

# Orleans County Local Development Corporation

121 North Main Street  
Albion, NY 14411

Office: (585) 589-7060  
Fax: (585) 589-5258

## Agenda Thursday February 1, 2024 at 8:30 AM

Updated: 01/30/24

- **Call OCLDC Board meeting to order-Chair**
- **Roll Call** – Calling of Board members, announcement as to whether a quorum is present
- **Approval of Previous Board Meeting Minutes**
  - *December 7, 2023 (Electronic)-Motion*
- **Financials**
  - *Consider the acceptance of the monthly financials report for OCLDC - Motion*
- **Legal**-Kevin Zanner
- **Executive Session – If Required – Motion (Including invitees)**
  - *Close-Executive Session – Motion*
  - *Action on any matters from executive session – Motion*
- **Loans/Grants**
  - Matt -
- **Operations**
  - Report
- **Projects**
- **Old Business**
- **New Business**
  - *Complete Board Evaluations- Due Back February 29*
  - *Review Application terms for next round of grant money for MAP*
- **Motion to adjourn**



KeyBank  
 P.O. Box 93885  
 Cleveland, OH 44101-5885

**Business Banking Statement**  
**December 31, 2023**  
 page 1 of 3

~~XXXXXXXXXX~~

2 13 T 908 00000 R EM AO  
 ORLEANS COUNTY LOCAL DEVELOPMENT  
 CORPORATION  
 HUD UNRESTRICTED ACCOUNT  
 121 NORTH MAIN STREET  
 FLOOR 2  
 ALBION NY 14411-1237

*Questions or comments?*  
 Call our Key Business Resource Center  
 1-888-KEY4BIZ (1-888-539-4249)

LDC

*Enroll in Online Banking today at Key.com.  
 Access your available accounts, transfer funds and view your transactions right from your PC.*

KeyBank Business Interest Checking ~~XXXXXXXXXX~~ 6741  
 ORLEANS COUNTY LOCAL DEVELOPMENT  
 CORPORATION  
 HUD UNRESTRICTED ACCOUNT

Beginning balance 11-30-23	\$9,130.07
2 Additions	+3,579.22
3 Subtractions	-2,144.33
Interest paid	+0.09
<b>Ending balance 12-31-23</b>	<b>\$10,565.05</b>

**Additions**

Deposits	Date	Serial #	Source	
	12-4		Deposit Branch 0290 New York	\$1,995.43
	12-12		Deposit Branch 0290 New York	1,583.79
<b>Total additions</b>				<b>\$3,579.22</b>

**Subtractions**

Paper Checks \* check missing from sequence

Check	Date	Amount	Check	Date	Amount
363	12-8	\$85.00	364	12-11	63.90
<b>Paper Checks Paid</b>					<b>\$148.90</b>

Withdrawals	Date	Serial #	Location	
	12-12		Direct Withdrawal, KeyBank Auto Pymt	\$1,995.43
<b>Total subtractions</b>				<b>\$2,144.33</b>

*Reconcile  
 1/3/24  
 Matt Holland*

1:33 PM

01/03/24

**Orleans County Local Development Corporation**  
**Reconciliation Summary**  
**Checking Key Bank-HUD Unrest, Period Ending 12/31/2023**

	<u>Dec 31, 23</u>
Beginning Balance	9,130.07
Cleared Transactions	
Checks and Payments - 3 Items	-2,144.33
Deposits and Credits - 3 Items	3,579.31
Total Cleared Transactions	<u>1,434.98</u>
Cleared Balance	<u>10,565.05</u>
Uncleared Transactions	
Checks and Payments - 1 Item	-15.00
Deposits and Credits - 2 Items	916.67
Total Uncleared Transactions	<u>901.67</u>
Register Balance as of 12/31/2023	<u>11,466.72</u>
New Transactions	
Checks and Payments - 1 item	-569.50
Total New Transactions	<u>-569.50</u>
Ending Balance	<u>10,897.22</u>

1:33 PM

01/03/24

**Orleans County Local Development Corporation  
Reconciliation Detail  
Checking Key Bank-HUD Unrest, Period Ending 12/31/2023**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						9,130.07
<b>Cleared Transactions</b>						
<b>Checks and Payments - 3 Items</b>						
Check	12/06/2023	363	Roush C.P.A. PC	X	-85.00	-85.00
Check	12/06/2023	364	Leann Sample	X	-63.90	-148.90
Check	12/14/2023		Key Bank	X	-1,995.43	-2,144.33
<b>Total Checks and Payments</b>					-2,144.33	-2,144.33
<b>Deposits and Credits - 3 Items</b>						
Deposit	12/04/2023			X	1,995.43	1,995.43
Deposit	12/12/2023			X	1,583.79	3,579.22
Deposit	12/31/2023			X	0.09	3,579.31
<b>Total Deposits and Credits</b>					3,579.31	3,579.31
<b>Total Cleared Transactions</b>					1,434.98	1,434.98
<b>Cleared Balance</b>					1,434.98	10,565.05
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	01/31/2023				-15.00	-15.00
<b>Total Checks and Payments</b>					-15.00	-15.00
<b>Deposits and Credits - 2 Items</b>						
Payment	04/21/2021	1123	Laura Loxley Vintag...		250.00	250.00
Payment	01/23/2023	0216	Gallo's Hauling		666.67	916.67
<b>Total Deposits and Credits</b>					916.67	916.67
<b>Total Uncleared Transactions</b>					901.67	901.67
<b>Register Balance as of 12/31/2023</b>					2,336.65	11,466.72
<b>New Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	01/03/2024	365	HurwitzFine, P.C.		-569.50	-569.50
<b>Total Checks and Payments</b>					-569.50	-569.50
<b>Total New Transactions</b>					-569.50	-569.50
<b>Ending Balance</b>					<u>1,767.15</u>	<u>10,897.22</u>



# Five Star Bank

220 Liberty Street, P.O. Box 227, Warsaw, NY 14569-0227

Return Service Requested

24 HOUR TOUCH TONE BANKING  
1-877-882-5782

www.five-starbank.com  
customerservice@five-starbank.com



Page: 1 of 2  
Statement Date: 12/28/23  
Primary Account: XXXXXX0339  
Enclosures: 2



000436 0.6500 AV 0.498 TR00003  
THE ORLEANS COUNTY LOCAL  
DEVELOPMENT CORPORATION  
121 N MAIN ST # 2  
ALBION, NY 14411-1237

## TotalValue Business

Account: XXXXXX0339

THE ORLEANS COUNTY LOCAL  
DEVELOPMENT CORPORATION

## Summary of Account

TotalValue Business		Number of Enclosures	2
Account Number	XXXXXX0339	Statement Dates	11/29/23 thru 12/28/23
Beginning Balance	35,000.00	Days in the Statement Period	30
Deposits/Credits	0.00	Average Ledger	2,592.00
2 Checks/Debits	35,000.00	Average Collected	2,592.00
Service Charge	0.00		
Interest Credited	0.00		
Ending Balance	0.00		

## Transactions

<u>Date</u>	<u>Description</u>	<u>Credits</u>	<u>Debits</u>	<u>Running Balance</u>
11/29	BEGINNING BALANCE			35,000.00
11/29	Check # 1084		28,520.00	6,480.00
12/11	Check # 1085		6,480.00	0.00
12/28	ENDING BALANCE			0.00

## Checks

<u>Date</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Check No</u>	<u>Amount</u>
11/29	1084	28,520.00	12/11	1085	6,480.00			

\* Indicates missing check number

*Francine*  
*1/3/2022*  
*Muff Hollaw*  
*[Signature]*

0000436



S06

FVNY-002-000436-001-001-231229 000436 14411123702

1:35 PM  
01/03/24

**Orleans County Local Development Corporation**  
**Reconciliation Summary**  
Five Star -Check-Non Intert 339, Period Ending 12/31/2023

	<u>Dec 31, 23</u>
Beginning Balance	35,000.00
Cleared Transactions	
Checks and Payments - 2 Items	<u>-35,000.00</u>
Total Cleared Transactions	<u>-35,000.00</u>
Cleared Balance	<u>0.00</u>
Uncleared Transactions	
Deposits and Credits - 1 Item	<u>1.00</u>
Total Uncleared Transactions	<u>1.00</u>
Register Balance as of 12/31/2023	<u>1.00</u>
Ending Balance	<u>1.00</u>

1:35 PM  
01/03/24

**Orleans County Local Development Corporation**  
**Reconciliation Detail**  
**Five Star -Check-Non Intert 339, Period Ending 12/31/2023**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						35,000.00
<b>Cleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	11/28/2023	1084	Orleans County Loc...	X	-28,520.00	-28,520.00
Check	11/28/2023	1085	L.D. Stevens Golf C...	X	-6,480.00	-35,000.00
<b>Total Checks and Payments</b>					<u>-35,000.00</u>	<u>-35,000.00</u>
<b>Total Cleared Transactions</b>					<u>-35,000.00</u>	<u>-35,000.00</u>
<b>Cleared Balance</b>					-35,000.00	0.00
<b>Uncleared Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
General Journal	12/31/2017	y/e			1.00	1.00
<b>Total Deposits and Credits</b>					<u>1.00</u>	<u>1.00</u>
<b>Total Uncleared Transactions</b>					<u>1.00</u>	<u>1.00</u>
<b>Register Balance as of 12/31/2023</b>					<u>-34,999.00</u>	<u>1.00</u>
<b>Ending Balance</b>					<u><u>-34,999.00</u></u>	<u><u>1.00</u></u>



# Five Star Bank

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Return Service Requested

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1-877-882-5782

www.five-starbank.com  
customerservice@five-starbank.com



Page: 1 of 2  
Statement Date: 12/29/23  
Primary Account: XXXXXX8102  
Enclosures: 1



006268 0.6500 AV 0.498 TR00020

THE ORLEANS COUNTY LOCAL  
DEVELOPMENT CORPORATION  
121 N MAIN ST # 2  
ALBION, NY 14411-1237

## Money Market Corporate

Account: XXXXXX8102

THE ORLEANS COUNTY LOCAL  
DEVELOPMENT CORPORATION

## Summary of Account

Money Market Corporate		Number of Enclosures	1
Account Number	XXXXXX8102	Statement Dates	12/01/23 thru 12/31/23
Beginning Balance	87,244.70	Days in the Statement Period	31
Deposits/Credits	0.00	Average Ledger	85,442.37
1 Checks/Debits	1,995.43	Average Collected	85,442.37
Service Charge	0.00	Interest Earned:	14.52
Interest Credited	14.52	Annual Percentage Yield Earned:	0.20%
Ending Balance	85,263.79	2023 Interest Paid:	149.85

## Transactions

<u>Date</u>	<u>Description</u>	<u>Credits</u>	<u>Debits</u>	<u>Running Balance</u>
12/01	BEGINNING BALANCE			87,244.70
12/04	Check # 614		1,995.43	85,249.27
12/31	Interest Deposit	14.52		85,263.79
12/31	ENDING BALANCE			85,263.79

## Checks

<u>Date</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Check No</u>	<u>Amount</u>
12/04	614	1,995.43						

\* Indicates missing check number

## Interest Rate Summary

<u>Date</u>	<u>Rate</u>
11/30	0.200000%

006268



S07

FVNY-002-006268-001-001-231230 006268 14411123702



Date  
Primary Acct No.

