

PUBLIC FACILITIES/INFRASTRUCTURE PROJECTS

SUMMARY INFORMATION

GENERAL INFORMATION

| | |
|---------------------------|--------------------------------------------|
| Applicant Legal Name: | Ithaca Neighborhood Housing Services, Inc. |
| Project Name: | Catholic Charities |
| Funding Amount Requested: | \$93,744 |

PROJECT INFORMATION

| | | | |
|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------|
| Project Location(s): | 324 W Buffalo St, Ithaca, NY 14850 | | |
| Project Goal(s) (be specific and succinct): | The project goal is to address critical inherited deferred building maintenance issues to allow Catholic Charities to continue operations in this location. | | |
| Priority Need(s) Which Project Will Address (Consolidated Plan): | 12PF-Public Facilities; 5AH- Transitional Housing; 18PS-Information/Referral; 19PS-Immigrant Services | | |
| Total Number of People to Be Served: | 3,103 people (2021 YTD) | % Below 80% AMI: | 100% |
| Characteristics of People to Be Served (i.e., youth, elderly, disabled, formerly incarcerated, homeless, etc.): | low-income people (typ. under 60% AMI, most under 30% AMI); immigrants living in low-income households who have language and/or cultural barriers and are often working entry level jobs; homeless women; adults with developmental disabilities or with behavioral health diagnosis (substance abuse/metal illness) | | |
| Proposed Use of Requested Funds (i.e., professional fees, construction, staff salaries, etc.): | Repairs at Catholic Charities building include roof, gutter & downspout replacement; vermiculite abatement and installation of new blown-in cellulose insulation in attic; and repair of failing existing stained glass windows. | | |
| Total Project Cost: | \$221,344.00 | Total Budgeted Matching Funds: | \$127,600.00 |

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: | Chau Pham |
| Title: | Real Estate Development Project Manager |
| Address: | 115 W. Clinton St., Ithaca, NY 14850 |
| Phone Number: | (607) 277-4500 ext 240 |
| E-Mail Address: | cpham@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 project is located at 324 W Buffalo St, Ithaca, NY 14850 in the Census Tract 8- 3610938077000800. The goal is to address critical deferred building maintenance issues that will allow Catholic Charities Tompkins/Tioga (CCTT) to continue providing programs and services to families and individuals in need from this location. These are long overdue repairs caused by the lack of maintenance from the previous owner, which were inherited when INHS purchased the property.

The full scope includes replacing the roof, gutters, and downspouts; removing the vermiculite insulation in attic; re-insulating the attic with blown-in cellulose and air-sealing the perimeter; and repairing 5 existing stained-glass windows that are in a state of significant disrepair.

INHS has already patched the roof twice since purchasing the building in 2019; the contractor for the most recent repair indicated the roof could last another year, but no longer. The gutters and downspouts have failed in multiple locations; this situation must be corrected to halt the deterioration of the exterior masonry. Vermiculite insulation must be assumed to contain asbestos and should be removed from the building to insure the health a safety of occupants and maintenance workers who must access the attic area. Several of the stained glass windows have detached from their frames and are collapsing in on themselves. These windows must be re-leaded and reset in their frames while they are still salvageable. The goal of the project is to address these immediate critical concerns, stabilizing the building until such time as INHS can secure funding for a more comprehensive rehabilitation.

CCTT has served the community from this building for many years and hope to remain for many more. They need to be in a central location to best serve their clients, but cannot afford market rate rent. INHS is committed to providing them with a suitable facility at an affordable rent in this historic building.



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

PUBLIC FACILITIES PROJECT BUDGET - PERMANENT FINANCING

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

SOURCES - PERMANENT FINANCING

| FUNDING SOURCE TITLE | | AMOUNT SECURED* | AMOUNT UNSECURED** | % OF TOTAL BUDGET |
|----------------------------------------------|----------------------------|---------------------|--------------------|-------------------|
| 1. | CDBG/HOME | | \$93,744.00 | 42.35% |
| 2. | INHS Donor-Restricted Gift | \$5,000.00 | | 2.26% |
| 3. | INHS Operating Funds | \$12,600.00 | | 5.69% |
| 4. | IURA First Mortgage | \$110,000.00 | | 49.70% |
| 5. | | | | 0.00% |
| 6. | | | | 0.00% |
| 7. | | | | 0.00% |
| 8. | | | | 0.00% |
| 9. | | | | 0.00% |
| 10. | | | | 0.00% |
| 11. | | | | 0.00% |
| 12. | | | | 0.00% |
| TOTAL SECURED & UNSECURED FUNDING | | \$127,600.00 | \$93,744.00 | 100.00% |
| TOTAL PROJECT BUDGET | | \$221,344.00 | | 100% |

| | |
|-----------------------------------------------|---------------|
| LEVERAGE OF SECURED FUNDING PERCENTAGE | 57.65% |
|-----------------------------------------------|---------------|

