



ECONOMIC DEVELOPMENT & PLANNING | INDUSTRIAL DEVELOPMENT AGENCY | LOCAL DEVELOPMENT CORPORATION

Tioga County Industrial Development Agency
June 4, 2025 – 4:30 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827
Legislative Conference Room, 1st Floor
Regular Meeting Agenda

Call to Order and Introductions:

Attendance: IDA Board Members

1. Roll Call: J. Ward, B. Evanek, K. Gillette, M. Sauerbrey, T. Monell, E. Knolles
2. Excused:
3. Guests: C. Yelverton, Joe Meagher, B. Woodburn, Luke Grasmeyer, Megan Schnabl

Privilege of the Floor:

- A. Luke Grasmeyer- Hunt Engineering

Approval of Minutes:

- A. May 7, 2025, regular meeting

Financials:

- A. Balance Sheet
- B. Profit & Loss
- C. Transaction Detail

New Business:

- A. Tractor Supply- Fee for required easement with the IDA
- B. IRP Loan Agreements
- C. Façade Loan Application Changes
- D. Façade Loan Account with Community Bank
- E. Railroad Easement for STN
- F. ARC- RAISE-ST (Results-driven Automation and Innovation Solutions for Enterprises in the Southern Tier

Old Business:

- A. Owego Gardens Sewer Subsidy

Committee Reports:

- A. Public Authority Accountability Act (PAAA)
 1. Audit Committee Report: E. Knolles (Chair), J. Ward, B. Evanek



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2. Governance Committee: J. Ward (Chair), M. Townsend, E. Knolles
3. Finance Committee: J. Ward (Chair), M. Townsend, K. Gillette
4. Loan Committee: J. Ward, K. Dougherty, D. Barton, E. Knolles, B. Evanek, J. Lavo. Meeting next week to discuss microenterprise grant.
5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell
6. Public Relations Committee: B. Woodburn, M. Sauerbrey, T. Monell

PILOT Updates:

- A. Sales Tax Exemptions Update:
 1. Best Bev LLC - \$2,628,331.53 (December)/Authorized \$5,200,000
 - a. Waiting on updated Sales Tax Tracking Sheet
 2. Arteast Café LLC - \$18,750 (May)/ Authorized \$24,000
 3. Navo Properties LLC - \$2,522.65 (May)/ Authorized \$2,728
- B. Suneast Solar Pilot- There are several closings or items that have to take place first before the Pilot can be closed out.
- C. Kinder Morgan (CNYOG) request to extend PILOT – Will expire on 2/28/2026

Project Updates:

Grant Updates:

- A. USDA RBDG and ARC Grant – Engineering Design Lounsberry Industrial Hub
 - a. 90% of project has been completed.
 - b. Quarterly report has been completed for quarter ending in 3/31/2025.
- B. ESD Grant Application – Municipal Water Extension to Raymond Hadley
 - a. Reimbursement has been received. Grant has been cl
- D. Water Quality Improvement Plan- Blodgett Road; S&W 2025 start
- E. USDA IRP Loan Application – Requested update 1/27/2025
 - a. Letter of Conditions package forthcoming
 - b. Temporary pause on all new federal obligations at this time
- F. USDA Equipment Lease Grant Application- Guidelines, lease agreement and application are drafted. Quarterly report has been completed for quarter ending in 3/31/25. Waiting on applicants. Informational video about the program is in process.

Motion to move into Executive Session pursuant to Public Officers Law Section 105 –

Next Meeting: Wednesday July 2, 2025, in the Legislative Conference room.

Motion to Adjourn the meeting



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**Tioga County Industrial Development Agency
May 7, 2025 – 4:30 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827
Legislative Conference Room, 1st Floor
Regular Meeting Minutes**

Call to Order and Introductions: 4:33 PM

Attendance: IDA Board Members

1. Roll Call: J. Ward, B. Evanek, K. Gillette, T. Monell
2. Excused: E. Knolles, M. Sauerbrey
3. Guests: C. Yelverton, Joe Meagher, B. Woodburn, Wendy Walsh, Matt Freeze, Megan Schnabl (virtually)

Privilege of the Floor:

Wendy Walsh- Blodgett Rd. Project. Wendy, District Manager of TC Soil and Water, provided a status update of the project. The project includes addressing the erosion along the railroad on Blodgett Rd. DEC-WQIP Grant funding was obtained and the contract with the state has been signed. The landowner does not want any responsibility regarding maintaining the project area after project completion. The IDA will be responsible for monitoring and maintaining the site with TC Soil and Water. The project design life is 10 years and often lasts longer. If a natural disaster does occur and the site needs to be addressed again, FEMA will often provide funding assistance. Two bids were received, one from JB Excavation and a certified minority enterprise. The bids were financially significantly different and the lower bid with JB Excavation was selected. A pre-construction meeting with the contractor is this Friday. The cost of the project is half of what was anticipated. There is a powerline that NYSEG has requested to turn off before construction can begin. The project includes putting modified root wad toe wood on a stone foundation, with new planted trees.

