1. **Applicant Identification**
   County of Chautauqua Industrial Development Agency (CCIDA)
   201 West Third Street, Suite 115
   Jamestown, NY 14701

2. **Funding Requested**
   a. Individual RLF
   b. Federal Funds Requested
      a. $600,000
      b. N/A

3. **RLF Boundaries**
   a) City – n/a
   b) County - Chautauqua
   c) State – New York

4. **Target Area and Priority Site/Property Information**
   - **Target Areas:** City of Dunkirk / City of Jamestown
   - **Census Tract Numbers**
     Dunkirk- CT 354, CT 355, CT 356, CT 357
     Jamestown - CT 303, CT 304, CT 305, CT 308
   - **Address of Priority Sites**
     Dunkirk- Lake Shore Drive, South Roberts Road
     Jamestown – Harrison St, Foote St, 145 Fairmount Ave, E First St, Washington St, Second St, Briggs St,

5. **Contacts**
   a. **Project Director**
      Nathan Aldrich, Economic Development Coordinator
      (716) 363-3672
      aldrichn@co.chautauqua.ny.us
      201 West Third Street, Suite 115
      Jamestown, NY 14701
   
   b. **Chief Executive/Higher Ranking Elected Official**
      Mark Geise, CEO
      (716) 661-8900
      geisem@co.chautauqua.ny.us
6. Population – 129,000
7. Other Factors

| Community population is 10,000 or less. |  
| The applicant is, or will assist, a federally recognized Indian tribe or United States territory; |  
| The priority brownfield site(s) is impacted by mine-scarred land. |  
| The priority site(s) is adjacent to a body of water (i.e., the border of the priority site(s) is contigious or partially contigious to the body of water, or would be contigious or partially contigious with a body of water but for a street, road, or other public thoroughfare separating them). | Page 
# 1,2,3 |
| The priority site(s) is in a federally designated flood plain | 3 |
| The reuse of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy |  
| The reuse of the priority site(s) will incorporate energy efficiency measures. | 3 |
| The target area(s) is located within a community in which a coal-fired power plant has recently closed (2011 or later) or is closing. | 1 |

8. Letter from the State or Tribal Environmental Authority – attached
9. Releasing Copies of Applications – n/a
November 24, 2021

Nate Aldrich, Economic Development Coordinator
Fredonia Technology Incubator
214 Central Avenue
Dunkirk, NY 14048

Dear Mr. Aldrich:

This is to acknowledge that the New York State Department of Environmental Conservation (DEC) received a request from C&S Companies on behalf of County of Chautauqua Industrial Development Agency (CCIDA), dated November 18, 2021, for a state acknowledgement letter for a Federal Year 2022 United States Environmental Protection Agency (USEPA) Brownfields grant.

I understand that CCIDA plans to submit a Brownfield Revolving Loan Fund (RLF) grant application for in the amount of $600,000. Funds will be used for the remediation of potentially contaminated sites within Chautauqua County. Targeted areas include the Cities of Jamestown and Dunkirk with an emphasis on sites within their respective Brownfield Opportunity Areas. The CCIDA will provide $120,000 (20% cost share) of the $600,000 EPA grant, creating a $720,000 RLF. Funding would also be allocated to conduct associated reuse planning and community involvement activities.

DEC encourages initiatives to redevelop brownfields with the goal of mitigating any environmental and health impacts that they might pose.

Sincerely,

Karen B. Diligent
Director, Bureau of Program Management

ec:  T. Wesley, USEPA Region 2
     A. Devine, USEPA Region 2
     M. Cruden, DEC Albany
     M. McIntosh, DEC Region 9
     S. Radon, DEC Region 9
     A. Caprio, DEC Region 9
     E. Phillips, C&S Companies
1. PROJECT AREA DESCRIPTION AND PLANS FOR REVITALIZATION

a. Target Area and Brownfields

i. Background and Description of Target Area: Chautauqua County is primarily a rural county in Western New York that borders Lake Erie to the west and the State of Pennsylvania to the south. The County’s two cities, 27 towns and 13 villages cover over 1,060 acres. The County’s two cities once supported vast steel manufacturing industries (in Dunkirk) and world renowned furniture manufacturing (in Jamestown). However, since the early 1970s, the County suffered tremendous job losses due to the closure of these businesses and experienced the associated population and economic decline. The County’s population peaked at 147,305 in 1970, and from there, according to US Census estimates, declined approximately -12% (to 129,000 people) in 2020. For much of the twentieth century, the County benefited from a strong manufacturing sector, a well-trained blue collar workforce, and abundant natural resources. Over the past 40 years, the manufacturing sector has declined as a result of global competition, changing consumer tastes, and technological advances. In the face of significant job loss in the manufacturing sector, the County is in the process of transitioning to a more diversified economy. The median income of the County’s populace ($46,820) is well below the national ($62,843) and state ($68,486) median income levels and the percentage of people living in poverty is over 16%. This is higher than the NYS percentage (13%) and US percentage (11.4%). These hardships are demonstrated through the significant number of Disadvantaged Community Census Tracts within the County, concentrated in the cities Dunkirk and Jamestown. The EPA’s EJScreen indicates Low income populations in the 95-100 percentile in both cities. EnviroAtlas shows 12 superfund sites in the County, and New York State formally identifies 59 brownfield remediation sites located throughout the County.

