

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

Federal Tax ID: 22-2141948

DUNS #: 083277087

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

Optional Attachments:

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

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