



Ithaca
Urban
Renewal
Agency

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

AGENDA

IURA Neighborhood Investment Committee (NIC)

8:30 am, Friday, March 13, 2020

Third Floor Conference Room

City Hall, 108 E. Green St., Ithaca, NY 14850

- I. **Call to Order**
- II. **Changes/Additions to Agenda**
- III. **Public Comment**
- IV. **Review of Minutes** – January 2020 (no February Meeting)
- V. **New Business**
 - A. **Action Item:** Review/Discuss 2020 HUD Entitlement Funding Proposals (13-23)
- VI. **Other Business**
 - A. IURA Grant Summary
 - B. Staff Report
 - C. Next Meeting: Friday, March 20, 2020
- VII. **Motion to Adjourn**



*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 (IURA)
NEIGHBORHOOD INVESTMENT COMMITTEE (NIC)
8:30 A.M., Friday, January 10, 2020
Third Floor Conference Room, City Hall, Ithaca, NY**

In attendance: Karl Graham, Chair; Fernando de Aragón; Tracy Farrell; Paulette Manos.

Excused: Teresa Halpert.

Staff: Anisa Mendizabal; Nels Bohn.

Guest(s): Diane Cohen, Executive Director, Finger Lakes ReUse; Cheyenne Poindexter, Student, New Roots Charter School.

I. Call to Order

The Chair called the meeting to order at 8:36 a.m.

II. Changes/Additions to Agenda

Order of agenda items changed to accommodate speaker.

III. Public Comment

None.

IV. Review of Minutes – November 2019

Moved by Farrell, seconded by Graham. Approved 4-0.

V. New Business

- A. **Action Item – Resolution** - 2019 Action Plan Project #3 — 2018 HUD Entitlement Program – 402 S. Cayuga Street (CHDO) – Reduction of Minimum Cash Contribution for 2-Bedroom Townhome

The Committee discussed the proposed resolution. Mendizabal clarified that “grantee” in this case was the same as the Participating Jurisdiction (City of Ithaca).

**HUD Entitlement Program –2019 Action Plan Project #3 - 402 S. Cayuga Street (CHDO) –
Reduction of Homebuyer Minimum Cash Contribution for 2-Bedroom Townhome**

Whereas, §92.254(f) of the 2013 HOME final rule requires the grantee to adopt written policies for:

1. Underwriting standards for homeownership assistance;
2. Responsible lending;
3. Refinancing loans to which HOME loans are subordinated; and

Whereas, pursuant to an executed agreement dated 2/14/13, the City of Ithaca authorized the IURA to act as lead agency to plan, administer, implement and monitor HUD Entitlement grant funds awarded to the City of Ithaca, and

Whereas, on 2/27/14, the IURA adopted homebuyer policies developed in consultation with Ithaca Neighborhood Housing Services, Inc., who has operated a homebuyer education and lending program for over 20 years, and

Whereas, IURA's Homebuyer Policies specify a fixed amount of \$2,500 for the homebuyer's standard minimum contribution, and

Whereas, INHS policies set 2% of the purchase price as its standard minimum homebuyer contribution, and

Whereas, according to HUD CPD Notice 18-09, Participating Jurisdictions' Homebuyer Program Policies may set either a fixed amount or a percentage of a the total purchase price as the homebuyer's standard minimum contribution, and

Whereas, 2% of the \$115,000 anticipated purchase price for the affordable 2-bedroom townhome at 402 S. Cayuga Street yields an INHS minimum homebuyer contribution of \$2,300, and

Whereas, this unit's INHS minimum homebuyer contribution is \$200 less than the IURA-specified minimum homebuyer contribution, and

Whereas, IURA's HOME Homebuyer Program Policies allow for a reduced homebuyer contribution, if approved by the IURA based on extenuating circumstances, and

Whereas, the smaller of the two standard minimum homebuyer contributions will increase benefit to a low-to moderate-income homebuyer, therefore be it

Resolved, that per its HOME Homebuyer Policies adopted 2/27/14, IURA hereby reduces the standard minimum homebuyer contribution from \$2,500 to \$2,300 for the 2-bedroom townhome at 402 S. Cayuga Street.

