



108 E. Green St.
Ithaca, NY 14850
(607) 274-6565

ITHACA URBAN RENEWAL AGENCY (IURA)

AGENDA

8:30 A.M., Thursday, April 30, 2020

 VIRTUAL MEETING

Join Zoom Meeting: <https://us02web.zoom.us/j/81327725848?pwd=bDMwOG9ZeVErZ2h0Z1dMNElwbE9FUT09>
 Meeting ID: 813 2772 5848
 Password: 1UBXzA
 One-Tap Mobile: +16465588656,,81327725848#,,#,157279# US (New York)
 Dial by Your Location: +1 646 558 8656 US (New York)
 Meeting ID: 813 2772 5848
 Find Your Local Number: <https://zoom.us/u/aN9tBvehV>
 Password: 157279

- I. Call to Order
- II. Additions/Deletions from Agenda
- III. Public Comment (3-min. max. per person)
- IV. Review of Meeting Minutes: April 23, 2020
- V. CDBG-CV: Preliminary Emergency Rental Assistance — Resolution
- VI. CDBG-CV Award
 - A. CDBG-CV Activities — Discussion (cont.)
 - B. Further Development of CDBG-CV Action Plan Schedule
- VII. 2020 HUD Entitlement Grant Program
 - A. Modification of 2020 Action Plan Schedule
- VIII. Other/Old/New Business
 - A. IURA Chairperson Report
 - B. Common Council Liaison Report
 - C. Staff Report
- IX. Adjournment

NEXT MEETINGS: 8:30 A.M., [undetermined], May [undetermined], 2020
8:30 A.M., Thursday, May 21, 2020



If you have a disability and require accommodation in order to fully participate, please contact the CITY OF ITHACA CLERK'S OFFICE at 274-6570 at least 72 business hours prior to the meeting.

DRAFT MINUTES

ITHACA URBAN RENEWAL AGENCY

 **VIRTUAL MEETING**

8:30 A.M., Thursday, April 23, 2020

Members: Mayor Svante Myrick, Chair; Tracy Farrell, Vice-Chair; Karl Graham; Chris Proulx; Laura Lewis, Common Council Liaison; Eric Rosario
Excused: None.
Staff: Nels Bohn; Anisa Mendizabal; Charles Pyott
Guests: None.

I. Call to Order

Chair Myrick called the meeting to order at 8:36 A.M.

II. Agenda Additions/Deletions

None.

III. Public Comments Received

None.

IV. Agency Member Response to Public Comments

None.

V. Review of Draft Meeting Minutes: April 16, 2020

Rosario moved, seconded by Farrell, to approve the April 16, 2020 meeting minutes, with one minor modification.

Carried Unanimously: 5-0

VI. 2020 HUD Entitlement Grant Program

A. IURA-Recommended Draft 2020 City of Ithaca HUD Action Plan — Resolution

Mendizabal reported that both Catholic Charities and Opportunities, Alternatives, & Resources (OAR) are interested in collaborating on a combined security deposit assistance program, including full assistance for OAR's formerly incarcerated clients in re-entry. IURA staff recommends undertaking the OAR portion of the program as a pilot project, providing up to 10 security deposits for OAR clients. IURA staff also recommends allocating \$2,500 in HOME funding for the housing inspections, as well as up to \$2,500 in CDBG funding for Catholic Charities for additional administrative/delivery labor and costs associated with the combined program.

Rosario moved, seconded by Graham, to allocate \$76,418.00 in HOME funding and \$2,500.00 in CDBG funding for the Security Deposit Assistance for Vulnerable Households program.

Carried Unanimously: 5-0

Mendizabal reported that Greater Ithaca Activities Center (GIAC) indicated it is willing and able to operate its Hospitality Employment Training Program (HETP) at a reduced \$75,000 level. GIAC would attempt to retain as much of its current classroom-based program structure as possible, working within the limitations of existing social distancing requirements, since they believe it is so beneficial for HETP participants. GIAC has also applied to the United Way for additional funding, which would hopefully compensate for any financial shortfall for the program. GIAC believes it could serve the same number of beneficiaries as proposed in its application (resulting in 14 job placements).

Mendizabal reported Finger Lakes Reuse (FLRU) indicated it is willing and able to operate the ReUse Job Skills Training & Employment Connections program at a reduced \$75,000 level. FLRU would attempt to support its Apprenticeship program as much as possible, but would reduce the number of Apprentices from 11 to 7. The 6 Apprentices in the ReUse Skills & Employment Training (ReSET) Program and 5 Apprentices in the re-entry program would be reduced to 3 and 4, respectively. The proposed number of job placements would be reduced from 21 to 17.

Mendizabal reported that she reached out to the Southside Park Enhancement Project applicants to understand how quickly they would be able to implement either of the two components of the project the IURA was most interested in: the playground and the lighting. Since the playground would need to be installed before it deteriorates, that would be the priority; however, in addition to relying on volunteer labor, the playground would also rely on the City's Department of Public Works and it is not known when DPW would be able to undertake the project. It appears doubtful it would be done until Spring 2021. For the lighting portion of the project, a vendor would be employed, but the City Director of Engineering Services does not think it could be installed by Fall 2020.

Mendizabal reported that Bohn reached out to GIAC about its gymnasium project and GIAC indicated it would be willing to withdraw its application for this year.

Proulx questioned if there is sufficient need to fund the Southside Park Enhancement Project this year, given the uncertainty in the project schedule vs. the numerous other urgent needs of the community.

Farrell agreed that is a good point. She also wondered what would happen with the "Curb Ramps to Complete ADA Compliance at West Village TCAT Bus Stop" project, since that would presumably rely on City staffing availability. Mendizabal replied the ramp installation would actually employ outside vendors and contractors, so that should not be an issue.

Farrell remarked she does not believe the IURA should fund Southside Park Enhancement Project this year.

Proulx moved, seconded by Farrell, to re-allocate \$36,600.00 in CDBG funds, originally allocated to the Southside Park Enhancement Project, to the Economic Development Loan Fund.

Carried Unanimously: 5-0

Farrell wondered if the IURA could reduce its proposed funding (\$20,000) for the gates portion of the “Reimagining Ithaca Community Gardens” project (perhaps for less expensive, more utilitarian gates).

Mendizabal replied, possibly, although she knows the developer was concerned about the gates’ appearance. She stressed the IURA still needs to ensure the project actually serves an LMI population ($\geq 51\%$). Project Growing Hope collected income data from its gardeners from 2019 and 2020, with approximately $\frac{2}{3}$ of gardeners responding. The organization believes 58% are LMI, based on the data it collected. It will continue to collect data until a potential contract is executed.

Proulx suggested the IURA fund \$10,000 towards the gates.

Moved by Proulx, seconded by Farrell, to allocate \$25,150.00 in CDBG funds to the Reimagining Ithaca Community Gardens project, with the \$10,810.00 remainder of the project’s original \$31,960.00 allocation re-allocated to the Economic Development Loan Fund. Should Project Growing Hope fail to satisfactorily document it serves an LMI population ($\geq 51\%$), the \$25,150.00 in CDBG funding would be re-allocated to the Economic Development Loan Fund.

Carried Unanimously: 5-0

Rosario moved, seconded by Proulx:

Draft 2020 Action Plan: City of Ithaca HUD Entitlement Program

WHEREAS, the City of Ithaca (City) is eligible to receive an annual formula allocation of funds to address community development needs through the U.S. Department of Housing & Urban Development (HUD) Entitlement Program from the Community Development Block Grant (CDBG) Program and the HOME Investment Partnerships (HOME) Program funding sources, and

WHEREAS, the City has contracted with the Ithaca Urban Renewal Agency (IURA) to administer, implement and monitor the City’s HUD Entitlement program in compliance with all applicable regulations, and

WHEREAS, on an annual basis, an Action Plan must be submitted to HUD to access HUD Entitlement Program funding allocated to the City, and

WHEREAS, the 2020 Action Plan identifies a specific list of budgeted community development activities to be funded from the 2020 HUD Entitlement Program allocation and associated funds administered by the IURA, and

WHEREAS, funding available to be allocated through the 2020 Action Plan funding process is anticipated to include the following:

\$682,732.00	CDBG 2020 HUD Entitlement Program Allocation
\$120,000.00	CDBG 2020 Program Income (projected)
\$2,607.85	CDBG Recaptured/Unallocated (R/U) Funds
\$335,173.00	HOME 2020 HUD Entitlement Program Allocation
<u>\$38,082.88</u>	<u>HOME Recaptured/Unallocated (R/U) Funds</u>
\$1,178,595.73	Total, and

WHEREAS, the IURA utilized an open and competitive project selection process for development of the 2020 Action Plan, in accordance with the City of Ithaca Citizen Participation Plan, and

WHEREAS, due to the COVID-19 pandemic and emergency measures in place, the U.S. Department of Housing and Urban Development (HUD) has provided certain specific waivers and modifications to the Action Planning process that IURA will implement as necessary and appropriate, now, therefore, be it

RESOLVED, that the IURA hereby adopts the attached summary table titled “IURA Recommended Draft 2020 Action Plan (City of Ithaca, NY),” originally dated April 16, 2020, as amended at the April 23, 2020 meeting; and forwards it to the City of Ithaca Common Council for review and recommends its approval for allocating the 2020 HUD Entitlement Program award, along with associated funds listed above, and be it further

RESOLVED, that should the Ithaca Community Gardens project be unable to demonstrate compliance with the 51% low/mod-income benefit test, \$25,150 shall be reallocated to the Economic Development Loan Fund activity, and be it further

RESOLVED, that the Urban Renewal Plan shall be amended to include activities funded in the adopted 2020 Action Plan.