12/29/23  
XXXXXX8102

Page 2 of 2

006268

THE OREGON COUNTY LOCAL  
123 D SOUTH ST  
ASTORIA, OR 97103

DATE 12/14/23 0614  
VERSION

PAY TO THE ORDER OF Wilson Family Loan Del. Corp 1995.43  
one thousand nine hundred ninety five and 43/100 DOLLARS

Five Star Bank  
MEMO Acct # 85716513-22 [Signature]

⑆0⑆230⑆030⑆⑆ 8528 28 10 2⑆ 0614

12/04/2023 614 \$1995.43



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14411123702

2:39 PM

01/04/24

**Orleans County Local Development Corporation**  
**Reconciliation Summary**  
**HSBC Savings Acct High Interest, Period Ending 12/31/2023**

	<u>Dec 31, 23</u>
Beginning Balance	87,244.70
Cleared Transactions	
Checks and Payments - 1 item	-1,995.43
Deposits and Credits - 1 item	14.52
Total Cleared Transactions	<u>-1,980.91</u>
Cleared Balance	<u>85,263.79</u>
Register Balance as of 12/31/2023	85,263.79
Ending Balance	85,263.79

2:39 PM  
01/04/24

**Orleans County Local Development Corporation**  
**Reconciliation Detail**  
HSBC Savings Acct High Interest, Period Ending 12/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						87,244.70
Cleared Transactions						
Checks and Payments - 1 item						
Check	12/04/2023		Orleans County Loc...	X	-1,995.43	-1,995.43
Total Checks and Payments					-1,995.43	-1,995.43
Deposits and Credits - 1 item						
Deposit	12/31/2023			X	14.52	14.52
Total Deposits and Credits					14.52	14.52
Total Cleared Transactions					-1,980.91	-1,980.91
Cleared Balance					-1,980.91	85,263.79
Register Balance as of 12/31/2023					-1,980.91	85,263.79
Ending Balance					-1,980.91	85,263.79

10:39 AM  
 01/31/24  
 Accrual Basis

**Orleans County Local Development Corporation**  
**Balance Sheet Prev Year Comparison**  
 As of December 31, 2023

	Dec 31, 23	Dec 31, 22	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
Checking/Savings				
Cash Account				
Checking Key Bank-HUD Unrest	11,466.72	35,590.72	-24,124.00	-67.8%
Total Cash Account	11,466.72	35,590.72	-24,124.00	-67.8%
Five Star -Check-Non Intert 339	1.00	1.00	0.00	0.0%
HSBC Savings Acct High Interest	85,263.79	65,035.59	20,228.20	31.1%
Total Checking/Savings	96,731.51	100,627.31	-3,895.80	-3.9%
Accounts Receivable				
Accounts Receivable	-363.77	36.14	-399.91	-1,106.6%
Grant Receivable	0.00	20,000.00	-20,000.00	-100.0%
Total Accounts Receivable	-363.77	20,036.14	-20,399.91	-101.8%
Other Current Assets				
Undeposited Funds	505.46	0.00	505.46	100.0%
Total Other Current Assets	505.46	0.00	505.46	100.0%
Total Current Assets	96,873.20	120,663.45	-23,790.25	-19.7%
Other Assets				
Due from HUD	45,006.99	20,000.00	25,006.99	125.0%
Loan Rec. - ST				
Less Current Portion of L/R	-18,771.71	-29,388.47	10,616.76	36.1%
Loan Rec. - ST - Other	18,771.71	29,388.47	-10,616.76	-36.1%
Total Loan Rec. - ST	0.00	0.00	0.00	0.0%
Revolving Fund Rec-GOSC				
DC Hauling	1,750.19	9,333.48	-7,583.29	-81.3%
FastFitness for Women Inc. 2013	1,275.05	2,550.26	-1,275.21	-50.0%
Gallo's Hauling	3,999.82	9,999.85	-6,000.03	-60.0%
Laura Loxley Vintage Insp Goods	3,250.00	5,000.00	-1,750.00	-35.0%
Rachel & Rob's Wildwood Camp 08	15,164.12	21,229.64	-6,065.52	-28.6%
Shirt Factory Cafe	4,655.86	7,195.30	-2,539.44	-35.3%
Total Revolving Fund Rec-GOSC	30,095.04	55,308.53	-25,213.49	-45.6%
Total Other Assets	75,102.03	75,308.53	-206.50	-0.3%
<b>TOTAL ASSETS</b>	<b>171,975.23</b>	<b>195,971.98</b>	<b>-23,996.75</b>	<b>-12.2%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	0.00	2,289.60	-2,289.60	-100.0%
Total Accounts Payable	0.00	2,289.60	-2,289.60	-100.0%
Other Current Liabilities				
Due to High Int Acct	38,526.99	20,000.00	18,526.99	92.6%
Grant Payable	19,972.24	20,036.14	-63.90	-0.3%
Total Other Current Liabilities	58,499.23	40,036.14	18,463.09	46.1%
Total Current Liabilities	58,499.23	42,325.74	16,173.49	38.2%
Total Liabilities	58,499.23	42,325.74	16,173.49	38.2%
<b>Equity</b>				
Retained Earnings	153,646.24	160,245.02	-6,598.78	-4.1%
Net Income	-40,170.24	-6,598.78	-33,571.46	-508.8%
Total Equity	113,476.00	153,646.24	-40,170.24	-26.1%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>171,975.23</b>	<b>195,971.98</b>	<b>-23,996.75</b>	<b>-12.2%</b>

## Orleans County Local Development Corporation Profit & Loss Budget Performance December 2023

	Dec 23	Budget	Jan - Dec 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Grants					
CDBG/GOSC	0.00		165,000.00		
Total Grants	0.00		165,000.00		
Interest Income					
Interest Income-Bank	14.61		151.71		
Total Interest Income	14.61		151.71		
Loan Penalty Income					
Program Fees	0.00		730.00		
Loan Penalty Income - Other	0.00		48.33		
Total Loan Penalty Income	0.00		778.33		
Miscellaneous Income					
Program Fees	0.00		1,802.40		
Total Income	14.61		168,112.44		
Expense					
Bank Service Charges	0.00		140.00		
Grant Expense	1,995.43		178,717.85		
Miscellaneous	0.00		97.50		
Office Supplies	0.00		27.65		
Professional Fees					
Accounting	85.00		935.00		
Consulting	0.00		7,082.10		
Legal Fees	0.00		11,189.50		
Professional Fees - Other	0.00		6,790.00		
Total Professional Fees	85.00		25,996.60		
Program Expense	0.00		4,807.47		
Supplies					
Marketing	0.00		850.00		
Total Supplies	0.00		850.00		
Total Expense	2,080.43		210,637.07		
Net Ordinary Income	-2,065.82		-42,524.63		
Other Income/Expense					
Other Income	0.00		108.99		
Total Other Income	0.00		108.99		

Orleans County Local Development Corporation  
**Profit & Loss Budget Performance**  
 December 2023

	Dec 23	Budget	Jan - Dec 23	YTD Budget	Annual Budget
Other Expense					
Other Expenses	0.00		8.06		
Total Other Expense	0.00		8.06		
Net Other Income	0.00		100.93		
Net Income	-2,065.82		-42,423.70		