Moved by Manos, seconded by Graham. Carried 4-0.

B. NI Organizational Meeting #2 for 2020 HUD Entitlement Program Action Plan

Mendizabal distributed materials for the second Organizational Meeting for the 2020 HUD Entitlement Program Action Plan. She noted that Organizational Meeting #1 took place at the December 2019 IURA Meeting, thereby meeting the statutory and Citizen Participation Plan requirements.

Mendizabal described the method by which staff arrived at the anticipated award figures for 2020: \$668,000 for CDBG and \$297,000 for HOME. Each represent a 3% decrease from 2019's funding level.

Mendizabal reviewed the Action Plan schedule, drawing attention to the application deadline of February 28, 2020 at noon, and other dates of interest to NI Committee Members. <Insert charts/tables>

Ms. Cohen arrived at 8:56 a.m.

C. **9:00 a.m. – Update and Discussion** - 2019 Project #9 – Ithaca ReUse Center Acquisition with Diane Cohen, Executive Director.

The Chair introduced Ms. Cohen, Executive Director of Finger Lakes ReUse, who began her remarks by expressing the organizations appreciation for IURA’s early interest and guidance.

Ms. Cohen reported that ReUse was able to complete the acquisition of their property with the assistance of the Nonprofit Finance Fund, which took the bulk of the loan (\$1 million) and Alternatives Federal Credit Union (AFCU), IURA and Park Foundation, which were integral in providing gap financing. FL ReUse has paid down its former loan. Park adjusted the terms of its loan to interest-only payments for now. Ms. Cohen also credited Tompkins County Solid Waste for important partnership that has been vital to ReUse’s establishment and growth.

Ms. Cohen shared key information about Finger Lakes ReUse.

- Local revenue through FL ReUse’s businesses (retail locations, services, and consulting fees) was **\$8.7 million in 2019**.
- Sales grew 24% in 2019.
- Donations grew 67% in 2019; from 2016-2019, donations grew from 8,000 donations to 35,000 donations.
- Ithaca ReUse has finished its fourth full year at the Elmira Road location.
- The organization employees 43 employees, 39 of whom are permanent, living-wage employees in 35.4 FTE positions.
- Earned revenue amounts to more than 80% of the organization’s total support. The organization is making it a goal to get to 100% so it will not have to request operating funds.
- The organization hosts 37 individual volunteers (not related to any group) per month.

ReSET Job Training Program: ReSET was initiated to help the organization handle materials. ReUse now employs five paid apprentices; two are Tech Apprentices and three are in the Reentry Program. The next round of the ReSET Tech program begins in early February 2020 and will have 6 to 8 participants. Participants receive 10 weeks of initial training, then 15 weeks or 525 hours of apprenticeship.

After much research, Anise Hotchkiss, ReSET Program Director, determined that in order to be effective in reentry programming , the program needed to be able to pay participants immediately and for participants to be able to start as soon as they were ready, not to wait for a program “start date.” Reentry participants can stay as few as three months or as long as up to a year. The organization has budgeted for seen apprenticeships at any given time. Right now, they have five, so they could have two more. Since ReSET started in 2013, 175 people have attended. The program has a 78% retention rate. So far 34 apprenticeships have been funded, including 7 for people in reentry.

Donations, Materials, and Sales: The organization is working to streamline processes related to donations and sales. After much discussion, it suspended donation pick-ups during summer 2019 only; pick-ups were reinstated in fall 2019 because the organization recognizes this is an important way to obtain high-value items.

Graham asked about FL ReUse's deconstruction program. Ms. Cohen stated the last home the organization deconstructed was on Albany Street. It sold the high value items reclaimed through reconstruction, but the lumber ended up deteriorating outside, because the organization had no alternative means of storing it. Since instituting "Donation Drop Off (DDO)", 4,092 people have dropped off donations amounting to 534 pallets worth of items. Of these pallets,

- 133 pallets were small household items, which FL ReUse estimates will translate into \$500,000 in revenue.
- 40 pallets were construction materials
- 51 pallets were clothing
- 39 pallets were books

Donations of textiles donations now surpass donations of construction materials; ReUse is now focusing on ways to gain capacity and efficiently palletize textile donations for sale in secondary markets.