Carried Unanimously: 5-0

B. Community-Based Development Organization (CBDO) Designations

Historic Ithaca, Inc.

Rosario moved, seconded by Graham:

2020 IURA Designation of Historic Ithaca, Inc. (HI) as Community-Based Development Organization

WHEREAS, the Board of Historic Ithaca, Inc. (HI) seeks designation by the Ithaca Urban Renewal Agency (IURA) as a Community-Based Development Organization (CBDO), and

WHEREAS, the City of Ithaca has designated the IURA to administer the City's HUD Entitlement Program that oversees Community Development Block Grant funds awarded to the City, and

WHEREAS, an eligible category of CDBG activities is a "Special Activity by CBDO", that offers certain advantages, such as exemption from the 15% expenditure cap otherwise applicable to public service activities, authorization to carry out new housing construction (normally prohibited with CDBG funds), and discretion to allow income generated by a CDBG-funded activity to not be considered CDBG program income, and

WHEREAS, the following four tests established at CFR Title 24 §570.204 must be met to qualify under a category of "Special Activity by CBDOs":

1. The entity qualifies as a CBDO, including the 51% board membership test;
2. The CBDO will undertake an eligible project;
3. That the CBDO will carry out the funded activity directly or with an entity other than the grantee;
4. That the CBDO will not carry out a prohibited activity, and

WHEREAS, a CBDO must maintain at least 51% of its governing body's membership to be made up of any combination of the following:

- Low- and moderate income residents of its area of operation
- Owners or senior officers of private establishments and other institutions located in its area of operation
- Representatives of low- and moderate-income neighborhood organizations located in its area of operation, and

WHEREAS, a CBDO must have as its primary purpose the improvement of the physical, economic, or social environment of its geographic area of operation, with a particular emphasis on the needs of low- and moderate-income persons, and

WHEREAS, the project undertaken by the CBDO must qualify as one or more of the following project types:

- neighborhood revitalization;
- community economic development;
- energy conservation project; and

Whereas, IURA evaluated HI's CBDO application and recommended the following; now, therefore, be it

RESOLVED, that the IURA determines that Historic Ithaca meets the requirements for eligibility as a CBDO, and that the Historic Ithaca Job Skills Training project qualifies as an eligible CBDO activity, and be it further

RESOLVED, that the IURA hereby designates Historic Ithaca as a Community-Based Development Organization (CBDO) and “Historic Ithaca Work Preserve Job Placements” as eligible for CDBG funding under the category of “Special Activities by CBDOs”.

Carried Unanimously: 5-0

Finger Lakes ReUse, Inc. (FLRU)

Farrell moved, seconded by Graham:

**2020 IURA Designation of Finger Lakes ReUse, Inc. (FL ReUse) as
Community-Based Development Organization**

WHEREAS, the Board of Finger Lakes ReUse, Inc. (FL ReUse) seeks designation by the Ithaca Urban Renewal Agency (IURA) as a Community-Based Development Organization (CBDO), and

WHEREAS, the City of Ithaca has designated the IURA to administer the City’s HUD Entitlement Program that oversees Community Development Block Grant funds awarded to the City, and

WHEREAS, an eligible category of CDBG activities is a “Special Activity by CBDO”, that offers certain advantages, such as exemption from the 15% expenditure cap otherwise applicable to public service activities, authorization to carry out new housing construction (normally prohibited with CDBG funds), and discretion to allow income generated by a CDBG-funded activity to not be considered CDBG program income, and

WHEREAS, the following four tests established at CFR Title 24 §570.204 must be met to qualify under a category of “Special Activity by CBDOs”:

1. The entity qualifies as a CBDO, including the 51% board membership test;
2. The CBDO will undertake an eligible project;
3. That the CBDO will carry out the funded activity directly or with an entity other than the grantee;
4. That the CBDO will not carry out a prohibited activity, and

WHEREAS, a CBDO must maintain at least 51% of its governing body’s membership to be made up of any combination of the following:

- Low- and moderate income residents of its area of operation
- Owners or senior officers of private establishments and other institutions located in its area of operation
- Representatives of low- and moderate-income neighborhood organizations located in its area of operation, and

WHEREAS, a CBDO must have as its primary purpose the improvement of the physical, economic, or social environment of its geographic area of operation, with a particular emphasis on the needs of low- and moderate-income persons, and

WHEREAS, the project undertaken by the CBDO must qualify as one or more of the following project types:

- neighborhood revitalization;
- community economic development;
- energy conservation project; and

WHEREAS, IURA evaluated FL ReUse's CBDO application and recommended the following; now, therefore, be it

RESOLVED, that the IURA determines that FL ReUse meets the requirements for eligibility as a CBDO, and that the Finger Lakes ReUse Job Skills Training project qualifies as an eligible CBDO activity, and be it further

RESOLVED, that the IURA hereby designates FL ReUse as a Community-Based Development Organization (CBDO) and "Finger Lakes ReUse Job Skills Training" as eligible for CDBG funding under the category of "Special Activities by CBDOs".

Carried Unanimously: 5-0

VII. Neighborhood Investment Committee (NIC)

A. INHS Small Repair Program: COVID-19 Temporary Waiver for Physical Inspections

Graham moved, seconded by Farrell:

Temporary Waiver of Whole Property Inspection Requirement for 2019 INHS Small Repair Project

WHEREAS, the IURA seeks to assist the local economy stabilize and support necessary and appropriate community development activities during COVID-19 pandemic, and

WHEREAS, 2019 HUD Entitlement Program Activity #2, INHS Small Repair, is able to operate under the Governor's Executive Order regarding essential business and social distancing, and

WHEREAS, INHS has identified income-eligible beneficiaries with needed repairs that may be made without entering the home, and

WHEREAS, INHS is contractually obligated to conduct whole property inspection which may include interior inspection at each Small Repair site, and

WHEREAS, such an inspection could pose a health risk to both beneficiary (the majority of whom belong to vulnerable populations) and repair worker during this pandemic, and

WHEREAS, in order to continue operations, INHS has requested a temporary waiver of the whole property inspection, and

WHEREAS, INHS will track sites at which the whole property inspection has not been completed and return to conduct the inspection when Social Distancing mandates are lifted and the activity is considered safe; now, therefore, be it

RESOLVED, the Small Repair whole property inspection will be temporarily waived due to danger of transmission of COVID-19, and be it further

RESOLVED, that INHS will keep a record of sites where the whole property inspection was waived and conduct the inspection at a time in the future when Social Distancing mandates have been lifted and such an activity is considered safe.

Carried Unanimously: 5-0

B. Committee Chairperson Report

None.

VIII. Governance Committee (GC)

A. 2019 IURA Financial Audit

Rosario explained the FY2019 Financial Audit Report raised no issues, findings, recommendations, or concerns of any kind.

Graham moved, seconded by Rosario:

Approval of 2019 IURA Financial Audit Report

WHEREAS, the Ithaca Urban Renewal Agency (IURA) derives the majority of its finances from grants awarded to the City of Ithaca, and

WHEREAS, for financial reporting purposes, the IURA is a blended component unit of the City of Ithaca whose financial activity is reported in the Special Grant Fund, a governmental fund of the City of Ithaca financial statements, and

WHEREAS, the IURA contracts separately from the City to have its finances audited within 90 days of the end of its Fiscal Year to comply with the NYS Public Authorities Accountability Act, and

WHEREAS, the IURA received an audited 2019 draft IURA financial report in March 2020, and

WHEREAS, at its April 17, 2020 meeting, the IURA Governance Committee reviewed the financial report and attached correspondence; now, therefore, be it

RESOLVED, the IURA hereby approves the Financial Report of the Ithaca Urban Renewal Agency for the period January 1, 2019 through December 31, 2019, prepared by the accounting firm of Insero & Company, LLP.

