



Agenda

**Jamestown City Council Full Work Session
7:30 p.m., Police Training Room
Municipal Building
Monday, October 3, 2022**

Individual Committee Meetings

Housing – 6:30 p.m., Police Training Room
Finance – 7:00 p.m., Mayor's Conference Room
Public Safety – 7:00 p.m., Police Training Room
Public Works – 7:00 p.m., DOD Conference Room

Opportunity for Public Comment

Standing Committees

Finance Committee

7:00 p.m., Mayor's Conference Room

Resolutions

1. WHEREAS Rand Precision Machining Company has gifted the City of Jamestown Police Department Four Thousand Dollars and No Cents (\$4,000.00) to fund a Citizens Police Academy, now therefore be it

RESOLVED, that the City of Jamestown hereby accepts the donation, and be it further

RESOLVED, that the Jamestown City Council hereby extends its appreciation and gratitude on behalf of the citizens of the City of Jamestown to Kurt W. Grimm and the employees of Rand Precision Machining Company for the generous donation.

The Citizens Police Academy would commence in January 2023.

2. Resolution designating One Million Dollars and No Cents (\$1,000,000.00) in American Rescue Plan Act Healthy Communities and Neighborhoods funds for the purpose of the Land Bank Post-Pandemic Housing Initiative.

3. Resolution designating Seven Hundred Fifty Thousand Dollars and No Cents (\$750,000.00) in American Rescue Plan Act Economic Development funds for the purpose of a Business Expansion & Building Acquisition (BEBA) program to be administered through the Jamestown Local Development Corporation (JLDC) by the Jamestown Urban Renewal Agency (JURA).
4. RESOLVED, That the Jamestown City Council designates Seven Hundred Fifty Thousand Dollars and No Cents (\$750,000.00) in American Rescue Plan Act Neighborhood Stabilization funds for the purpose of creating a permanent 19A Homeownership Program.
5. Resolution designating One Million, Five Hundred Thousand Dollars and No Cents (\$1,500,000.00) in American Rescue Plan Act Economic Development funds for the purpose of funding the Non-Profit Assistance Program (NPAP) program to be administered through the Jamestown Local Development Corporation (JLDC) by the Jamestown Urban Renewal Agency (JURA).

Informational/Report

6. Senior Citizen Housing Program and the general Housing Incentive Program discussion

Housing Committee

6:30 p.m., Police Training Room

Opportunity for Public Comment

Informational/Report

1. Senior Citizen Housing Program and the general Housing Incentive program discussion.
2. General discussion.

Opportunities for Public Comment

Resolutions

1. WHEREAS Rand Precision Machining Company has gifted the City of Jamestown Police Department Four Thousand Dollars (\$4,000) to fund a Citizens Police Academy

RESOLVED, that the City of Jamestown hereby accepts the donation, and be it further

RESOLVED, that the Jamestown City Council hereby extends its appreciation and gratitude on behalf of the citizens of the City of Jamestown to Kurt W. Grimm and the employees of Rand Precision Machining Company for the generous donation.

The Citizens Police Academy would commence in January 2023.

- This resolution also appears on the Finance agenda.

Ordinance/Local Law

Informational Report

2. Halloween hours discussion.

Public Works Committee is cancelled due to lack of agenda items

Mayor's Remarks

Executive Session

COUNCIL MEMBERS: PLEASE CONTACT THE COUNCIL PRESIDENT OR CITY CLERK IF UNABLE TO ATTEND THE WORK SESSION AT 7:30.

STAFF REPORT

Approved and Forwarded to City Council



Edward A. Sundquist, Mayor

DATE: September 28, 2022**TO:** Edward A. Sundquist, Mayor**FROM:** Timothy Jackson, Chief of Police**SUBJECT:** Resolution to accept donation from Rand Precision Machining Company**ACTION:** Resolution Ordinance/Local Law Informational/Report

ISSUE STATEMENT: Rand Precision Machining Company, has offered to donate four thousand dollars (\$4,000) to the City of Jamestown Police Department. Chief Jackson would like to use this donation to fund a Citizens Police Academy commencing in January 2023.

BACKGROUND: Several years ago, the Jamestown Police Department held a Citizens Police Academy, which was aimed at educating the residents of Jamestown in the concepts and procedures of law enforcement. This three-hour session was held once per week over the course of a ten-week period.

The curriculum focused on arrest procedures, juvenile procedures, vehicle and traffic law, crime scene investigations, emergency response teams, drug enforcement, DWI, community policing, range procedures, and defensive tactics.

Students were also afforded a tour of the department, and an open forum to ask questions.

Chief Jackson plans to make modifications to the previous curriculum if the proposal is approved.

FISCAL IMPACT: There is zero fiscal impact to the City of Jamestown.

RECOMMENDATION: Chief Jackson requests that the City Council accept the donation.

ATTACHMENT(S): 1. Resolution

By

WHEREAS Rand Precision Machining Company has gifted the City of Jamestown Police Department Four Thousand Dollars (\$4,000) to fund a Citizens Police Academy

RESOLVED, that the City of Jamestown hereby accepts the donation, and be it further

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- The Citizens Police Academy would commence in January 2023.

STAFF REPORT

Approved and Forwarded to City Council



Edward A. Sundquist, Mayor

DATE: September 28, 2022
TO: Edward A. Sundquist, Mayor
FROM: Crystal Surdyk, Director of Development
SUBJECT: Landbank Post-Pandemic Housing Initiative

ACTION: Resolution Ordinance/Local Law Informational/Report

ISSUE STATEMENT:

Funding would support three main programming initiatives – to create a 1st Time Homebuyer’s Assistance Rebate Program to assist income qualified (125% AMI) first-time homebuyers of Land Bank houses to make exterior repairs that are structural (foundation, porch, roof), require code compliance, or healthy housing-oriented (lead, radon, asbestos. mold remediation); to support the expansion of the Hands On Neighborhoods Program with the 1st Time Homebuyer Mentoring Program, Home maintenance workshops, and tool lending library, as well as building home ownership education, neighborhood housing forums and promoting program opportunities through an annual Housing Summit; and continuing our removal of blighted and structurally unsound properties through demolition. An additional amount is requested to assist in our purchase of an information management platform that will complement the City’s use of Building Blocks to facilitate strategic initiatives, workflows and vendor communications.

BACKGROUND:**1st Time Home Buyer Rebates:**

- Purchaser must be purchasing a Land Bank or Article 19A home as an owner-occupant, 1st time homebuyer
- Property must be located in the city limits
- Deed must reflect only names of owner-occupants, no LLCs nor absent owners
- Land Bank Sales 4 Rehab homes require Income verification, approved/contracted renovation plan, performance escrow, and deed in covenant to include default/damage clause for non-compliance
- Payments may be made as a reimbursement or directly to a contractor as a portion of the expense, not to exceed \$10,000 per property
- Owner-occupants must sign a Property Maintenance Agreement and Anti-spec agreement, and maintain the property as their primary residence for 5 years.

