



Fiscal Year 2017
HUD Entitlement Grant Program
Application for Funding

ECONOMIC DEVELOPMENT PROJECTS

SUMMARY INFORMATION

GENERAL INFORMATION

Applicant legal name:	
Project Name:	
Amount of funding requested:	

PROJECT INFORMATION

Location of project:					
Goal(s) of the project (be specific and succinct):					
Priority need(s) that the project will address (Consolidated Plan):					
Minimum number of LMI individuals you commit to placing in permanent employment:		Number of micro-enterprises to be assisted:		Number of new LMI jobs to be created:	
Characteristics of individuals whom will be placed in employment (i.e., youth, disabled, formerly incarcerated, etc.):					
Proposed use of requested funds (i.e., staff salaries, materials, participant stipends, etc.):					
Total project cost:		Leverage (divide total funding from other sources by amount requested):			

CONTACT INFORMATION

Head of Agency Information	
Name:	
Title:	
Address:	
Phone Number:	
E-mail Address:	
Application Contact Information	
Name:	
Title:	
Address:	
Phone Number:	
E-mail Address:	

PROJECT DESCRIPTION

In the space below, provide a clear project summary that includes a description of the proposed project. Include the census tract number within which the project will be located (see Application Instructions). If your project includes job placement, list your employer partners and describe the commitments they have made to the project.

PROJECT DESCRIPTION (continued)

Explain how the amount of funding requested is justified, taking into account other available sources of funding for the project type. Explain how, and when, the cost estimates for the project were prepared. Provide the name, title, company name, and qualifications of the individual who prepared the cost estimates.

Is the proposed activity located in the Flood Hazard Area? Yes ☐ No ☐

- If so, in the space below, describe how your plans for the project take this into account.

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

POPULATION SERVED & PROJECT IMPACT

If your project will provide job training and placement, describe the population the project will serve, being sure to include income levels (i.e., 30% AMI, 50% AMI, 80% AMI), and any special needs. How has the project been designed to address the specific needs of this population?

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

POPULATION SERVED & PROJECT IMPACT (continued)

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

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

ORGANIZATIONAL CAPACITY

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

Describe your staffing plan for the proposed project. Indicate what percentage of each staff member's time will be allocated to this project and how many other projects, in addition to the one proposed, each staff member will be responsible for. If you are requesting funds to pay for staff salaries, please explain how the proposed project will be impacted if full funding is not awarded. If the project is collaborative, explain how the involved organizations will work together and who will be the lead.

PROJECT BUDGET

***** You must complete the Excel form that accompanies this document.*****

If your agency received funding from the IURA for the 2015 or 2016 program year, please complete the following table(s):

2015 Project name:			
Amount of funding awarded:			
Amount expended to date:			
Total number of projected placements or jobs created:			
Total number of placements or jobs created to date:			

2016 Project name:			
Amount of funding awarded:			
Amount expended to date:			
Total number of projected placements or jobs created:			
Total number of placements or jobs created to date:			

PROJECT SCHEDULE

Month	Specify Project Milestone/Actions Completed	Cumulative Amount of CDBG Funds Expended	% of Project Budget
November 2017			
December 2017			
January 2018			
February 2018			
March 2018			
April 2018			
May 2018			
June 2018			
July 2018			
August 2018			
September 2018			
October 2018			
November 2018			
TOTAL:			

**Assume contracts will be executed by November 1, 2017, so that funds may be drawn that month.*

CERTIFICATION & SUBMISSION REQUIREMENTS

☐ By checking this box and providing the following information, I certify the statements made in this application are true and correct, and I am authorized to submit this application on behalf of my organization.

Name

Date

Organization

Title/Role

E-mail address

Phone number

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

Federal Tax ID: _____

DUNS #: _____

Required attachments:

- Excel budget page
- Resumés of key staff and/or consultants who will be responsible for this activity
- A list of your organization's current board members
- Letter(s) of commitment from any other individuals or entities (outside your own organization) whose participation is required for project completion
- Evidence of commitment for any funds indicated as "secured" in your project budget
- Most recent Form 990 or tax returns for the applicant entity

Optional attachments:

- Letters of support
- Program materials, such as brochures, program guidelines, or marketing materials

Submission requirements:

- One original of the complete application, including all attachments
- Thirteen (13) double-sided copies of the complete application, including all attachments except Form 990/tax return
- One electronic copy of the application, including all attachments, on a disc or a flash/thumb drive
- Complete application packages must be received by noon, February 28, 2017 at the following address:

Ithaca Urban Renewal Agency
3rd Floor, City Hall
108 E. Green Street
Ithaca, NY 14850

- Applications will be date- and time-stamped upon arrival. Applications received after the deadline will not be considered.

ECONOMIC DEVELOPMENT PROJECT BUDGET

SOURCES

FUNDING SOURCE TITLE		AMOUNT SECURED*	AMOUNT UNSECURED	% OF TOTAL BUDGET
1.	FY 2017 Community Development Block Grant		\$100,000	1.00%
2.	Commercial Loan		\$2,670,241	26.61%
3.	NYSERDA Cleaner Greener	\$1,898,831		18.92%
4.	CIF		\$1,500,000	14.95%
5.	HTFC		\$1,500,000	14.95%
6.	HHAP		\$1,735,340	17.29%
7.	Tompkins County CHDF		\$300,000	2.99%
8.	Federal Home Loan Bank		\$330,000	3.29%
9.				0.00%
10.				0.00%
TOTAL SECURED & UNSECURED FUNDING		\$1,898,831.00	\$8,135,581.00	100.00%
TOTAL PROJECT BUDGET		\$10,034,412.00		100%

LEVERAGE OF SECURED FUNDING PERCENTAGE	18.92%
---	---------------

* Supporting documentation is required for amounts listed as secured.

USES

PERSONNEL EXPENSES: POSITION TITLES	PROPOSED CDBG	PROPOSED OTHER	TOTAL
			\$0.00
			\$0.00
			\$0.00
A-TOTAL PROPOSED PERSONNEL BUDGET	\$0.00	\$0.00	\$0.00

NON-PERSONNEL EXPENSES: LINE ITEM/TYPE	PROPOSED CDBG	PROPOSED OTHER	TOTAL
Acquisition	\$100,000.00	\$1,740,000.00	\$1,840,000.00
Construction		\$6,445,225.00	\$6,445,225.00
Inventory			\$0.00
Machinery			\$0.00
Furniture, Fixtures & Equipment			\$0.00
Professional Fees		\$1,132,620.00	\$1,132,620.00
Working Capital			\$0.00
Supplies			\$0.00
Publications/Printing			\$0.00
Rent/Lease (Project Operations)			\$0.00
Insurance		\$64,609.00	\$64,609.00
Utilities			\$0.00
Communications			\$0.00
Stipends			\$0.00
Other Expenses (list below):			
Contingency		\$322,261.00	\$322,261.00
Interim interest and financing costs		\$229,697.00	\$229,697.00
B-TOTAL PROPOSED NON-PERSONNEL BUDGET	\$100,000.00	\$9,934,412.00	\$10,034,412.00
(A+B) TOTAL PROPOSED PROJECT BUDGET	\$100,000.00	\$9,934,412.00	\$10,034,412.00

DIANE COHEN

4251 PERRY CITY ROAD • TRUMANSBURG, NY 14886
DIANE@FINGERLAKESREUSE.ORG
(607) 351-9491

PROFESSIONAL EXPERIENCE

- 2008-Present **Finger Lakes ReUse, Inc.** Ithaca, NY
Executive Director
- Responsible for the startup and operation of innovative nonprofit reuse organization.
 - Oversee budget and operations; business analysis; program development.
- 2001-2008 **Historic Ithaca, Inc.** Ithaca, NY
Program Manager, Significant Elements
- Broadened scope of architectural salvage program from a volunteer-run, part-time preservation program into a year-round, viable environmental and community-based program.
- 1998-2000 **E.R. Butler & Co., Inc.** New York, NY
Assistant Project Manager
- Determined technical specifications for architectural components.
- 1990-1998 **Rongovian Embassy to the USA** Trumansburg, NY
Front of House Manager
- Managed staff of 20 at busy, eclectic nightclub/restaurant.
 - Responsible for all customer service issues, cash management, talent bookings, processing daily receipts, inventory ordering, staff oversight.
- 1988-1990 **Independent Contractor** Ithaca, NY
Carpentry, Remodeling, Painting
- Built additions start-to-finish, all aspects.
 - Professional house painting, interior and exterior.