Carried Unanimously: 5-0

B. Annual Investment Policy & Report

Rosario explained the NYS Public Authorities Law (PAL) requires the IURA to annually review its Investment Guidelines and produce a report, demonstrating how the IURA complies with its guidelines

Farrell moved, seconded by Graham:

Approval of IURA Investment Guidelines

WHEREAS, pursuant to the Public Authorities Accountability Act, as amended, the IURA is required on an annual basis to review its investment guidelines and report, and

WHEREAS, the IURA originally adopted Investment Guidelines on March 25, 2011, and

WHEREAS, the Director of Community Development prepared an annual 2019 IURA Investment Report, and

WHEREAS, at their April 17, 2020 meeting, the IURA Governance Committee reviewed the IURA Investment Guidelines and the 2019 Investment Report; now, therefore, be it

RESOLVED, that the IURA hereby reaffirms its approval of the IURA Investment Guidelines.

Carried Unanimously: 4-0

2019 Investment Report

2019 investments by the Ithaca Urban Renewal Agency (IURA) comply with the adopted IURA investment guidelines. All 2019 investments were deposited at Tompkins Trust Company (TTC), a FDIC-insured trust company located within the Ithaca Urban Renewal Project Boundary Area.

Total IURA bank balances were \$1,754,567.78 as of 12/31/19 and are divided between 6 savings accounts and one checking account. \$250,000 of this investment amount is covered by FDIC insurance with the remaining \$1,504,567.78 collateralized by specific securities held by TTC that are pledged to the IURA.

Obligations held as collateral are obligations of the United States and its agencies and obligations of the state, its municipalities and its school districts. The market value of the pledged collateral was \$2,279,438 as of 12/31/19, which satisfies the IURA investment policy that requires the value of collateral pledged must equal at least 100% of deposits not covered by federal deposit insurance.

C. Annual Public Authorities Reporting

Graham moved, seconded by Proulx:

Approval of Reports Submitted to NYS Authorities Budget Office (ABO)

WHEREAS, pursuant to the Public Authorities Accountability Act, as amended, the IURA is required on an annual basis to submit reports to the New York State Authorities Budget Office (ABO), and

WHEREAS, the IURA Director of Community Development is designated to certify accuracy of the reporting, and

WHEREAS, the reporting is due to be submitted within 90 days of the end of the fiscal year, and

WHEREAS, it is appropriate that IURA members exercise oversight over the staff reporting to the ABO, and

WHEREAS, at its meeting of April 17, 2020, the IURA Governance Committee reviewed the reporting and recommends the following action; now, therefore, be it

RESOLVED, that the IURA hereby approves FY2019 IURA public authority reports submitted to the New York State Authorities Budget Office, including the following:

- Budget report
- Annual report
- Procurement report
- Investment report
- Certified financial audit report

Carried Unanimously: 5-0

D. Independent Contractor Services

1. Legal Services: Ruswick

Farrell moved, seconded by Proulx:

2020 Procurement of Independent Legal Services: Ruswick

WHEREAS, the contract for independent legal services with Richard Ruswick of Levene, Gouldin, & Thompson, LLP (Ruswick) expires on February 28, 2020, and

WHEREAS, in accordance with IURA procurement policy and regulations contained in 24 CFR §85.36, the IURA selected Ruswick through a Request for Proposals (RFP) selection process in 2019, and

WHEREAS, per applicable procurement regulations, a contractor selected through an initial competitive selection process may be renewed for up to two additional one-year terms without undertaking a new competitive selection process, and

WHEREAS, a proposed 2020 contract would constitute the first one-year extension of the base independent consultant contract, and

WHEREAS, Ruswick submitted a proposal on February 27, 2020 to continue providing legal services to the IURA at a maximum billing rate of \$210 per hour, a 4.5% increase from the current contract rate, and

WHEREAS, the IURA staff is highly satisfied with the quality of legal services provided by Ruswick, and

WHEREAS, the 2020 IURA budget recommended a total authorized contract amount of \$10,000 for legal services; now, therefore, be it

RESOLVED, that IURA Chair is hereby authorized, upon review of IURA legal counsel, to execute a contract extension for independent contractor legal services with Levene, Gouldin, & Thompson, LLP, at a maximum hourly rate of \$210 per hour with the total amount not to exceed \$10,000, and be it further

RESOLVED, that the source of such funds for legal services shall be derived from a variety of funding sources, including, but not limited to, CDBG and HOME funds, and expenses shall be billed to the appropriate source of funds for which the services were performed.

Carried Unanimously: 5-0

2. Legal Services: Sulimowicz

Farrell moved, seconded by Proulx:

2020 Procurement of Independent Legal Services: Sulimowicz

WHEREAS, the contract for independent legal services with the Sharon M. Sulimowicz Attorney-at-Law (Sulimowicz) expires on February 28, 2020, and

WHEREAS, in accordance with IURA procurement policy and regulations contained in 24 CFR §85.36, the IURA selected Sulimowicz through a Request for Proposals (RFP) selection process in 2019, and

WHEREAS, per applicable procurement regulations, a contractor selected through an initial competitive selection process may be renewed for up to two additional one-year terms without undertaking a new competitive selection process, and

WHEREAS, a proposed 2020 contract would constitute the first one-year extension of the base independent consultant contract, and

WHEREAS, Sulimowicz submitted a proposal on February 28, 2020 to continue providing legal services to the IURA at a maximum billing rate of \$175 per hour, a 0% increase from the current contract rate, and

WHEREAS, the IURA staff is highly satisfied with the quality of legal services provided by Sulimowicz, and

WHEREAS, the 2020 IURA budget recommended a total authorized contract amount of \$6,000 for legal services; now, therefore, be it

RESOLVED, that IURA Chair is hereby authorized, upon review of IURA legal counsel, to execute a contract extension for independent contractor legal services with Sharon M. Sulimowicz, Attorney-at-Law, at a maximum hourly rate of \$175 per hour with the total amount not to exceed \$6,000, and be it further

RESOLVED, that the source of such funds for legal services shall be derived from a variety of funding sources, including, but not limited to, CDBG and HOME funds, and expenses shall be billed to the appropriate source of funds for which the services were performed.

Carried Unanimously: 5-0

3. Community Development/Loan Underwriting Consulting Services: Sicherman

Farrell moved, seconded by Graham:

2020 Procurement of Community Development Consulting Services

WHEREAS, the contract for existing community development consulting services expired on February 28, 2019, and

WHEREAS, in accordance with IURA procurement policy and regulations contained in 2 CFR Part 200 for procurement of professional services, the IURA issued a Request for Proposals (RFP) for community development consulting services in 2019, and

WHEREAS, the RFP authorized annual extensions of up to three years for selected consultants, and

WHEREAS, H. Sicherman/The Harrison Studio was selected to provide community development consulting services, and

WHEREAS, the 2020 IURA budget authorized up to \$10,000 for community development consulting services, including loan underwriting, and

WHEREAS, H. Sicherman has expressed interest for a 2020 extension of their independent contractor agreement at the following hourly rates:

- H. Sicherman: \$185/hour
- E. Krause: \$145/hour, and

WHEREAS, the 2020 hourly salary rates remain unchanged from 2019, and

WHEREAS, at its April 17, 2020 meeting, the Governance Committee reviewed this matter and recommends the following; now, therefore, be it

RESOLVED, that IURA Chair is hereby authorized, upon review of IURA legal counsel, to execute independent contractor agreements for community development consulting to H. Sicherman/The Harrison Studio – up to \$10,000

And be it further,

RESOLVED, that the source of such funds for legal services shall be derived from a variety of funding sources, including, but not limited to, CDBG and HOME funds, and expenses shall be billed to the appropriate source of funds for which the services were performed.

Carried Unanimously: 5-0

E. IURA Strategic Planning

1. 2019 Budget-To-Actual Comparison — Review

Rosario explained the IURA expended a little less than it budgeted. The Legal Services category was the only outlier, resulting from a special case involving an INHS Low-Income Housing Tax Credit (LIHTC) project. INHS eventually reimbursed the IURA for those legal costs.