This funding will be matched up to \$200,000 with private grant funding

Demolition: This funding will be used to augment/match additional funding requests to the state to continue the Land Bank and city's demolition activities through 2025. We currently have 42 properties awaiting demolition funding and average 15-20 new demo properties per year pulled from the tax auction.

Hands On Neighborhoods: This program was developed to empower community members in building a sense of pride in place; to leverage resources, and work together towards strengthening neighborhoods while building community, both on the block, and through-out the city. Community Clean-ups were initiated in 2021, but the program will be expanded to create more neighborhood and home ownership capacity building with a robust volunteer cohort who will mentor 1st time homebuyers in property maintenance, budgeting, asset management, home repairs, and community resources through-out their first year of homeownership. Additionally, a tool lending library will be made available to anyone participating in the mentoring program. An annual Housing Summit will bring community members together to discuss housing issues/concerns, learn about homebuying opportunities and programs, set-up one-on-one home-buying coaching, and to recruit potential purchasers into the 1st time homebuying courses run by our partner agencies. Costs are shared across several grant-funding requests that are pending.

Information/Project Management Technology Platform: Funding will assist the Land Bank in the purchase of a technology platform called SLATE which runs alongside Tolemi's Building Blocks Platform, which will be adopted by the City & the County for property related data management. This platform will facilitate the Land Banks work flow management with its municipal, developer and sub-contractor partners, and build capacity within the program while ensuring effective project management and communication. Cost is shared at 50% with the Land Bank.

FISCAL IMPACT:

A total of \$1 million would come from the Healthy Communities and Neighborhoods ARPA category.

RECOMMENDATION:

Staff requests City Council approve the resolution.

ATTACHMENT(S):

1. Resolution
2. Funding Request
3. PP Presentation

Resolution designating One Million Dollars and No Cents (\$1,00,000.00) in American Rescue Plan Act Healthy Communities and Neighborhoods funds for the purpose of the Land Bank Post-Pandemic Housing Initiative



ARPA FUNDING REQUEST TO THE CITY OF JAMESTOWN

PROJECT NAME: **Land Bank Post-Pandemic Housing Initiative**

Project Type: Blight Intervention and Home Owner Assistance

New? Mixed Existing & New Programming

Routine: Y

Est. Start Date: 2022 Est. Completion Date: Dec. 2025

Est. Total Cost: \$1,000,000

PROJECT DESCRIPTION

Funding would support three main programming initiatives – to create a 1st Time Homebuyer's Assistance Rebate Program to assist income qualified (125% AMI) first-time homebuyers of Land Bank houses to make exterior repairs that are structural (foundation, porch, roof), require code compliance, or healthy housing-oriented (lead, radon, asbestos, mold remediation); to support the expansion of the Hands On Neighborhoods Program with the 1st Time Homebuyer Mentoring Program, Home maintenance workshops, and tool lending library, as well as building home ownership education, neighborhood housing forums and promoting program opportunities through an annual Housing Summit; and continuing our removal of blighted and structurally unsound properties through demolition. An additional amount is requested to assist in our purchase of an information management platform that will complement the City's use of Building Blocks to facilitate strategic initiatives, workflows and vendor communications.

PROJECT DETAIL

1st Time Home Buyer Rebates:

- Purchaser must be purchasing a Land Bank or Article 19A home as an owner-occupant, 1st time homebuyer
- Property must be located in the city limits
- Deed must reflect only names of owner-occupants, no LLCs nor absent owners
- Land Bank Sales 4 Rehab homes require Income verification, approved/contracted renovation plan, performance escrow, and deed in covenant to include default/damage clause for non-compliance
- Payments may be made as a reimbursement or directly to a contractor as a portion of the expense, not to exceed \$10,000 per property
- Owner-occupants must sign a Property Maintenance Agreement and Anti-spec agreement, and maintain the property as their primary residence for 5 years.

This funding will be matched up to \$200,000 with private grant funding

Demolition: This funding will be used to augment/match additional funding requests to the state to continue the Land Bank and city's demolition activities through 2025. We currently have 42 properties awaiting demolition funding and average 15-20 new demo properties per year pulled from the tax auction.

Hands On Neighborhoods: This program was developed to empower community members in building a sense of pride in place; to leverage resources, and work together towards strengthening neighborhoods while building community, both on the block, and through-out the city. Community Clean-ups were initiated in 2021, but the program will be expanded to create more neighborhood and home ownership capacity building with a robust volunteer cohort who will mentor 1st

time homebuyers in property maintenance, budgeting, asset management, home repairs, and community resources through-out their t\first year of homeownership. Additionally a tool lending library will be made available to anyone participating in the mentoring program. An annual Housing Summit will bring community members together to discuss housing issues/concerns, learn about homebuying opportunities and programs, set-up one-on-one home-buying coaching, and to recruit potential purchasers into the 1st time homebuying courses run by our partner agencies. Costs are shared across several grant-funding requests that are pending.

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The infographic is titled "ARPA – 4 YEAR FUNDING REQUEST" in large white letters on a dark blue background. It lists four main funding categories with their respective details and costs:

- 1st TIME HOMEBUYER INCENTIVES/REBATES**
 - Facilitate home ownership opportunities by subsidizing repair costs of Jamestown's distressed housing
 - Income Qualified (125% AMI), Occupancy covenant
 - Exterior/Structural/Healthy Home repairs
 - Pair with other grant programs, rehab loan fund wherever possible
 - \$280,000
 - Admin. (15%) \$41,250
 - Match with \$200,000 Sheldon Fdtn. grant
- DEMOLITION PROGRAM**
 - Neighborhood Stabilization and blight elimination, right-sizing of housing market, assemblage of parcels
 - \$528,000
 - Admin. (20%) \$105,000
 - 15-20 homes demo'd \$400,000
 - Anticipated 3-4% Match with State Funding for average of \$500,000 per year demo budget
- HANDS ON NEIGHBORHOODS**
 - Programming, Tools, Volunteer Recruitment/Management & Marketing for Clean-ups, Mentoring, Repair Program
 - \$183,000
 - Admin. (30%) \$54,900
 - Augmented by Sponsorships & State funding
- LAND BANK INFORMATION MGMT PLATFORM– Tolemi Slate**
 - More effective workflow management in coordination with City and vendor resources, project mgmt, tracking & coordinated data management and analysis
 - \$12,000
 - SLATE - \$6,000 Initial fee, \$6,000/year
 - Match with Land Bank funds

TOTAL REQUEST:
\$1,000,000

CHAUTAUQUA
COUNTY



LandBANK

C O R P O R A T I O N



JAMESTOWN CITY COUNCIL – REQUEST FOR ARPA FUNDS

8/22/22

Who Moved My Cheese?