The NYS Brownfield Opportunity Area Program (BOA) was developed by New York State to assist communities with high numbers of brownfields to create plans for reuse of those brownfields that increase quality of life. Dunkirk and Jamestown contain three such BOAs, further demonstrating the dire plight and negative impact of brownfields within the two cities. Due to existing brownfield inventory, high concentrations of poverty, and the opportunity for reuse alignment with existing revitalization plans, the Cities of Dunkirk and Jamestown will be the Target Areas of the RLF grant funding.

The Dunkirk BOA, located in Northern Chautauqua County along Lake Erie, consists of over 500 acres of brownfield, vacant, or underutilized properties. Because of its large, natural harbor along Lake Erie, Dunkirk became an industrial center linking shipping, rail and highway transportation. Following the loss of its historical manufacturing base, the City of Dunkirk now has a high concentration of poverty and vacant brownfield sites yearning for reuse along its waterfront including the NRG site.

The City of Jamestown encompasses two BOAs; one that totals 710 acres and another that occupies 643 acres. Both of these BOAs include residential neighborhoods in close proximity to vacant post-industrial properties along the Chadakoin River. The Chadakoin River was once a bustling corridor for varying manufacturing operations. Much like Dunkirk, industry rapidly declined within the City, leaving large areas along the River’s edge contaminated and yearning for reuse.

ii. Description of the Priority Brownfield Site(s): The priority brownfield sites within the Target Areas are the focus for this RLF program include:

<table>
<thead>
<tr>
<th>Site/Location</th>
<th>Size acres</th>
<th>Past Land Use</th>
<th>Current Land Use/Site Conditions</th>
<th>Environmental Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Dunkirk</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waterfront Block</td>
<td>1.9</td>
<td>Auto garages, dry cleaner, machine shop</td>
<td>Vacant</td>
<td>VOCs, SVOCs, and metals soil, soil vapor, and groundwater</td>
</tr>
</tbody>
</table>
b. Revitalization of the Target Area

i. Reuse Strategy and Alignment with Revitalization Plans: The RLF is well-aligned to and will assist in advancing several existing revitalization plans within Chautauqua County. Each of the priority sites listed above is key to catalyzing those revitalization plans. The RLF will target the cleanup of priority sites within the planning documents including The City of Dunkirk BOA; The Chadakoin River West BOA; and The Chadakoin River Central/Eastern BOA. The cleanup and redevelopment is the main goal of BOA planning and the funding for this through the RLF is a crucial step towards reuse of sites within BOAs. The reuse of sites is also aligned with the Chautauqua County Economic Development Strategy that seeks to promote the cleanup and reuse of brownfield sites throughout the County, especially within the three identified BOAs. Remediation of the priority sites listed above will allow for expansion of existing industry and creation of new companion industries within the BOAs, thus moving economic development forward. A County-wide Brownfields Marketing Plan that ties in closely to RLF grant implementation goals was recently completed in 2020. The plan includes a series of short-, medium- and long-term actions that enhance the visibility of the program to the development community, better promotes its available sites and highlights the extensive and comprehensive brownfields planning activities that have taken place in Chautauqua County to-date, specifically within the Target Areas. The City of Jamestown and the County’s Industrial Development Agency recently completed the Chadakoin River Strategic Business Plan in 2021. The Business Plan’s overall goal was to redevelop vacant sites along the Chadakoin River (corridor within Jamestown Target Area) as a way to increase economic activity and strengthen the community’s relationship with its natural resources. This directly correlates with the goal of using the RLF
to cleanup sites to standards that are safe for reuse. And finally, Chautauqua County’s Comprehensive Plan specifically notes the action of ‘Creating and maintaining adequate development sites to start and support local businesses (brownfield redevelopment areas) through state and federal programs’. The RLF is directly aligned and will advance the proposed action from the Comprehensive Plan and promotes the protection of the County’s natural resources including wetlands and 100-year floodplains.

A number of priority sites (a.ii) reuse strategies align with revitalization plans within the County / Target Area communities mentioned above including:

- 145 Fairmount – suggested reuse includes cleanup of the site followed by the development of a mixed-use building including commercial and waterfront recreation along the Chadakoin River in close proximity to the City’s National Comedy Center
- Harrison and Foote Streets – suggested reuse includes partnership with the YMCA to remediate and reuse the site for a community recreation facility using energy efficient measures.
- Stefans Block – a multi-parcel vacant lot with suggested redevelopment including mixed-use commercial, retail and residential units that ties into Dunkirk’s existing waterfront pier attractions and provides housing for new employees in the area.