Budget: 
 Actual: 

f

3/30/2020

**ADOPTED FY 2019
 ITHACA URBAN RENEWAL AGENCY
 ADMINISTRATIVE BUDGET**

Expenses	Adopted 2016	Adopted 2017	Adopted 2018	YTD Expenditures 12/31/2019	%	Proposed 2019	Change From Prior Year	Notes
SALARY	\$225,689	\$225,943	\$232,402	\$231,948	98%	\$236,948	2%	#2, #3
EMPLOYEE BENEFITS	\$76,758	\$90,358	\$87,572	\$86,479	100%	\$86,625	-1%	#4, #5, #6
LEGAL SERVICES	\$14,000	\$15,075	\$14,000	\$23,602	147%	\$16,075	15%	
OTHER INDEP. CONTRACTORS	\$15,525	\$16,675	\$15,525	\$12,302	99%	\$12,425	-20%	
EQUIPMENT/FURN./SOFTWARE	\$2,400	\$2,200	\$2,200	\$0	0%	\$2,200	0%	
INSURANCES	\$5,027	\$4,856	\$4,870	\$4,814	97%	\$4,965	2%	
OFFICE SUPPLIES/PRINTING	\$800	\$800	\$800	\$39	5%	\$800	0%	
STAFF DEVELOPMENT	\$2,400	\$2,400	\$2,400	\$343	14%	\$2,400	0%	
TRAVEL/PARKING/HOTEL	\$2,200	\$2,000	\$2,000	\$0	0%	\$2,000	0%	
ADVERTISING	\$1,200	\$1,100	\$1,100	\$665	60%	\$1,100	0%	
MISCELLANEOUS/SUBSCRIPTIONS	\$2,645	\$4,500	\$4,500	\$4,079	91%	\$4,500	0%	#7
TOTAL	\$348,644	\$365,907	\$367,369	\$364,270	98%	\$370,038	1%	

Notes:

- See Exhibits to IURA administrative budget:
 Exhibit A - Schedule of Salaries
 Exhibit B - Schedule of Personnel Expenses. Note that the "staff development" benefit in Exhibit B is listed as a separate expense line in the IURA budget.
 Exhibit C - Schedule of Independent Contractors Expenses
 Exhibit D - Schedule of Insurance Expenses
 Exhibit E - Schedule of Projected Recurring Revenues
 Exhibit F - Schedule of Funding Sources
- 2019 budget includes 2% salary increase
- Salary line includes \$5,000 budgeted for possible IURA-approved, merit-based bonuses in 2019.
- Employer retirement benefit remains constant at 11% of payroll.
- Health Insurance premiums increased 1.8% from 2018 to 2019
- Employee contribution to health care insurance = 20%.
- Stormwater and sidewalk fees of \$3,232.14 are listed at the "Miscellaneous" line. All but \$473.50 are reimbursed from lessees.
- Trailing half year CPI = 2.6% (CPI-U Northeast region, all items)

2. Annual Financial Position 2/29/20 — Review

Rosario explained the Bank Account Analysis tracks activity in IURA bank accounts over the past 3 years.

- #11002 Operating Acct (#01) — Checking account. No restrictions.
- #11004 CD-RLF (#02) — CDBG Revolving Loan Fund (RLF) account.
- #11005 GOSC (#18) — NYS Governor’s Office of Small Cities (GOSC) CDBG funds.
- #11007 CD-RLF Sec 17 (#15) — Section 17 fund, derived from a now defunct program for funding affordable rental units 20 years ago, which has some restrictions associated with it.
- #11014 Industrial Parks (#14) — Industrial Park revenue account (e.g., Cherry Street)
- #11020 UDAG (#03) — Urban Development Action Grant (UDAG), which is among the least restrictive.
- #11029 HODAG (#04) — Housing Development Action Grant (HODAG), which can only be used for affordable rental housing projects.
- #11030 Non CDBG (#05) — Catch-all account, which has maximum flexibility.
- #11050 Gateway (#17) — Gateway fund has now been closed out.
- #11054 NHI (#19) — Neighborhood Housing Initiative (NHI) Bond Fund for affordable for-sale housing units.

Ithaca Urban Renewal Agency						
Bank Account Analysis - Committee Report						
A/C #	Description	Balance @ 2/29/2020	Balance @ 2/28/2019	Balance @ 2/28/2018	1-Year Change	Explanation(s)
11002	Operating Acct (#01)	\$ 43,927.92	\$ 43,646.55	\$ 41,002.02	\$ 281.37	Timing of cks clearing and transfers
11004	CD-RLF (#02)	\$ 143,835.70	\$ 407,750.28	\$ 565,511.95	\$ (263,914.58)	Approx Expenditures = \$460K (included Loan Disbursement for GreenStar of \$373,948.00) /Approx revenue from prin & int loan pmts rec'd \$187K, including principal repay of \$31,338.00 from Scattered Site.
11005	GOSC (#18)	\$ 209,234.76	\$ 558,961.14	\$ 514,220.92	\$ (349,726.38)	Monthly payments/payoff from Cascade ~ \$251,102/Disbursements on S.Aurora Sidewalk Project ~ \$352,865 & Payment sent to HUD ~247,738
11007	CD-RLF Sec 17 (#15)	\$ 70,206.18	\$ 70,065.59	\$ 69,973.66	\$ 140.59	
**	11014 Industrial Parks (#14)	\$ 95,521.43	\$ 84,994.59	\$ 102,719.73	\$ 10,526.84	Sale of 247 Cherry Street \$20,598.12 less \$10,868.33 expenses (mostly Salary, Professional & Legal fees)
	11020 UDAG (#03)	\$ 143,929.97	\$ 143,901.61	\$ 144,624.16	\$ 28.36	
	11029 HODAG (#04)	\$ 614,815.03	\$ 719,777.42	\$ 715,678.91	\$ (104,962.39)	Disbursed \$125K for Chartwell/Receipts approx \$27 from Breckenridge Loan
**	11030 Non CDBG (#05)	\$ 1,208,489.16	\$ 283,724.19	\$ 163,516.33	\$ 924,764.97	Payoff of approx \$192K rec'd from The Lots/Rec'd Cayuga Green payoff for approx \$689K/Approx \$30K rec'd for the disposition of 402 S. Cayuga Street/Approx \$23K reimbursed salary - 120 E Green Street deducted from Farmer's Market Pmtl Sent to City
	11050 Gateway (#17)	\$ -	\$ 1,019.83	\$ 2,217.05	\$ (1,019.83)	Account Closed
	11054 NHI (#19)	\$ -	\$ 1,014.11	\$ 214,608.83	\$ (1,014.11)	Account Closed
	Totals	\$ 2,529,960.15	\$ 2,314,855.31	\$ 2,534,073.56	\$ 215,104.84	
**	All payments to the City have been disbursed Note: Explanation(s) given for change greater then 10K					

Projected Balance #05 Bank Account 2/28/2019			
Beginning Balance @ 8/31/2019		\$	378,071.47
Transfer to City:			
Cinema Rent		(\$25,864.92)	
RIBS		(\$2,028.71)	Less maint fee Est \$1,140.00
Parcel E		(\$1,547.76)	
Cayuga Green Lease		(\$53,275.00)	
Ithaca Downtown Assoc (Canopy Hotel)		(\$9,774.40)	
Payments to be Made:			
SEP (9/30/2019 & 12/31/2019)		(\$12,757.16)	
Estimated Shortfall for 4th Q 2019 CDBG & HOME Admin		(\$17,000.00)	Includes 4th Q Salary, Excellus, Paychex, SIEBA, Wk Comp & Advertising ne
December's Health Insurance (Kim's)		(\$2,385.04)	
Estimated Salary (Oct 2019-Feb 2020)(Primarily Nels)		(\$45,793.85)	
Deposits:			
Cayuga Green Lease (Parcel E)		\$10,380.94	\$5,193.47*2 (Jan & Feb 2020)
Allpro		\$17,413.32	4 months * \$2,883.00 + \$2,940.66 * 2 months (2% CPI increase as of 1/1/202
The Lofts		\$13,452.00	6 months * \$2,242.00
Maint Fee-Cinema		\$578.20	2 Quarters * 289.10
Cinema Lease		\$6,665.96	Jan & Feb 2020 not Transferred until 2021 (\$3,332.98*2)
Cayuga Green Ground Lease		\$13,487.54	Jan & Feb 2020 not Transferred until 2021(\$5,536.00+\$6,810.54 (2% annual
Canopy Hotel (monthly pmts)		\$26,412.30	(\$7,660.18*4 months)*.362+(7,660.18*2 months)Jan & Feb 2020 not Transfe
RIBS		\$921.22	Jan & Feb 2020 not Transferred until 2021 (\$460.61*2)
Canopy Hotel Mgmt Fee		\$1,281.00	
Disposition of 402 S. Cayuga St		\$30,000.00	Anticipated by 2019 YE
120 E Green Street (Garage) (Taken out of IFM pmt to City)		\$4,439.92	Reimbursement of Estimated Salary for Nels
Bank Interest		\$	1,627.64
			Average 3.255.35/8 months=406.91*4
Explanation (Higed Yellow above)	Check on Difference	\$	334,310.67
Projected Bank Balance #05 2/28/2020			
Payoff Cay Green & The Lofts	\$	882,433.75	
Ithaca Downtown Assoc	\$	(7,660.18)	
Estimated Salary in 4th Q 2019	\$	7,393.04	2/28/2020 #05 Bank Balance (Actual)
Cayuga Green	\$	(5,193.47)	
The Lofts	\$	(2,242.00)	
	\$	874,178.49	Difference between actual 2/28/20 & Projected 2/28/2020
	\$	874,731.14	Bank Balance

F. Acquisition/Sale of Property to Ithaca Neighborhood Housing Services (INHS)

Rosario explained the originally proposed resolution was modified to include the following language:

“INHS is requested to explore the feasibility and financial planning for how these rental units could potentially be converted to owner-occupied dwellings enrolled in the INHS Community Housing Trust program, and share this information with the IURA, including the amount of local funding that would be necessary to raise.”