■ Events Leading to the Creation of the NYS Land Bank Act

Great Recession of 2008

Mortgage Crisis

Out-Migration

Neighborhood Divestment

Vacancy & Abandonment



Brief History

County Housing &
Neighborhood Task Force (2008) \$200,000

Co. Comp Plan establishes desire for housing
interventions(2009)

NYS Land Bank Act (2011)
C.C. Land Bank Application (2011)

Designated as the 3rd Land Bank in NYS (9/11/12)

Initial Grant Funding (2013)



Frank Alexander, co-author of
the NYS LBA.

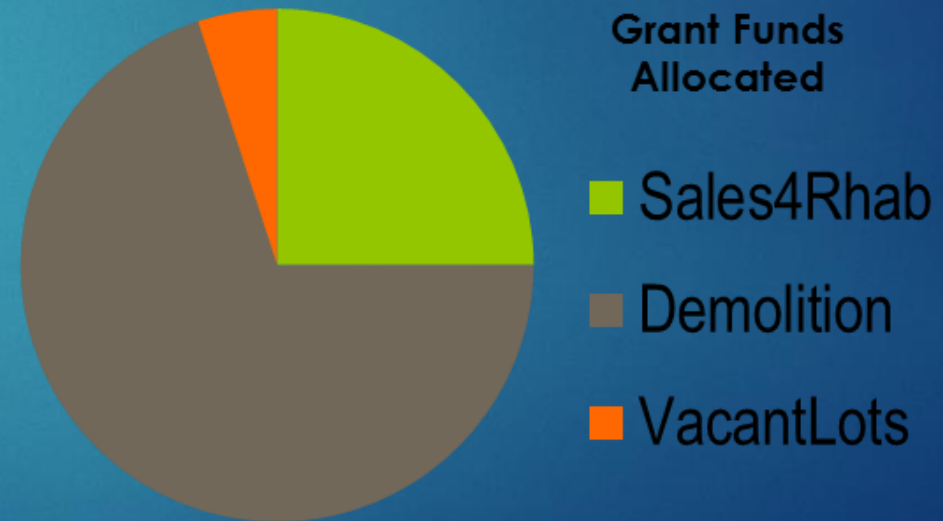
Chautauqua County Land Bank Corporation Mission (2012)

The objective of Chautauqua County's proposed land bank is:

To control and manage strategically selected dilapidated residential and commercial properties granted to the agency by the County from the tax foreclosure process. The Chautauqua County Land Bank Corporation (CCLBC) will seek to minimize the negative impacts that substandard properties and structures have on communities, thereby stabilizing neighborhoods and Main Streets alike.

CCLBC Programming Focus 2013-2019

- ❑ Stabilize transitional neighborhoods, protect high value neighborhoods, make distressed neighborhoods safer
- ❑ Remove the blight that discourages neighborhood and/or commercial reinvestment, and negatively impacts the attractiveness and visitor perception of our communities
- ❑ Strategic Focus on Acquisition & Disposition



CCLBC Performance 2013-2021

Performance Metric	CCLBC	CCLBC Investments in Jamestown
Properties Acquired (including structures, lots)	438	149
Properties Sold	118	47
Demolitions Completed	162	97
Grant Funding Secured	\$6,920,000	
Private Investment Leveraged	\$10,785,398	\$5,865,714
Demolition Expenses		\$2,656,067
Assessed Value Back on the Rolls	\$5,540,710	\$2,475,700

Total Estimated Investment in Jamestown: \$10,997,481
(does not include taxes paid to the city over this period)

Current Programming & Funding

Regular, historical programs

- ▶ **Demolition**
- ▶ **REO Acquisition (none avail)**
- ▶ **Sales 4 Rehab (no inventory)**
- ▶ **Side Lot transfers**

New Programs

- ▶ **Hands On Neighborhoods**
 - ▶ Neighborhood Clean-ups
 - ▶ 1st Time Homebuyer Mentoring
 - ▶ **CPTED** (Crime Prevention through Environmental Design)
 - ▶ Mobile Tool Lending Library
- ▶ **ReHab Loan Fund**

OAG grant funding spent down by 1st Q – 2022

Hands On Neighborhoods

▶ MISSION:

- ▶ to empower community members in building a sense of pride in place; to leverage resources, and work together towards strengthening neighborhoods while building community, both on the block, and through-out the city
- ▶ <https://chqlandbank.org/handson>



▶ PROGRAM COMPONENTS:

- ▶ Neighborhood Clean-up Events
- ▶ Information Distribution on Housing resources & programs
- ▶ Social Networking
- ▶ Crime Prevention through Environmental Design (**CPTED**)
- ▶ Senior security improvements
- ▶ 1st Time Homebuyer Summits
- ▶ 1st Time Homebuyer Mentoring, Maintenance & Repair Workshops, Tool Lending Library
- ▶ County-wide housing & blight task force
- ▶ JRC & grassroots Program collaborations