10:40 AM

01/31/24

Accrual Basis

**Orleans County Local Development Corporation  
Transaction Detail by Account**

December 2019 through January 2020

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Cash Account</b>									
<b>Checking Key Bank-HUD Unrest</b>									
Deposit	12/01/2019			Deposit		X	-SPLIT-	647.15	647.15
General Journal	12/03/2019	Char...	Laura Loxley Vinta...	VOID: Laura...	HUD	X	Miscellaneous	0.00	647.15
Deposit	12/10/2019			Deposit		X	-SPLIT-	3,356.38	4,003.53
Check	12/13/2019	103	Key Bank	Credit Card ...		X	Program Exp...	-439.21	3,564.32
Check	12/13/2019	104	How Sweet It Is	Christmas B...		X	Contributions	-20.00	3,544.32
Check	12/20/2019	105	Roush C.P.A. PC	Accounting ...		X	Accounting	-80.00	3,464.32
Check	12/27/2019	106	Orleans Economic...	Activity Log ...		X	Consulting	-148.88	3,315.44
Deposit	12/31/2019			Interest	HUD	X	Interest Inco...	1.74	3,317.18
Check	01/03/2020	107	Orleans County Ci...	County UCC...		X	Professional ...	-40.00	3,277.18
Check	01/03/2020	108	Key Bank	Credit Card ...		X	Meals	-191.22	3,085.96
Check	01/10/2020	109	Roush C.P.A. PC	Accounting ...		X	Accounting	-80.00	3,005.96
Deposit	01/13/2020			Deposit		X	-SPLIT-	3,134.60	6,140.56
Payment	01/14/2020	6724	Rachel & Rob's Wi...	Loan Pmt for...		X	Accounts Rec...	505.46	6,646.02
Check	01/24/2020	110	GMS	Year-To-Dat...		X	Program Exp...	-33.00	6,613.02
Check	01/24/2020	111	Orleans Economic...	Activity Log ...		X	Consulting	-157.80	6,455.22
Check	01/31/2020	112	HurwitzFine, P.C.	Legal Fees ...		X	Legal Fees	-1,712.00	4,743.22
Check	01/31/2020	113	C&H PC Inc.	GMS Upgra...		X	Program Exp...	-20.00	4,723.22
Deposit	01/31/2020			Interest	HUD	X	Interest Inco...	0.86	4,724.08
<b>Total Checking Key Bank-HUD Unrest</b>								<b>4,724.08</b>	<b>4,724.08</b>
<b>Unrestricted Funds HUD 3385</b>									
General Journal	12/03/2019	Insuff...		Insufficient f...	HUD		Miscellaneous	-250.00	-250.00
<b>Total Unrestricted Funds HUD 3385</b>								<b>-250.00</b>	<b>-250.00</b>
<b>Total Cash Account</b>								<b>4,474.08</b>	<b>4,474.08</b>
<b>HSBC Savings Acct High Interest</b>									
Deposit	12/31/2019			Interest	LDC	X	Interest Inco...	92.58	92.58
Deposit	01/31/2020			Interest	LDC	X	Interest Inco...	101.93	194.51
<b>Total HSBC Savings Acct High Interest</b>								<b>194.51</b>	<b>194.51</b>
<b>Accounts Receivable</b>									
Invoice	12/01/2019	3364	39 North Main Stre...		GOSC		-SPLIT-	534.08	534.08
Invoice	12/01/2019	3376	810 Meadworks LLC		GOSC		-SPLIT-	531.59	1,065.67
Invoice	12/01/2019	3388	Shirt Factory Cafe		GOSC		-SPLIT-	285.25	1,350.92
Invoice	12/01/2019	3407	DC Hauling		GOSC		DC Hauling	583.33	1,934.25
Invoice	12/01/2019	3418	Gallo's Hauling		GOSC		Gallo's Hauling	666.67	2,600.92
Invoice	12/01/2019	3430	Rachel & Rob's Wi...		GOSC		-SPLIT-	505.46	3,106.38
Invoice	12/01/2019	3438	Laura Loxley Vinta...		GOSC		-SPLIT-	250.00	3,356.38
Invoice	12/01/2019	3447	Fastfitness for Wo...		GOSC		-SPLIT-	141.69	3,498.07
Payment	12/01/2019	1563	Shirt Factory Cafe				Undeposited ...	-285.25	3,212.82
Payment	12/01/2019	1018	810 Meadworks LLC				Undeposited ...	-531.59	2,681.23
Payment	12/01/2019	1222	Fastfitness for Wo...				Undeposited ...	-141.69	2,539.54
Payment	12/03/2019	6709	Rachel & Rob's Wi...				Undeposited ...	-505.46	2,034.08
Payment	12/09/2019	2953...	39 North Main Stre...				Undeposited ...	-534.08	1,500.00
Payment	12/09/2019	4174	DC Hauling				Undeposited ...	-583.33	916.67
Payment	12/10/2019	6170	Gallo's Hauling				Undeposited ...	-666.67	250.00
Payment	12/10/2019	1092	Laura Loxley Vinta...				Undeposited ...	-250.00	0.00
Payment	12/27/2019	1213	Fastfitness for Wo...				Undeposited ...	-141.69	-141.69
Invoice	01/01/2020	3448	39 North Main Stre...		HUD		-SPLIT-	534.08	392.39
Invoice	01/01/2020	3460	810 Meadworks LLC	Final Payme...			-SPLIT-	531.89	924.28
Invoice	01/01/2020	3461	DC Hauling		HUD		-SPLIT-	583.33	1,507.61
Invoice	01/01/2020	3473	Fastfitness for Wo...		HUD		-SPLIT-	141.69	1,649.30
Invoice	01/01/2020	3485	Gallo's Hauling		HUD		Gallo's Hauling	666.67	2,315.97
Invoice	01/01/2020	3497	Laura Loxley Vinta...		HUD		Laura Loxley ...	250.00	2,565.97
Invoice	01/01/2020	3509	Rachel & Rob's Wi...		HUD		Rachel & Rob...	505.46	3,071.43
Invoice	01/01/2020	3522	Shirt Factory Cafe		HUD		-SPLIT-	285.25	3,356.68
Payment	01/01/2020	1033	810 Meadworks LLC				Undeposited ...	-531.89	2,824.79
Payment	01/08/2020	1564	Shirt Factory Cafe				Undeposited ...	-285.25	2,539.54
Payment	01/13/2020	6208	Gallo's Hauling				Undeposited ...	-666.67	1,872.87
Payment	01/13/2020	1095	Laura Loxley Vinta...				Undeposited ...	-250.00	1,622.87
Payment	01/13/2020	4192	DC Hauling				Undeposited ...	-583.33	1,039.54
Payment	01/13/2020	2994...	39 North Main Stre...				Undeposited ...	-534.08	505.46
Payment	01/13/2020	1228	Fastfitness for Wo...				Undeposited ...	-141.69	363.77
Payment	01/14/2020	6724	Rachel & Rob's Wi...	Loan Pmt for...			Checking Key...	-505.46	-141.69
Payment	01/24/2020	6732	Rachel & Rob's Wi...				Undeposited ...	-505.46	-647.15
<b>Total Accounts Receivable</b>								<b>-647.15</b>	<b>-647.15</b>

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01/31/24

Accrual Basis

## Orleans County Local Development Corporation Transaction Detail by Account

December 2019 through January 2020

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Undeposited Funds</b>									
Deposit	12/01/2019	6694	Rachel & Rob's Wi...	Deposit		X	Checking Key...	-505.46	-505.46
Deposit	12/01/2019	1213	Fastfitness for Wo...	Deposit		X	Checking Key...	-141.69	-647.15
Payment	12/01/2019	1663	Shirt Factory Cafe			X	Accounts Rec...	285.25	-361.90
Payment	12/01/2019	1018	810 Meadworks LLC			X	Accounts Rec...	531.59	169.69
Payment	12/01/2019	1222	Fastfitness for Wo...			X	Accounts Rec...	141.69	311.38
Payment	12/03/2019	6709	Rachel & Rob's Wi...			X	Accounts Rec...	505.46	816.84
Payment	12/09/2019	2963...	39 North Main Stre...			X	Accounts Rec...	534.08	1,350.92
Payment	12/09/2019	4174	DC Hauling			X	Accounts Rec...	583.33	1,834.25
Payment	12/10/2019	6170	Gallo's Hauling			X	Accounts Rec...	666.67	2,600.92
Payment	12/10/2019	1092	Laura Loxley Vinta...			X	Accounts Rec...	250.00	2,850.92
Deposit	12/10/2019	1563	Shirt Factory Cafe	Deposit		X	Checking Key...	-285.25	2,565.67
Deposit	12/10/2019	1018	810 Meadworks LLC	Deposit		X	Checking Key...	-531.59	2,034.08
Deposit	12/10/2019	6709	Rachel & Rob's Wi...	Deposit		X	Checking Key...	-505.46	1,528.62
Deposit	12/10/2019	2963...	39 North Main Stre...	Deposit		X	Checking Key...	-534.08	994.54
Deposit	12/10/2019	4174	DC Hauling	Deposit		X	Checking Key...	-583.33	411.21
Deposit	12/10/2019	6170	Gallo's Hauling	Deposit		X	Checking Key...	-666.67	-255.46
Deposit	12/10/2019	1092	Laura Loxley Vinta...	Deposit		X	Checking Key...	-250.00	-505.46
Payment	12/27/2019	1213	Fastfitness for Wo...			X	Accounts Rec...	141.69	-363.77
Payment	01/01/2020	1033	810 Meadworks LLC			X	Accounts Rec...	531.89	168.12
Payment	01/08/2020	1564	Shirt Factory Cafe			X	Accounts Rec...	285.25	453.37
Payment	01/13/2020	6208	Gallo's Hauling			X	Accounts Rec...	666.67	1,120.04
Payment	01/13/2020	1095	Laura Loxley Vinta...			X	Accounts Rec...	250.00	1,370.04
Payment	01/13/2020	4192	DC Hauling			X	Accounts Rec...	583.33	1,953.37
Payment	01/13/2020	2994...	39 North Main Stre...			X	Accounts Rec...	534.08	2,487.45
Payment	01/13/2020	1228	Fastfitness for Wo...			X	Accounts Rec...	141.69	2,629.14
Deposit	01/13/2020	1222	Fastfitness for Wo...	Deposit		X	Checking Key...	-141.69	2,487.45
Deposit	01/13/2020	1033	810 Meadworks LLC	Deposit		X	Checking Key...	-531.89	1,955.56
Deposit	01/13/2020	1564	Shirt Factory Cafe	Deposit		X	Checking Key...	-285.25	1,670.31
Deposit	01/13/2020	6208	Gallo's Hauling	Deposit		X	Checking Key...	-666.67	1,003.64
Deposit	01/13/2020	1095	Laura Loxley Vinta...	Deposit		X	Checking Key...	-250.00	753.64
Deposit	01/13/2020	4192	DC Hauling	Deposit		X	Checking Key...	-583.33	170.31
Deposit	01/13/2020	2994...	39 North Main Stre...	Deposit		X	Checking Key...	-534.08	-363.77
Deposit	01/13/2020	1228	Fastfitness for Wo...	Deposit		X	Checking Key...	-141.69	-505.46
Payment	01/24/2020	6732	Rachel & Rob's Wi...			X	Accounts Rec...	505.46	0.00
<b>Total Undeposited Funds</b>								<b>0.00</b>	<b>0.00</b>
<b>Loan Rec. - ST</b>									
<b>Less Current Portion of L/R</b>									
General Journal	12/31/2019	Insuff...		adjust to cur...			Loan Rec. - ST	5,352.53	5,352.53
<b>Total Less Current Portion of L/R</b>								<b>5,352.53</b>	<b>5,352.53</b>
<b>Loan Rec. - ST - Other</b>									
General Journal	12/31/2019	Insuff...		adjust to cur...			Less Current ...	-5,352.53	-5,352.53
<b>Total Loan Rec. - ST - Other</b>								<b>-5,352.53</b>	<b>-5,352.53</b>
<b>Total Loan Rec. - ST</b>								<b>0.00</b>	<b>0.00</b>
<b>Revolving Fund Rec-GOSC</b>									
<b>39 North Main Street Inc-Frosty</b>									
Invoice	12/01/2019	3364	39 North Main Stre...	Principle Pa...	GOSC		Accounts Rec...	-507.90	-507.90
Invoice	01/01/2020	3448	39 North Main Stre...		HUD		Accounts Rec...	-508.01	-1,016.91
<b>Total 39 North Main Street Inc-Frosty</b>								<b>-1,016.91</b>	<b>-1,016.91</b>
<b>810 Meadworks LLC</b>									
Invoice	12/01/2019	3376	810 Meadworks LLC	Principle Pa...	GOSC		Accounts Rec...	-529.44	-529.44
Invoice	01/01/2020	3460	810 Meadworks LLC	Final Payme...			Accounts Rec...	-530.81	-1,060.25
<b>Total 810 Meadworks LLC</b>								<b>-1,060.25</b>	<b>-1,060.25</b>
<b>DC Hauling</b>									
Invoice	12/01/2019	3407	DC Hauling	Principle Pa...	GOSC		Accounts Rec...	-583.33	-583.33
Invoice	01/01/2020	3461	DC Hauling		HUD		Accounts Rec...	-583.33	-1,166.66
<b>Total DC Hauling</b>								<b>-1,166.66</b>	<b>-1,166.66</b>
<b>FastFitness for Women Inc. 2013</b>									
Invoice	12/01/2019	3447	Fastfitness for Wo...	Principle Pa...	GOSC		Accounts Rec...	-141.69	-141.69
Invoice	01/01/2020	3473	Fastfitness for Wo...		HUD		Accounts Rec...	-141.69	-283.38
<b>Total FastFitness for Women Inc. 2013</b>								<b>-283.38</b>	<b>-283.38</b>
<b>Gallo's Hauling</b>									
Invoice	12/01/2019	3418	Gallo's Hauling	Principle Pa...	GOSC		Accounts Rec...	-666.67	-666.67
Invoice	01/01/2020	3485	Gallo's Hauling	Principle Pa...	HUD		Accounts Rec...	-666.67	-1,333.34
<b>Total Gallo's Hauling</b>								<b>-1,333.34</b>	<b>-1,333.34</b>