EDUCATION

- 1983-1987 Ithaca College Ithaca, NY
Bachelor of Arts
- Fine Art Major, Politics Minor.

COMMUNITY ACTIVITIES

- 2014 Human Services Coalition of T.C. Ithaca, NY
Board of Directors, Review Committee
- 2012-Present Cornell Cooperative Extension of T.C. Ithaca, NY
Environment Program Committee

Richard N. Lansdowne
506 Scofield Road, Groton, NY 13073
(607) 533-7501
rnlansdowne@yahoo.com

SUMMARY:

- Decade of experience in Not for Profit financial administration
- Full range of financial recordkeeping skills, including payroll functions
- Grant financial management: reports, vouchers and drawdowns
- Experienced user of Microsoft Office Professional software suite
- Purpose driven with high esteem for learning and service
- Efficient problem solver with excellent communication skills
- Customer service experience with general public and internal clients
- Capable navigator between diverse stakeholder populations

PROFESSIONAL SKILLS AND QUALIFICATIONS

Accounting and Business Operations

- Maintain financial accounts, general ledger and bookkeeping
- Budget preparation, financial projection and business planning
- Internal and external financial reporting
- Year-end closing, audit and government filing
- Grant financial management and reporting
- Cash flow management, accounts receivable and payable
- Human resource functions, insurance, benefits and payroll processing
- Proficient with QuickBooks, including payroll functions
- Merchant service and online payment processing
- Sales tax reporting

Office Management

- Business correspondence and account maintenance
- Records retention and maintenance of confidential files
- Microsoft Office Professional: Access, Excel, PowerPoint, Publisher and Word
- Scheduling and supervision of assistants
- Reception and multi-line phone system

Committees, Groups and Teamwork

- Agendas and Minutes
- Process planning and work teams
- Facilitate group discussions
- Presentation and public speaking
- Listening, summarizing and reporting
- Interview and selection process management
- Foster open and critical discussion

Data and Inventory Management

- Tracking and control
- Order scheduling, processing, and receiving
- Database design and maintenance
- Donor record keeping
- Implementation of new technologies

Computer Literacy:

- Familiar with computer setup, software installation, and issue troubleshooting
- Competent with database architecture concepts
- Experience with spreadsheets, including charts and graphs
- Experience creating publicity materials and websites, understand HTML coding
- Use of scanning software and familiar with data file conversions
- Familiar with online payment systems
- Maintain procedures for securing and backing up electronic data

EMPLOYMENT HISTORY (2000-Present)

Finance Director, Finger Lakes ReUse, Ithaca, NY (2015-Present)

Business Director, Lifelong, Ithaca, NY (2013-2015)

Director of Operations, Center for Transformative Action, Ithaca, NY (2007-2013)

Fiscal Manager, Tompkins Community Action, Ithaca, NY (2006-2007)

Administrative Coordinator, City of Ithaca – GIAC (2005-2006)

Administrative Assistant-Financial Management, City of Ithaca – GIAC (2003-2005)

Office Manager/Nursery Manager, Little York Plantation, Little York, NY (2000-2003)

VOLUNTEER ACTIVITIES (Community and Committee Work)

Supervisory Committee, AFCU (2011-Present)

Fiscal Reporting assistance for Multicultural Resource Center (2009-2015)

Family and Community Development Program Committee, Tompkins County CCE (2007-2009)

James L. Gibbs Award Committee (2004-2006)

EDUCATION & PROFESSIONAL DEVELOPMENT

Degrees:

B.S., Accounting with Minor in Writing, Alfred University (1988)

M.A., Philosophy, University of Rochester (1997)

Workshops Attended:

Harold D. Craft Leadership Program, Cornell University (2007)

Non Violent Communication and Diversity (2007)

Getting Down to Business, AFCU (2004)

Focus: Achieving your highest priorities, Franklin Covey (2003)

PERSONAL INTERESTS:

Philosophy

Permaculture and forest gardening

Theory of play and game design

Chris Pletcher

cjplecher@gmail.com • 92 Fishkill Rd, Newfield, NY • 413-834-3751

Education

University of Massachusetts-Amherst

Fall 2012 Master of Regional Planning

- 3.9 GPA
- Economic Development Concentration

University of Wisconsin-Madison

Fall 2004 Bachelor of Arts-History

- Certificate in African Studies

Related Experience

Finger Lakes ReUse | Ithaca, NY

Director of Business Services Winter 2015 – Current

Responsible for the direction and management of all FLR business services; develops and maintains financial and mission-related program and business goals; maintains clear reporting and accountability procedures; provide guidance to staff, trainees and volunteers, making sure they understand their roles and responsibilities.

Deconstruction Coordinator Fall 2014 – Winter 2015

Responsible for the direction and management of FLR's deconstruction service program; promoted program, receiving and responding promptly to all inquiries; managed all deconstruction projects and supervised crew; ensured all invoices, donation receipts and other necessary paperwork was completed promptly.

Project Assistant Summer 2014 – Fall 2014

Reviewed operational practices, identifying key areas for improvement; proposed and managed operational changes; specific projects including: POS inventory system, donation intake process and record keeping, customer/donor database management; performed sales and other data analysis.

Co-op Power, Inc. | West Hatfield, MA

Green Jobs Program Manager Fall 2011 – Summer 2013

Responsible for development and delivery of Co-op Power's Green Jobs Training Program, Trained and placed more than 40 participants into clean energy jobs; Managed \$100,000 annual budget; Wrote successful grant proposals totaling \$185,000; Grew employer network from 3 to

13 and community partners from 4 to 20; Additional duties included: career coaching, case management, classroom training and grant administration.

Energy Coach *Spring 2013*

Provided customer service and sales to residential energy efficiency customers; Stream-lined our sales process in Salesforce CRM, enabling automatic reporting and dashboard functionality.

Clean Energy Intern *Summer 2011*

Managed Summer of Solutions Internship Partnership; Supervised volunteers and interns, Developed Energy Efficiency Retro-fit Financing Proposal; Researched best practices and prepared data, helping plan Co-op Power's Energy Efficiency Community Mobilization Initiative in Springfield, MA.

Center for Eco-Technology | Florence, MA

Air Sealing Technician *Fall 2009 – Winter 2011*

Air sealed over 200 homes through the state energy efficiency program which included providing Blower Door diagnostic tests, BPI combustion safety tests, reviewing insulation specifications and customer service.

Green Building Intern *Fall 2010*

Assisted with the administration of Energy Star and LEED-certification programs, BPI and other energy efficiency trainings, as well as the administration of the state energy efficiency program.

ReNew Building Materials & Salvage | Brattleboro, VT

Deconstruction Crew Member *Fall 2007 – Spring 2008*

Dismantled buildings, salvaging the materials for resale or recycle. Provided customer service and other assistance in retail store.

Common Ground Relief | New Orleans, LA

House-Gutting Coordinator *Winter 2005 – Spring 2006*

Placed volunteer house-gutting crews with homeowners returning to New Orleans following Hurricane Katrina; Helped organize alternative spring break which had our organization sending out over 500 volunteers per day over a two week period.

Skills

- Computer Programs: Microsoft Office, ArcGIS, IMPLAN, SPSS, R, Salesforce, Basecamp
- Database Experience: US Census, BLS, BEA, EIA, Agricultural Census, CTPP
- Additional experience: solar installation, energy efficiency retro-fit installation, deconstruction, natural building, demolition, carpentry, general construction, volunteer management, general office administration, canvassing, research and spatial/data analysis, business analytics, outreach and education, website development

Joseph L. Bowes, M.R.P.
308 Hook Place, Ithaca, NY 14850
jlbowes@twcnny.rr.com ~ 607-279-5616

Professional Experience

- Fourteen years of experience working in affordable housing.
- Twelve years planning and project managing multi-million dollar affordable rental housing developments.
- Responsibilities include:
 - deal structuring,
 - land acquisition,
 - municipal approvals,
 - loan closings and
 - construction management.
- Financing experience with:
 - 9% and 4% Low Income Housing Tax Credits, NYS Housing Trust Funds, Community Development Block Grant, HOME, Tax Credit Assistance Program, Federal Home Loan Bank, HUD Section 202, Mitchell-Llama, HUD Section 236, Tax Exempt Bonds and Section 4 financing.
- Project management experience with:
 - developments in a variety of settings and styles including housing for seniors and families, rehab, refinancing and new construction, single family, town house and multi-family construction in urban, suburban and rural settings.