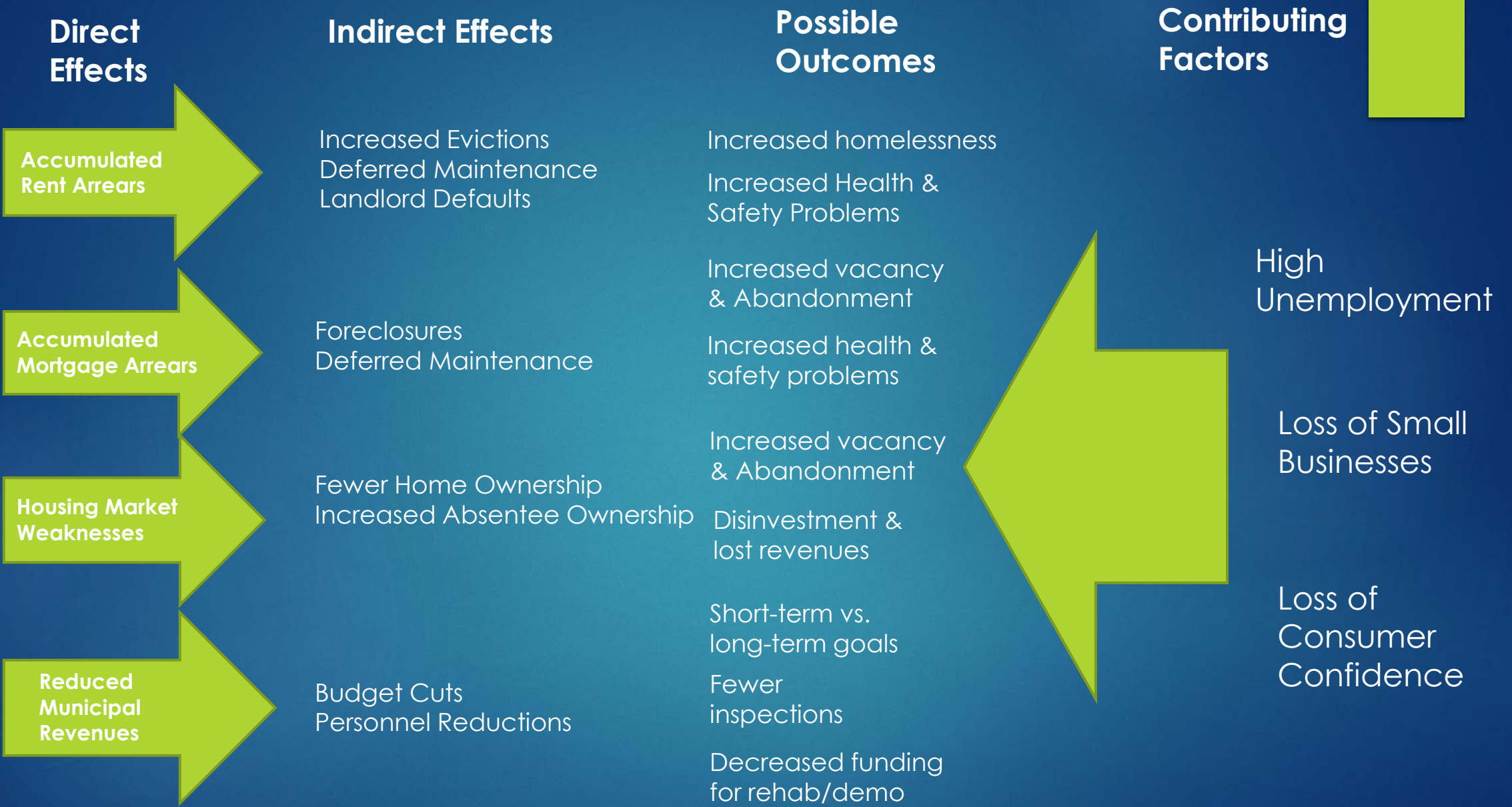
Post-COVID: Primary Housing Impacts

Worst impacts are projected to be in primarily “middle neighborhoods” – those with lower income, high # rental properties, vulnerable small landlords, vulnerable tenant households with high cost burdens, higher unemployment

- ▶ Wave of foreclosures & evictions
- ▶ Increased homelessness
- ▶ Increased vacancy & abandonment
- ▶ Increased deferred maintenance
- ▶ Portfolio dumps by landlords; exit of responsible landlords
- ▶ High speculative demand
- ▶ Decreased capacity to respond to code, public health and safety issues

COVID Real Property Impacts

- ▶ Small Business Losses & Increased acceptance of Remote Work Environments will negatively impact the commercial real estate market, particularly in small towns and rural communities
- ▶ Main Streets may be devastated at worst or challenged at best, to fill vacancies many which existed prior to the pandemic
- ▶ Municipalities will need assistance addressing increased vacancy and blight in their downtown corridors and Main Streets
- ▶ Repurposing of commercial space may need to be considered



How can the Land Bank Help?

- ▶ Support strategies to implement county-wide strategic code enforcement support & housing court
- ▶ Continue demolition work
- ▶ Focus on strategies that address hardest hit neighborhoods & populations
- ▶ Engage more volunteers in programming that helps boost neighborhood improvements and unity
- ▶ Develop stronger partnerships
- ▶ Safeguard acquisition opportunities
- ▶ Advocate for more stringent tax auction policies, or alternatives to the auction practice
- ▶ Ensure equitable access and opportunity
- ▶ Explore commercial property acquisition & disposition
- ▶ Seek grant funding to support healthy housing interventions, e.g. lead abatement
- ▶ Protect affordability
- ▶ Strengthen capacity in small local governments
- ▶ Leverage local government resources and initiatives with county-wide support
- ▶ Data Compilation/Analysis – shared widely for a more coordinated approach to housing initiatives

2022 Tax Foreclosure Acquisitions

- ▶ Strategic acquisitions based on numerous criteria & in close collaboration with the DoD
- ▶ Properties must be vacant
- ▶ Strive for Maximum impact
- ▶ Assist with redevelopment initiatives
- ▶ County now requires the LB to take title to all properties pulled for demolition
- ▶ Enhanced role with regard to ensuring code violation issues & responsibilities were transparent to all buyers

Jamestown Acquisitions:

▶ 23 Rehabs

- ▶ **Estimated Holding Cost: \$109,500**
- ▶ Mowing/Prop Maintenance \$17,500
- ▶ Plus 2022-2023 School and County Taxes, est. \$92,000

▶ 36 Demos

- ▶ **Estimated cost: \$991,450**
- ▶ Mowing: \$19,450/year
- ▶ Demolition: \$ 972,000

2022-2025 Jamestown-centric Program Goals

▶ Sales 4 Rehab

- ▶ Incentivize 1st Time Homebuyers with Rehab Loan Fund & Rebates on Exterior/Structural and/or Healthy Home improvements
- ▶ 15 homes in 2022 in 1st homebuyer programs with incentives
- ▶ 8+ homes/year 2023-2025 for Owner Occ.

▶ Demolition

- ▶ Continue to remove blighted/unsafe structures with leveraged grant funding
- ▶ 15-20 demos/year @ \$500,000

▶ Hands On Neighborhoods

- ▶ Host 2 major Cleanups/year, assist with 2 grassroots clean-ups/year
- ▶ Establish 1st Time Homebuyer Mentoring Program, and assist 10-15 participants per year
- ▶ Establish Tool Lending Library within the Mentoring program
- ▶ Conduct 2 CPTED Workshops/year
- ▶ Expand Outreach to distressed neighborhoods and minority populations
- ▶ Host Annual Homebuying Summit for 1st Time homebuyers

ARPA – 4 YEAR FUNDING REQUEST

▶ 1st TIME HOMEBUYER INCENTIVES/REBATES

- ▶ Facilitate home ownership opportunities by subsidizing repair costs of Jamestown's distressed housing
 - ▶ Income Qualified (125% AMI), Occupancy covenant
 - ▶ Exterior/Structural/Healthy Home repairs
 - ▶ Pair with other grant programs, rehab loan fund wherever possible
 - ▶ **\$280,000**
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▶ DEMOLITION PROGRAM

- ▶ Neighborhood Stabilization and blight elimination, right-sizing of housing market, assemblage of parcels
 - ▶ **\$525,000**
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- ▶ Programming, Tools, Volunteer Recruitment/Management & Marketing for Clean-ups, Mentoring, Repair Program
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▶ LAND BANK INFORMATION MGMT PLATFORM– Tolemi Slate

- ▶ More effective workflow management in coordination with City and vendor resources, project mgmt. tracking & coordinated data management and analysis
 - ▶ **\$12,000**
 - ▶ SLATE - \$6,000 Initial fee, \$6,000/year
 - ▶ Match with Land Bank funds

TOTAL REQUEST:

\$1,000,000

STAFF REPORT

Approved and Forwarded to City Council



Edward A. Sundquist, Mayor

DATE: September 28, 2022
TO: Edward A. Sundquist, Mayor
FROM: Crystal Surdyk, Director of Development
SUBJECT: Business Expansion & Building Acquisition: Potential ARPA Program

ACTION: Resolution Ordinance/Local Law Informational/Report

ISSUE STATEMENT:

The purpose of the Business Expansion & Building Acquisition (BEBA) program is to provide business owners with capital to assist with necessary improvements to buildings that were purchased as part of business expansion plans during the two-year COVID pandemic, and in turn saved vacant properties from further decay and waste. Plans for business expansion will create jobs, new services, and unique attractions to draw tourists and regional patrons, all of which create opportunities for long-term growth, job stability, and financial recovery from the COVID-19 response efforts.