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01/31/24

Accrual Basis

**Orleans County Local Development Corporation**  
**Transaction Detail by Account**  
 December 2019 through January 2020

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
<b>Laura Loxley Vintage Insp Goods</b>									
Invoice	12/01/2019	3438	Laura Loxley Vinta...	Principal Pa...	GOSC		Accounts Rec...	-250.00	-250.00
Invoice	01/01/2020	3487	Laura Loxley Vinta...	Principle Pa...	HUD		Accounts Rec...	-250.00	-500.00
<b>Total Laura Loxley Vintage Insp Goods</b>								-500.00	-500.00
<b>Rachel &amp; Rob's Wildwood Camp 08</b>									
Invoice	12/01/2019	3430	Rachel & Rob's Wi...	Principal Pa...	GOSC		Accounts Rec...	-505.46	-505.46
Invoice	01/01/2020	3509	Rachel & Rob's Wi...	Principle Pa...	HUD		Accounts Rec...	-505.46	-1,010.92
<b>Total Rachel &amp; Rob's Wildwood Camp 08</b>								-1,010.92	-1,010.92
<b>Shirt Factory Cafe</b>									
Invoice	12/01/2019	3388	Shirt Factory Cafe	Principle Pa...	GOSC		Accounts Rec...	-254.09	-254.09
Invoice	01/01/2020	3522	Shirt Factory Cafe	Principle Pa...	HUD		Accounts Rec...	-254.61	-508.70
<b>Total Shirt Factory Cafe</b>								-508.70	-508.70
<b>Total Revolving Fund Rec-GOSC</b>								-6,880.16	-6,880.16
<b>Due to OCEDA/LDC</b>									
General Journal	12/31/2019	per a...		per auditor			-SPLIT-	7,122.98	7,122.98
<b>Total Due to OCEDA/LDC</b>								7,122.98	7,122.98
<b>Retained Earnings</b>									
Closing Entry	12/31/2019							-6,338.70	-6,338.70
<b>Total Retained Earnings</b>								-6,338.70	-6,338.70
<b>Interest Income</b>									
<b>Interest Income-Bank</b>									
Deposit	01/31/2020			Interest	HUD		Checking Key...	-0.86	-0.86
Deposit	01/31/2020			Interest	LDC		HSBC Saving...	-101.93	-102.79
<b>Total Interest Income-Bank</b>								-102.79	-102.79
<b>Total Interest Income</b>								-102.79	-102.79
<b>RLF Income-HUD</b>									
<b>Unrestricted</b>									
Invoice	01/01/2020	3448	39 North Main Stre...	RLF Loan In...	HUD		Accounts Rec...	-25.07	-25.07
Invoice	01/01/2020	3460	810 Meadworks LLC	RLF Loan In...			Accounts Rec...	-1.08	-26.15
Invoice	01/01/2020	3481	DC Hauling	RLF Loan In...	HUD		Accounts Rec...	0.00	-26.15
Invoice	01/01/2020	3473	Fasfitness for Wo...	RLF Loan In...	HUD		Accounts Rec...	0.00	-26.15
Invoice	01/01/2020	3522	Shirt Factory Cafe	RLF Loan In...	HUD		Accounts Rec...	-30.84	-56.79
<b>Total Unrestricted</b>								-56.79	-56.79
<b>Total RLF Income-HUD</b>								-56.79	-56.79
<b>Professional Fees</b>									
<b>Accounting</b>									
Check	01/10/2020	109	Roush C.P.A. PC	Accounting ...	HUD		Checking Key...	80.00	80.00
<b>Total Accounting</b>								80.00	80.00
<b>Consulting</b>									
Check	01/24/2020	111	Orleans Economic...	Activlty Log ...	HUD		Checking Key...	157.80	157.80
<b>Total Consulting</b>								157.80	157.80
<b>Legal Fees</b>									
Check	01/31/2020	112	HurwitzFine, P.C.	Legal Fees ...	HUD		Checking Key...	1,712.00	1,712.00
<b>Total Legal Fees</b>								1,712.00	1,712.00
<b>Professional Fees - Other</b>									
Check	01/03/2020	107	Orleans County Cl...	ounty UCC ...	HUD		Checking Key...	40.00	40.00
<b>Total Professional Fees - Other</b>								40.00	40.00
<b>Total Professional Fees</b>								1,989.80	1,989.80
<b>Program Expense</b>									
Check	01/24/2020	110	GMS	Year-To-Dat...	HUD		Checking Key...	33.00	33.00
Check	01/31/2020	113	C&H PC Inc.	GMS Upgra...	HUD		Checking Key...	20.00	53.00
<b>Total Program Expense</b>								53.00	53.00
<b>Travel &amp; Ent</b>									
<b>Meals</b>									
Check	01/03/2020	108	Key Bank	Meals	HUD		Checking Key...	191.22	191.22
<b>Total Meals</b>								191.22	191.22
<b>Total Travel &amp; Ent</b>								191.22	191.22
<b>TOTAL</b>								<b>0.00</b>	<b>0.00</b>