**ii. Outcomes and Benefits of Reuse Strategy:** The Reuse Strategy will result in the cleanup of priority sites within identified target areas. In Dunkirk, the waterfront is an asset that provides great opportunity that is currently untapped. A large pharmaceutical company (Athenex) is constructing a facility in the adjacent town and has expressed a strong desire for downtown apartments for its soon-to-be hired staff. A recent assessment concluded that the EPA RLF Target Area in Dunkirk is ideal for more than 120 downtown/waterfront residential apartments. The City of Jamestown also has a need for new downtown residential, as well as commercial space for comedy tourism related businesses. The EPA RLF Target Area in Jamestown was selected to fulfill those needs in recent planning documents. In both cases, the goal of bringing more people to the two cities’ downtowns will be realized, and tens of thousands of square feet of tax delinquent space will be brought back to productive use. The return of people to each downtown area will spur the expansion of supporting businesses such as restaurants, and create new employment opportunities. Reuse of existing structures within the Target Areas will also allow for the use of existing infrastructure and negate the need to create new infrastructure. Other outcomes and benefits of the reuse strategy include putting the properties back onto the tax rolls and into productive use with the potential for new jobs that would provide employment for the existing community as well as bring in new commuters who will spend money within the County.

**c. Strategy for Leveraging Resources**

**i. Resources Needed for Site Reuse:** The CCIDA assists private developers with placing brownfield sites back into productive use. While it has some limited funding for this assistance, the RLF will play a big role in augmenting other sources of funding. The CCIDA and municipal partners are eligible to receive NYS, Federal, and foundation funding which will stimulate the availability of additional funds for both environmental assessment, site remediation, and reuse. Potential funding resources include:

- National Grid Cleanup Grants: The County works with private business owners to obtain grants up to $250,000 from National Grid to fund utility related costs for the redevelopment of brownfield sites.
- NYS Brownfield Cleanup Program: Many developers within the County are working to obtain tax credits (50% of remediation costs and 24% of overall development costs) and liability protection for the remediation and reuse of brownfield sites. The tax credit cap is $35M.
- Historic Tax Credits: The County works with owners of properties listed on the National Register of Historic Places to obtain a 20% federal income tax credit for the rehabilitation of historic properties.
• NYS DEC Environmental Restoration Program: Provides 90% funding for investigation/remediation of tax delinquent and municipally owned brownfield sites.
• NY State Energy Research and Development Authority: The County is working to obtain NYSERDA support for renewable energy initiatives.
• NYS Empire State Development (ESD): Projects that will lead to job creation and direct investment will be able to apply for competitive grants awarded by the state via Regional Economic Development Councils (REDC).
• NYS Department of State Local Waterfront Revitalization Program (LWRP) – The Local Waterfront Revitalization Program provides funding for waterfront development within communities that have a completed and approved LWRP.

ii. Use of Existing Infrastructure: All of the priority sites have existing water, sewer, gas, high speed internet, and electric infrastructure in place due to being within already developed, urban areas. Promoting the remediation and reuse of these sites advances the County’s strategy of smart growth and not developing on greenfield properties. Both the Cities of Dunkirk and Jamestown (locations of Target Areas for RLF) have done extensive work on maintaining infrastructure to allow for redevelopment of previously developed sites.

2. COMMUNITY NEED AND COMMUNITY ENGAGEMENT

a. Community Need:

i. The Community’s Need for Funding Chautauqua County relates directly to facilitating the remediation and reuse of its many brownfield sites in the Cities of Dunkirk and Jamestown. The RLF program is necessary for the County due to its declining population, high percentage of minority population, low-income households, and lack of financial resources. The availability of working capital is extremely limited in Chautauqua County with financing needs that are overwhelming due banks serving the county have become extremely conservative with regard to their small business lending policies. Most area lending institutions are satellites of larger regional banks often without local lending authority or limited local lending authority. Others are divisions of much larger statewide or regional banks that often prefer to work only with their large industrial customers. Smaller local banks have moved to enter the commercial lending market but limit their participation. Other credit difficulties include the unwillingness of banks to make loans on a long term fixed-rate basis, (which is critical for the stability of new businesses), and restrictive collateral requirements. The combination of all these factors means that local firms are offered funds on a high-interest, short term basis, for only part of the project's needs, if, indeed, any money is available at all. The problems are not limited to one or a few business sectors, but are pervasive throughout the business community. Not only are businesses and the local economy in need for the RLF, community members are also in need. Chautauqua County’s median household income is 32% lower ($46,820) than New York State’s ($68,486). Additionally, Chautauqua County’s population living at or below poverty level is 16.3%, over 3% higher than NYS (13%). Overall educational attainment within the County is low as well, with only 22.2% having a Bachelor’s degree or higher compared to NYS (36.6%).