BACKGROUND:

Businesses may use this funding for essential building systems including roof repairs, elevator repairs, property renovations to improve traffic patterns, drainage solutions and repairs, and other repairs deemed necessary to support expanded services.

Awards are structured as fifty-percent grant and fifty-percent forgivable loan. The loan portion of the award will be forgiven if measurables as stated by the applicant are met by December 31, 2026.

Awards will assist with up to seventy-five percent of the total project costs in amounts not to exceed \$200,000. A minimum of twenty-five percent of the total project costs will be the responsibility of the applicant.

FISCAL IMPACT:

A total of \$750,000 would come from the Economic Development ARPA funds

RECOMMENDATION:

Staff requests City Council approve the resolution.

ATTACHMENT(S):

1. Resolution
2. Draft Application

Resolution designating Seven Hundred Fifty Thousand Dollars and No Cents (\$750,000.00) in American Rescue Plan Act Economic Development funds for the purpose of Business Expansion & Building Acquisition (BEBA) program to be administered through the Jamestown Local Development Corporation (JLDC) by the Jamestown Urban Renewal Agency (JURA).

American Rescue Plan Act

Business Expansion & Building Acquisition



Guidelines and Application

OVERVIEW OF PROGRAM

A. Purpose of Program

The purpose of the Business Expansion & Building Acquisition (BEBA) program is to provide business owners with capital to assist with necessary improvements to buildings that were purchased as part of business expansion plans during the two-year COVID pandemic, and in turn saved vacant properties from further decay and waste. Plans for business expansion will create jobs, new services, and unique attractions to draw tourists and regional patrons, all of which create opportunities for long-term growth, job stability, and financial recovery from the COVID-19 response efforts.

Businesses may use this funding for essential building systems including roof repairs, elevator repairs, property renovations to improve traffic patterns, drainage solutions and repairs, and other repairs deemed necessary to support expanded services.

B. Source of Funds

This program is funded by the American Rescue Plan Act of 2021. The U.S. Department of Treasury is responsible of overseeing this unprecedented program that provides a substantial infusion of resources to eligible state, local, territorial, and tribal governments to help reverse the negative impacts of the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery. The BEBA program funding is limited to \$725,000.

C. Funding Structure and Awards

Awards are structured as fifty-percent grant and fifty-percent forgivable loan. The loan portion of the award will be forgiven if measurables as stated by the applicant are met by December 31, 2026. See Section IV.

Awards will assist with up to seventy-five percent of the total project costs in amounts not to exceed \$200,000. A minimum of twenty-five percent of the total project costs will be the responsibility of the applicant.

Funding assistance will be available to eligible business owners who meet the requirements of Section I.

Awards will be determined on the strength of the project. Each project will be rated based on criteria that is outlined in **Section III**.

D. Program Exclusions

The following properties are not eligible to receive program assistance: residential rental buildings (apartments), condemned buildings, structures outside the City of Jamestown limits, banks, churches and other religious institutions.

SECTION I – ELIGIBILITY

A. Eligible Businesses

Businesses must be in good standing with no litigation, as of March 30, 2022 which would have a material adverse effect on its financial condition. Businesses that have filed bankruptcy, or sought protection from creditors are not eligible for funding. Businesses that have received citations for a violation of federal, state, or local laws or regulations with respect to labor practices, hazardous wastes, environmental pollution or operating practices are not eligible for funding. There must be no outstanding judgements or liens pending against the business or its principals, other than liens in the normal course of business.

To be eligible, business owners must:

- Be current on all city, county, and school taxes.
- Be current on Board of Public Utility accounts.
- Be a for-profit business. Not-for-profits are not eligible for funding
- Businesses cannot be national chains.

B. Eligible Activities

Assistance may be used for the following:

- Roof repairs
- Elevator repairs
- Structural improvements
- Property renovations to improve traffic and pedestrian patterns
- Drainage solutions and repairs
- Other repairs deemed necessary to support business expansion

C. Minimum Zoning Standards

All work performed under this program must meet all applicable standards contained in the City of Jamestown’s adopted zoning ordinance and local building and safety codes.

SECTION II – APPLICATION REQUIREMENTS

A. Applications

Applications will be received from October 1, 2022 through October 30, 2022, and reviewed by an Evaluation Committee of three (3) Department of Development (DOD) staff. Along with an application for assistance, businesses must submit:

1. A business plan for utilizing the BEBA funds that includes:
 - Sources of all project funding in addition to BEBA
 - A detailed description of the business expansion including significant developments in operations and financial condition: attach a diagram/survey and pictures of the property or building involved with the project
 - Current number of employees
 - Expected return on investment in terms of production, sales, profits, job retention and creation, etc.
 - Benefits to the City of Jamestown
2. A description of the negative economic and/or health impacts from COVID-19 on your business
3. Profit and Loss Statement from 2020 and 2021
4. Balance Sheet from 2020 and 2021
5. Projected 3-year Profit and Loss Statements
6. Commitment letters from all finance institutions involved with project
7. Invoices detailing any monies expended to date on project for which application is made.

B. Minimum Best Practice Standards

- Businesses should have a marketing strategy in place and a compatible marketing budget.
- Manufacturers are encouraged to contact the Manufacturers Association of the Southern Tier for support and networking, and the Chautauqua County Industrial Development Agency to seek additional funding opportunities.
- Businesses are encouraged to contact the Jamestown Area Chamber of Commerce for support and networking, and the Jamestown Renaissance Corporation to seek additional funding and support.

SECTION III – CRITERIA FOR PROJECT SELECTION

All applications will be reviewed and scored by the Evaluation Committee of three (3) DOD staff. A matrix has been developed by which all applications will be evaluated with the following criteria applied:

Ratings of Highly Advantageous, Advantageous, or Not Advantageous will be given for each of the following criteria:

- Severity of COVID-19 Impact on Business
- Strength of Business Plan for Use of ARPA Funds
- Experience and Stability of Business
- Minority, Women, Veteran, Low-Income Owned

- Equity
- Collaboration
- Impact
- Leverage
- Sustainability
- Workforce/Job Creation
- Impact to Revenue
- Innovation
- Resiliency
- Community Benefit

SECTION IV – CRITERIA & TRACKING OF OUTCOMES FOR LOAN FORGIVENESS

- **Output Measures-** How many businesses funded, jobs created or retained, revenue increased, etc. (Quantitative)
- **Outcome Measures-** How have businesses utilized funds and what impacts have funds made on business operations, growth, sustainability, et. (Qualitative)
- **Serving Disproportionally Impacted Communities-** Does the program serve disproportionately impacted communities? How and how is that measured?
- **Program Specific Performance Indicators-** Additional criteria and data based on specific program and as required by oversight body.
- **ARPA Funding Expenditure Category(ies)-** What expenditure category or categories (US Treasury allowable use classification) are being allocated to project and program activities?