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01/31/24  
Cash Basis

**Orleans County Local Development Corporation  
Profit & Loss Budget vs. Actual  
January through November 2019**

	Jan - Nov 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Interest Income				
Interest Income-Bank	1,130.76			
Interest Income - Other	0.00	458.33	-458.33	0.0%
<b>Total Interest Income</b>	1,130.76	458.33	672.43	246.7%
Loan Penalty Income				
Program Fees	3,300.00	1,375.00	1,925.00	240.0%
<b>Total Loan Penalty Income</b>	3,300.00	1,375.00	1,925.00	240.0%
Miscellaneous Income				
Program Fees	20,010.00			
RLF Income-GOSC	300.00	458.33	-158.33	65.5%
Unrestricted	0.00	31,111.11	-31,111.11	0.0%
<b>Total RLF Income-GOSC</b>	0.00	31,111.11	-31,111.11	0.0%
RLF Income-HUD				
Unrestricted	1,154.23	2,750.00	-1,595.77	42.0%
<b>Total RLF Income-HUD</b>	1,154.23	2,750.00	-1,595.77	42.0%
<b>Total Income</b>	25,894.99	36,152.77	-10,257.78	71.6%
<b>Expense</b>				
Bank Service Charges	10.00	91.67	-81.67	10.9%
Contributions	0.00	25.00	-25.00	0.0%
Dues and Subscriptions	0.00	25.00	-25.00	0.0%
Insurance				
Liability Insurance	0.00	900.00	-900.00	0.0%
Insurance - Other	945.73			
<b>Total Insurance</b>	945.73	900.00	45.73	105.1%
Miscellaneous	4,308.89	252.08	4,056.81	1,709.3%
Office Supplies	264.42	641.67	-377.25	41.2%
Professional Fees				
Accounting	880.00	5,375.00	-4,495.00	16.4%
Consulting	47,521.25	9,166.67	38,354.58	518.4%
Legal Fees	15,154.35	4,583.33	10,571.02	330.6%
Professional Fees - Other	3,141.40	2,291.67	849.73	137.1%
<b>Total Professional Fees</b>	66,697.00	21,416.67	45,280.33	311.4%
Program Expense	759.50	458.33	301.17	165.7%
Supplies				
Marketing	9,509.92	3,208.33	6,301.59	296.4%
<b>Total Supplies</b>	9,509.92	3,208.33	6,301.59	296.4%
Travel & Ent				
Meals	911.32	229.17	682.15	397.7%
Travel	330.60			
<b>Total Travel &amp; Ent</b>	1,241.92	229.17	1,012.75	541.9%
<b>Total Expense</b>	83,737.38	27,247.92	56,489.46	307.3%
<b>Net Ordinary Income</b>	-57,842.39	8,904.85	-66,747.24	-649.6%
<b>Other Income/Expense</b>				
Other Expense				
OCR Program Income Pay Out 2019	118,582.77			
Provision for Uncollect Debt	0.00	10,000.00	-10,000.00	0.0%
<b>Total Other Expense</b>	118,582.77	10,000.00	108,582.77	1,185.8%
<b>Net Other Income</b>	-118,582.77	-10,000.00	-108,582.77	1,185.8%
<b>Net Income</b>	-176,425.16	-1,095.15	-175,330.01	16,109.7%

# 2023 OCLDC

## Confidential Evaluation of Board Performance

Criteria	Agree	Somewhat Agree	Somewhat Disagree	Disagree
Board members have a shared understanding of the mission and purpose of the Authority.				
The policies, practices and decisions of the Board are always consistent with this mission.				
Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.				
The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these annually.				
The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.				
The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence, pressure or self-interest.				
Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.				
Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.				
The Board meets to review and approve all documents and reports prior to public release and is confident that the information being presented is accurate and complete.				
The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.				
Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.				
Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.				
Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.				
The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance annually.				
The Board has identified the areas of most risk to the Authority and works with management to implement risk mitigation strategies before problems occur.				
Board members demonstrate leadership and vision and work respectfully with each other.				

Date Completed: \_\_\_\_\_

**NYS Consolidated Funding Application # 118798**  
**Organization Name:** The Harrison Studio  
**Project Name:** Orleans County Microenterprise Assistance Program 2022  
**City:** Albion **State:** NY

*Created on*  
*June 27, 2022 - 10:39 AM*  
*Application finalized on*  
*June 27, 2022 - 10:37 AM*

## *Region*

Finger Lakes

## *Questionnaire Questions & Answers*

### *Location*

#### **HCR - Community Development Block Grant (CDBG) - Microenterprise Assistance (Open Round)**

Q\_3527 US Congressional District where the project is located. (This question's value will be filled automatically, based on the project address, when the application is finalized.)

27

Q\_928 Project Street Address: Please input the project street address (**Street Number and Street Name only**).

If the project has multiple locations, please input the primary street address of the project. If the project does not have a definite street address, please input the approximate street address of the project (Street Number and Street Name only).

121 North Main Street

Q\_565 Project City

Albion

Q\_972 Project county or counties.

Orleans

Q\_568 Project State

NY

Q\_572 Project Latitude (This question's value will be filled automatically, based on the project address, when the application is finalized.)

43.24846093600007

Q\_573 Project Longitude (This question's value will be filled automatically, based on the project address, when the application is finalized.)

-78.19348989199995

Q\_184 NYS Assembly District where the project is located. (This question's value will be filled automatically, based on the project address, when the application is finalized.)

139

Q\_190 NY Senate District where the project is located. (This question's value will be filled automatically, based on the project address, when the application is finalized.)

62

Q\_1034 Project ZIP Code. (please use ZIP+4 if known)

14411-1237

Q\_616 For more than one project location, please provide full address(es) for each location. If Not Applicable, indicate "NA".

NA

## *Basic*

### **General Project Information**

Q\_549 Type of Applicant (select all that apply)

County

Q\_12603 Is the applicant a DBA?

No

Q\_556 Select an applicant ID type from the list below that you normally use to identify your organization on application forms.

Federal Tax ID Number

Q\_2655 Based on your selection from the previous question, enter your applicant ID number. (Please do not provide your social security number).

16-6002566

Q\_969 If you are a business, have you been certified as a New York State Minority or Women-owned Business Enterprise (MWBE)?

N/A

**Applicant**

	<b>Answer</b>
<b>Organization Legal Name</b>	Orleans County
<b>Applicant First Name</b>	Lynne
<b>Applicant Last Name</b>	Johnson
<b>Street Address</b>	14016 Route 31 West
<b>City</b>	Albion
<b>State</b>	NY
<b>Zip Code (use ZIP+4 if known)</b>	14411
<b>Telephone Number (include area code)</b>	585-589-7053
<b>Email Address</b>	lynne.johnson@orleanscountyny.gov

**Contacts**

	<b>Primary Contact</b>	<b>Contact Authorized to Execute Contract If Awarded</b>	<b>Additional Contact</b>
<b>Salutation</b>	Mr.	Ms.	Mr.
<b>First Name</b>	Michael	Lynne	Michael
<b>Last Name</b>	Dobell	Johnson	Zimmerman
<b>Title</b>	CEO	Chairperson	Senior Vice President
<b>Organization</b>	Orleans County Local Development Corp	Orleans County	The Harrison Studio
<b>Street Address</b>	121 N. Main Street	14016 Route 31 West	160 Washburn Street
<b>City</b>	Albion	Albion	Lockport
<b>State</b>	NY	NY	NY
<b>ZIP Code</b>	14411	14411	14094
<b>Telephone Number</b>	585-589-7060	585-589-7053	716-462-6600
<b>Email Address</b>	mdobell@orleansdevelopment.org	lynne.johnson@orleanscountyny.gov	mzimmerman@harrisonplacestudio.com

Q\_4199 Please select the primary sector or characterization that best defines this project.

Business Development

Q\_4198 Please select the secondary sector or characterization that best defines this project.

Community Development

### Project Description

Q\_575 Project Description. Concisely describe the project, indicating the location, what will be planned, designed, acquired, and/or constructed, the issues/opportunities to be addressed, and expected outcomes and deliverables. Additional details will be collected later in the application process.

The Orleans County Microenterprise Assistance Program (MAP) will offer entrepreneurial training, business plan development, capital grants, and technical assistance to new and existing microenterprises throughout Orleans County. Under an agreement with the County, the Program will be operated by the Orleans County Local Development Corporation (OCLDC), which has substantial experience in managing and administering similar OCR-funded programs, having successfully implemented OCR microenterprise grants awarded in 2010, 2015, and 2021. The training and business planning portion of the program will be a continuation of the services currently being provided by the OCLDC, with support from SUNY-Brockport's SBDC and SCORE and will continue to be funded by the OCLDC from its own funds.

Orleans County's 2021 Microenterprise program successfully funded 11 businesses and the availability of this funding energized the small business community. OCLDC currently has a waiting list of 13 businesses planning to take the entrepreneurial training course in anticipation of applying for grant funds if awarded. A new funding award will allow the OCLDC to meet unmet demand for small business funding.

Q\_976 Statement of need: Provide a brief summary of the need for the project in the geographic area proposed and the project's financing needs, including funding gaps of the proposed project.

Orleans County has been hit hard over the past several decades by the loss of several major employers. The County initiated a microenterprise program in 1999 to encourage the creation of small businesses and to date 536 people have completed MAP training. OCR microenterprise grants received by the County in 2010, 2015, and 2021 allowed OCLDC to provide financial assistance in addition to training. While OCLDC has been able to continue funding the training elements of the program since the end of the 2015 grant (with 30 graduates in 2019 and 2020), it has had to turn away potential clients seeking capital grants and was forced to discontinue its micro loan fund due to restrictions on use of program income, eliminating another source of small business funding. New OCR funding is essential to re-establishing the full scope of the program.

Q\_12626 Does the project align with the Regional Economic Development Council's Strategic Plan?  
[Click here for strategic plans](#)

Yes

Q\_12627 Explain how the project aligns with the Regional Economic Development Council's Strategic Plan.

(This question is associated with your answer selection in question: [Q 12626](#))

As part of its strategy to stimulate the regional economy, the Finger Lakes REDC has emphasized job growth and retention, along with increasing regional wealth, driving private investment and reducing poverty. With the erosion of its manufacturing and food processing base, Orleans County has worked hard to attract and grow businesses to rebuild the local economy. The microenterprise program meets the goals set forth in the Finger Lakes REDC strategic plan and assists local development efforts by encouraging investment by local entrepreneurs in their communities; by creating opportunities for low and moderate income individuals to achieve financial independence by providing them with the training and resources needed to start or expand small businesses; and by creating jobs that will be available to low- and moderate-income individuals.

Q\_929 Current State of Project Development (i.e. planning, preliminary engineering, final design, etc. You may enter N/A for non-project related applications)

Planning

Q\_975 Estimated Project Timeline: include project start/completion dates, estimates for design, permitting and construction or other major steps.

Grant award – August 2022  
Consultant contract execution – August 2022  
Sub-recipient agreement execution – August 2022  
Programmatic environmental review – August/September 2022  
Grant contract execution – August/September 2022  
Program marketing – September 2022 through grant period  
Grant applications accepted – September/October 2022  
Entrepreneurial training class – October 2022  
Grant applications reviewed – November 2022  
Grant awards – December 2022  
Business activity and grant reimbursement – January 2023 through August 2023  
Final disbursement – September 2023  
Project closeout – October 2023

Q\_580 Provide a list of all federal, state, and local reviews, approvals, or permits needed or completed, including the dates when they are expected to be completed or were completed. If Not Applicable, indicate "NA".