* 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 |
|--------------------------------------------|--------------------|--------------------|--------------------|
| Project Manager | | \$8,500.00 | \$8,500.00 |
| Real Estate Development Accounting Manager | | \$3,500.00 | \$3,500.00 |
| Fringe and Benefits | | \$600.00 | \$600.00 |
| A-TOTAL PROPOSED PERSONNEL BUDGET | \$0.00 | \$12,600.00 | \$12,600.00 |

| NON-PERSONNEL EXPENSES: LINE ITEM/TYPE | PROPOSED CDBG/HOME | PROPOSED OTHER | TOTAL |
|----------------------------------------------|--------------------|---------------------|---------------------|
| Acquisition | \$0.00 | \$110,000.00 | \$110,000.00 |
| Construction | \$60,030.00 | \$5,000.00 | \$65,030.00 |
| Construction Contingency | \$4,000.00 | | \$4,000.00 |
| Hazmat Abatement | \$29,714.00 | | \$29,714.00 |
| Architectural & Engineering Fees | \$0.00 | | \$0.00 |
| Other Professional Fees | \$0.00 | | \$0.00 |
| Other (list below): | | | \$0.00 |
| | | | \$0.00 |
| | | | \$0.00 |
| | | | \$0.00 |
| | | | \$0.00 |
| | | | \$0.00 |
| | | | \$0.00 |
| | | | \$0.00 |
| | | | \$0.00 |
| B-TOTAL PROPOSED NON-PERSONNEL BUDGET | \$93,744.00 | \$115,000.00 | \$208,744.00 |
| (A+B) TOTAL PROPOSED PROJECT BUDGET | \$93,744.00 | \$127,600.00 | \$221,344.00 |

PUBLIC FACILITIES PROJECT BUDGET - CONSTRUCTION FINANCING

SOURCES - CONSTRUCTION FINANCING

| FUNDING SOURCE TITLE | | AMOUNT SECURED* | AMOUNT UNSECURED** | % OF TOTAL BUDGET |
|-----------------------------------------------|----------------------------|---------------------|--------------------|-------------------|
| 1. | CDBG/HOME | | \$93,744.00 | 42.35% |
| 2. | INHS Donor-Restricted Gift | \$5,000.00 | | 2.26% |
| 3. | INHS Operating Funds | \$12,600.00 | | 5.69% |
| 4. | IURA First Mortgage | \$110,000.00 | | 49.70% |
| 5. | | | | 0.00% |
| 6. | | | | 0.00% |
| 7. | | | | 0.00% |
| 8. | | | | 0.00% |
| 9. | | | | 0.00% |
| 10. | | | | 0.00% |
| 11. | | | | 0.00% |
| 12. | | | | 0.00% |
| TOTAL SECURED & UNSECURED FUNDING | | \$127,600.00 | \$93,744.00 | 100.00% |
| TOTAL PROJECT BUDGET | | \$221,344.00 | | 100% |
| LEVERAGE OF SECURED FUNDING PERCENTAGE | | | 57.65% | |

* 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).

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.

INHS purchased the building along with the former Immaculate Conception School, intending to secure rehabilitation funding to improve the building's current condition as part of the overall re-development of the site. Based on advice from NYS HCR staff, deferred maintenance projects are not competitive enough for NYS CIF funds, and a conventional bank loan is not an option for this work since the amount of rent charged to Catholic Charities is too low to support any debt other than the acquisition loan.