ii. Threats to Sensitive Populations

(1) Health or Welfare of Sensitive Populations: Contaminated sites pose a risk to sensitive populations and Chautauqua County has high percentages of sensitive populations including low income households, seniors, population under the age of 18 and minority populations. According to the Chautauqua County 2019-2021 Health Assessment, 21% of the County is under the age of 18 and 20% of the population is over the age of 65 Meaning over 40% of the County is deemed a sensitive population due to age. The Hispanic population in the County is rapidly increasing in the Target Areas with 40% within the City of Dunkirk and 27% within the City of Jamestown. The County is also home to a significant population of Amish with 13 distinct church districts. Chautauqua County is also seeing rapidly rising rates of homelessness, up from 383 in 2016 to 743 in 2018.
(2) Greater Than Normal Incidence of Disease and Adverse Health Conditions
Due to the prevalence of brownfield and Superfund sites in the County and that fact that many of these sites are concentrated in the two cities, which also contain the greatest number of sensitive population members. Chautauqua County has higher rates of Heart Disease (215/100,000, Cancer 176/100,000, and Chronic Lower Respiratory Disease 44/100,000) when compared to New York State (173/100,000, 152/100,000 and 34/100,000). Obesity rates are double in Chautauqua County (37.1%) compared to NYS (17.2%). Due to its rural nature, additional specific health data is difficult to collect.

(3) Promoting Environmental Justice: Due to the County’s predominantly rural land use, access to health care, recreation and fresh food is limited for many residents. With limited amenities within walking distance, the County struggles to provide goods and services through their own budget. This becomes even more of a major concern due to the County’s communities and the Target Ares being low income, with a high percentage of minority population and low education attainment that often times carry the additional burden of possessing a disproportionate number of sites that have environmental contamination/pollution. Often times, the children in these household are still growing/developing and the families may not have the financial means to relocate. These contaminated sites have reduced nearby property values and discourage investment in these areas. Redeveloping brownfield sites within the target areas serves to improve the likelihood that existing businesses would expand in these areas – or new businesses come to the area – and result in both cleaning up potentially contaminated sites and also redeveloping the area and creating additional jobs for the local community. Additionally, the growth of the local tax base will allow the communities to offer improved services.

21 b. Community Engagement
i. Program Involvement: This project will be implemented with the collaborative support of several local partners including:

<table>
<thead>
<tr>
<th>Partner Name</th>
<th>Point of contact (name, email and phone)</th>
<th>Specific role in the project</th>
</tr>
</thead>
<tbody>
<tr>
<td>County of Chautauqua Industrial Development Agency</td>
<td>Mark Geise, CEO <a href="mailto:geisem@co.chautauqua.ny.us">geisem@co.chautauqua.ny.us</a> (716) 661-8900</td>
<td>Project Lead; establishes and administers RLF program</td>
</tr>
<tr>
<td>Chautauqua County Division of Planning and Development</td>
<td>Mark Geise <a href="mailto:geisem@co.chautauqua.ny.us">geisem@co.chautauqua.ny.us</a> (716) 661-8900</td>
<td>Supports Brownfield identification, marketing, reuse, and redevelopment efforts</td>
</tr>
<tr>
<td>Chautauqua County Partnership for Economic Growth</td>
<td>Nathan Aldrich, Economic Development Coordinator <a href="mailto:aldrichn@co.chautauqua.ny.us">aldrichn@co.chautauqua.ny.us</a> (716) 363-3672</td>
<td>Aligns local priorities to strategic opportunities; assists in brownfield marketing activities; assists in developer attraction efforts</td>
</tr>
<tr>
<td>City of Dunkirk</td>
<td>EJ Hayes, Deputy Director of Development and Planning <a href="mailto:ehayes@cityofdunkirk.com">ehayes@cityofdunkirk.com</a></td>
<td>Assistance with identification of sites for redevelopment</td>
</tr>
</tbody>
</table>
iii. Incorporating Community Input: The County has made a great effort to encourage community involvement in past brownfield projects and will continue to do so while maintaining safety during COVID-19. The EPA RLF Grant community involvement will include:

- **Steering Committee Meetings**: Meetings every 8-12 weeks (virtually) with individuals identified above to discuss reuse alternatives and select strategic sites for the RLF.

- **Public Meetings**: To inform the community of reuse planning progress and obtain community input on reuse alternatives and sites. The public meetings will be held virtually via Zoom as well as at multiple locations throughout the County (community centers/local schools/parks) to ensure ample participation and opportunities for distancing from all community members.

- **Press Releases**: Local and regional news media releases via newspaper, radio, and the internet will be utilized to keep the public informed relative to program progress and upcoming meetings.