Graham moved, seconded by Farrell:

Acquisition & Resale of 107-109 S. Titus Street Property

WHEREAS, two rental housing structures containing 12 bedrooms located at 107-109 S. Titus St. are available for purchase, and

WHEREAS, Ithaca Neighborhood Housing Services, Inc. (INHS), a 501(c)(3) entity, is interested to acquire this property to operate for affordable rental housing and be included in an assemblage of properties for a future scattered site low-income housing tax credit project, and

WHEREAS, INHS’ mission is to help people of modest incomes find—and stay in—high-quality housing, and

WHEREAS, INHS has successfully negotiated a purchase agreement for the property at a price of \$562,600, and

WHEREAS, 107-109 S. Titus St. is located within the Urban Renewal Project Area, and

WHEREAS, INHS agrees to purchase the property from the IURA under the following sales terms:

Purchase Price:	\$562,600
Repayment Term:	15 years
Amortization Term:	30 years
Interest Rate:	100 basis points below market, with a minimum rate of 2.5%, fixed
Down payment:	\$0
Closing Costs:	added to principal balance of seller's note
Collateral:	1 st mortgage
Maximum Rents:	affordable to households earning up to 100% of Area Median Income
Tenant Income:	unrestricted
Affordability Period:	15 years, and

WHEREAS, the IURA recently received over \$800,000 when Cayuga Green, LLC repaid IURA loans, and

WHEREAS, these non-HUD funds are available for acquisition of property, and

WHEREAS, acquisition and resale of 107-109 S. Titus St. will advance the IURA's affordable housing mission and create an income stream to the Agency, and

WHEREAS, at its April 17, 2020 meeting, the IURA Governance Committee reviewed this matter and recommends the following; now, therefore, be it

RESOLVED, the IURA hereby authorizes acquisition and resale of property at 107-109 S. Titus St., Ithaca, NY to INHS subject to the above-listed terms, and be it further

RESOLVED, though the IURA understands that current State and Federal affordable housing programs offering deep subsidies are largely restricted to rental housing projects, INHS is requested to explore the feasibility and financial planning for how these rental units could potentially be converted to owner-occupied dwellings enrolled in the INHS Community Housing Trust program, and share this information with the IURA, including the amount of local funding that would be necessary to raise, and be it further

RESOLVED, the IURA Chairperson, subject to review by IURA legal counsel, is authorized to sign any and all documents to implement this resolution, including but not limited to accepting assignment of an executed Purchase and Sale Agreement for the property located at 107-109 S. Titus Street.

Carried Unanimously: 5-0

G. Committee Chairperson Report

None.

IX. New/Other Business

A. Independent Contractor Services: Geldenhuys

Rosario explained there was some discussion by the Committee about the proposed resolution, resulting from one Committee member's prior experience with Geldenhuys on two real estate transactions, which that Committee member had concerns about. As a result of the Committee member's objection, the Committee could not formally vote on its recommendation to the IURA.

Bohn remarked he personally would not assign fault to Geldenhuys for either of the two issues that were raised by the Committee member, nor does he believe they should form the basis for disqualifying Geldenhuys from continuing to provide services to the IURA.

Proulx moved, seconded by Graham:

2020 Procurement of Independent Legal Services: Geldenhuys

WHEREAS, the contract for independent legal services with Mariette Geldenhuys, Attorney-at-Law (Geldenhuys) expires on February 28, 2020, and

WHEREAS, in accordance with IURA procurement policy and regulations contained in 24 CFR §85.36, the IURA selected Geldenhuys through a Request for Proposals (RFP) selection process in 2019, and

WHEREAS, whereas per applicable procurement regulations, a contractor selected through an initial competitive selection process may be renewed for up to two additional one-year terms without undertaking a new competitive selection process, and

WHEREAS, a proposed 2020 contract would constitute the first one-year extension of the base independent consultant contract, and

WHEREAS, Geldenhuys submitted a proposal on March 2, 2020 to continue providing legal services to the IURA at a maximum billing rate of \$225 per hour, a 2.2% increase from the current contract rate, and

WHEREAS, the IURA staff is highly satisfied with the quality of legal services provided by Geldenhuys, and

WHEREAS, the 2020 IURA budget recommended a total authorized contract amount of \$12,000 for legal services; now, therefore, be it

RESOLVED, that IURA Chair is hereby authorized, upon review of IURA legal counsel, to execute a contract extension for independent contractor legal services with Mariette Geldenhuys, Attorney and Mediator, at a maximum hourly rate of \$225 per hour with the total amount not to exceed \$12,000, and be it further

RESOLVED, that the source of such funds for legal services shall be derived from a variety of funding sources, including, but not limited to, CDBG and HOME funds, and expenses shall be billed to the appropriate source of funds for which the services were performed.

Carried Unanimously: 5-0

B. CDBG-CV Award

1. Approaches to Select CDBG-CV Activities & Identification of Priority Needs/Gaps to Respond to COVID-19 Pandemic

Bohn reported that, as part of *The Coronavirus Aid, Relief, & Economic Security (CARES) Act*, additional CDBG funding (“CDBG-CV”) was awarded to the City of Ithaca. The City was allocated \$401,624.00, of which \$321,299.20 would be available to fund projects.

Mendizabal explained that HUD did not initially provide much guidance on the new funding program, but the IURA should receive final guidance relatively soon. The standard HUD Entitlement Program process has been modified, including issuance of a “Mega-Waiver” of various HUD regulations (e.g. Public Comment).

Citizen Participation Public Comment Period for Consolidated Plan Amendment		
Requirement	Applicability	Other Provisions
A CPD grantee may amend an approved consolidated plan in accordance with 24 CFR 91.505. Substantial amendments to the consolidated plan are subject to the citizen participation process in the grantee’s citizen participation plan. The citizen participation plan must provide citizens with 30 days to comment on substantial amendments.	Through the end of the recipient’s 2020 program year , the 30-day minimum for the required public comment period is waived for substantial amendments	Grantees must provide no less than 5 days for public comments on each substantial amendment Any recipient wishing to undertake further amendments to prior year plans following the 2020 program year can do so during the development of its FY 2021 Annual Action Plan

Citizen Participation Public Comment Period for Consolidated Plan Amendment

Suggested Recipient Documentation

- 1) Documentation of the need to expedite the amendment and demonstrating both publication and 5-day comment period;
- 2) A record of all comments received, and responses must be submitted with the amendment;
- 3) Copy of waiver notification sent to HUD;
- 4) Emergency recordkeeping policies and procedures

Citizen Participation Reasonable Notice and Opportunity to Comment

Requirement	Applicability
As noted above, the regulations at 24 CFR 91.105 (for local governments) and 91.115 (for States) set forth the citizen participation plan requirements for recipients. For substantial amendments to the consolidated plan, the regulations require the recipient to follow its citizen participation plan to provide citizens with reasonable notice and opportunity to comment. The citizen participation plan must state how reasonable notice and opportunity to comment will be given.	HUD waives 24 CFR 91.105(c)(2) and (k), 24 CFR 91.115(c)(2) and (i) and 24 CFR 91.401 to allow these grantees to determine what constitutes reasonable notice and opportunity to comment given their circumstances

Citizen Participation Reasonable Notice and Opportunity to Comment

Suggested Recipient Documentation

- 1) Policies and procedures including the definition of “reasonable notice and opportunity to comment”;
- 2) Copy of waiver notification sent to HUD

Mendizabal explained there are two basic alternative approaches to gaining authorization for use of CDBG-CV funds: (1) standard funding application process with a Call for Proposals; and (2) funding specific projects solicited or identified by the IURA. The IURA could identify immediate activities for proposed funding and then issue a Call for Proposals for other activities.