INHS secured \$110,000 (acquisition loan) to purchase the property. Additional funding is needed to complete the necessary building repairs. The total construction cost of \$98,744 is based on quotes received within the past two months from multiple subcontractors (attached). INHS received a \$5,000 donor-restricted gift towards stained glass window restoration in response to a capital campaign, and we are requesting \$93,744 of CDBG funds to cover the rest of the construction work, which is 42.35% of the total budget. INHS also pledges earned revenue to cover personnel expenses (\$12,600) for a Project Manager and Real Estate Development Accounting Manager to oversee the completion of work and assist with draw processing, respectively.

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.

N/A

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

No, the project does not require coordination with another entity or organization.

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?

CCTT has multiple programs that serve low-to-moderate income level people with different characteristics depending on the program. Their Immigrant Services Program (ISP) serves immigrants in the community who live in low-income households, have language and/or cultural barriers, and often work in entry level jobs. The ISP program served 267 people in 2021. All services provided by the Samaritan Center are available to all demographics within Tompkins County. While CCTT does not require proof of income for eligibility for most of their services (like hygiene supplies or clothing), their financial assistance does require proof and those applications are all typically under 60% AMI, most of which are in the 0-30% AMI range. The Samaritan Center served 2,620 people in 2021. Their Community Connection/Fatherhood Empowerment program is a family-oriented program that serves culturally diverse, low-income families, and a small number of business owners. 66 individuals were served through this program. The total combined number of people CCTT served in 2021 is 3,103 people. This project will address overdue repairs necessary to maintain the existing facility so Catholic Charities can continue to operate these programs from this location and provide services to families and individuals in need.

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

The main goal is to address the immediate physical property needs to support CCTT's operations. This will allow them to continue providing essential programs and services such as emergency financial assistance, free clothing and personal care items, and guidance and referrals to families and individuals in need. These are long overdue repairs caused by a lack of maintenance from the previous owner that were inherited when INHS purchased the property. Repairing the windows and replacing the roof and attic insulation will create a safe and comfortable environment for both the service provider and community visitors. Neglecting these repairs will result in more costly issues in the future. Completion of the repairs will demonstrate that this goal has been met. INHS will ensure proper ongoing maintenance to allow this public facility to provide a safe and comfortable environment for the most vulnerable.

POPULATION SERVED & PROJECT IMPACT (cont.)

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

CCTT provides services that advance the City's goal of ending and preventing homelessness by providing programs such as the Transitional Supportive Housing Program for Women in Tompkins County, which provides safe housing and life skills training to help homeless women find permanent homes and jobs. The goal is to build independence, self-sufficiency, and female empowerment. The program helps residents navigate systems such as the Department of Health and Human Services and other agencies/programs, teach life skills, and provide one-on-one counseling to establish personal goals and create individualized treatment plans addressing substance use, trauma, and mental health. The Samaritan Center provides free clothing, personal care products, and emergency financial assistance to those who are most marginal and most at-risk of housing loss. Financial assistance includes security deposits for housing, utility payments, transportation assistance, and emergency prescriptions. CCTT's Immigrant Services Programs (ISP) helps connect people with community resources, such as adult ESL classes and tutoring, application assistance, healthcare and childcare providers, in-house SNAP and health insurance application appointments, job development services (resume building, completing job applications and improving interview skills), tax preparation programs, and public benefits. The goal of these programs is to create stability and guard against the financial shocks that uncertain rental housing can create.

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

CCTT provides services that advance the City's goal of moving people out of poverty by focusing their work with two key strategies—(1) To enhance the self-sufficiency of the people they serve and (2) To strengthen the safety net capacity to respond to those in need. These strategies are evident in all of CCTT's programs. For example, the Immigrant Services Program directly addresses moving people out of poverty to financial stability. Their job development services are designed to assist immigrants who are deemed eligible to receive public assistance find viable employment, so they do not have to rely on the system. They also assist immigrants who are in entry level positions to apply for more skilled positions with higher wages and benefits. Their legal services ensure the immigrant community can access immigration legal services either pro bono or at a low cost when they need to renew their employment authorization documents or green cards. The staff helps families access a wider array of interlocking supports from within CCTT and from the greater community of service providers; for example, they may connect a family to immigration legal services, and that family might also be eligible for personal care products supplied through the Samaritan Center, or other services offered in the wider Ithaca community. The Fatherhood/Community Connections Program provides support with legal and court issues, housing, employment, family dynamics, mental health, and navigating the various human services systems. CCTT's Samaritan Center's Clothing Closet keeps elders dressed warmly in winter, provides children with school clothes, enables adults to find appropriate attire for interviews and work, and helps people rebuild their lives after crisis.