- **Social Media**: Press releases and notifications of Public Meetings will be posted on various social media outlets such as Twitter, Facebook and Instagram and the county website.

- **Spanish Community**: The County intends to inform its significant Hispanic population through methods used in previous brownfield projects including holding meetings in Hispanic community halls, as well as having interpreters available.

During public engagement activities, minutes will be recorded and all materials created by the community will be tabulated or photographed. Materials will also be posted on the County website and at the local libraries and Senior Centers within Chautauqua County. An email will be created so community members can ask questions regarding the assessments in real time and the county will be able to reply via email to ensure a continuous loop of ongoing communication.

3. TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS

a. Program Description and Marketing Strategy

i. Program Management: The CCIDA will build an experienced RLF team comprised of the CCIDA, Chautauqua County, the CCIDA’s Brownfields Steering Committee (comprised of the County’s two largest cities, Jamestown and Dunkirk, and the County Land Bank as well as support from qualified technical environmental consultants). The CCIDA RLF team will be responsible for program
development, application publication and review, program marketing, and progress reporting to the EPA. The CCIDA will also be responsible for loan and subgrant management, underwriting, and oversight. The CCIDA’s loan administrator will oversee each project through loan approval, funding, and ultimate repayment utilizing their resources for administering other lending programs. The goal of the CCIDA RLF grant program is to provide funding as quickly as possible to eligible entities to capitalize on the program. CCIDA proposes to allocate approximately 80% of the EPA RLF funding for loans and subgrants. The primary loan product offered by CCIDA will be low interest loans. The CCIDA RLF team will attempt to administer one loan and one sub agreement in the first year of the five year performance period of the program.

Loans will be awarded to eligible public and nonprofit borrowers. Subgrants will be awarded to projects within the Target Area. The CCIDA will offer loans up to 7 years with a fixed interest rate at 4%. CCIDA will require a 20% cost match from borrowers to ensure borrowers have a level of involvement and accountability in site cleanup efforts. The CCIDA proposes a flexible loan program that will allow borrowers to obtain loans efficiently and cleanup sites quickly and to begin redevelopment efforts. This flexibility will include, but not be limited to, deferred payments and interest only payments as necessary. Similarly, subgrants will be awarded to eligible public and nonprofit borrowers. Subgrants will be awarded to projects within the Target Area where the need is determined to be the greatest and resources the scantiest. Based on previous brownfields planning studies for the Focus Areas, it is anticipated that the subgrants will be targeted for cleanup activities involving properties that are a mix of blighted commercial and industrial properties as well as vacant properties in the Target Area in the cities of Dunkirk and Jamestown.

All potential borrowers will be required to complete an application for a loan or a subgrant that addresses the following requirements: project to be cleaned up, the amount of requested funding, potential beneficial outcomes from the cleanup project (human health, environmental and socioeconomic benefits, etc.), timeframe for cleanup, any previous experience conducting brownfields redevelopment efforts, identification of other funding being leveraged for the project. The CCIDA RLF team will be responsible for borrower, subgrantee application review and borrower and subgrantee selection. Technical environmental consultants will also be engaged to provide development and analysis of the cleanup plans, estimate of costs and oversight of all cleanup activities to ensure compliance with state and federal laws.

ii. Revolution of the RLF Program: The CCIDA has a proven track record of administering three RLFs, with a total portfolio in excess of $20 million, for economic development purposes: The Al-Tech Trust Revolving Loan Fund, the Chautauqua Revolving Loan Fund, and the EDA CARES Act RLF, established in 2020 with a $10.5 million EDA grant. CCIDA, who was recognized by the US EDA as having a Level A Rick Rating for the Al-Tech RLF, will incorporate reasonable and prudent lending practices based on EPA standards. Prudent lending practices include the creation of an application and closing process, a loan review process, and monitoring and reporting processes. CCIDA is committed to a long-term outlay of resources to administer this program over time, even after an agreement with EPA has ended.

iii. Marketing Strategy: Likely applicants for RLF loans include existing businesses looking to expand or relocate on brownfield sites, local and regional developers interested in industrial, commercial, or residential reuse of brownfields, and local and regional community development entities focused on site redevelopment within the Target Area in Chautauqua County. Non-profit organizations may also be eligible for RLF subgrants for cleanup of brownfield sites to be used for non-economic, greenspace, or recreational use. Potential borrowers will be targeted from the pool of site developers and owners currently engaged with CCIDA as part of ongoing redevelopment efforts in the cities of Jamestown and Dunkirk and throughout the County. By focusing marketing efforts on potential borrowers, brownfield reuse will have the greatest positive catalytic impact on businesses and residents of the County.
The CCIDA and Brownfields Steering Committee have prepared a proactive, comprehensive brownfields marketing plan that ties closely to RLF grant implementation goals. The plan includes a series of short-, medium- and long-term actions that enhance the visibility of the program to the development community, better promotes its available sites and highlights the extensive and comprehensive brownfields planning activities that have taken place in Chautauqua County to-date, and specifically within the Target Areas. The County’s marketing strategy also provides tools and marketing materials to promote engagement with businesses and the development community and builds mechanisms for understanding where the key brownfields sites are, what site features are present and what challenges exist at each site, including potential environmental contamination concerns. The strategy also involves close collaboration with neighborhood development groups, key business entities throughout the county and community outreach organizations. In addition to these brownfields marketing strategies, RLF funding availability will be communicated to potential borrowers via a variety of methods, including direct communication (paper mail/emails to diverse stakeholders), social media outreach, postings on County websites and through direct engagement activities, such as traveling road shows and regular site tours. Lastly, the CCIDA has also recently implemented measures to manage the large volume of County brownfield data in its possession in a more efficient manner.