Business Expansion & Building Acquisition APPLICATION

Name of Business: _____

President of Business: _____

Contact Name of Applicant: _____

Legal Mailing Address:

Address of Project:

Phone: () _____

Email: _____

BUSINESS EXPANSION & BUILDING ACQUISITION PROJECT SUMMARY

Please describe the proposed improvement to the building and/or property, and attach at least two color photographs that show the existing building and/or property conditions.

EXTERIOR IMPROVEMENTS:

Description _____

INTERIOR IMPROVEMENTS:

Description _____

ESTIMATED COST: _____

Amount Requested: _____

BUILDING MECHANICS ACQUISITION: (HVAC, elevator, etc)

Amount Requested: _____

Description of mechanics to be purchased: _____

OTHER CAPITAL IMPROVEMENTS: (Roof, masonry, etc)

Amount Requested: _____

Description of improvement to be made: _____

MEASURABLES FOR LOAN FORGIVENESS:

EMPLOYMENT:

How many full-time employees currently? _____ Part time? _____

How will project help to sustain current employment levels? _____

How many new jobs will be created by project? Full-time _____ Part-time _____

OPERATIONS:

ATTACH SCHEDULE A - Business plan for utilizing the BEBA funds that includes:

- Sources and uses of all project funding in addition to BEBA
- A description and history of the business including significant developments in operations and financial condition
- Current number of employees
- Detailed description of project: attach a diagram/survey and pictures of the property or building involved with the project
- Expected return on investment in terms of production, sales, earnings, job creation, etc.
- Benefits to the City of Jamestown Community

ATTACH SCHEDULE B - Description of the negative economic and/or health impacts from COVID-19 on your business

ATTACH SCHEDULE C - Profit and Loss Statement from 2020 and 2021

ATTACH SCHEDULE D - Balance Sheet from 2020 and 2021

ATTACH SCHEDULE E - Projected 3-year Profit and Loss Statements

ATTACH SCHEDULE F - Commitment letters from all finance institutions involved with Project

ATTACH SCHEDULE G - Invoices detailing any monies expended to date on project for which application is made.

ATTACH SCHEDULE H - Detail how business will redirect monies that would have been spent on these capital improvements back in to their operations creating opportunities for business expansion, increased production, efficiencies, and revenues.

CERTIFICATION

I hereby certify that all statements made on this application are true and correct to the best of my knowledge. I understand that any willful false statement or withholding of material fact will be grounds for automatic disqualification.

Name of Grant Applicant (Printed) _____

Signature of Grant Applicant (Required) _____

DATE: _____

PLEASE RETURN TO:

Stephanie Wright, Economic Development Coordinator
Department of Development
3rd Floor, Municipal Building
Jamestown, New York 14701
Phone: (716) 483-7654 Fax: (716) 483-7772
wright@jamestownny.gov

STAFF REPORT

Approved and Forwarded to City Council

Edward A. Sundquist, Mayor

DATE: September 28, 2022

TO: Edward A. Sundquist, Mayor

FROM: Crystal Surdyk, Director of Development
Benjamin Haskin, Associate Corporation Counsel

SUBJECT: 19A Homeownership Program

ACTION: **Resolution** **Ordinance/Local Law** **Informational/Report**

ISSUE STATEMENT: Resolution approving usage of \$750,000 of ARPA funds to implement a 19A homeownership program.

BACKGROUND: The City has acquired 12-13 vacant residential properties across the City and is moving to take title to further homes. With this money, the City endeavors to rehabilitate the homes and sell them to individuals who will reside at the property. Those individuals will be required to live at the property for 5 years, maintain homeowners' insurance, pay their property taxes on time, and also upkeep the home after renovations are completed. Proceeds from sales of the properties will be utilized to keep the program sustainable. Further detail on these plans can be found in the attached documents.

FISCAL IMPACT: \$750,000 in ARPA funds to create the 19A Homeownership Program.

Ensure prompt property tax payments at affected properties. Increase in value at next assessment of properties, which increases City tax revenues. Increase values of neighboring properties that may have been brought down by substandard vacant homes being nearby.

RECOMMENDATION: Department of Development recommends allocating \$750,000 in ARPA funds to create the 19A Homeownership Program.

ATTACHMENT(S):

1. Resolution
2. 19A ARPA Outline
3. 19A Homeownership Requirements Outline
4. List of 19A Properties

BY COUNCILMEMBER:

RESOLVED, That the Jamestown City Council designates Seven Hundred Fifty Thousand Dollars and No Cents (\$750,000.00) in American Rescue Plan Act Neighborhood Stabilization funds for the purpose of creating a permanent 19A Homeownership Program.

DEPARTMENT OF DEVELOPMENT



Project Name:	Establish 19A/Homeownership Program
Project Type:	Community Development
Project Purpose:	Neighborhood Stabilization
New (Y/N):	Y
Routine (Y/N):	N
Est. Start Date:	Upon Disbursement of Funds
Est. Completion Date:	TBD
Est. Total Cost:	\$750,000.00

PROJECT DESCRIPTION

Create neighborhood stability by acquiring vacant properties, rehabbing them, and selling them to homebuyers who will live at the property for at least five years, utilizing ARPA funds.

Utilizing the 19A program, the City will acquire vacant properties across the City. As per the requirements of the statute, these properties will have at least ONE actionable code enforcement violation. Working with non-profit partners across the City, these houses will be rehabbed either directly from these ARPA funds or via the enrollment of the new owner in the HUD-funded HOME Program, and/or a combination of city and partner agency funding. At an estimated cost of \$22,500 per property, the City will be able to do 33 properties with the initial funding requested here.

PROJECT DETAIL AND STATUS

1. The City will acquire vacant properties within its boundaries utilizing the 19A statute.
2. Upon acquisition, a full inspection of both the interior and exterior of the property to assess the work needed to be done thereon to bring the property up to code.
3. Depending on the assessment resulting from the inspection, one of two paths will be taken: nicer houses with a lesser number of violations will likely be directly rehabbed utilizing funds and then marketed and sold with the expectation that eventually the sale of these properties can be used to fund future rehabs once the ARPA funds have been fully utilized. Other homes will be granted to individuals/families who have completed a first-time homeowner's program at one of the City's non-profit partners. In these cases, the use of HOME funds is preferred for the rehab, though, dependent on the scale of work necessary, a combination of both HOME and ARPA funds may be used. Funds may also occasionally be used outside of the 19A program itself to bring vacant properties within the City to the point where they can be resided in, but only if the owner will be occupying the structure in the aftermath of the expenditure of City funds.
4. At the point of sale, purchasers will be required to sign a 5-year agreement that they will: a) reside within the property for at least 5 years, b) pay all County and School taxes on time, and c) upon completion of the initial rehab, that they will take care of any code enforcement issues that arise on the property. A secondary non-payment mortgage placed on the property for five years will allow the City to take back title to the property within that period if any of these requirements are not met (after proper legal notice).