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.

Repairing this public facility will allow CCTT to continue to provide services from this central location. Doing so will address the lack of housing support for victims of domestic violence and the lack of access to opportunity due to high housing costs. As described earlier, CCTT’s Transitional Supportive Housing Program for Women in Tompkins County provides safe housing and life skills training for women coming from domestic violence, addiction treatment, incarceration, etc. CCTT’s Samaritans Center also provides emergency financial assistance, which includes security deposits for housing, utility payments, and transportation assistance (bus passes/gas vouchers) to offer low-income people more access to housing and opportunities.

ORGANIZATIONAL CAPACITY

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

INHS has four decades of experience in the development of affordable housing, commercial, and non-profit space, and are a certified Community Development Financial Institution (CDFI), a certification awarded only to organizations that have a primary mission of serving low-income people.

INHS has significant experience in the rehabilitation, renovation, and new construction of buildings ranging from small single-family homes to large mixed-use and multi-family projects. INHS' House Recycling program targets eyesore properties for acquisition, rehabilitation, and sale as part of its neighborhood revitalization strategy and has completed 168 units to date, all sold to low-income first-time homebuyers. Recent projects include 130 Corn Street, a home in substantial disrepair that was thoroughly renovated in 2019-2020 into an energy-efficient, affordable for-sale home, an 1880s farmhouse in Interlaken that was renovated in 2020, and a home in Dryden that was rehabilitated and sold in 2019. These projects are most similar in scope but more complex compared to the repair needs required at the CCTT building, and therefore indicative of INHS's ability to successfully implement this project. INHS has also developed and managed 10 commercial units in 3 housing developments, which include Head Start facilities, non-profit office space and for-profit retail. This includes managing the CCTT building, which is part of a larger project under construction, Founder's Way, a redevelopment of the former Immaculate Conception school block into a vibrant mixed-use community with affordable housing and community-based organizations that serve children and families. After completion, INHS will continue to maintain the CCTT building to keep a safe and comfortable environment for both the service provider and the people they serve.

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.*

Chau Pham, Real Estate Development Project Manager, is the lead person responsible for the repairs at Catholic Charities. General oversight and assistance is provided by Lynn Truame, Director of Real Estate Development. Assistance with draw processing will be provided by the INHS Finance Department.

Including this project, Chau is currently responsible for overseeing the construction of Founder's Way and will be able to manage the CCTT building restoration alongside the larger development. She is also involved with three other projects that are currently in pre-development. Chau has sufficient capacity to manage the repairs at CCTT.

INHS is not requesting funding for salaries.

PROJECT SCHEDULE

| Month | Specify Project Milestone/Actions Completed | Cumulative Amount of CDBG Funds Expended | % of Project Budget |
|----------------|---------------------------------------------|------------------------------------------|---------------------|
| November 2022 | | | |
| December 2022 | | | |
| January 2023 | | | |
| February 2023 | | | |
| March 2023 | | | |
| April 2023 | Start construction- draw 50% | \$46,872 | 50% |
| May 2023 | Complete construction- draw remaining 50% | \$46,872 | 50% |
| June 2023 | | | |
| July 2023 | | | |
| August 2023 | | | |
| September 2023 | | | |
| October 2023 | | | |
| November 2023 | | | |
| TOTAL: | | \$93,744 | 100% |

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.

| | |
|--------------------------------------------|--------------------|
| Johanna Anderson | 01/28/2022 |
| Name | Date |
| Ithaca Neighborhood Housing Services, Inc. | Executive Director |
| Organization | Title/Role |
| janderson@ithacanhs.org | (607) 277-4500 |
| 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)
- 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)
- 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 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.

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.

INHS started the Immaculate Reimagined capital campaign to raise critical funds for the larger development, Founder's Way, the reimagination of the Immaculate Conception School into a neighborhood block where children, families, and the community can thrive. The campaign gives people the opportunity to invest in the community, and be recognized for their generosity through naming opportunities and additional giving opportunities. The \$5,000 donor-restricted gift towards stained glass window restoration came in response to this capital campaign. Although Immaculate Reimagined remains active, there have been few responses to the campaign and we do not anticipate additional funding for this project that will materialize from this source.