Construction material donations have remained level. Lumber sells quickly; they can't keep it in stock. Building materials are still in demand; small contractors know about ReUse and come to ReUse. Large contractors don't. Facility space has always been an issue.

Constuction: Whether to build a materials storage facility or to realize plans related to the establishment of affordable housing on site, Ms. Cohen reported that she and the organization now see and recognize that any kind of on-site construction will shut-down their operation at the Ithaca ReUse (Elmira Road) site. So, they are looking for a second site elsewhere in Ithaca that they could use as a temporary site during construction at Elmira Road location. Then, this second site would transition to a permanent third location for ReUse. **Should Committee Members have suggestions for a temporary/eventual third site locations, she's very interested.** ReUse has explored a few options.

Farrell asked whether ReUse does much work with Thrifty Shopper. Ms. Cohen responded that she sees their leadership yearly, but the organizations do not work together. Cohen has talked to Shannon McCarrick of Habitat for Humanity of Tompkins-Cortland Counties about Habitat's opening the Habitat version of ReUse (called "ReStore") because Habitat works closely with Home Depot and Lowe's, and therefore would likely have ability to access/divert from waste stream materials ReUse could not. Similarly, ReUse works with Historic Ithaca in the architectural salvage arena. ReUse is constantly looking for opportunities to keep things out of the waste stream, that's their mission. Therefore, they try not to be competitors; they try to realize there is more than enough material out there that myriad enterprises could work toward diverting.

VI. Other Business

A. IURA Grant Summary

The Committee noted the two slow-moving projects, Neighbor to Neighbor and the Advocacy Center and Mendizabal updated them on recent contact.

B. Staff Report

Tabled.

VII. Motion to Adjourn

Farrell will be absent in February.

Motion to adjourn by Graham, seconded by Manos. Meeting adjourned at 10:05 a.m.