July 2016 – Present

Director of Real Estate Development, Ithaca Neighborhood Housing Services, Ithaca, NY.

- Supervise two Real Estate Development staff members.
- Develop long term real estate goals, prioritize projects and allocate real estate department staff and resources to specific projects;
- Develop new projects that meet INHS's mission to maintain a healthy, growing real estate development pipeline. Present new projects to INHS's real estate development committee and Board for their consideration;
- Monitor spending, contracts, project design, etc. of all INHS projects to ensure INHS policy and outside funder compliance;
- Project manage the development of real estate for families, seniors and people with special needs - utilizing local, state, federal and private financing.
- Prepare feasibility studies including analysis of zoning laws and building codes.
- Present development proposals to municipal planning and zoning boards.
- Coordinate architects, engineers, general contractors, development consultants and financing partners.
- Prepare funding applications and structure multi-layered financing proformas.
- Manage the closing and construction team for the owner/developer.
- Sit on Board of Directors of Limited Liability Corporations, Limited Partnerships and Housing Development Fund Corporations charged with owning real estate developments.

Joseph L. Bowes, M.R.P.
308 Hook Place, Ithaca, NY 14850
jlbowes@twcnny.rr.com ~ 607-279-5616

April 2014 – June 2016

Senior Real Estate Developer, Ithaca Neighborhood Housing Services, Ithaca, NY.

- Project manage the development of multi-million dollar real estate for families and seniors combining local, state, federal and private funding sources.
- Prepare feasibility studies including analysis of zoning laws and building codes.
- Present development proposals to municipal planning and zoning boards.
- Coordinate architects, engineers, general contractors, development consultants and financing partners.
- Prepare funding applications and structure multi-layered financing proformas.
- Manage the closing and construction team for the owner/ developer.
- Present real estate development projects and resolutions to internal Real Estate Development Committee and not-for-profit Board of Directors.
- Sit on Board of Directors of Limited Liability Corporations, Limited Partnerships and Housing Development Fund Corporations charged with owning real estate developments.

2005-March 2013

Senior Real Estate Developer, PathStone Corporation, Rochester, NY.

- Project manage the development of multi-million dollar real estate for families and seniors combining local, state, federal and private funding sources.
- Prepare feasibility studies including analysis of zoning laws and building codes.
- Present development proposals to municipal planning and zoning boards.
- Coordinate architects, engineers, general contractors, development consultants and financing partners.
- Prepare funding applications and structure multi-layered financing proformas.
- Manage the closing and construction team for the owner/ developer.
- Supervise and provide technical assistance to junior developers and support staff.
- Present real estate development projects and resolutions to internal Asset Management Committee and not-for-profit Board of Directors.
- Sit on Board of Directors of Limited Liability Corporations, Limited Partnerships and Housing Development Fund Corporations charged with owning real estate developments.

June 1 to July 2013

Interim Senior Vice President for Real Estate Development, PathStone Corporation, Rochester, NY.

- Appointed to the position of Senior Vice President during a 1.5 month leadership transition. Responsible for overseeing four Real Estate Developers and two support staff in New York, Pennsylvania, Puerto Rico and Indiana and managing a pipeline of 35 affordable housing projects totaling 260 million dollars of real estate development.

Spring 2005: Visiting Lecturer, Cornell University Dept. of City and Regional Planning, Ithaca, NY.

- Co-taught a course entitled, *Affordable Housing Policies and Programs* to graduate and undergraduate students.

Joseph L. Bowes, M.R.P.
308 Hook Place, Ithaca, NY 14850
jlbowes@twcnny.rr.com ~ 607-279-5616

Education

2000-2002: Cornell University, Masters in City and Regional Planning

Department of City and Regional Planning, Concentration in Community Economic Development

- Awarded the Michele Rapuano Award for Distinction in Design by Cornell University.
- Received the American Planning Association Student Project Award.
- Third Place finalist in the JP Morgan Chase Community Development Competition.

2001-2002: Graduate TA, Neighborhood Planning, Cornell University, Ithaca, NY.

- Developed a plan to re-design a neighborhood food market and adjoining retail space.
- Coordinated a group of fifteen graduate and undergraduate students working closely with business owners, neighborhood residents, architects, and financial institutions.
- Won third place at the JP Morgan Chase Community Development Competition.

Summer 2000: Neighborhood Planner Intern, City of Ithaca Planning and Development, Ithaca, NY.

- Worked with neighborhood planners, historic preservationist, city officials, business leaders and neighborhood residents to implement the city's first neighborhood planning process.
- Researched and analyzed socioeconomic and geographic data.
- Organized and facilitated neighborhood meetings.

1994-1998: Syracuse University, Bachelor of Arts, Magna cum laude

Maxwell School of Citizenship and Public Affairs; major Sociology with a minor in Economics.

- Awarded an academic grant to study at Syracuse's London, England campus.

Continuing Education & Affiliations

- 2015-Present: Appointed Member of the Tompkins County Planning Advisory Board
- 2015-Present: Board of Directors - Ithaca CarShare
- 2012: Real Estate Symposium -- NeighborWorks® Training Institute
- 2008: Using Bonds to Finance Affordable Housing - NeighborWorks® Training Institute
- 2007-present: Member of the American Planning Association: Upstate Chapter
- 2007: Preservation of Affordable Housing - Enterprise Foundation
- 2006: State Environmental Quality Review - Lorman Institute
- 2002: Financing Affordable Housing - Neighborhood Reinvestment Corporation

References Available Upon Request

Example Real Estate Development Projects Available Upon Request

Summary of Qualifications

Thirteen years of progressively responsible experience in the development of publicly-funded affordable housing, including grant writing and administration, regulatory compliance, project and construction management, and collaboration with community-based organizations. Two years' experience administering the HUD Entitlement Program for the City of Ithaca. Two additional years' municipal government experience, serving as the staff link between the public and a volunteer board. Excellent written and oral communication skills. Demonstrated ability to work independently and manage multiple complex projects simultaneously.

Professional Experience

Senior Housing Developer, Ithaca Neighborhood Housing Services, Ithaca, NY, August 2016-present

- Responsible for evaluating feasibility, preparing funding applications, completing due diligence and closing bridge and permanent financing from a variety of public and private funding sources including HUD (HOME, CDBG); state, county, and municipal governments; commercial banks; Federal Home Loan Bank; and Low Income Housing Tax Credit and Historic Rehab Tax Credit equity partnerships.
- Hire consultants and contractors, review specifications, oversee construction, develop and maintain project budgets. Complete project close-outs and maintain compliance with all funder reporting requirements.

Community Development Planner, Ithaca Urban Renewal Agency, Ithaca, NY April 2014-August 2016

- Manage the City of Ithaca's HUD Entitlement Grant program and ensure compliance with all federal regulations and HUD requirements.
- Develop and administer the 5-year Consolidated Plan, identifying priority community investment needs based on an analysis of ACS, census, and other data, consultation with community organizations, and extensive public outreach.
- Prepare and implement the Annual Action Plan, complete NEPA environmental review on proposed projects, complete project set-up on HUD's on-line Integrated Disbursement & Information System (IDIS), and oversee performance monitoring. Prepare and submit the Consolidated Annual Performance and Evaluation Report (CAPER).
- Conduct community outreach activities to identify and jointly develop programs that will address unmet priority community development needs.
- Manage the drafting of funding agreements to implement projects, in collaboration with legal counsel.
- Provide staff support to IURA committees.
- Supervise the IURA Contracts Monitor position.

Historic Preservation Planner, City of Ithaca, Ithaca, NY 2011-April 2014

- Coordinated all aspects of the City of Ithaca's historic preservation program and ensured compliance with all NYS Certified Local Government (CLG) requirements. Achieved exemplary rating on 2012 CLG audit.
- Devised and implemented new systems and procedures to improve the transparency and effectiveness of the regulatory process and increase public understanding of program benefits and requirements. Completed a major revision of the landmarks ordinance, wrote and published the City's first historic district design guidelines, overhauled the ILPC web page, and developed a highly effective working relationship with the Building Division.
- Served as staff to the Ithaca Landmarks Preservation Commission and the MLK Freedom Walkway Committee. Maintained updated commission training handbook, prepared and distributed monthly meeting packets, drafted resolutions, and ensured adherence to procedural requirements.
- Worked closely with applicants to help define their projects and develop proposals that achieve the applicant's goals while complying with program requirements. Increased average annual approval rate to 90%.
- Worked closely with other City staff and with Common Council to ensure the consideration of preservation goals in such broader efforts as the Comprehensive Plan, the Collegetown Form Based Code, rezoning efforts, and the treatment of unsafe structures.