b. Description of Tasks/Activities and Outputs
The following is a list and related descriptions of the tasks and planned activities required to implement CCIDA’s proposed RLF Program. For each Task/Activity a description of the Task is provided, along with program implementation steps, an estimated project schedule, designation of program leads and a description of task outputs and deliverables.

<table>
<thead>
<tr>
<th>Task/Activity: Task 1. Establish /Administer RLF Grant/Loan Program</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Implementation:</strong> Funding is needed to:</td>
</tr>
<tr>
<td>1. Support staff time to establish and administer the CCIDA RLF Program.</td>
</tr>
<tr>
<td>2. Staff will manage and prepare loan documents, monitor compliance with loan requirements, track loan payments for the RLF Program and report progress to EPA.</td>
</tr>
<tr>
<td>3. Administration tasks also include review of Davis-Bacon certificates, review of invoices, and timely disbursement/collection of funds.</td>
</tr>
<tr>
<td>4. Includes coordination of financial underwriting process; programmatic review by the CCIDA RLF team; crafting of individualized financing packages; funding of loans and sub-grants; formalizing the program’s forms, development of templates and procedures for the loan and sub-grants.</td>
</tr>
<tr>
<td>5. Loan origination tasks include screening applicants for program, legal, and environmental threshold criteria and selecting borrowers.</td>
</tr>
<tr>
<td>6. The CCIDA’s loan administrator will see each project through loan approval, funding, and ultimate repayment utilizing their resources for administering other lending programs.</td>
</tr>
<tr>
<td>7. The CCIDA RLF team will be responsible for borrower/project review and selection.</td>
</tr>
<tr>
<td>8. The estimate also accounts for travel time to local and regional conferences and sessions to promote the County’s brownfield and RLF Program.</td>
</tr>
</tbody>
</table>

**Anticipated Project Schedule:** Loans and sub grants to eligible entities will begin immediately and continue to be awarded throughout the period of performance of the grant program.

**Task/Activity Lead(s):** The CCIDA RLF team will establish and administer the loan program.
**Output(s):** Outputs include execution of direct loans and subgrants to eligible entities in the amount of $600,000 for site cleanup projects, ACRES reporting, quarterly progress reports to the EPA, internal reporting / project tracking excel sheets.

**Task/Activity:** Task 2. Brownfield Marketing for Sites in Chautauqua County

**Program Implementation:**
1. This task involves marketing the CCIDA RLF Program and developing marketing materials to promote the County’s brownfields program and sites.
2. This task includes contractual costs for assistance in developing marketing materials including a web-based brownfield marketing tool and other marketing materials including brochures, presentations, and materials to promote the RLF Program on social media (Facebook/Twitter).
3. The estimate also accounts for travel to the EPA National Brownfields Conference as well as travel to regional conferences and sessions to promote the County’s sites.
4. The budget includes an estimated 4 hours of staff time per week for support for this marketing task.

**Anticipated Project Schedule:** This task will commence immediately upon grant award and carry through the period of performance of the RLF Program.

**Task/Activity Lead(s):** CCIDA RLF team along with contractual support will lead this task.

**Output(s):** Outputs from this task include development of marketing materials including brochures explaining the CCIDA’s RLF Program, brownfield site marketing materials, development of a custom web-based brownfield tool for managing brownfields data and interfacing with potential borrowers and others in the redevelopment community.

**Task/Activity:** Task 3. Community Engagement

**Program Implementation:**
1. Funding is provided for staff to attend community meetings, local government meetings and other development-related meetings and events to promote the RLF Program to neighborhood and community groups. These meetings will ensure that the community is aware of brownfield site cleanup activities being undertaken by borrowers and how these activities fit into overall development plans within the Target Areas. The meetings will feature discussions with the community groups to obtain feedback and direction on planning and related activities.
2. The budget estimate reflects 35 percent staff time and fringe for these community engagement activities. The budget includes contractual support for the development of community engagement plans and materials, and reporting out progress to EPA.
3. The budget includes 4 hours of staff time per week for support for this task.