NA

Q\_12606 Does this project require State and/or Federal Environmental Review?

No

Q\_12604 Has a National Environmental Policy Act (NEPA) Record of Decision been issued?

No



Q\_12625 Has the applicant or project been awarded funding in prior CFA rounds?

Yes

Q\_2362 What were the CFA numbers for which funding was awarded? (separate multiple CFA numbers with commas)

(This question is associated with your answer selection in question: [Q 12625](#))

105565

Q\_4160 For each program to which you are applying under the CFA, explain your strategy for proceeding if the full amount of requested funding, required matching funds, and temporary financing are not secured as expected, or committed sources become unavailable. This explanation must address any proposed project phases, and both CFA and non-CFA sources of funds.

OCR funding is critical for the continuation of the Orleans County Microenterprise Assistance Program. Local funding is sufficient to sustain the entrepreneurial training component of the program but there are no local resources to fund the capital grants necessary to support new and expanding microenterprises. Most of the participants in the training program are start-up entrepreneurs and/or small business owners with limited assets and equity, and are therefore not traditionally "bankable". Historically, the microenterprise grant program funded with prior OCR grants and OCLDC's now discontinued microenterprise loan fund were the only sources of capital for many graduates of the training program. Without the ability to provide the funding needed to help these entrepreneurs pursue their business ventures, the training program, while helpful, loses its effectiveness as a tool to spur business development and job creation. Without full funding of the grant request, Orleans County and the OCLDC would have to significantly scale back its programming.

## Standard Question

### HCR - Community Development Block Grant (CDBG) - Microenterprise Assistance (Open Round)

#### Presubmission Contact Information

	Preparer	Subrecipient (If applicable)
Contact Name	Michael Zimmerman	Michael Dobell
Title	Senior Vice President	CEO
Organization	The Harrison Studio	Orleans County Local Development Corp
Address	160 Washburn Street, Lockport NY	121 N. Main Street, Albion NY
Zip Code	14094	14411
Telephone	716-462-6600	585-589-7060
Email	mzimmerman@harrisonplacestudio.com	mdobell@orleansdevelopment.org

### Contact Information

Contact Authorized to Execute Contract with HTFC	
First Name	Lynne
Last Name	Johnson
Title	Chairperson
Address Line 1	14016 Route 31 West
Address Line 2	No Answer
City	Albion
Zip Code	14411
Phone Number	585-589-7053
Email Address	lynne.johnson@orleanscountyny.gov

### CDBG Project Timeline

	Projected Start Date	Projected End Date
Grant Agreement Execution	2022-08-25	2022-09-02
Environmental Review	2022-08-11	2022-09-12
Project Activities	2022-09-12	2024-08-09
Reimbursement Requests	2022-11-01	2023-11-01
Hiring and Job Reporting	2022-11-01	2023-11-01
Contract Completion		2024-08-09

Q\_13195 Please provide the Federal Tax ID and the DUNS number and/or the Unique Entity ID for the Unit of Government serving as the Applicant.

Federal Tax ID: 16-6002566

DUNS # - 07-404-3563

Q\_13186 Provide a project abstract. The abstract must include formal applicant name, location of project, amount of request, business to be assisted, jobs to be created and general purpose of project. Sample text: [City, Town, Village, County Name] will use \$200,000 in NYS CDBG funds to assist in the establishment of [Program Name]. The total program cost will be \$225,000 with \$25,000 from owner equity. The program proposes to assist 10 microenterprises, of which 5 will be owned by LMI owners. Additionally, the program proposes to create 5 full-time LMI jobs.

Orleans County will use \$300,000 in NYS CDBG funds to provide funding for its Microenterprise Assistance Program. Total cost will be \$328,334 including an estimated \$28,334 from owner equity. The program will assist at least 8 microenterprises, of which an estimated 6 will be owned by LMI persons. Additionally, the program expects to create 6 FTE LMI jobs.

Q\_13122 Provide a brief description of the community's economic development needs including a discussion of economic trends and the community's plan to address the needs identified.

Refer to the Help section for a detailed list of information required to answer the question completely.

Orleans County is a rural county in the Finger Lakes region, comprised of 9 towns and 4 villages. The County is bordered on the north by Lake Ontario, the east by Monroe County, the south by Genesee County, and the west by Niagara County. Like many rural counties, Orleans County has experienced a steady decline in population, going from a population of 44,171 in 2000 to an estimated population of 40,904 in 2019.

This population loss can, in part, be attributed to the economic transitions experienced over the past few decades as larger employers relocated. Given its strong agricultural base, Orleans County's economy was historically tied to the food processing industry, including such companies as Birds Eye, Duffy-Mott, Heinz, Hunt/Wesson, and Lipton's, which left the County in the 1960's and 1970's. The closing of the Fisher-Price production facility in the Village of Medina dislocated 700 workers and eliminated more than 25% of the County's manufacturing jobs. In 2014, the Village of Medina lost 174 jobs when Bernzomatic moved its production facility to Wisconsin. The decline of manufacturing in the nearby Rochester MSA, which saw an overall loss of nearly 100,000 manufacturing jobs between 1970 and 2014, has also impacted employment opportunities for Orleans County residents. In 1980, the percentage of the County's population employed in the manufacturing sector was 41.1%, dropping to approximately 4% by 1998.

In light of this history, Orleans County, through the Orleans County IDA and its affiliates, worked proactively to retain existing businesses and attract new companies to the County. With the successful recruitment of manufacturers and food processors, including Canadian-based companies, employment in the manufacturing sector has rebounded, with 16% of the civilian employed population 16 years and over employed in manufacturing (2019 ACS 5-year estimates). However, nearly a quarter of that population (24%) was employed in educational services, and health care and social assistance, followed by 11% in retail trade, and 7% in arts, entertainment, and recreation, and accommodation and food services, indicating that 42% of the employed population was concentrated in fields that tend to have lower paying jobs.

This lack of economic attainment is supported by the County's economic indicators, which continue to lag behind those of New York State as a whole: the County's median household income of \$52,620 is only 73% of the State median household of \$72,108 and its per capita income of \$26,298 is only 63% of the State per capita income of \$41,857 (2019 ACS 5-year estimates). 13.7% of the County's population falls below the poverty level, and 19.9% of children under the age of 18 live in poverty.

As shown below, unemployment rates in Orleans County, although falling from year to year, have historically been greater than the Statewide rates, even during the peak agriculture periods. The impact of the COVID-19 pandemic is evident, although employment levels in the County appear to have rebounded faster than for the State as a whole. Perhaps more significantly, unemployment levels in Orleans County have been higher than those of its neighbors in the GLOW region (Genesee, Wyoming, Livingston, and Orleans). (State Statistics: Orleans County leads unemployment numbers in the GLOW region, Batavia Daily News, December 2, 2020)

Unemployment data for Orleans County for calendar years 2018 - 2020:

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Ann. Avg.
2020	5.8%	5.5%	5.4%	15.9%	11.5%	10.8%	12.7%	9.7%	5.5%	5.9%	5.4%	6.4%	
2019	5.6%	5.5%	5.1%	4.2%	4.0%	4.2%	5.0%	5.1%	3.9%	4.1%	4.4%	5.4%	4.7%
2018	7.0%	7.0%	6.1%	5.2%	4.3%	4.7%	4.7%	4.5%	3.6%	3.5%	3.8%	4.8%	4.9%

Source: NYS Dept. of Labor

Unemployment data for New York State for calendar years 2018 - 2020:

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Ann. Avg.
2020	4.1%	3.9%	4.2%	15.1%	14.2%	15.5%	16.0%	12.5%	9.3%	9.0%	8.1%	8.1%	
2019	4.8%	4.5%	4.2%	3.6%	3.6%	3.8%	4.2%	4.1%	3.6%	3.7%	3.6%	3.7%	4.0%
2018	5.0%	5.1%	4.6%	4.0%	3.7%	4.1%	4.2%	4.0%	3.6%	3.6%	3.5%	3.9%	4.1%

Source: NYS Dept. of Labor

Labor statistics for the Region indicate that the number of private sector jobs in the Rochester metro area fell by 47,500 jobs in the year ending December 2020, with the highest losses in leisure and hospitality (-15,200), trade, transportation and utilities (-9,800), educational and health services (-8,900) and manufacturing (-7,000).

Against this background, the County's efforts to support business development, including the support of locally-owned businesses as a way to diversify and stabilize the economy, have become more urgent. Seeing the importance of small businesses as a cushion against the cyclical downturns in larger businesses, Orleans County has supported small business development through the operation of a microenterprise assistance program by The Orleans County Local Development Corporation since 1999. With 2019 census data indicating that only 16.1% of Orleans County residents possess a Bachelor's degree or higher, the need to create employment for individuals with a high school diploma or equivalent is especially critical.

### Summary

Although Orleans County has had some success in recovering from the substantial and steady loss of jobs in its manufacturing industry, it still lags behind New York State in key economic indicators and has experienced higher unemployment than surrounding rural counties. The County's existing economic challenges have been exacerbated by the impacts of the COVID-19 pandemic. Orleans County faces a critical need to expand its economy and create employment opportunities, particularly for individuals with high school diplomas or equivalent. Continued support for the County's Microenterprise Assistance Program, which helps individuals, including those of low or moderate income, to establish or grow small businesses, will help address this need.

Q\_13185 Provide a detailed explanation of the project need and impact.

The description should be specific and provide sufficient detail concerning:

the nature, scope, location, and purpose of activities that will be addressed by the proposed project and coordination of related activities;  
 any past efforts to resolve the needs identified;  
 any limitations on funding or other resources to address the need identified;  
 why the proposed project is the best approach to addressing the need identified; and  
 quantifiable information, such as how CDBG funding will be provided to the beneficiary (loan, grant, terms, etc.); impact on residents, suppliers or end users, etc.