Construction and Project Management Consultant, Beacon Development Group, Seattle, WA 2004-2011

- Working remotely, supported and served as a resource to Seattle-based staff in the development of affordable housing projects.
- Oversaw the work of the Construction Management team to ensure compliance with company standards.
- Managed the contracting process with general contractors and project consultants, maintained standard company contract templates, and oversaw contract negotiations to ensure company-wide consistency.
- Assisted in evaluating project feasibility, preparing funding applications, and completing due diligence.
- Developed and maintained company marketing materials and prepared responses to Requests for Proposals.

Professional Experience, continued

Construction Manager/Housing Developer, Beacon Development Group, Seattle, WA 2001-2004

- Developed 276 units of affordable housing in new construction, moderate rehab, and certified historic rehabilitation projects, with budgets totaling in excess of \$51 million.
- Evaluated feasibility, prepared funding applications, completed due diligence and closed bridge and permanent financing from a variety of public and private funding sources including HUD (HOME, CDBG); state, county, and municipal governments; commercial banks; Federal Home Loan Bank; and Low Income Housing Tax Credit and Historic Rehab Tax Credit equity partnerships.
- Hired consultants and contractors, reviewed specifications, oversaw construction, developed and maintained project budgets, prepared monthly draws to a variety of public and private funders, and ensured regulatory and reporting compliance.
- Provided technical back-up to other Beacon Project and Construction Managers during the construction process and oversaw their work to insure compliance with Beacon standards and procedures.
- Provided project supervision and technical assistance to non-profit organizations engaged in housing development and supportive service activities.

Senior Housing Developer, Low Income Housing Institute, Seattle, WA, 2000
(promoted from Housing Developer, 1998-2000)

- Managed new construction and rehabilitation projects, owned by the Low Income Housing Institute or by client organizations, with budgets totaling in excess of \$15 million.
- Wrote grant and loan applications that resulted in over \$1.5 million in awarded funding.
- Completed due diligence and closed bridge and permanent financing from a variety of funding sources.

Director of Preservation Services, Historic Ithaca, Inc., Ithaca, NY, 1993-1998
(promoted from Architectural Conservator, 1989-1993)

- Secured financing for and managed construction and maintenance projects at properties owned by Historic Ithaca, Inc.
- Headed Technical Assistance Program that provided information, guidance and support to hundreds of individuals annually and helped over 450 building owners research, plan, and carry out the renovation or repair of their homes.
- Managed revolving fund that provided low interest loans to assist homeowners with rehabilitation costs.
- Initiated the successful campaign to create state enabling legislation and the first local law in New York State to provide property tax incentives for the rehabilitation of historic buildings.

Trainings

Undoing Racism, 2012, the People's Institute for Survival and Beyond
Energy Conservation in Historic Buildings, 2011, NYSERDA/Preservation League of New York State
Green Strategies for Historic Buildings, 2009, National Preservation Institute
Project Management, Design Development, Design Review, and Cost Reduction Techniques for Project Managers, 2002, Impact Capital
Assessing Capital Needs and Replacement Reserve Levels, 2001, Impact Capital
Building Envelope Technology, 2000, Walsh Construction Company
Multi-family Housing Finance, 1999, National Development Council
Low Income Housing Tax Credit Compliance, 1999, Washington State Housing Finance Commission
Planning for Relocation, 1999, King County, WA

Education

Master of Arts, Cornell University, Ithaca, NY, 1991
City and Regional Planning, Program in Historic Preservation Planning

Bachelor of Arts, Cum Laude, Michigan State University, East Lansing, MI, 1986
Double major English and History, with departmental specialization in Historic Preservation
Phi Beta Kappa, Phi Kappa Phi, Golden Key National Honor Society

Appointments and Publications

Member, Application Review Committee, Tompkins County Housing Affordability and Trust Fund, 2010.

Commissioner, Ithaca Landmarks Preservation Commission. 2005-2009.

Truame, Lynn C. and Carol Kammen. Architectural Heritage of Tompkins County. Ithaca, NY: DeWitt Historical Society, 2002.



☆ Community ☆ Economy ☆ Environment ☆

2017 Board of Directors

Lynn Leopold, President

Finance, Campaign Planning, Nominating
Tompkins County Recycling Specialist, Retired
1203 East Shore Drive, Ithaca, NY 14850
607-273-3457
lynnbird58@gmail.com

Marlene Sack, Vice President

Finance, Campaign Planning
Business Manager, Retired
708 Hector Street, Ithaca, NY 14850
607-592-5632
marsack8@gmail.com

Marshall McCormick, Treasurer

Finance, Campaign Planning
President & Advisor, Finger Lakes Wealth Mgmt.
108 Fair Street, Ithaca, NY 14850
607-257-1008
marshall@fingerlakeswm.com

Brian Chabot, Secretary

Capital Project
Retired Faculty, Cornell University
102 Little Rice Hall
607-279-1291
bfc1@cornell.edu

Joshua Clark

Campaign Planning
Development Assistant, Boyce Thompson Institute
5335 Dresserville Road, Moravia, NY 13118
301-675-9858
journiche@gmail.com

Jodie Herbert

Program Supervisor, GIAC
113 South Corn Street, Ithaca, NY 14850
607-280-5342
jherber@cityofithaca.org

John Lemley

Finance, Nominating
Human Resource Specialist, Retired
301 Woodgate Lane, Ithaca, NY 14850
607-273-4649
jl38@cornell.edu

Megan McDonald

Capital Project
Senior Planner, Tompkins County
408 Utica Street, Apt. 1, Ithaca, NY 14850
443-413-8303
mmcdonald@tompkins-co.org

Eddie Moran

Computer Lab Coord., Southside Comm. Ctr.
305 S. Plain Street, Ithaca, NY 14850
607-273-4190
complabcoordinator.ssccthaca@gmail.com

Jan Rhodes Norman

Campaign Planning
Owner, Silk Oak
425 North Aurora Street, Ithaca NY 14850
607-592-4424
silkoak@silkoak.com

Pedro Perez

Finance
Senior Lecturer, Cornell University
310H Warren Hall, Ithaca, NY 14850
607-257-3909
pdp5@cornell.edu

Purchase Order

New York State
Energy Research and Development Authority
17 Columbia Circle
Albany NY 12203
United States

Supplier: 0000080397
Finger Lakes ReUse, Inc.
2255 North Triphammer Road
Ithaca NY 14850

Dispatch via Print

Purchase Order	Date	Revision	Page
ERDA1-0000090818	03/16/2016		1
Freight Terms	Ship Via		
FOB Destination	Common		
Buyer	Phone	Currency	
Anthony Hazzan	518/862-1090	USD	

Ship To: MAIN
17 Columbia Circle
Albany NY 12203
United States

Bill To: 17 Columbia Circle
Albany NY 12203
United States

Tax Exempt? Y Tax Exempt ID: 14-1731395

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt
----------	------------------	--------	----------	-----	----------	--------------

1- 1	CGC41134 - Finger Lakes ReUse - Category 3		1.00	EA	1,898,831.00	1,898,831.00
------	--	--	------	----	--------------	--------------

Schedule Total 1,898,831.00

Contract ID: 000000000000000000057606 Version 1 Contract Line: 1 Release: 1

Item Total 1,898,831.00

Total PO Amount 1,898,831.00

**New York State Energy Research and Development Authority
("NYSERDA")**

AGREEMENT


1. Agreement Number: 57606
2. Contractor: Finger Lakes ReUse, Inc.
3. Project Director: Jackie Doherty
4. Effective Date: February 10, 2016.
5. Total Amount of Award: \$1,898,831.00
6. Project Period: February 10, 2016 – February 9, 2019
7. Commitment Terms and Conditions

This Agreement consists of this form plus the following documents:

- Exhibit A, Statement of Work;
- Exhibit B, General Contract Provisions, Terms and Conditions;
- Exhibit C, Standard Terms and Conditions;
- Exhibit D, Prompt Payment Policy Statement;
- Exhibit E, NYSERDA Report Content Guide 2015;
- Exhibit F, Project Benefits Metrics Report;
- Exhibit G, Commissioning Form.