IURA Grants Summary
February 2020

#	ON SCHEDULE	HUD ENTITLEMENT ACTIVITIES	SPONSOR	BUDGET	TOTAL UNEXPENDED	% SPENT
2017 HOME Activities						
2767	canceled	3.0 402 South Cayuga Street ¹⁷	Habitat for Humanity	80,000.00	0.00	100%
2768	complete	4.0 Housing Scholarship Program ¹¹	The Learning Web	63,980.10	0.00	100%
2769	complete	5.0 Security Deposit Assistance	Catholic Charities	42,750.00	0.00	100%
2770	complete	21.0 828 Hector Street (CHDO) ²³	INHS	41,378.00	0.00	100%
2771	complete	20.0 HOME Admin	IURA	27,565.10	0.00	100%
2807	complete	Unallocated 2017 HOME ^{12, 17, 23, 24}	N/A	19,977.80	0.00	N/A
	complete	Home Admin (PI) ²²	N/A	0.00	0.00	100%
	ok	Recaptured Funds (HP) ¹⁵	N/A	0.00	3,808.14	N/A
	ok	Unanticipated Program Income (PI) ⁸	N/A	0.00	21,545.00	N/A
Total				275,651.00	25,353.14	89%
2018 CDBG Activities						
6002	NO	1.0 Neighbor to Neighbor Home Rehab	Love Knows No Bounds	40,000.00	40,000.00	0%
6003	complete	2.0 Chartwell House	Tompkins Community Action	75,000.00	0.00	100%
6004	ok	8.0 Ramp Loan Program	FLIC	22,740.00	5,729.56	77%
6005	complete	9.0 Mini Repair	INHS	32,500.00	0.00	100%
6006	complete	11.0 Hospitality Employment Training Program	GIAC	110,000.00	0.00	100%
6007	ok	13.0 Volunteer Worker & Job Skill Training	Finger Lakes ReUse, Inc.	40,300.00	15,291.22	79%
6008	ok	14.0 Work Preserve Job Training	Historic Ithaca	66,760.00	6,316.85	91%
6009	ok	16.0 Targeted Urban Bus Stop Upgrades	TCAT	13,500.00	13,500.00	0%
6010	complete	19.0 Immigrant Services	Catholic Charities	30,000.00	0.00	100%
6011	ok	20.0 Work Preserve Job Readiness	Historic Ithaca	20,000.00	6,913.81	65%
6012	complete	21.0 2-1-1 Info and Referral	Human Services Coalition	20,000.00	0.00	100%
6013	complete	22.0 Housing For School Success Year #3	Ithaca City School District (ICSD)	27,005.00	0.00	100%
6014	complete	23.0 CDBG Admin	IURA	137,214.00	0.00	100%
6015	complete	25.0 Economic Development Loan Fund	IURA	26,052.00	0.00	100%
6016	complete	17.0 Final Phase: Heating & Roofing ²⁵	DICC	0.00	0.00	100%
6017	NO	18.0 Domestic Violence Center Renovation ²⁵	Advocacy Center	0.00	9,960.72	0%
	ok	Unallocated 2018 CDBG	N/A	25,000.00	2,607.89	N/A
Total				686,071.00	100,320.05	88%
2018 HOME Activities						
8002	ok	3.0 402 South Cayuga Street	INHS	150,000.00	150,000.00	0%
8003	ok	4.0 Housing Scholarship Program ²	The Learning Web	65,592.00	27,513.57	58%
8004	complete	5.0 Security Deposit Assistance ^{24,2}	Catholic Charities	18,250.00	0.00	100%
8004a	complete	6.0 Security Deposit Inspections ²⁴	TCA	1,058.00	0.00	100%
8005	ok	7.0 INHS Scattered Site 2 (CHDO) ²⁴	IURA	0.00	10,000.00	90%
8006	complete	10.0 Additional Reserve (CHDO) 24, 26	TBD	97,022.70	0.00	N/A
8007	complete	Home Admin	IURA	36,880.30	0.00	100%
	ok	2018 HOME Unallocated ²	N/A	0.00	12,729.74	N/A
Total				368,803.00	200,243.31	52%
2019 CDBG Activities						
6022	ok	1.0 Homeowner Rehab	INHS	67,594.32	67,594.32	0%
6023	ok	2.0 Small Repair Program	INHS	21,110.00	32,500.00	0%
6024	ok	6.0 Finger Lakes ReUse Job Skills Training	Finger Lakes ReUse, Inc.	95,529.00	95,529.00	0%
6025	ok	7.0 Work Preserve Job Training	Historic Ithaca	67,500.00	67,500.00	0%
6026	ok	8.0 Hospitality Employment Training Program	GIAC	110,725.28	110,725.28	0%
6027	complete	9.0 Ithaca ReUse Center Acquisition	Finger Lakes ReUse, Inc.	100,000.00	0.00	100%
6028	complete	10.0 Economic Development Loan Fund	IURA	0.00	0.00	100%
6029	ok	11.0 Black Girl Alchemists Public Art Mosaic	CAP	7,500.00	7,500.00	0%
6030	ok	12.0 Housing For School Success	Beverly J. Martin Elem	15,700.00	15,700.00	0%
6031	complete	13.0 2-1-1	Human Services Coalition	0.00	0.00	100%
6032	ok	14.0 Work Preserve: Job Readiness	Historic Ithaca	20,000.00	20,000.00	0%
6033	ok	15.0 A Place To Stay	Catholic Charities	20,000.00	20,000.00	0%
6034	ok	16.0 Immigrant Services	Catholic Charities	25,059.00	18,794.25	25%
6035	ok	17.0 CDBG Admin	IURA	137,679.40	110,844.24	19%
Total				688,397.00	566,687.09	31%
2019 HOME Activities						
8011	ok	1.0 Homeowner Rehab	INHS	42,151.58	42,151.58	0%
8012	ok	3.0 Immaculate Conception School Redev	INHS	98,668.22	199,900.00	0%
8013	ok	4.0 Housing Scholarship Program	The Learning Web	70,560.00	70,560.00	0%
8014	ok	5.0 Security Deposit Assistance-Vulnerable Households	Catholic Charities	63,995.00	52,019.00	19%
8015	ok	18.0 HOME Admin	IURA	30,597.20	20,307.94	34%
Total				305,972.00	384,938.52	5%