The benefits to the City of such a program are innumerable. First and foremost, research shows that owner-occupied houses are more conducive to neighborhood stability than rental properties. Additionally, these properties, as a result of the rehabs, will rise in value at their next re-assessment, increasing City tax revenue in the long-term. Over time, with sustained success within the program, the City may also see a rise in the percentage of properties in the City with an owner-occupant, reversing a trend on the opposite direction that has gone on for decades. Finally, with a solid initial investment, this program can eventually become self-sustaining, ensuring it continues indefinitely.

Attached to this presentation, please find four properties proposed to be included in this program, along with cost estimates of necessary work and estimated sale values.

COSTS

Capital Fund
Operating Budget

TOTAL: \$750,000.00

FUNDING

Federal
State
Operating Budget
ARPA \$750,000.00
Total Funded
Total Unfunded
Total Project \$750,000.00

City of Jamestown 19A Program Guidelines

As Approved by City Council Fall of 2022,

Resolution Number

Purpose: As outlined in Section 19A of the NYS Real Property Actions & Proceedings (RPA) CHAPTER 81, the purpose of this program is to return residential housing to the City of Jamestown for the purposes, of rehabilitation, renovation, maintenance, and fostering a strong and vibrant community. In furtherance of these goals the City of Jamestown through its Department of Development and Corporation Counsel's Office will be taking title to properties and subsequently conveying these titles to single family homeowners based upon the following criteria.

Selection Criteria for Prospective Homeowners

Selection criteria for prospective homeowners is going to vary based upon the property in question. For the majority of the properties, the City will work with its non-profit partners to identify individuals who have completed first-time homeownership programs and accept the highest bid from qualified applicants identified in that manner. A couple houses have individuals who are interested in funding the rehab required themselves and then occupy the property in the aftermath. Some houses (typically those where the City has the highest potential to make a profit to fund further rehabs down the line) may be sold to the highest bidder that agrees to meet the City's requirements below, even if those individuals have owned a home here or elsewhere before.

Lien Requirement

- A. Upon gaining title to the house, the new owners will have to give the City a mortgage (lien), that allows a foreclosure within five years if:
 1. Upon completion of work, any new code violations arise at the property.
 2. The new owner fails to pay property taxes.
 3. The new owner fails to have homeowners' insurance on the property.
 4. Monitoring- Semi-annual exterior inspections to ensure compliance with first requirement. Oversight of tax payment is relatively easy as taxes are paid downstairs in the Clerk's office. For insurance, they will have to provide proof of coverage annually (date of proof to be submitted based upon date of owner's acquisition of property).
- B. If the property owner fails to live in the property for five years after they take title, they will be forced to repay a portion of funds utilized by the City to get the property in order (a combination of the cost of work put in and the amount of back taxes paid off) depending on when their move away from the property takes place:
 1. The percentage of the money allocated equal to the number of months remaining in the five years divided by 60 (this is slightly simpler than HOME, but makes calculations easier on the back end).

19A Properties

Acquired

1. 49 Utica
2. 511 Hallock¹
3. 810 N. Main
4. 20 Johnson
5. 18 Catlin
6. 58 Cowden
7. 73 Beech
8. 114 Park
9. 177 Barker
10. 71 Barker
11. 94 Howard
12. 269 Broadhead
13. 102 Barrows

In Process

1. 135 Buffalo
2. 523 Winsor
3. 21 Price
4. 17 Dearing
5. 277 State
6. 216 Hopkins

Potential Future Inclusions (subject to change)

- | | |
|---------------------------|--------------|
| 1. 506 Stowe | 16. 29 Price |
| 2. 405 Stowe | |
| 3. 229 Curtis | |
| 4. 305 Niagara | |
| 5. 413 W 6 th | |
| 6. 21 Chambers | |
| 7. 516 Charles | |
| 8. 218 Barrett | |
| 9. 150 Huxley | |
| 10. 235 Forest | |
| 11. 355 Fairmount | |
| 12. 52 Hedges | |
| 13. 60 W 10 th | |
| 14. 36 W 10 th | |
| 15. 11 E 15 th | |

¹ Dual Land Bank-City project

*- Still investigating

STAFF REPORT

Approved and Forwarded to City Council



Edward A. Sundquist, Mayor

DATE: September 28, 2022
TO: Edward A. Sundquist, Mayor
FROM: Crystal Surdyk, Director of Development
SUBJECT: Non-Profit Assistance Program

ACTION: **Resolution** **Ordinance/Local Law** **Informational/Report**

ISSUE STATEMENT:

A major focus to relieve the severe impact of Covid-19 is targeting the economic impact that fell on low-income and underserved communities. These pre-existing disparities in low-income communities' verses others, only amplified during the pandemic. We put our focus on diversity and assisting communities that had been disproportionately impacted. The nonprofits/Civic organizations needed assistance due to receiving increased demand for services during the pandemic, along with declines in revenue sources such as donations and fees.

BACKGROUND:

The City of Jamestown American Rescue Plan Non-Profit Assistance Program (NPAP) in the form of competitive grant funding is designed to assist Jamestown non-profit organizations recover from the Covid-19 pandemic and corresponding economic crisis. A total of \$1,500,000 is budgeted for this program. Awards are structured as fifty-percent grant and fifty-percent forgivable loan. The loan portion of the award will be forgiven if measurables as stated by the applicant are met by December 31, 2026. Awards will assist with up to seventy-five percent of the total project costs in amounts not to exceed \$200,000. A minimum of twenty-five percent of the total project costs will be the responsibility of the applicant. Awards over \$200,000 will be considered on a case-by-case basis and will require a PILOT agreement with the City of Jamestown.

FISCAL IMPACT:

A total of \$1,500,000 would come from the Economic Development ARPA category.

RECOMMENDATION:

Staff requests City Council approve the resolution.

ATTACHMENT(S):

1. Resolution
2. Capital Request Form

Resolution designating One Million Five Hundred Thousand Dollars and No Cents (\$1,500,000.00) in American Rescue Plan Act Economic Development funds for the purpose of funding the Non-Profit Assistance Program (NPAP) program to be administered through the Jamestown Local Development Corporation (JLDC) by the Jamestown Urban Renewal Agency (JURA).