8. ACCEPTANCE. THIS AGREEMENT SHALL NOT BECOME EFFECTIVE UNLESS EXECUTED BELOW BY NYSERDA.

Finger Lakes ReUse, Inc.

By 

Name Diane Cohen

Title Executive Director

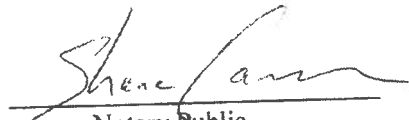
**NEW YORK STATE ENERGY
RESEARCH AND DEVELOPMENT
AUTHORITY**

By 

John B. Rhodes
President and CEO

STATE OF New York)
COUNTY OF Tompkins) SS.:

On the 9th day of March in the year 2016, before me, the undersigned, a
Notary Public in and for said State, personally appeared Diana Cohen,
personally known to me or proved to me on the basis of satisfactory evidence to be the
individual(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me
that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their
signature(s) on the instrument, the individuals(s), or the person upon behalf of which the
individual(s) acted, executed the document.


Notary Public

SHANE CAMERON
Notary Public, State of New York
Qualified in Tompkins County
No. 01CA6252590
My Commission Expires 12-12-2017



SOUTHERN TIER REGIONAL OFFICE

June 30, 2016

Diane Cohen
Executive Director
Finger Lakes ReUse, Incorporated
2255 N. Triphammer Road
Ithaca, NY 14850

Dear Ms. Cohen:

On behalf of New York State and Empire State Development, please let me express my enthusiasm for working with you and to Finger Lakes ReUse, Incorporated to expand operations in New York State.

As we understand the project, Finger Lakes ReUse, Incorporated will expand its operations and programming by constructing two new buildings which will create additional retail, programmatic, office, and material processing space. The new buildings will be in addition to Finger Lakes ReUse, Incorporated existing 17,000 sq. ft. building on its two acre site situated on the highly visible central street located near the southwest commercial zone. The project is located in the City of Ithaca, Tompkins County, and will retain 16 Full-time Permanent employees and create 17 new Full-time Permanent jobs over 5 years. Total capital investment for the project is estimated at \$2,686,513.

To encourage you to proceed with this project, we are offering Finger Lakes ReUse, Incorporated an incentive valued at \$500,000.

Please review the attached Incentive Proposal to see how New York State and Empire State Development are prepared to assist Finger Lakes ReUse, Incorporated with its project located in the Southern Tier Region of New York State. If you choose to accept our offer, please acknowledge your decision by endorsing the last page of the attached proposal and returning one copy to me at 8 East Denison Parkway, 2nd Floor, Corning, New York, 14830-2638, one copy to the Southern Tier Regional Office at 44 Hawley Street, 15th Floor, Binghamton, New York 13905, and the original copy, including the \$250 Application Fee, to Edwin Lee, Vice President of Empire State Development's Loans and Grants Department, by August 6, 2016.

We look forward to working with you on this exciting project and can be reached at 607-426-2999 at your convenience.

Very truly yours,

A handwritten signature in black ink, appearing to read "Joseph Roman".

Joseph Roman
Economic Development Specialist
Southern Tier Regional Office

cc: Edwin Lee
Attachment: ESD Incentive Proposal



Workforce Solutions

Tompkins Charitable Gift Fund, Inc.

PO Box 6639

Ithaca, NY 14851-6639

(607) 256-0358

Creating Jobs, Building Partnerships

August 30, 2016

Dear Review Committee,

On behalf of Challenge Workforce Solutions, I am writing to express my support for Finger Lakes ReUse, Inc., and its expansion project at the Ithaca ReUse Center. Challenge Workforce Solutions is dedicated to supporting individuals with disabilities and other employment barriers in developing their skills. We consider Finger Lakes ReUse's ReSET job skills training program, which emphasizes marketable skills training in a supportive environment, to be strongly in keeping with this goal. Finger Lakes ReUse has been extremely supportive of our workforce, and our partnership has strengthened both of our organizations' initiatives.

Challenge Workforce Solutions is always looking for more programs to offer our clients as they seek to enter or re-enter the workforce, and we welcome the opportunity to once again partner with Finger Lakes ReUse through their ReSET program and other various work experience opportunities. We have collaborated actively with Finger Lakes ReUse for 8 years, including a recent ongoing effort to adapt their ReSET program specifically for reentry. The potential for expanding this program is of common interest to both of our organizations in our common goal to support local people with employment barriers. The collaboration of resources of both programs has allowed us to serve individuals with more significant support needs than either organization could successfully serve alone.

We need to further develop opportunities for training, education, and employment. An expansion project will contribute greatly to the local community, economy, and environment, making a real difference in our ability to achieve our shared goals. We are committed to continuing our partnership with ReUse in the future and look forward to their growth as an organization. I ask that the utmost consideration is given to Finger Lakes ReUse and its application for funding.

Sincerely,

A handwritten signature in black ink that reads 'Martine E. Gold'.

Martine E. Gold

Director of Employment and Vocational Supports



TOMPKINS COUNTY PUBLIC WORKS

SOLID WASTE DIVISION

122 Commercial Avenue
Ithaca, NY 14850
Telephone (607) 273-6632

BARBARA A. ECKSTROM

SOLID WASTE MANAGER

Tompkins Charitable Gift Fund, Inc.
PO Box 6639
Ithaca, NY 14851-6639

August 31, 2016

Dear Review Committee,

I am writing to express my enduring support of Finger Lakes ReUse and its expansion project at the Ithaca ReUse Center. A feasibility study to assess the potential of a capital campaign is an important step to engage the local community, and further leverage the support of County and New York State funds.

As stated in the County's 20-year Solid Waste Management Plan, the Tompkins County Solid Waste Management Division (TCSWMD) has a commitment to helping develop a center where usable materials can be diverted from the waste stream. TCSWMD has actively supported Finger Lakes ReUse in developing its ReUse Center, Deconstruction Services, and eCenter computer-refurbishing program through planning and financial support as a part of our mission to reduce and responsibly manage unnecessary waste in Tompkins County.

Tompkins County has a goal of 75% waste diversion. We consider Finger Lakes ReUse and its services an excellent investment due to reduced cost of disposal for the County through the organization's growing diversion of reusable materials, as well as the job creation benefits that result.

Finger Lakes ReUse has a variety of beneficial programs dedicated to improving the environment. The deconstruction program at Finger Lakes ReUse salvages up to 70-90% of materials from buildings for reuse and the eCenter restores computers and technology, keeping these potentially toxic items from landfills. Their two ReUse Centers promote the reuse of furniture and other household items at the same time. Finger Lakes ReUse has created green jobs and diverted materials including furniture, household goods, building materials, computers and electronics from landfills, recycling them back into the local economy. An expansion of these offerings would mean a significantly increased environmental benefit.