IURA Grants Summary

February 2020

#	ON SCHEDULE	HUD ENTITLEMENT ACTIVITIES	SPONSOR	BUDGET	TOTAL UNEXPENDED	% SPENT
Total Unexpended Funds						
		Unexpended CDBG Entitlement Funds			666,507.14	
		Unexpended CDBG Program Income Committed to Action Plan Activities			500.00	
		CDBG Revolving Loan Fund Balance (#02 Bank Balance excluding interest)			143,753.32	
		Unexpended HOME Entitlement Funds			610,534.97	
		Unexpended HOME Program Income			0.00	
		HOME Program Income Unassigned			0.00	
		Total Unexpended HUD Funds			1,420,795.43	

1.5 CDBG Spend Down Ratio Analysis (must be less than 1.5 by June 1st of each year):

CDBG Spend Down Ratio = total unexpended CDBG funds/most recent annual CDBG award

Most Recent Annual CDBG Award:

688,397

1.5 x Most Recent CDBG Award:

1,032,596

Current Unexpended CDBG Funds:

810,260

Current CDBG Spend Down Ratio:

1.18

Compliance With 1.5 CDBG Spend Down Ratio:

Yes

Amount Required to be Expended by 6/1 to Meet CDBG Spend Down Ratio:

-222,335



IURA Job Readiness, Training, & Placement Programs: Comparative Outcomes Summary (PY2013-2018)

Last Updated: 2/3/20

Note: IURA-funded programs report outcomes in significantly different ways/formats and levels of detail (even one Program Year to the next). Figures below represent best effort to aggregate/compare data.

2013-14 Program Year	<u>Historic Ithaca (Work Preserve)</u>	<u>GIAC (HETP)</u>	<u>Finger Lakes ReUse (ReSET) *</u>	<u>Learning Web (Learning by Doing)</u>	<u>TOTALS/AVGS.</u>
Goal/Activity:	Skill-Building/Job Readiness	Job Training & Placement	Skill-Building/Job Readiness	Placement at Cayuga Med. Ctr./Post-Placement Support	
Amended Goal:	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	Skill-Building/Job Readiness & Placement	
Numeric Objective:	20 LMI individuals	10 LMI individuals 5 placements	<i>n/a</i>	7 LMI youth placements at CMC	
IURA Funding:	\$78,500.00	\$86,000.00	<i>n/a</i> (\$0.00)	\$52,776.00	\$217,276.00
Cost per Enrollee:	\$3,413	\$5,733	<i>n/a</i>	\$1,599	\$3,582
Prior to Entry - Unemployed:	<i>n/a</i>	<i>n/a</i>	26	<i>n/a</i>	
Enrolled:	23	15	34	33	105
Completed:	19	11	30	18	78
Retention Rate:	82%	73%	88%	54%	74%
Secured Full-Time Employment:	2	7	9	18 [2 (CMC), 7 (career-path), 9 (non-career path)]	36
Met Job-Placement Goal by:	<i>n/a</i>	140%	<i>n/a</i>		

*not IURA-funded (included for comparison purposes)

2014-15 Program Year	<u>Historic Ithaca (Work Preserve)*</u>	<u>GIAC (HETP)</u>	<u>Finger Lakes ReUse (ReSET)</u>	<u>TOTALS/AVGS.</u>
Goal/Activity:	Skill-Building/Job Readiness	Job Training & Placement	Skill-Building/Job Readiness	
Numeric Objective:	20 LMI individuals	20 LMI individuals 5 placements	16 LMI individuals 3 Apprenticeships	
IURA Funding:	\$82,500.00	\$92,495.00	\$26,330.00	\$201,325.00
Cost per Enrollee:	\$2,115	\$4,624	\$907	\$2,549
Prior to Entry - Unemployed:	<i>n/a</i>	<i>n/a</i>	17	
Enrolled:	39	20	29	88
Completed:	27	15	23	65
Retention Rate:	69%	75%	79%	74%
Secured Full-Time Employment:	5	11	10	26
Met Job-Placement Goal by:				