### Need

The substantial loss of Orleans County's manufacturing and food processing industries has led directly to declines in almost all standard economic indicators. While the concerted efforts of the County and its economic development agencies has helped to retain and attract businesses to the County, Orleans County still lags behind New York State in income levels and has high levels of poverty. Existing economic challenges were exacerbated by the impacts of the COVID-19 pandemic, which has been particularly devastating for small businesses. Orleans County leads its rural neighbors in

unemployment. The County faces a critical need to expand its economy and create employment opportunities. The loss of manufacturing jobs has encouraged the County to focus on small business creation as a way to stabilize the local economy. The opening or closing of a business that provides an essential good or service has a much greater impact on a smaller community than on a larger city or town where stores open and close frequently. The four villages in the County - Albion, Holley, Lyndonville and Medina - face challenges as residents travel to metro areas (Rochester, Buffalo and their suburbs) for goods and services, and local businesses struggle to compete, resulting in commercial districts dotted with empty storefronts. With a proven track record of assisting small businesses, the Orleans County Microenterprise Assistance Program's effectiveness and efficiency make its continued funding the highest priority need for Orleans County.

The Orleans County Microenterprise Assistance Program was initiated in 1999 and had an immediate impact on entrepreneurship in the County. Since that time, 536 people have received assistance/training, resulting in the establishment of over 196 new microenterprises. Since concluding its 2021 OCR microenterprise grant, which assisted 11 businesses, OCLDC has continued to run its entrepreneurship training classes without the ability to offer funding, with two sessions (Spring and Fall) each year. The OCR's microenterprise funding will directly address two issues for the program; the need for additional capital and the lack of sufficient cash equity that causes many new business owners to either incur too much debt or to proceed undercapitalized. The new OCR Microenterprise Grant Program is expected to leverage the creation or expansion of at least 8 microenterprises.

There are no feasibility issues that would prevent an immediate and effective implementation of the program. All of the administrative and program delivery systems are in place and the OCLDC staff and the OCLDC Board have extensive experience in managing and administering CDBG-funded microenterprise programming. There is an existing pipeline of individuals who have completed the training, many of whom have expressed an interest in applying for grants. The OCLDC is committed to its participation, including using its unrestricted funds to bridge project costs in those instances where grantees do not have the resources to pay costs upfront pending reimbursement from the microenterprise grant. Owner equity will be a requirement for each grant and there are no other required funding sources that are uncommitted.

#### Need Summary

Orleans County has seen key industry sectors decline over the years and its residents travel outside the County for goods and services, hurting many local small businesses which have been further impacted by COVID-19. In addition to efforts to retain and attract larger businesses, the County has also focused on encouraging entrepreneurship and the growth of small businesses through its long-standing Microenterprise Assistance Program. Having a funding component to the program to supplement the entrepreneurship training is critical to the continued success of the program.

#### Impact

It is well recognized that small business has a huge impact on the economy, not only as an engine of job creation, but as a means of providing individuals with financial independence and encouraging innovation. Small businesses are also more likely to make purchases in the community, enhancing economic stability and diversification. For a rural county such as Orleans, a program that affords financial support to small business is an important tool to advance its efforts to revitalize the local economy and create employment and local sources for goods and services.

With a microenterprise grant budget of \$255,000 and grant award of up to \$35,000 per business, at least eight (8) microenterprises are expected to be assisted. The estimated low/mod ownership, # of startups, and jobs to be created shown below are based on OCLDC's experience in implementing prior grants and its Microenterprise Assistance Program. The equity match is shown both as the required minimum and a true estimate. The new low/mod employment positions are expected to be generated by new commercial businesses and any grants provided to business not owned by low- or moderate-income persons.

Q\_13124 Please identify and explain any components of the proposed project that have been started as of the submission of this application, as well as any subsequent activities that are part of the total project. Indicate the actual or anticipated start and end dates for all of the activities.

Please note: If any project costs, regardless of their funding source, are incurred prior to the CDBG award date and the approval of the Request for Release of Funds by the Office of Community Renewal, the entire project may be deemed ineligible for NYS CDBG funds.

No project activities have started as of the submission of this application, and Orleans County will not initiate any project activities prior to the issued Release of Funds by the OCR following grant award.

Q\_13127 Describe efforts to secure alternative or additional funds from all appropriate public or private sources available to assist in financing the proposed activity. In detail, explain the impact of the NYS CDBG funds on the total cost of the project and the beneficiaries (e.g. lack of other sources of funding). List the sources of cost estimates (where appropriate, project costs should be as recent as possible and documented by a qualified third party). If the project is subject to review or provided funds by other agencies, organizations, or authorities, what is the status of any on-going consultations?

No other funding sources for a microenterprise grant program were available. The Orleans County Local Development Corporation was required to dissolve its microenterprise loan program due to the State's mandate regarding program income, depleting the available assets it could leverage to secure other funding. Absent a source for repayment, a bank or other lending agency would not commit funds to support a grant program.

Matching funds for the program will be required to be provided by the awardee businesses and will be documented by Orleans County prior to grant disbursement. Cost estimates for all project costs will be required as part of the applicant business's submission to Orleans County requesting grant assistance and will be reviewed for accuracy, appropriateness, and eligibility prior to grant award.

Q\_13187 Explain the proposed NYS CDBG program budget. Identify each of the estimated costs, including the source of the funds and proposed use: purchase of furniture and fixtures, machinery and equipment, working capital, etc. For each source identified, indicate whether the source is formally committed or pending approval. Please be specific, and list each source in a consistent format.

This explanation of your program budget must be consistent with the budget table included as an attachment to this application. If a source is identified as committed, the applicable commitment letter must be attached where requested in the application.

Microenterprise grants: \$255,000  
Program delivery: \$30,000  
Grant administration: \$15,000  
Total OCR Funding: \$300,000  
Business equity match: \$28,334  
Total Budget \$328,334

Q\_13188 Provide a detailed description of the program delivery and administration tasks required to undertake this project including who will undertake these tasks, the costs associated with the tasks, and how the costs were determined. Provide the actual amount of program delivery and administrative funds allocated to the project from the State CDBG funds requested.

The Program will be implemented and administered by The Orleans County Local Development Corporation (OCLDC) under a grant agreement with Orleans County, which has successfully administered prior microenterprise grants. OCLDC initiated its microenterprise program in 1999, and its staff (provided under a contract with the County of Orleans IDA) and Board, which includes representatives from the business sector and government, have extensive experience in implementing and overseeing a training and grant program. OCLDC staff will handle marketing the MAP, application intake, coordinate classroom instruction and technical assistance with the aid of experienced business advisors, and present grant applications to the OCLDC's Finance/Loan Committee and Board. Forms and systems for operation/administration of the program have been developed in connection with prior programs. Experienced CDBG consultants will oversee grant compliance and assist in underwriting. OCLDC staff will issue commitments, procure cost documentation, and coordinate review of costs and disbursing OCR funds with its consultants. Grant closings will be handled by staff and legal counsel. Operating procedures are in the written "Program Guidelines and Operating Plan". A budget of \$30,000 in OCR program delivery funds will be used for OCLDC staff and third-party delivery costs. The committee and Board serve without pay.

OCLDC staff and consultants will share grant administration, including establishment and maintenance of books of account, development and implementation of recordkeeping systems, procurement, selection, award of contracts as needed, environmental review, verifying consistency with Federal requirements, data collection/preparation of required reports, oversight of audit activities, preparation of closeout materials, and other administrative activities. OCR grant administration funds in the amount of \$15,000 will be used to pay staff and consulting administrative costs.

Q\_13189 How will the proposed project comply with the NYS CDBG Microenterprise Program Guidelines? Address each guideline specific to the activity being proposed individually in your response.

Orleans County is seeking a grant of \$300,000 for the Microenterprise Assistance Program.

OCLDC will monitor the grant awards to ensure that at least 50% of the total allocation be awarded to start-up businesses as defined by the OCR. Based on experience running the Program, it is expected that many of the program applicants will be start-ups. NYS CDBG Microenterprise funds will be allocated to qualified applicants in the form of a grant. Aggregate grants to a microenterprise or to any owner of a microenterprise will not exceed \$35,000.

All program applicants will be required to complete a family income form and personal tax returns will be used to verify income. For businesses relying on low/mod job creation for eligibility, no program assistance will be disbursed prior to the submission of appropriate documentation of job creation and low/mod job availability.

The 10% cash equity requirement for all grant recipients must be expended concurrent with or prior to the disbursement of OCR funds. Documentation of all expenditures will be reviewed by program staff prior to any OCR draw requests. Program applicants are told of the requirement for the 10% minimum match and the source of the match will be determined prior to the approval of any individual grants.

Participants must complete an approved microenterprise business training program prior to being eligible to receive a grant. The primary entrepreneurship course will be a 10-week program run by OCLDC with an advisor from SUNY-Brockport's Small Business Development Center (SBDC). The classroom instruction, provided by individuals from business, banking, finance, and law, will be supplemented by mentoring and one-on-one technical assistance by advisors from the SBDC and SCORE. The training classes will be held at the Arnold Gregory Building in Albion, which includes classroom space and incubator space which can accommodate 10-12 businesses and offers wi-fi, access to a

copier, and a conference room. A fee of \$350 will be charged for the class and the OCLDC will pay the fee for all participants who qualify as low-mod. For individuals who are not able to access OCLDC's training class, training is available through entrepreneurship classes provided by SBDC at Niagara County Community College. In addition, training is available through SBDC's EntreSkills program, an online entrepreneurial training course.

All grantees must complete an acceptable business plan prior to receiving grant funds.

Q\_13190 How will the Microenterprise Program meet the requirement that at least 50% of the total CDBG award (less grant administration costs) must fund start-up businesses? A start-up business is defined as a business that has been in operation for less than 6 months prior to submitting their application to the NYS CDBG Microenterprise Program.