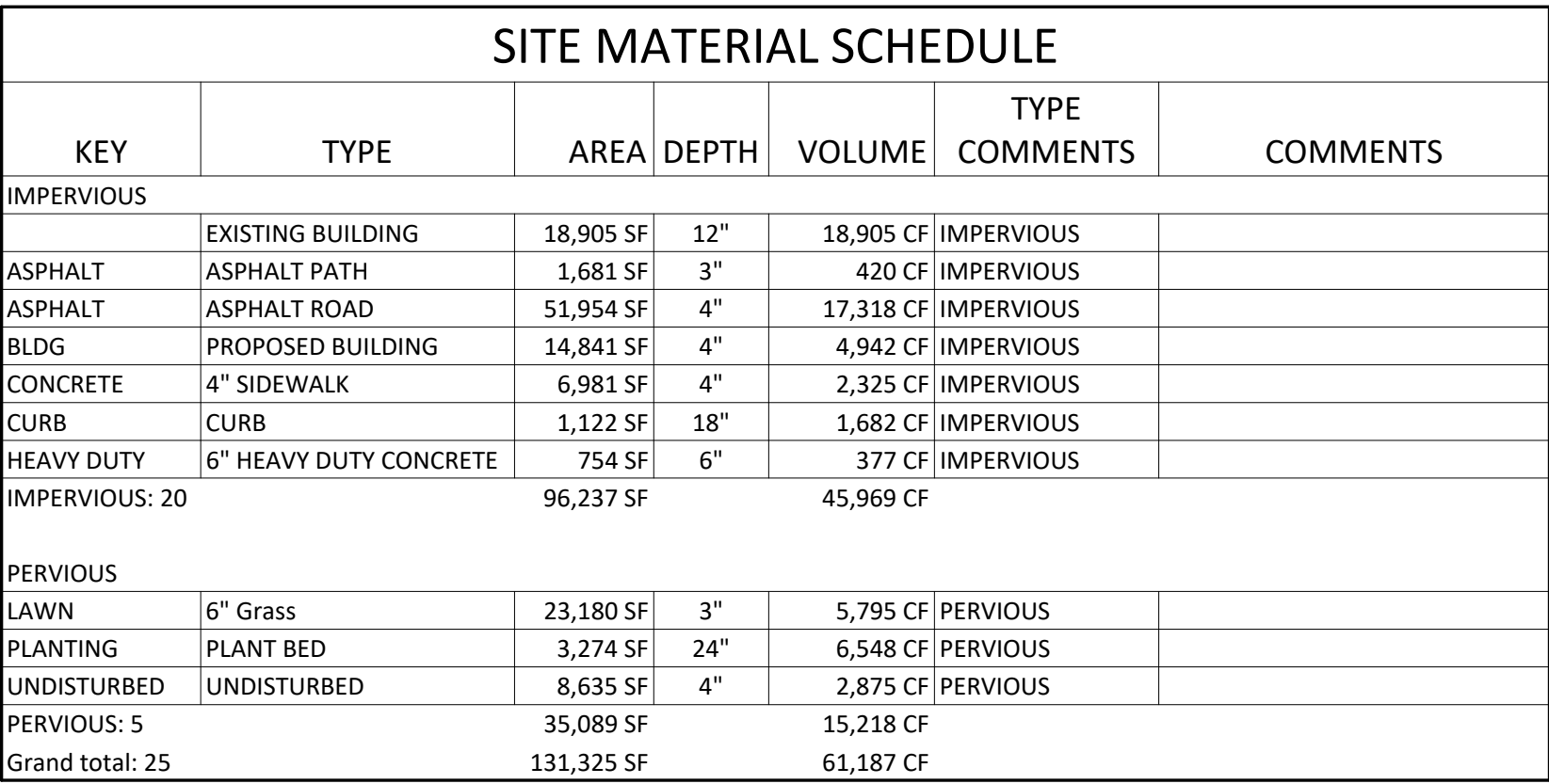
I wholly support Finger Lakes ReUse in their current mission and because of their impressive track record. I look forward to seeing the results of this expansion project and the positive impact that it will have on waste diversion and for the community at large.

Sincerely,



Barbara Eckstrom
Solid Waste Manager

cc: Diane Cohen, Finger Lakes ReUse, Inc.



- (1) PROPERTY AREA: 103,411 SF (2.374 ac)
(2) EXISTING IMPERVIOUS: 90,982 SF
(3) PROPOSED IMPERVIOUS: 69,505 SF (23.6% COVERAGE REDUCTION)

NYSEDA GOAL: 20,000 SF REDUCTION = 70,982 SF (22% COVERAGE)
 NYS DEC GOAL: 25% REDUCTION = 68,236 SF
 LEED GOAL: 30% REDUCTION OF EXISTING PAVING = **63,687 SF**

Finger Lakes ReUse, Inc.
Balance Sheet
As of January 31, 2017

	<u>Jan 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash	29,066.68
10300 · PayPal Accounts	559.97
Total Checking/Savings	<u>29,626.65</u>
Accounts Receivable	5,929.10
Other Current Assets	
108000 · Store Credit Clearing A/C	296.98
12100 · Inventory Asset	137.81
Total Other Current Assets	<u>434.79</u>
Total Current Assets	<u>35,990.54</u>
Fixed Assets	
15000 · Fixed Assets	
15100 · Building	1,304,396.40
15110 · Building Improvements	426,644.56
15120 · Parking Lot Improvements	5,260.79
15200 · Land	360,000.00
15300 · Vehicles	7,996.93
15400 · Equipment & Furnishings	22,076.94
15500 · Leasehold Improvements	1,312.28
Total 15000 · Fixed Assets	<u>2,127,687.90</u>
Total Fixed Assets	<u>2,127,687.90</u>
Other Assets	
16000 · Grants Receivable	206,380.00
18000 · Marketable Securities	951.17
18610 · Prepaid Expenses	38,209.58
18700 · Security Deposits Asset	4,666.66
Total Other Assets	<u>250,207.41</u>
TOTAL ASSETS	<u><u>2,413,885.85</u></u>

Finger Lakes ReUse, Inc.
Balance Sheet
As of January 31, 2017

Jan 31, 17

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable 35,398.53

Other Current Liabilities

24000 · Payroll Liabilities 1,668.62

24700 · Customer Deposits & Store Credits 20,169.16

24800 · Unbilled Purchases 670.00

25200 · Gift Certificates Outstanding 3,341.68

25214 · Superior Payment Plan LLC 3,638.42

25220 · L/P - TTC LOC 10,000.00

25500 · Sales Tax Payable 11,146.75

26000 · Unearned Grants 181,521.05

Total Other Current Liabilities 232,155.68

Total Current Liabilities 267,554.21

Long Term Liabilities

271000 · Long Term Liabilities

27213 · Park Foundation PRI 431,049.20

27223 · MP-Grand Cheese, Inc 1,250,000.00

27223i · Accrued Interest-Grand Cheese I 137,770.72

27226 · AFCU Mortgage Loan 341,310.31

27227 · TCAD Loan 38,535.02

27228 · IURA Forgivable Loan 105,000.00

Total 271000 · Long Term Liabilities 2,303,665.25

27224 · L/P - TTC - 2007 White Box Truc 6,181.07

27225 · TTC Draw Note 1696 51,073.48

Total Long Term Liabilities 2,360,919.80

Total Liabilities 2,628,474.01

Equity

32000 · Unrestricted Net Assets -196,236.75

Net Income -18,351.41

Total Equity -214,588.16

TOTAL LIABILITIES & EQUITY 2,413,885.85

Finger Lakes ReUse, Inc.**Profit & Loss**

January 2017

	Jan 17
Ordinary Income/Expense	
Income	
43300 · Direct Foundation Grants	7,416.66
43400 · Direct Public Support	4,312.79
44500 · Government Grants	8,094.16
45000 · Investments	0.46
46000 · Merchandise Sales	68,631.26
46400 · Other Types of Income	
46420 · Scrap Recycling	551.71
46430 · Miscellaneous Revenue	1.01
Total 46400 · Other Types of Income	552.72
47200 · Program Income	
47240 · Program Service Fees	
47242 · Pick-Up & Delivery Fees	1,018.59
48600 · Service Sales	809.20
Total 47240 · Program Service Fees	1,827.79
Total 47200 · Program Income	1,827.79
Total Income	90,835.84
Cost of Goods Sold	718.21
Gross Profit	90,117.63
Expense	
61000 · Salary & Wage Expenses	
61100 · Salaries & Wages	58,579.62
61500 · Fringe Benefits	15,377.20
Total 61000 · Salary & Wage Expenses	73,956.82
62100 · Contract Services	1,510.41
62800 · Facilities and Equipment	
62830 · Repair & Maintenance-Equipment	165.99
62840 · Repair & Maintenance-Leasehold	715.79
62850 · Vehicle Expenses	1,176.53
62880 · Real Estate	1,072.60
62890 · Property, Rent & Utilities	
62870 · Property Insurance	1,036.47
62891 · Rent	4,010.79
62892 · Utilities	3,896.47
62893 · Lease CAM charges	144.26
Total 62890 · Property, Rent & Utilities	9,087.99

Finger Lakes ReUse, Inc.**Profit & Loss**

January 2017

	<u>Jan 17</u>
Total 62800 · Facilities and Equipment	12,218.90
65000 · Office,Administrative Expenses	
65010 · Dues, Fees, Subscriptions	1,617.89
65030 · Printing and Copying	15.16
65040 · Office Supplies	223.23
65050 · Telephone, Telecommunications	854.76
Total 65000 · Office,Administrative Expenses	<u>2,711.04</u>
65100 · General Expenses (Advert & Ins)	
65110 · Advertising & Marketing Expense	276.92
65120 · Insurance	1,505.86
65130 · Interest, Finance Chg, Late Fee	3,420.65
65150 · Memberships and Dues	235.00
65160 · Other Costs	41.69
Total 65100 · General Expenses (Advert & Ins)	<u>5,480.12</u>
66000 · Miscellaneous Expenses	
66100 · POS Balancing	-34.55
66000 · Miscellaneous Expenses - Other	15.02
Total 66000 · Miscellaneous Expenses	<u>-19.53</u>
68200 · Training & Education	140.00
68300 · Travel, Meals, Meeting Expense	219.21
70000 · Tools & Supplies	444.99
Total Expense	<u>96,661.96</u>
Net Ordinary Income	-6,544.33
Other Income/Expense	
Other Expense	
90002 · Addit Mort Int Exp - Grand Chee	4,052.08
92810 · Depreciation Expense	7,755.00
Total Other Expense	<u>11,807.08</u>
Net Other Income	<u>-11,807.08</u>
Net Income	<u><u>-18,351.41</u></u>

Finger Lakes ReUse, Inc.