Bohn noted IURA staff would like some direction from the Board whether it agrees with this 2-track approach. He added INHS is developing an emergency rental assistance program to provide 3 months of rent to tenants with \$5,000 or less in liquid assets, which could be ready to launch in 3 weeks.

Mendizabal noted another urgent need would be assistance to the homeless population, which would be critical to the City’s overall disease prevention strategy. A third immediately identifiable need would be economic development assistance to small businesses, as well as targeted assistance to specific vulnerable populations (e.g., immigrants and undocumented residents).

Rosario agreed the 2-track approach makes sense and agreed with Mendizabal’s proposed focus areas.

Bohn noted the Mega-Waiver includes a waiver of the usual 15% cap on CDBG funding of Public Services. The IURA could provide funding for technical assistance for people and micro-enterprises to apply to Federal programs.

Graham supported the 2-track approach, but would like there to be sufficient remaining funding for the Call for Proposals portion.

Lewis supported the 2-track approach. Farrell agreed.

2. Draft Schedule to Develop CDBG-CV Action Plan



2020 CITY OF ITHACA CDBG-CV: DRAFT Schedule	
MILESTONE	DATE/ALL LOCATIONS ARE VIRTUAL
Assess COVID-19 Needs/Engage Stakeholders	Continuous
IURA Meeting #1: Overview of CDBG-CV; Guidance & Process	Thursday, April 23, 2020
IURA staff solicit proposals, <i>and</i> , simultaneously	Continuous, until funding exhausted
Develop RFP	By: Wednesday, April 29, 2020
IURA Meeting #2 (Special Meeting): Review/Recommend Solicited Proposals	Thursday, April 30, 2020 (or first available Thursday quorum)
Notice (2) to HUD of Intent to Implement Waiver for Modified Public Hearing for Solicited Proposals and Modification of Citizen Participation Plan (CPP)	Friday, May 1, 2020
Public Comment Period Opens (Solicited Proposals + CPP)	Monday, May 4, 2020
Virtual Public Hearing on Solicited Proposals w/ Required Live Streaming (within Common Council Regular Meeting)	Wednesday, May 6, 2020, 6:00 pm (Common Council Meeting)
Virtual Public Hearing on Emergency Modification of CPP w/ Required Live Streaming (within PEDC Regular Meeting)	Wednesday, May 6, 2020, 6:00 pm (Common Council Meeting)
Finalize RFP	By: Wednesday, May 6, 2020
Call for Funding Proposals (RFP) Issued	Thursday, May 7, 2020
Public Comment Periods Close (Solicited Proposals + CPP)	Friday, May 8, 2020, 5:00 pm
HUD Releases CDBG-CV Funding	Anticipated: May 7-30, 2020 (30-45 days from April 7)
— RFP FUNDING APPLICATIONS DUE —	Friday, May 15, 2020* *Consider opening initial deadline with Round 2 rolling deadline, if needed.
Consultation & Technical Assistance (by request)	Contact Anisa Mendizabal for availability: amendizabal@cityofithaca.org
IURA Board/Committees Review RFP Applications	TBD: Special Meeting(s) Week of May 17
IURA Meeting #3: IURA Board Review/Recommend RFP Proposals	Thursday, May 21, 2020
Notice to HUD of Intent to Implement Waiver for Modified Public Hearing	Friday, May 22, 2020
Public Comment Period Opens (RFP Proposals)	Monday, May 25, 2020
Virtual Public Hearing w/ Required Live Streaming (during regularly scheduled Public Meeting)	TBD: Week of May 25, 2020
Public Comment Period Closes (RFP Proposals)	Friday, May 29, 2020, 5:00 pm
TBD: Common Council Votes to Approve CDBG-CV Solicited <i>and</i> RFP Proposals (if required by CPP)	TBD: Wednesday, June 3, 2020, 6:00 pm
IURA Develops Contracts with Project Sponsors	TBD (1-2 weeks?)
IURA Attorneys Review Contracts	TBD (1-2 weeks?)
IURA & Project Sponsor(s) Sign Contracts	TBD (1-2 weeks?)
IURA Inputs Projects into IDIS	Simultaneously
Mayoral Certification of Proposed Project(s) (Forms 424, etc.)	TBD
HUD Acknowledges Receipt of Form 424	TBD
— PROJECTS LAUNCH —	"Immediately," after 3-6 weeks of above process (end of June or mid-July). Could be staggered if Emergency Modification to CPP is approved and Solicited Proposals can start contract process earlier. (Launch date could be early-mid June.)
Repeat IURA Special and Regular (Virtual) Meetings to Review Proposals, Notice of Intent to Implement Waiver, 5-Day Public Hearing and Comment Period with Required Streaming, Common Council (?) Approval and Mayoral Certification of Projects, until funds are exhausted.	As needed
Monitor	Ongoing
CDBG-CV CAPER	When required

4. Amendment #3 to HUD Citizen Participation Plan: COVID-19

Proulx moved, seconded by Graham:

3rd Amendment to HUD Entitlement Citizen Participation Plan (CPP) — COVID-19 Amendment

WHEREAS, the Citizen Participation Plan establishes the City of Ithaca's procedures for involving the public in development and implementation of the HUD Entitlement Program, and

WHEREAS, on March 31, 2020, in response to the COVID-19 pandemic and mandated social distancing, the U.S. Department of Housing and Urban Development (HUD) issued a Mega-Waiver covering HUD-administered programs that included flexibility regarding citizen participation and Public Hearings for Consolidated Plans and Action Plans, and

WHEREAS, the City of Ithaca seeks to establish expedited procedures necessary to quickly and effectively administer Federal funding made available to respond to the COVID-19 pandemic in accordance with the HUD Mega-Waiver, and

WHEREAS, an annual Action Plan contains a description and budget for individual activities to be undertaken with funding made available to the City of Ithaca through the HUD Entitlement Program, including the Community Development Block Grant (CDBG) Program and HOME Investment Partnerships (HOME) Program, and

WHEREAS, the HUD Mega-Waiver identifies a minimum five (5) day public comment period, to include a virtual Public Hearing with opportunity for citizens to comment in real time, provides reasonable notice and opportunity for comment to meet citizen participation requirements for Consolidated Plans and Action Plans; now, therefore, be it

RESOLVED, that the IURA hereby recommends the City of Ithaca Common Council adopt the proposed 3rd amendment to the City of Ithaca HUD Entitlement Citizen Participation Plan, dated April 23, 2020, which implements the following general amendments in response to the COVID-19 pandemic:

Notice Time Period for Public Hearings

IURA must submit notice to implement the modified procedures of the HUD Mega-Waiver to the HUD Buffalo Regional Office at least two (2) days in advance of the five (5) day public comment period. Public notice of the five (5) day public comment period must be posted on a variety of community platforms.

Public Comment Period on Proposed Plans or Amendments

Reduce the minimum time period for opportunity for public comment on proposed plans to five (5) days, rather than thirty (30) days as normally required.

Virtual Public Hearings

A virtual Public Hearing, rather than an in-person Public Hearing, will meet Public Hearing requirements, if:

1. National/local health authorities recommend social distancing and limiting public gatherings for public health reasons; and
2. Virtual Public Hearings provide reasonable notification and access for citizens to comment and raise issues in real time; and
3. A record of comments received and responses shall be made available for public review within 5 days following the Public Hearing.

Applicability of Temporary COVID-19 Pandemic Amendments

April 2, 2020-July 31, 2021

Carried Unanimously: 5-0

C. Review of IURA Financials: March 2020

Bohn reported that all projects are progressing reasonably well. No major changes from prior month. The IURA has met its CDBG expenditure deadline early. IURA is working with Neighbor to Neighbor and the Domestic Violence Shelter on those two delayed projects. The Domestic Violence Shelter project has now been completed, while the Neighbor to Neighbor project has completed one roof.

Bohn reported all but one of the loan repayments are current, except the Finger Lakes School of Massage (FLSM), which the IURA is trying to collect on (through a Personal Financial Guarantee).

Bohn reported all lease payments are current, as of today.

D. Common Council Liaison Report

None.

E. IURA Chairperson Report

None.

F. Staff Report

Bohn remarked the following Accomplishments report was included in today's meeting materials.

(Continues on following page.)