OCLDC's entrepreneurship training has created a pool of potential start-up businesses and its marketing is also expected to attract applications from start-ups. In addition, OCLDC will monitor its awards to ensure that the 50% threshold is met.

Q\_13191 Describe how the applicant will evaluate potential microenterprise projects according to the required underwriting guidelines for evaluating project costs and financial requirements.

Address each of the underwriting guidelines below in your response:

1. That project costs are reasonable;
2. That all sources of project financing are committed;
3. That to the extent practicable, CDBG funds will not be substituted for non-federal financial support;
4. That the project is financially feasible;
5. That to the extent practicable, the return on the owner's equity investment will not be unreasonably high; and
6. That to the extent practicable, CDBG funds will be disbursed on a pro rata basis with the other financing.

Please be specific as to what information and/or documentation will be required from microenterprise applicants and what types of analysis will be performed.

1. Project Costs. The SBDC and SCORE mentors and advisors work with the client during the business planning process to ensure that project costs are realistic and supported by source documentation. In addition, OCLDC staff procures all requisite cost documentation and any other information required as a condition to disbursing grant funds.

2. Financing Commitments. OCLDC staff works with all grant applicants to ensure that all non-OCR funds are firmly committed prior to drawing and disbursing OCR funds. The commitment of all debt and equity sources will also be evaluated during the application review by the OCLDC's contracted credit analysts and the written analysis provided to the OCLDC highlights any issues in that regard. The client grant agreement will also include the requirement for the commitment of other funding prior to OCR disbursement in addition to the specific expenditure requirements for non-CDBG funds that are applicable to each grantee on a case-by-case basis.

3. No Substitution for Non-Federal Funds. The availability of other appropriate funding sources to substitute for CDBG funding will be evaluated by OCLDC's consultants during the credit analysis and a written conclusion will be required. The Microenterprise Assistance Program Guidelines will include the requirement that CDBG funds not be substituted for funding available from non-Federal sources.

4. Financial Feasibility. Financial feasibility is addressed at two stages in the process, initially during the technical assistance and business planning process and later through the commercial credit analysis. A thorough written analysis of feasibility is prepared by the underwriters and presented to the OCLDC Loan Committee and Board.



5. Return on Investment. The review and analysis of the projected return on equity is done during the underwriting and includes evaluation of risk factors, industry standards, and market conditions to determine whether the projected ROE is reasonable.

6. Pro Rata Disbursement of CDBG Funds. The OCLDC's MAP Coordinator works with the OCLDC consultant to ensure that all private debt and equity is expended prior to or concurrent with the disbursement of the OCR funds. The schedule of expenditures will be part of the credit review and will be included in the client grant agreement.

Q\_13193 What is the estimated number of jobs that the proposed Microenterprise Program will create? Please note job retention is not eligible under the NYS CDBG Microenterprise Program.

6

Q\_13194 Describe how the applicant and business will comply with the job reporting requirements contained in the NYS OCR Grant Administration Manual.

For businesses relying on low/mod job creation for eligibility, the business will be required through the grant agreement to use the OCLDC's "employment and reporting system" that requires that 51% of the jobs created be made available to low- and moderate-income persons. Those requirements include guidance in posting the jobs. Appropriate forms to document family income of job applicants and to record the requisite job information and reporting data are also provided to the client. The staff of the OCLDC works closely with those clients to ensure compliance, and no program assistance is disbursed prior to the submission of appropriate documentation regarding the creation of employment positions and the associated low/mod job availability. All program applicants will be required to complete a family income form and personal tax returns are used to verify income in determining whether a microenterprise owner is a low- and moderate-income person.

Q\_13157 I certify that I understand that, once awarded, all persons applying for a job, not just those categorized as LMI, are required to fill out a Family Income Form and that these forms should be maintained within the files. The Family Income Form is available in the link below.

<https://hcr.ny.gov/community-development-block-grant-economic-development-program>

Yes

Q\_13196 I certify that I understand all communities are required to establish scoring criteria for the selection of Microenterprise applicants. The scoring criteria serves as an evaluation system for selecting the most qualified and capable applicants.

Yes

Q\_13168 I understand that NYS Homes and Community Renewal may require additional project information or modifications to the original project proposal as a condition of award.

Yes

Q\_13169 By entering your name in the box below, you certify and agree that you are authorized on behalf of the applicant and its governing body to commit the applicant to comply with the requirements of Article 15-A of the New York State Executive Law: Participation By Minority Group Members and Women With Respect To State Contracts by providing opportunities for Minority-owned Business Enterprise (MBE)/Woman-owned Business Enterprise (WBE) participation. You further certify that the applicant will maintain such records and take such actions necessary to demonstrate such compliance throughout the completion of the project.

Lynne Johnson

Q\_13170 By entering your name in the box below, you certify that you are authorized on behalf of the applicant and its governing body to submit this application. You further certify that all of the information contained in this Application and in all statements, data and supporting documents which have been made or furnished for the purpose of receiving Assistance for the project described in this application, are true, correct and complete to the best of your knowledge and belief. You acknowledge that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority or public benefit corporation of the State, with the knowledge or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law.

Lynne Johnson

### *Net New Jobs*

No job answers necessary due to your associated programs.

### *Qualified Investments*

No investment answers necessary due to your associated programs.

### *Total Project Cost*

Total project cost: \$ 328,334

### *Funding Requested from Program*

Program	Amount Requested
HCR - Community Development Block Grant (CDBG) - Microenterprise Assistance (Open Round)	\$ 300000
	maximum funding allowed: \$300,000
	minimum funding allowed: \$100,000

### *Program Budget*

#### **HCR - Community Development Block Grant (CDBG) - Microenterprise Assistance (Open Round)**

Use	Source	Status	Amount	Indicate Source / Comments
Administration	State	In Progress	\$15000	OCR CDBG
Project Delivery	State	In Progress	\$30000	OCR CDBG
Microenterprise Assistance	State	In Progress	\$255000	OCR CDBG
Microenterprise Assistance	Private	Anticipated	\$28334	Business cash equity

## *Attachment Questions & Answers*

### **HCR - Community Development Block Grant (CDBG) - Microenterprise Assistance (Open Round)**

- Q\_13140 Pre-Submission Form Certification  
<https://hcr.ny.gov/community-development-block-grant-economic-development-program>  
  
psf-certification - signed.pdf  
[Download](#)
- Q\_13141 Preliminary Budget Table  
<https://hcr.ny.gov/community-development-block-grant-economic-development-program>  
  
preliminary-budget-table-signed.pdf  
[Download](#)
- Q\_13199 Microenterprise Job Creation/Retention Table  
<https://hcr.ny.gov/community-development-block-grant-economic-development-program>  
  
pre-submission-job-creation-table-me-orleans.pdf  
[Download](#)
- Q\_13150 Citizen Participation Compliance Materials - Note that If any of the required documents are not submitted with the application, they cannot be submitted after the application period closes, and the application will be deemed ineligible. Refer to the "scoring tips" section for additional guidance. Materials must include the following: • Evidence of conspicuous public posting (see scoring tips) • Public hearing notice • Affidavit of publication of public hearing notice (see scoring tips) • Public hearing minutes/evidence of a full quorum  
  
Orleans public hearing documentation.pdf  
[Download](#)
- Q\_13158 Written documentation of support for the project  
  
Letters of support.pdf  
[Download](#)
- Q\_13146 Applicant Certification Form  
  
applicantcertification\_0.pdf  
[Download](#)
- Q\_13176 Applicant/Recipient Disclosure/Update Form  
  
applicantdisclosureform.pdf  
[Download](#)

Q\_13148 Program Income Report Form

cdbg-program-income-report-6.1.22.pdf  
[Download](#)

Q\_13177 Project Team

8-1-project-team.pdf  
[Download](#)

Q\_13152 Civil Rights - Documentation of Affirmatively Furthering Fair Housing compliance. Refer to the application tips for additional information.

Civil Rights- Fair Housing Compliance.pdf  
[Download](#)

Q\_13153 Civil Rights - Documentation of Section 3 compliance. Refer to the scoring tips for additional information

Section 3 Compliance.pdf  
[Download](#)

Q\_13154 Commitment letter(s) from all other funding sources, including proposed terms. This documentation must evidence the availability of all funds including owner equity.

Letter to NYS Office of Community Renewal.pdf  
[Download](#)

Q\_13155 Documentation of unsuccessful attempts at pursuing non-CDBG funding sources  
Refer to the Scoring Tips for additional guidance.

Attempts -other funding.pdf  
[Download](#)

Q\_13184 Program Design Plan.

Program Design Plan.pdf  
[Download](#)

Q\_13179 Entrepreneurial training program syllabus.

Syllabus for Spring MAP Class 2022.pdf  
[Download](#)

Q\_13181 Draft program application and any other applicable forms that are to be completed by each microenterprise program applicant.

Orleans County micro grant application form.pdf

[Download](#)

Q\_13178 Draft Grant Agreement Between Recipient and Business(es).

Orleans County Microenterprise client grant agreement.pdf

[Download](#)

Q\_13182 List of grant committee members and experience (Grant committee is a panel chosen by the applicant to review grant applications and to make recommendations and/or approval of grant awards)

Microenterprise Committee List and Experience.pdf

[Download](#)

Q\_13183 Documentation for all third party costs (Applicants proposing Microenterprise Programs that include soft costs such as classroom instruction, technical assistance to businesses, marketing, etc. must provide supporting cost documentation).

Documentation of Third Party Costs.pdf

[Download](#)

Q\_13163 If the applicant has already entered into an agreement with a qualified Not-for-Profit subrecipient, please attach a Vendor Responsibility Questionnaire (VRQ)

No attachment, cannot upload

Q\_13167 If the project includes the expansion of municipal infrastructure, attach the Smart Growth Compliance Form.

No attachment, cannot upload

## Legend

[x] = Expired Program