Schedule of Liabilities

Date of Schedule:

1/31/2017

Name of Creditor	Original Amount	Original Date	Current Balance	Current or Delinquent?	Maturity Date	Monthly Payment Amount	How Secured	Notes
Park Foundation	\$ 450,000.00	12/22/2014	\$ 431,049.20	Current	5/1/2026	\$ 3,974.50	Unsecured	1
Grand Cheese, Inc	\$ 1,250,000.00	2/27/2014	\$ 1,387,770.72	Current	2/27/2019	\$ 1,416.67	Real Property	2
Alternatives Federal Credit Union	\$ 383,000.00	8/31/2015	\$ 341,310.31	Current	8/31/2025	\$ 3,969.35	Real Property	
Tompkins County Area Development	\$ 50,000.00	10/22/2015	\$ 38,535.02	Current	11/1/2020	\$ 932.15	Real Property	
Ithaca Urban Renewal Agency	\$ 105,000.00	11/18/2015	\$ 105,000.00	Current	11/18/2025	\$ -	Real Property	3
Tompkins Trust Co.	\$ 12,500.00	5/13/2014	\$ 6,181.07	Current	5/13/2019	\$ 232.78	Vehicle	
Tompkins Trust Co.	\$ 74,322.10	7/31/2015	\$ 51,073.48	Current	7/31/2018	\$ 2,500.00	Business Assets	4
Tompkins Trust Co. Line of Credit			\$ 10,000.00	Current		See Note	Business Assets	5
Superior Payment Plan, LLC		9/1/2016	\$ 3,638.42	Current	6/1/2017	\$ 1,061.65	Accounts Payable	6
Accounts Payable > 90 days								
Diane Cohen		6/30/2015	\$ 1,224.98			\$ -	Accounts Payable	7
Liberty Mutual Insurance	\$ 9,489.30	8/2/2016	\$ 3,161.12	Current	5/2/2017	\$ 796.28	Accounts Payable	8

Notes:

1. Program related investment repayment schedule began after entire amount was drawn. 10 year term at 0.5% interest.
2. Mortgage due on maturity in lump sum of \$1,500,000 including accrued unpaid interest. Partial interest paid monthly.
3. Forgivable mortgage with 10 year term, no payments of interest or principle. Principle due if property is sold.
4. Monthly payment increases to \$3,450 beginning August 31, 2017.
5. Line of Credit of \$40,000 is renewed annually. Interst payments due monthly with balance due at maturity.
6. Financing for liability insurance premiums
7. Reimbursements for travel and conferences payable to Executive Director of Finger Lakes ReUse
8. Vehicle and Property Insurance Premiums invoiced monthly.

Finger Lakes ReUse, Inc.
Balance Sheet
Fiscal Years 2014 through 2016

	Dec 31, 14	Dec 31, 15	Dec 31, 16
ASSETS			
Current Assets			
Checking/Savings			
10000 · Cash	282,299	58,215	41,691
10300 · PayPal Accounts	960	503	3,055
Total Checking/Savings	283,259	58,718	44,746
Accounts Receivable	5,490	6,851	20,303
Other Current Assets			
12100 · Inventory Asset	56	64	250
Total Other Current Assets	56	64	250
Total Current Assets	288,805	65,633	65,299
Fixed Assets			
15000 · Fixed Assets			
15100 · Building	1,349,096	1,341,260	1,307,232
15110 · Building Improvements	35,395	478,969	430,670
15120 · Parking Lot Improvements	-	5,900	5,310
15200 · Land	360,000	360,000	360,000
15300 · Vehicles	13,205	12,000	8,258
15400 · Equipment & Furnishings	13,464	23,254	22,603
15500 · Leasehold Improvements	2,773	2,072	1,371
Total 15000 · Fixed Assets	1,773,932	2,223,455	2,135,443
Total Fixed Assets	1,773,932	2,223,455	2,135,443
Other Assets			
16000 · Grants Receivable	189,292	113,996	109,250
18000 · Marketable Securities	-	-	993
18610 · Prepaid Expenses	10,315	24,154	36,625
18700 · Security Deposits Asset	4,667	4,667	4,667
Total Other Assets	204,274	142,817	151,534
TOTAL ASSETS	2,267,011	2,431,904	2,352,276

Finger Lakes ReUse, Inc.
Balance Sheet
Fiscal Years 2014 through 2016

	Dec 31, 14	Dec 31, 15	Dec 31, 16
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable	101,215	23,981	16,966
Other Current Liabilities			
2110 · Direct Deposit Liabilities	(8,268)	-	-
22000 · Security Deposits Held	1,002	-	-
22100 · Last Month's Rent Held	1,000	-	-
24000 · Payroll Liabilities	812	1,589	1,032
24700 · Customer Deposits & Store Credits	10,356	12,188	35,482
24800 · Unbilled Purchases	-	5,000	670
25200 · Gift Certificates Outstanding	2,621	2,604	3,344
25214 · Superior Payment Plan LLC	-	3,787	4,351
25220 · L/P - TTC LOC	40,000	20,000	-
25221 · L/P-TTC- Bridge due 6/30/15	75,000	-	-
25222 · L/P - AFCU ClosingCost ElmiraRd	33,030	-	-
25500 · Sales Tax Payable	2,472	3,764	5,686
26000 · Unearned Grants	195,266	83,158	99,902
Total Other Current Liabilities	353,290	132,089	150,465
Total Current Liabilities	454,505	156,070	167,431
Long Term Liabilities			
271000 · Long Term Liabilities			
27213 · Park Foundation PRI	200,000	325,000	434,843
27223 · MP-Grand Cheese, Inc	1,250,000	1,250,000	1,250,000
27223i · Accrued Interest-Grand Cheese I	36,469	85,094	133,719
27226 · AFCU Mortgage Loan	-	375,372	343,990
27227 · TCAD Loan	-	48,511	39,320
27228 · IURA Forgivable Loan	-	105,000	105,000
Total 271000 · Long Term Liabilities	1,486,469	2,188,977	2,306,871
27224 · L/P - TTC - 2007 White Box Truc	11,182	8,639	6,390
27225 · TTC Draw Note 1696	-	72,118	53,308
Total Long Term Liabilities	1,497,651	2,269,733	2,366,569
Total Liabilities	1,952,156	2,425,803	2,534,000
Equity			
32000 · Unrestricted Net Assets	9,604	314,855	6,101
Net Income	305,251	(308,754)	(187,825)
Total Equity	314,855	6,101	(181,724)
TOTAL LIABILITIES & EQUITY	2,267,011	2,431,904	2,352,276