**Anticipated Project Schedule:** This task will commence immediately upon grant award and carry through the period of performance of the RLF Program. Steering Committee meetings will occur every 8-12 weeks, public meetings will be held biannually, press releases will be published quarterly, and social media posts shall occur every 1-2 weeks minimum.

**Task/Activity Lead(s):** The CCIDA RLF team with contractual support will lead this task.
Output(s): Development of a community engagement plan, Steering Committee meeting minutes, public meeting flyers, presentations and materials, press releases for local newspapers, social media and the CCIDA website, social media content including Instagram/Facebook and Twitter posts.

Task/Activity: Task 4. Loans/Subgrants

Program Implementation:
1. The majority of the program budget is allocated for direct loans and subgrants made to qualified applicants for site cleanup activities. The CCIDA RLF team will require that site cleanup activities occur in the identified Target Areas.
2. The CCIDA RLF team will implement the RLF Program and will be responsible for loan and subgrant management, underwriting, and oversight.
3. The loan/sub-grants are expected to be divided into a ratio of approximately 50% for hazardous substance site cleanups and 50% for petroleum site cleanups.
4. The CCIDA RLF team will loan approximately 80% of the available funds, and sub-grant up to 20%.
5. Sub-grants will be made to municipalities in cases where the cleanup project is at a priority brownfield site, is anticipated to be catalytic to revitalization of the overall area, and where no other funding is available.
6. The CCIDA RLF team will require that recipients provide at least a 20% match to loan/sub-grant award.

Anticipated Project Schedule: This task will commence immediately upon grant award and carry through the period of performance of the RLF Program.

Task/Activity Lead(s): The CCIDA RLF team, with contractual support, will lead activities under this task.

Output(s): A $600,000 RLF is expected to lead to the completion of six to eight loans and two to three sub-grants within 5 years.

c. Cost Estimates

<table>
<thead>
<tr>
<th></th>
<th>Task 1: Establish/Administer RLF Loan Program</th>
<th>Task 2: Brownfield Site Marketing</th>
<th>Task 3: Community Involvement</th>
<th>Task 4: Loans/Subgrants</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Cost</td>
<td>Personnel $10,400</td>
<td>$10,400</td>
<td>$10,400</td>
<td>-</td>
<td>$31,200</td>
</tr>
<tr>
<td></td>
<td>Fringe Benefits $3,120</td>
<td>$3,120</td>
<td>$3,120</td>
<td>-</td>
<td>$9,360</td>
</tr>
<tr>
<td></td>
<td>Travel $4,500</td>
<td>$5,600</td>
<td>$3,040</td>
<td>-</td>
<td>$13,140</td>
</tr>
<tr>
<td></td>
<td>Equipment $2</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>Supplies</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
d. Measuring Environmental Results: The CCIDA anticipates several outcomes and outputs from the successful implementation of the RLF program. Anticipated outputs of the program include the cleanup of six contaminated sites. CCIDA will track progress on outputs and outcomes via Quarterly and Final Performance Reports and regular ACRES updates. Between meetings and regular reports the following will be tracked on a spreadsheet that is maintained by the CCIDA: reduction of risks to human health and the environment (quantified as a reduced prevalence of health problems), the preservation of and lessening pressure on development of greenfields in the County (measured in the number of acres), the creation and/or preservation of existing new jobs (measured in the number of jobs), the development of new residential or housing units (measured in the number of new units), the creation of greenspace and parks or other recreation opportunities (measured in the number of acres), and increased tax revenue for the cities and County overall (measured in the total increase, $). The resulting reuse opportunities afforded through the RLF and associated site remediation will enable a number of potential options for renewal energy development. Solar installations on former landfills or other brownfields will be promoted as reuse options. Geothermal and wind will also be explored. New development resulting from site cleanup will be strongly encouraged to incorporate energy efficient building designs. The CCIDA will monitor performance indicators to confirm the project progresses as planned. Should the project be delayed for any reason – the CCIDA is aware they can take corrective measures such as an EPA contract extension as well as create a corrective measures action plan with goals and strategies to ensure the grant expenditure follows proper timelines.

4. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE
a. Programmatic Capability
i. Organizational Structure: The CCIDA is an economic development organization authorized and empowered by the State of New York and Chautauqua County. Governed by an 8 member Board of Directors, the agency which has an operating budget of $2.4 million, has a nine (9) person staff with the organizational capacity to effectively manage this RLF. The CCIDA provides incentives in the form of low interest loans and tax abatements to companies who create and retain jobs by relocating, expanding, or reinvest in their facilities. The CCIDA works collaboratively with the County, its municipalities, and partner agencies to increase the tax base, promote job creation, and overall economic development.

ii. Description of Key Staff: CCIDA Economic Development Manager, Nathan Aldrich, will serve as the Project Manager and oversee the project and its execution. Mr. Aldrich has a Master’s in Urban Planning with a specialization in Economic Development from the University at Buffalo. He has been working in planning/development related roles in Chautauqua County for 6 years and offers expertise in marketing, planning, economic and real estate development, and community engagement. Linda Burns, CCIDA Business Development Manager, will assist with efforts related to brownfield marketing and redevelopment. Before joining the CCIDA team, Ms. Burns spent many years in mortgage lending, commercial real estate sales, establishing local branch offices, and loan origination. Linda is a graduate of Jamestown Community College, and received further training/education from Queens College, Florida International University, and Centenary College. Richard Dixon, CCIDA CFO, will administer the administrative and financial requirements of the RLF and the grant through EPA. Mr. Dixon has been with the CCIDA for 16 years and manages the CCIDA’s current RLF portfolios, currently totaling in excess of $20 million. In addition, Mr. Dixon oversees all PILOT, sales tax and mortgage recording tax abatements for the agency.

iii. Acquiring Additional Resources: The CCIDA will hire a Qualified Environmental Professional (QEP) to assist with the technical oversight of site clean ups and ensure that all EPA clean up requirements are met. The services of a QEP will be procured per its competitive procurement process for professional services and all EPA–specified contract requirements will be followed. The QEP will interface with CCIDA staff and the RLF Committee before cleanup begins to ensure the success of the program. This may include working with the RLF committee to assess the environmental feasibility of individual cleanup projects before they are selected for funding. CCIDA staff will oversee the QEP with monthly project check-in calls, and ensure all project deliverables are met.

b. Past Performance and Accomplishments: The CCIDA has experience with a number of Revolving Loan Funds and federal grants including:

- Al-Tech Revolving Loan Fund: established in 1976 by a $10,000,000 grant from the U.S. Department of Commerce Economic Development Administration. The purpose of the AL Tech Revolving Loan Fund is to foster and maintain economic growth in Chautauqua County by means of investments that stimulate job retention and creation, and overall job sustainability and growth. This is done by either assisting existing business or industry or providing much needed seed capital to start-up ventures or low interest financing for more established firms.

- Chautauqua Revolving Loan Fund (CRLF): has lent over $10,000,000 since its inception in 1992. Both of these RLFs have resulted in the creation and retention of thousands of jobs and millions in private investment in Chautauqua County. With decades of experience in administering RLFs, the CCIDA is prepares to facilitate brownfield remediation and redevelopment by overseeing a RLF dedicated to brownfields clean-up activities.

- 2020 EDA CARES Act RLF: Chautauqua County successfully committed all of the $10.5 million of CARES Act funding in less than 10 months.
Threshold Criteria

1. **Applicant Eligibility:** The County of Chautauqua Industrial Development Agency (CCIDA) is eligible to apply for this assessment grant as the CCIDA is an economic development organization authorized and empowered by the State of New York. Documentation is attached that certifies the CCIDA’s status.

2. **Demonstration of Previous RLF Grant Status:** The CCDIA has not had or been a part of a cooperative agreement for a Brownfields RLF in the past.

3. **Documentation of the available balance on an open Multipurpose Grant:** The CCDIA does not have an open balance for an EPA Multipurpose grant at this time.

4. **Description of RLF Boundaries:** Chautauqua County with the City limits of Dunkirk and Jamestown.

5. **Oversight Structure and Legal Authority to Manage an RLF:**
   a. The CCIDA will be responsible for loan and subgrant management, underwriting, and oversight. The CCIDA’s loan administrator will oversee each project through loan approval, funding, and ultimate repayment utilizing their resources for administering other lending programs. The goal of the CCIDA RLF grant program is to provide funding as quickly as possible to eligible entities to capitalize on the program. CCIDA proposes to allocate approximately 80% of the EPA RLF funding for loans and subgrants. The primary loan product offered by CCIDA will be low interest loans. The CCIDA RLF team will attempt to administer one loan and one sub agreement in the first year of the five year performance period of the program. All potential borrowers will be required to complete an application for a loan or a subgrant that addresses the following requirements: project to be cleaned up, the amount of requested funding, potential beneficial outcomes from the cleanup project (human health, environmental and socioeconomic benefits, etc.), timeframe for cleanup, any previous experience conducting brownfields redevelopment efforts, identification of other funding being leveraged for the project. The CCIDA RLF team will be responsible for borrower and subgrantee application review and selection. Technical environmental consultants will also be engaged to provide development and analysis of the cleanup plans, estimate of costs and oversight of all cleanup activities to ensure compliance with state and federal laws.

   b. **Make loans and accept payments of fees, interest, and principal:** attached

6. **Discussion on how the cost share will be met; or a cost share waiver request, if applicable:** The CCIDA will provide a cost share of 20% or $120,000 in the form of a contribution of money.

7. **Discussion on named contractors and sub recipients:** n/a