*operated Dec. 2014-Feb. 2016

2015-16 Program Year	<u>Historic Ithaca (Work Preserve)</u>	<u>GIAC (HETP)</u>	<u>Finger Lakes ReUse (ReSET)</u>	<u>TOTALS/AVGS.</u>
Goal/Activity:	Job Readiness & Placement	Job Training & Placement	Skill-Building/Job Readiness	
Numeric Objective:	20 LMI individuals 3 placements	16 LMI individuals 4 placements	21-33 LMI individuals 3 Apprenticeships	
IURA Funding:	\$87,500.00	\$109,372.86	\$23,759.00	\$220,631.86
Cost per Enrollee:	\$5,468	\$6,835	\$678	\$4,327
Prior to Entry - Unemployed:	<i>n/a</i>	<i>n/a</i>	20	
Enrolled:	16	51	35	102
Completed:	8	28	33	69
Retention Rate:	50%	55%	94%	66%
Secured Full-Time Employment:	5	17	13	35
Met Job-Placement Goal by:	166%	425%	433%	341%

2016-17 Program Year	<u>Historic Ithaca (Work Preserve)</u>	<u>GIAC (HETP)</u>	<u>TOTALS/AVGS.</u>
Goal/Activity:	Job Readiness & Placement	Job Training & Placement	
Numeric Objective:	20 LMI individuals 4 placements	16 LMI individuals 4 placements	
IURA Funding:	\$87,500.00	\$100,000.00	\$187,500.00
Cost per Enrollee:	\$4,375	\$5,263	\$4,819
Prior to Entry - Unemployed:	15	13	28
Enrolled:	22	19	41
Completed:	12	17	29
Retention Rate:	55%	89%	72%
Secured Full-Time Employment:	5	13	18
Met Job-Placement Goal by:	125%	325%	225%

2017-18 Program Year

	<u>CCE (Food Entrepreneurship)</u>	<u>GIAC (HETP)</u>	<u>Historic Ithaca (Work Preserve)</u>	<u>TOTALS/AVGS.</u>
Goal/Activity:	Skill-Building & Micro-Enterprise	Job Training & Placement	Job Readiness & Placement	
Numeric Objective:	8 LMI micro-enterprises	20 LMI individuals 14 placements	20 LMI individuals 6 placements	
IURA Funding:	\$36,191.01 (\$395.99 unused.)	\$100,000.00	\$87,500.00	\$223,691.01
Cost per Enrollee:	\$3,016	\$5,000	\$4,167	\$4,061
Prior to Entry - Unemployed:	10	14	17	41
Enrolled:	12	20	23	55
Completed:	8	20	15	43
Retention Rate:	66%	100%	65%	77%
Secured Full-Time Employment:	8	16	4	28
Met Job-Placement Goal by:	100%	114%	67%	94%

2018-19 Program Year

	<u>Finger Lakes ReUse (Job Skills Training)</u>	<u>GIAC (HETP)</u>	<u>Historic Ithaca (Work Preserve)</u>	<u>TOTALS/AVGS.</u>
Goal/Activity:	Skill-Building/Job Training & Placement	Job Training & Placement	Job Readiness & Placement	
Numeric Objective:	20 LMI individuals 4 placements	17 LMI individuals 12 placements	20 LMI individuals 6 placements	
IURA Funding:	\$71,800.00	\$110,000.00	\$87,500.00	\$269,300.00
Cost per Enrollee:	\$3,264	\$5,000	\$3,500	\$3,921
Prior to Entry - Unemployed:	23	20	25	68
Enrolled:	23	20	25	68
Completed:	12	14	15	41
Retention Rate:	52%	70%	60%	61%
Secured Full-Time Employment:	3	13	5	21
Met Job-Placement Goal by:	75% IN PROGRESS (59% EXPENDED)	116%	83% IN PROGRESS (66% EXPENDED)	91%