DEPARTMENT OF DEVELOPMENT



Project Name:	Non-Profit Assistance Program
Project Type:	Economic Development
Project Purpose:	Economic Development
New (Y/N):	Y
Routine (Y/N):	N
Est. State Date:	TBD
Est. Completion Date:	TBD
Est. Total Cost:	\$1,500,000

PROJECT OVERVIEW

A major focus to relieve the severe impact of Covid-19 is targeting the economic impact that fell on low-income and underserved communities. These pre-existing disparities in low-income communities’ verses others, only amplified during the pandemic. We put our focus on diversity and assisting communities that had been disproportionately impacted. The nonprofits/Civic organizations needed assistance due to receiving increased demand for services during the pandemic, along with declines in revenue sources such as donations and fees.

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BACKGROUND

The non-profits in our community provide vital services to the community and faced economic challenges during COVID-19. The focus of the Non-Profit Assistance Program (NPAP) program is to assist these non-profits helping the local community so it may reemerge stronger and more resilient than it was prior to COVID-19. In response to this, the City of Jamestown plans to create the Non-Profit Assistance Program using the funds from the American Rescue Plan to support non-profits in need of assistance.

The City’s non-profit organizations suffered similar hardships to small businesses during the pandemic. These organizations are the lifeblood of the community, and moreover the survival and success of the City’s non-profit organizations support the survival and the success of the entire City. Non-profits play key roles in beautifying the City’s various downtown districts. Non-profits add to the quality of life for residents by helping to create civic and cultural groups throughout the community. Like small businesses in the City, the COVID-19 pandemic has had a devastating impact on the City’s non-profit organizations. With the mandatory shutdown of non-essential businesses, many non-profit organizations were unable to host annual fundraising events which would have been used to support the organization’s costs.

Nonprofits are the third largest work force in the United States with not-for-profit organizations across New York State employing more than one million people and providing essential services across various fields and industries. Before COVID-19 nonprofits employees accounted for nearly one in seven jobs. As the COVID-19 outbreak worsened, nonprofits struggled financially while the demand for their services drastically increased. Nationally, while 35 percent of nonprofits experienced an increase in demand for services, 75 percent reported that COVID-19 negatively impacted revenues and funding. Due to this, 37 percent of organizations reduced their workforce because of COVID-19. Many

City of Jamestown non-profits adapted to the pandemic in order to provide coronavirus-related essential services despite experiencing significant losses in donations and regular operating revenues.

PROJECT DETAIL AND DESCRIPTION

The Non-Profit Assistance Program will provide grants to nonprofits that have faced economic hardship resulting from or exacerbated by the public health emergency. Such grants could include funds to cover a loss of earnings, decline in revenues, or impacts of cancelled fundraising events during periods of closure or limited operations due to public health orders; unexpected expenses related to an increased demand for services or mitigation efforts to contain the spread of COVID; and/or other necessary expenditures related to the COVID-19 public health emergency.

The City's ARPA funded non-profit grant program is designed to support organizations, programs, and activities that benefit Jamestown residents. Organizations eligible to apply include nonprofits that are corporations, associations, agencies, or faith-based organizations with a 501(c)(3) or 501(c)(6) nonprofit status under the Internal Revenue Service Code. For-profit entities and individuals are not eligible.

Eligible organizations shall meet the requirements below:

- Serve Jamestown residents or businesses.
- Be in good standing with the New York Secretary of State.
- Demonstrate financial impacts directly related to the COVID-19 pandemic. This could be due to an increase in services provided, an inability to hold fundraising events, loss of revenue related to government-mandated shutdowns, increased costs for complying with reopening requirements, or costs of new programming designed to assist those disparately impacted by the pandemic and its economic effects.
- Provide proof of insurance to the satisfaction of the City's Grants Manager prior to the receipt of any funding.

Organizations that received other COVID-19 funding assistance such as, but not limited to, Federal CARES Act funding; Paycheck Protection Program (PPP) loans; Economic Injury Disaster Loans (EIDL); or Community Development Block Grant – Coronavirus(CDBG-CV) funds are eligible to apply for ARPA funding so long as expenses are not duplicated.

ELIGIBLE COSTS (incomplete list)

- Loss of earnings, decline in revenues, or impacts of cancelled fundraising events during periods of closure or limited operations due to COVID-19 public health orders.
- Costs associated with implementation of prevention or mitigation measures to contain the spread of the virus, such as physical changes to enable social distancing, enhanced cleaning efforts, barriers or partitions, or COVID-19 vaccination, testing or contact tracing programs.
- Reimbursement of expenses related to the organization's response to the COVID-19 public health emergency such as payroll and benefit costs; costs to retain employees; mortgage, rent or utilities costs; and other related operating costs.
- Funding for new programs designed in response to the COVID-19 pandemic or those designed to serve a population disparately impacted by the public health emergency and its economic impacts, such as lower-income households.

INELIGIBLE COSTS (incomplete list)

- Loss that bears no relation or are grossly disproportionate to the type or extent of harm experienced due to the COVID-19 public health emergency.
- Contributions to rainy day funds, financial reserves, or similar funds.
- Payment of interest or principal on outstanding debt instruments.

- Inherently religious activities, such as worship, religious instruction, or proselytization and/or those that promote or inhibit religious interest.
- Lobbying, support of candidates for public office, or other political activities.
- Past infrastructure projects that did not comply with NYS Labor laws regarding the payment of prevailing wage.
- Funding for programs or organizations that do not serve Jamestown residents.
- Economic hardship incurred prior to the period beginning January 27, 2020.
- Expenses reimbursed or eligible for reimbursement through any other contract or agreement with the City, including but not limited to Community Service Grant, Community Development Block Grant, and CARES grants.

EVALUATION CRITERIA (incomplete list)

Reviewers may consider the following factors in their evaluation:

- Organization is a qualifying nonprofit
- Financial impact of COVID-19 is clear and demonstrated
- Impact of other Federal or City assistance received, alone or in comparison to other applicants
- Need for financial assistance in order to remain operational
- Program description and impact of program on communities and populations most disproportionately impacted by the pandemic, i.e. low-income and socially vulnerable communities
- Ability to expend funds by December 31, 2024
- Fiscal and administrative capacity to administer the funding in compliance with requirements
- Grant budget is provided, reasonable, and aligns with eligible expense categories
- Other factors as deemed appropriate by the City

Grant awards will be made in the form of an agreement executed between the applicant and the City. The grant period, scope, allowable budget, and reporting requirements will be outlined in a contract between the applicant organization and the City.

Phase Description	Start Date	End Date	Cost
Design	TBD		
Construction	TBD		
Acquisition	TBD		
TOTAL COST:			\$1,500,000
SUMMARY			
Prior Years			
2021			
2022			
2023			
2024			
2025			
2026			
After 2026			
TOTAL SUMMARY COST:			\$1,500,000

COSTS	
Capital Fund	_____
Operating Budget	_____
Other	_____
TOTAL:	\$1,500,000

FUNDING	
Federal	\$1,500,000
State	_____
Operating Budget	_____
Other	_____
Total Funded	_____
Total Unfunded	_____

Total Project

\$1,500,000