Finger Lakes ReUse, Inc.
Profit & Loss
January 2014 through December 2016

	Jan - Dec 14	Jan - Dec 15	Jan - Dec 16
Ordinary Income/Expense			
Income			
43300 · Direct Foundation Grants	96,713	93,539	81,072
43400 · Direct Public Support	14,979	38,707	60,262
44500 · Government Grants	203,663	182,927	171,292
45000 · Investments	5	98	6
46000 · Merchandise Sales	449,448	474,322	825,881
46400 · Other Types of Income			
46420 · Scrap Recycling	12,712	6,792	8,255
46430 · Miscellaneous Revenue	6,840	8,661	5,256
Total 46400 · Other Types of Income	19,552	15,453	13,510
 47200 · Program Income			
47240 · Program Service Fees			
47241 · Deconstruction Fees	24,616	14,313	11,093
47242 · Pick-Up & Delivery Fees	6,087	6,518	8,267
47244 · Computer Service Fees	16,629	13,105	11,632
Total 47200 · Program Income	47,331	33,936	30,991
 48000 · Rent	9,821	7,002	8,800
49900 · Gain on sale of Fixed Asset	2,600	-	-
Total Income	844,112	845,984	1,191,814
 Cost of Goods Sold	21,723	14,993	8,709
Gross Profit	822,389	830,991	1,183,104
 Expense			
59900 · POS Inventory Adjustments	-	-	222
61000 · Salary & Wage Expenses			
61100 · Salaries & Wages	509,204	636,788	732,628
61500 · Fringe Benefits	130,598	143,577	182,973
Total 61000 · Salary & Wage Expenses	639,803	780,365	915,601
 62100 · Contract Services			
62110 · Accounting Fees	3,650	2,450	2,250
62120 · Work Study Fees	4,585	2,213	3,185
62140 · Legal Services	2,036	4,979	6,819
62150 · Outside Contract Services	29,136	58,383	23,534
62190 · Donated professional services	-	1,510	2,640
Total 62100 · Contract Services	39,407	69,536	38,428
 62800 · Facilities and Equipment			
62810 · Depr and Amort - Allowable	7,233	14,656	-
62830 · Repair & Maintenance-Equipment	2,316	3,321	7,352
62840 · Repair & Maintenance-Leasehold	10,973	15,690	9,669

Finger Lakes ReUse, Inc.
Profit & Loss
January 2014 through December 2016

	Jan - Dec 14	Jan - Dec 15	Jan - Dec 16
62850 · Vehicle Expenses	22,434	12,410	15,616
62880 · Real Estate	38,920	14,471	13,290
62890 · Property, Rent & Utilities			
62870 · Property Insurance	2,396	5,962	13,564
62891 · Rent	51,905	30,325	49,615
62892 · Utilities	26,255	29,853	30,001
62893 · Lease CAM charges	-	-	1,579
Total 62890 · Property, Rent & Utilities	80,556	66,140	94,759
Total 62800 · Facilities and Equipment	162,432	126,688	140,686
65000 · Office, Administrative Expenses			
65010 · Dues, Fees, Subscriptions	14,410	28,564	23,176
65020 · Postage, Mailing Service	653	519	788
65030 · Printing and Copying	117	321	734
65040 · Office Supplies	1,518	1,655	1,705
65050 · Telephone, Telecommunications	5,845	8,077	10,495
Total 65000 · Office, Administrative Expenses	22,542	39,137	36,897
65100 · General Expenses (Advert & Ins)			
65110 · Advertising & Marketing Expense	8,650	2,903	13,567
65120 · Insurance	20,530	23,145	15,571
65130 · Interest, Finance Chg, Late Fee	16,155	29,870	42,948
65150 · Memberships and Dues	-	891	1,680
65160 · Other Costs	-	-	7
Total 65100 · General Expenses (Advert & Ins)	45,335	56,809	73,772
66000 · Miscellaneous Expenses	-	1,279	2,373
68200 · Training & Education	4,781	4,178	4,108
68300 · Travel, Meals, Meeting Expense	3,379	8,995	5,786
70000 · Tools & Supplies	2,990	4,133	4,582
Total Expense	920,669	1,091,120	1,222,453
Net Ordinary Income	(98,280)	(260,129)	(39,349)
Other Income/Expense			
Other Income			
90001 · Gifts in Kind - Donation	440,000	-	-
Total Other Income	440,000	-	-
Other Expense			
80100 · Capital Purchases	-	-	5,900
90002 · Addit Mort Int Exp - Grand Chee	36,469	48,625	48,625
92810 · Depreciation Expense	-	-	93,952
Total Other Expense	36,469	48,625	148,477
Net Other Income	403,531	(48,625)	(148,477)
Net Income	305,251	(308,754)	(187,825)

Finger Lakes ReUse, Inc.
Profit & Loss Budget vs. Actual
Fiscal Year 2017 through 2019

	2017	2018	2019*
Ordinary Income/Expense			
Income			
43300 • Direct Foundation Grants	95,000	95,000	35,000
43400 • Direct Public Support	81,870	82,000	75,000
44500 • Government Grants	127,130	127,130	97,130
45000 • Investments	-	-	-
46000 • Merchandise Sales	1,003,088	1,105,000	1,807,400
46400 • Other Types of Income			
46420 • Scrap Recycling	7,450	8,195	8,600
46430 • Miscellaneous Revenue	800	800	800
Total 46400 • Other Types of Income	8,250	8,995	9,400
 47200 • Program Income			
47240 • Program Service Fees			
47241 • Deconstruction Fees	30,000	33,000	34,650
47242 • Pick-Up & Delivery Fees	8,400	9,240	9,700
48600 • Service Sales	9,000	9,900	10,395
Total 47240 • Program Service Fees	47,400	52,140	54,745
 Total 47200 • Program Income	47,400	52,140	54,745
 48000 • Rent	-	-	-
Total Income	1,362,738	1,470,265	2,078,675
 Cost of Goods Sold	7,110	7,825	12,820
Gross Profit	1,355,628	1,462,440	2,065,855
 Expense			
61000 • Salary & Wage Expenses	953,238	981,840	1,319,245
62100 • Contract Services	34,320	35,000	42,500
62800 • Facilities and Equipment			
62830 • Repair & Maintenance-Equipment	3,000	3,090	3,250
62840 • Repair & Maintenance-Leasehold	13,870	14,286	15,857
62850 • Vehicle Expenses	19,000	19,570	20,150
62880 • Real Estate	13,871	10,300	10,600
62890 • Property, Rent & Utilities			
62870 • Property Insurance	15,554	16,021	24,675
62891 • Rent	48,129	49,573	51,060
62892 • Utilities	32,130	33,094	55,472
62893 • Lease CAM charges	2,800	2,884	3,000
Total 62890 • Property, Rent & Utilities	98,613	101,572	134,207
 Total 62800 • Facilities and Equipment	148,354	148,818	184,064

Finger Lakes ReUse, Inc.
Profit & Loss Budget vs. Actual
Fiscal Year 2017 through 2019

	2017	2018	2019*
65000 · Office,Administrative Expenses			
65010 · Dues, Fees, Subscriptions	23,670	26,037	35,991
65020 · Postage, Mailing Service	560	577	595
65030 · Printing and Copying	420	433	750
65040 · Office Supplies	3,204	3,300	5,900
65050 · Telephone, Telecommunications	8,658	8,918	9,635
Total 65000 · Office,Administrative Expenses	36,512	39,264	52,871
65100 · General Expenses (Advert & Ins)			
65110 · Advertising & Marketing Expense	7,200	7,416	7,800
65120 · Insurance			
65126 · D & O Insurance	732	735	740
65127 · Liability Insurance	10,883	11,970	17,217
65128 · Vehicle Insurance	4,140	4,264	4,400
Total 65120 · Insurance	15,755	16,969	22,357
65130 · Interest, Finance Chg, Late Fee	35,724	33,829	134,785
65150 · Memberships and Dues	1,725	1,775	1,825
Total 65100 · General Expenses (Advert & Ins)	60,404	59,989	166,767
66000 · Miscellaneous Expenses	-	-	-
68200 · Training & Education	4,835	4,980	6,000
68300 · Travel, Meals, Meeting Expense	6,750	6,950	7,150
70000 · Tools & Supplies	2,700	2,780	2,875
Total Expense	1,247,114	1,279,621	1,781,472
Net Ordinary Income	108,514	182,819	284,383
Other Income/Expense			
Other Expense			
80100 · Capitalized Repairs	17,000	15,000	-
90002 · Addit Mort Int Exp - Grand Chee	48,625	48,625	-
92810 · Depreciation Expense	93,060	93,060	93,060
Total Other Expense	158,685	156,685	93,060
Net Other Income	(158,685)	(156,685)	(93,060)
Net Income	(50,171)	26,134	191,323

*Fiscal year 2019 includes operation of expanded facility.