2019 Ithaca Urban Renewal Agency (IURA) Accomplishments

Disbursed \$1.84 million in grant funds for affordable housing, job training and placement, job creation activities, prevention of homelessness, and public facilities to strengthen neighborhoods.

Housing

- Delivered loan assistance to Ithaca Neighborhood Housing Services (INHS) to rehabilitate and reconstruct 29 affordable rental housing units at scattered sites.
- Assisted 84 low-income households with security deposit assistance or Tenant-Based Rental Assistance (TBRA).
- Delivered funding assistance to Tompkins Community Action to complete a major rehabilitation of Chartwell House, a 12-bed permanent supportive housing project serving chronically homeless men with disabilities.
- Provided funding to rehabilitate or make repairs to housing units for 49 low-income homeowners.

Public Facilities

- Completed construction of a 1,200 linear-foot sidewalk extension on S. Aurora Street from Hillview Place to the City boundary.
- Completed acquisition of a 9,000-SF gymnasium building at the former Immaculate Conception Elementary School site. The gym will be utilized by Greater Ithaca Activities Center (GIAC) for youth recreation programming.
- Completed installation of upgrades at 3 bus shelters at high-traffic transit locations.
- Completed final phase of heating/roofing renovation project at Downtown Ithaca Children's Center (DICC), a childcare facility serving low-to-moderate income (LMI) children.

Economic Development

- Negotiated and approved Disposition and Development Agreement with Vecino Group New York, LLC to convey and redevelop the western section of the Green Street Garage site for an urban renewal project that includes 217 affordable rental housing units, 350 new and refurbished parking spaces, and a 49,000-SF conference center.
- Delivered loan assistance to GreenStar Cooperative Market, Inc. to relocate and expand its flagship grocery store to 770 Cascadilla Street, resulting in creation of 24 jobs "living wage" jobs.
- Delivered loan assistance to Finger Lakes ReUse to acquire its facility on Old Elmira Rd., thereby retaining over 20 jobs.
- Funded three workforce development programs, resulting in 36 job placements of unemployed or underemployed persons.

General

- Developed 5-year City of Ithaca Consolidated Plan to guide use of HUD Entitlement funds.
- Submitted funding applications for community development initiatives:
 - BUILD discretionary U.S. DOT for Rte. 13 redesign; U.S. EPA Brownfields Community Assessment; NYS Consolidated Funding Application for Green Street Garage parking reconstruction; and Enterprise Anti-Displacement Learning Network
- Serve as Co-Chair of Ithaca/Tompkins County Continuum of Care (CoC), coordinating regional efforts to address homelessness.
- Administered disbursement of City's annual contribution to the Community Housing Development Fund (CHDF) to construct affordable housing.
- Oversight and coordination with CDPI on management of the Cayuga Street Parking Garage.

X. Adjournment

The meeting was adjourned at 11:16 A.M.

— END —



Tompkins County
DEPARTMENT OF PLANNING AND SUSTAINABILITY

121 East Court Street
Ithaca, New York 14850

Katherine Borgella, AICP
Commissioner of Planning and Sustainability

Telephone (607) 274-5560
www.tompkinscountyny.gov/planning

TO: Housing and Economic Development Committee
From: David West, Senior Planner
Date: April 16, 2020
Re: Reprogramming CDBG Funds for Rental Support

Action Requested

The Department of Planning & Sustainability is seeking a motion to authorize the County Administrator to request the New York State Office of Community Renewal (OCR) to reprogram some funds from the CDBG funded Healthy Homes Rehabilitation Program III to a new temporary rental subsidy program for renters in Tompkins County whose incomes and ability to pay rent have been reduced by COVID-19 impacts.

Background

In 2019, Tompkins County was awarded \$727,600 in CDBG funds from New York State OCR for the Tompkins County Healthy Homes Rehabilitation Program III. These funds were allocated for assisting 26 low- and moderate-income homeowners with renovation and repair of substandard housing. That program was established and started contracting with homeowners before OCR stopped all renovations due to COVID-19. One household had closed on their renovation project and 7 others were in the application process when OCR stopped the program to help avoid having contractors enter occupied homes.

OCR is allowing flexibility to repurpose existing grant funds to start short term rent subsidy programs that support low- to moderate-income renters who have been economically impacted by COVID-19. The Department of Planning and Sustainability plans to work with the County Administrator to formally request reprogramming of up to \$589,066 of the CDBG award towards rent subsidies of up to 3 months for income-qualified households who have been economically impacted by COVID-19. The details of that program are still in development, but we believe acting quickly in this case is of the utmost priority, and plan to work with our existing CDBG subrecipient, INHS, to implement a streamlined program for rolling out this subsidy. Requirements for such a program from OCR include:

- Household income no more than 80% of the Area Median Income for Tompkins County
- Households must reside in Tompkins County, but outside of the City of Ithaca (INHS is working on additional funds that would enable them to serve City residents)
- Households must be economically impacted by COVID-19 (ex. furloughs, hours reductions, etc.)
- Rent can only be subsidized for a maximum of 3 months
- Landlord must self-certify that the unit meets code requirements and must allow inspection when/if that is possible
- There must be an agreement that the rent will stay the same and the tenant will be housed for the 3 months the subsidy is in place (ideally a lease but other agreements are possible)

In partnership with INHS and the City of Ithaca, additional sources of funds and partners are being pursued to grow the scope and reach of this program beyond the limitations of our CDBG funds. This program would be managed by Ithaca Neighborhood Housing Services. INHS is the subrecipient of the existing CDBG grant and has the technology and skills necessary to implement this application process

Inclusion through Diversity

and programing. OCR does not require a resolution of the Legislature to make this change, but we would like to have the Housing and Economic Development Committee express their support for this realignment of program resources before requesting permission to do so.

Budget Implications

None – this program would transition existing granted funds from one use to another.

SEQR

This is not an “action” as defined by SEQR and will not require any additional environmental review beyond the process that was already conducted for the Healthy Homes program, and a notation from NYS for our environmental review file.

Contact

David West at 607-274-5560 or dwest@tompkins-co.org.

2020 CDBG-CV: EMERGENCY RENTAL ASSISTANCE

WHEREAS, the City of Ithaca (City) has received an initial supplemental funding allocation of Community Development Block Grant (CDBG) funds from *The Coronavirus Aid, Relief, & Economic Security* (CARES Act), which funding is hereafter referred to as CDBG-CV, and

WHEREAS, additional supplemental CDBG-CV funding may be forthcoming, and

WHEREAS, HUD is providing administrative flexibility and waivers to speed approval and delivery of funds for activities responding to the COVID-19 Pandemic, and

WHEREAS, the 15% cap on public service activities is waived for CDBG-CV funds, and

WHEREAS, the initial CDBG-CV allocation to the City provides \$321,299 to invest in CDBG-eligible activities, and

WHEREAS, the City has contracted with the Ithaca Urban Renewal Agency (IURA) to administer, implement and monitor the City's HUD Entitlement program in compliance with all applicable regulations, and

WHEREAS, in order to expedite delivery of funding to the community, IURA has gathered information from stakeholders and solicited proposals for disaster response/recovery/prevention projects, and

WHEREAS, the IURA is following a two-prong approach to determine recommended uses of CDBG-CV funding:

- Directed activities to address priority needs where a capable sponsor is pre-identified, and
- Activities selected through an open competitive process, and

WHEREAS, the IURA has preliminarily identified the following priority community needs:

1. Renter households whose ability to pay rent has been reduced by COVID-29 impacts
2. Persons experience homelessness and homeless prevention
3. Small businesses adversely impacted by public health mandates and guidelines
4. Anchor non-profits entities with at least 51% earned income adversely impacted by public health mandates and guidelines

WHEREAS, according to the City's 2019-2023 Consolidated Plan for HUD Entitlement Funding 74% of the City's residents are renters, of which 56% are cost-burdened, and 41% of these are severely so, and

WHEREAS, at least 25 million Americans have filed jobless claims since March 2020 and the beginning of the coronavirus pandemic, including many renters in the City of Ithaca, and

WHEREAS, emergency grant payment for a household's rent for up to three consecutive months is an eligible CDBG public service activity authorized at 24 CFR §570.201(e), and

WHEREAS, Ithaca Neighborhood Housing Services, Inc. (INHS) proposes to implement an emergency rental assistance activity in partnership with Tompkins County and other funders with the following preliminary parameters subject to finalization:

- rent/current income ratio > 31%
- proof of adverse COVID-19 impact/client statement
- landlord signs a form agreeing to accept rent, waive late fees, not pursue eviction for non-payment, no code violations
- household AMI < 80%
- asset cap of \$5,000 liquid assets (netting out stimulus payment)
- must have a current lease or landlord willing to sign for current rent amount, waive late fees, accept payments
- building must pass environmental requirements for CDBG
- tenant NOT to pay any portion of the rent, because it is only three months of relief and this will hopefully allow clients to build savings,
- \$3,700 average assistance per renter household, and

WHEREAS, Tompkins County CDBG funding of approximately \$590,000 for the activity can only be used to assist renter households located outside of a HUD Entitlement community, such as the City, and

WHEREAS, INHS possesses the knowledge and administrative capacity necessary to effectively administer such a program, and

WHEREAS, supporting housing stability in the form of three consecutive months rental assistance for people in vulnerable groups with extremely low- and/or very-low-income (0-60%) AMI can prevent widespread eviction, homelessness and economic hardship for tenants and landlords, and

WHEREAS, emergency rental assistance furthers disaster recovery goals by stabilizing neighborhoods and communities, and

WHEREAS, the City can take final action to approve use of CDBG-CV funds following a Public Hearing and a 5-day Public Comment period; now, therefore be it

RESOLVED, that the IURA recommends the City authorize an allocation of \$140,000 from the CDBG-CV funding source to the Emergency Rental Assistance Program activity to be implemented by Ithaca Neighborhood Housing Services, Inc., and be it further

RESOLVED, CDBG-CV funds shall be used first to assist renter households earning 0-60% of AMI with less than \$5,000 in liquid assets, before assisting other CDBG-eligible renter households, and be it further

RESOLVED, that the City requests INHS to conduct affirmative marketing to underserved persons, such as persons who speak English as a Second Language (ESL), to provide them with an equitable opportunity to take advantage of the program, and be it further

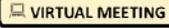
RESOLVED, that should availability of CDBG-CV funding be delayed, the IURA hereby authorizes use of the Housing Development Action Grant (HODAG) funding source to pay eligible costs in the first instance and be reimbursed when CDBG-CV funds become available, and be it further

RESOLVED, that the Urban Renewal Plan shall be amended to include activities funded in the adopted 2020 HUD Entitlement Program Action Plan.

2020 CITY OF ITHACA CDBG-CV: DRAFT Schedule

MILESTONE	DATE/ALL LOCATIONS ARE VIRTUAL
Assess COVID-19 Needs/Engage Stakeholders	Continuous
IURA Meeting #1: Overview of CDBG-CV; Guidance & Process	Thursday, April 23, 2020
IURA staff solicit proposals, <i>and</i> , simultaneously	Continuous, until funding exhausted
Develop RFP	By: Wednesday, April 29, 2020
IURA Meeting #2 (Special Meeting): Review/Recommend Solicited Proposals	Thursday, April 30, 2020 (or first available Thursday quorum)
Notice (2) to HUD of Intent to Implement Waiver for Modified Public Hearing for Solicited Proposals and Modification of Citizen Participation Plan (CPP)	Friday, May 1, 2020
Public Comment Period Opens (Solicited Proposals + CPP)	Monday, May 4, 2020
Virtual Public Hearing on Solicited Proposals w/ Required Live Streaming (within Common Council Regular Meeting)	Wednesday, May 6, 2020, 6:00 pm (Common Council Meeting)
Virtual Public Hearing on Emergency Modification of CPP w/ Required Live Streaming (within PEDC Regular Meeting)	Wednesday, May 6, 2020, 6:00 pm (Common Council Meeting)
Finalize RFP	By: Wednesday, May 6, 2020
Call for Funding Proposals (RFP) Issued	Thursday, May 7, 2020
Public Comment Periods Close (Solicited Proposals + CPP)	Friday, May 8, 2020, 5:00 pm
HUD Releases CDBG-CV Funding	Anticipated: May 7-30, 2020 (30-45 days from April 7)
— RFP FUNDING APPLICATIONS DUE —	Friday, May 15, 2020* *Consider opening initial deadline with Round 2 rolling deadline, if needed.
Consultation & Technical Assistance (by request)	Contact Anisa Mendizabal for availability: amendizabal@cityofithaca.org
IURA Board/Committees Review RFP Applications	TBD: Special Meeting(s) Week of May 17
IURA Meeting #3: IURA Board Review/Recommend RFP Proposals	Thursday, May 21, 2020
Notice to HUD of Intent to Implement Waiver for Modified Public Hearing	Friday, May 22, 2020
Public Comment Period Opens (RFP Proposals)	Monday, May 25, 2020
Virtual Public Hearing w/ Required Live Streaming (during regularly scheduled Public Meeting)	TBD: Week of May 25, 2020
Public Comment Period Closes (RFP Proposals)	Friday, May 29, 2020, 5:00 pm
TBD: Common Council Votes to Approve CDBG-CV Solicited <i>and</i> RFP Proposals (if required by CPP)	TBD: Wednesday, June 3, 2020, 6:00 pm
IURA Develops Contracts with Project Sponsors	TBD (1-2 weeks?)
IURA Attorneys Review Contracts	TBD (1-2 weeks?)
IURA & Project Sponsor(s) Sign Contracts	TBD (1-2 weeks?)
IURA Inputs Projects into IDIS	Simultaneously
Mayoral Certification of Proposed Project(s) (Forms 424, etc.)	TBD
HUD Acknowledges Receipt of Form 424	TBD
— PROJECTS LAUNCH —	"Immediately," after 3-6 weeks of above process (end of June or mid-July). Could be staggered if Emergency Modification to CPP is approved and Solicited Proposals can start contract process earlier. (Launch date could be early-mid June.)
Repeat IURA Special and Regular (Virtual) Meetings to Review Proposals, Notice of Intent to Implement Waiver, 5-Day Public Hearing and Comment Period with Required Streaming, Common Council (?) Approval and Mayoral Certification of Projects, until funds are exhausted.	As needed
Monitor	Ongoing
CDBG-CV CAPER	When required

2020 CITY OF ITHACA HUD ENTITLEMENT GRANT Action Plan Schedule

MILESTONE	DATE/LOCATION
Organizational Meeting #1	9:00 A.M., Monday, December 23, 2019, IURA Meeting, Common Council Chambers
CALL FOR FUNDING PROPOSALS ISSUED	TUESDAY, JANUARY 7, 2020
Organizational Meeting #2	8:30 A.M., Friday, January 10, 2020, Neighborhood Investment Committee Meeting, 3 rd Floor Conf. Room , City Hall
PUBLIC INFORMATION & INPUT MEETING #1	6:00-7:30 P.M., Tuesday, January 14, 2020, Borg Warner Room (East), Tompkins County Public Library
PUBLIC INFORMATION & INPUT MEETING #2	12:00-1:30 P.M., Wednesday, January 22, 2020, Common Council Chambers, City Hall
CONSULTATION & TECHNICAL ASSISTANCE (BY REQUEST)	Contact Anisa Mendizabal for availability: (607) 274-6553 or amendizabal@cityofithaca.org
FUNDING APPLICATIONS DUE:	NOON, FRIDAY, FEBRUARY 28, 2020
Economic Development Committee Meeting #1	3:30 P.M., Thursday, March 12, 2020 Common Council Chambers, City Hall
Neighborhood Investment Committee Meeting #1	8:30 A.M., Friday, March 13, 2020 3 rd Floor Conf. Room, City Hall
Neighborhood Investment Committee Meeting #2	8:30 A.M., Friday, March 20, 2020 3 rd Floor Conf. Room, City Hall
IURA MEETING #1 — <u>PUBLIC HEARING #1</u>	8:30-11:30 A.M., Thursday, March 26, 2020 
IURA MEETING #2 — <u>PUBLIC HEARING #1</u> (CONT.)	8:30-11:30 A.M., Thursday, April 2, 2020 
Neighborhood Investment Committee Meeting #3	8:30 A.M., Friday, April 10, 2020 
Economic Development Committee Meeting #2	3:30 P.M., Tuesday, April 14, 2020 
IURA MEETING #3	8:30-11:30 A.M., Thursday, April 16, 2020 
IURA MEETING #4	8:30-11:30 A.M., Thursday, April 23, 2020 
IURA Adoption of Draft Action Plan	8:30 A.M., Thursday, April 23, 2020
Draft 2020 Action Plan Available for 30-Day Public Comment Period	12:00 P.M., Friday, April 24, 2020
<u>PUBLIC HEARING #2</u> — Planning & Economic Development Committee of Common Council	6:00 P.M., Wednesday, May 13, 2020 
Close 30-Day Comment Period on Draft Action Plan	12:00 P.M., Monday, May 26, 2020
Common Council Approves 2020 Action Plan	6:00 P.M., Wednesday, June 3, 2020 