Approval of Minutes:

- A. April 2, 2025, regular meeting

Motion to approve April 2, 2025, minutes as written (T. Monell, B. Evanek).

**Aye – 4 Abstain – 0
No – 0 Carried**

Financials:

- A. Balance Sheet
- B. Profit & Loss



C. Transaction Detail

Motion to acknowledge financials as written. (B. Evanek, K. Gillette).

**Aye – 4 Abstain – 0
No – 0 Carried**

ED&P Update:

New Business:

- A. Swartwood Lease- the remaining balance for 2024 has been paid and 2025 lease is paid.
- B. FAST NY Grant- LDG and Hunt provided estimates for pre-development engineering services for 3 parcels in Lounsberry with an estimated cost of \$150,000. The FAST NY Track B Grant is a 50/50 match and previous funding such as the RBDG (\$90,000) and ARC (\$26,000) grant funding would count as a match. The IDA would need to acquire funding to match the remainder.

Motion to apply for FAST NY Track B Application. (T. Monell, K. Gillette).

**Aye – 4 Abstain – 0
No – 0 Carried**

- C. Newark Valley Historical Society Depot Update- Depot days start in June.
- D. IDA Property Site Listing- Loopnet and Zillow offer site listings for free. Currently, the IDA properties are only listed on the Tioga County Available Property list which is under maintenance and underutilized.

Motion to list available IDA properties on Loopnet and Zillow (K. Gillette, T. Monell).

**Aye – 4 Abstain – 0
No – 0 Carried**

- E. Reports on the Depot Road properties. Appraisals were received for 3 properties in Lounsberry. The first appraisal includes one parcel of 25.4 acres, and the second report includes all 3 parcels, totaling 93 acres, with roughly 70 acres of developable area. The appraisal equates to approximately 20k per acre. In order to apply for the FAST NY grant, option agreements for the properties are required.

Motion to share appraisal reports of Depot rd. properties with the landowners, and initiate negotiations (K. Gillette, T. Monell).



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Aye – 4 Abstain – 0

No – 0 Carried

- F. RJ Corman-March Revenue. No new information regarding railroad crossing.
- G. Leases- All but three lease payments have been received for 2025.

Old Business:

- A. Tractor Supply- Fee for required easement with the IDA that will cover J. Meagher's legal fee. Project is advancing. More information to come.
- B. Owego Gardens Sewer Subsidy. Owego Gardens would like the IDA to continue paying the 46% annual sewer fee. B. Woodburn requested information on why Owego Gardens needed the fee to continue. Owego Gardens has a 30 year loan for financing the project and needs the sewer fee. Owego Gardens has budgeted sewer costs for 30 years. The costs of sewer has not changed in the last 5 years. B. Woodburn provided calculations of the cost of sewer with the rate increase of 1, 2, and 3%. With the highest increase rate of 3%, the cost of sewer would still be less than the amount Owego Gardens has budgeted for. Owego Gardens paid around \$43,000 for sewer which included late payment fees. The board discussed offering Owego Gardens a counteroffer, including a reduced sewer subsidy for the remainder of the contract.

Committee Reports:

- A. Public Authority Accountability Act (PAAA)
 - 1. Audit Committee Report: E. Knolles (Chair), J. Ward, B. Evanek
 - 2. Governance Committee: J. Ward (Chair), M. Townsend, E. Knolles
 - 3. Finance Committee: J. Ward (Chair), M. Townsend, K. Gillette
 - 4. Loan Committee: J. Ward, K. Dougherty, D. Barton, E. Knolles, B. Evanek, J. Lavo- Closing in process waiting on Coughlin and Gerhart (COIF Realty) to drop off paperwork and pick up check.
 - 5. Railroad Committee: M. Sauerbrey, K. Gillette, T. Monell
 - 6. Public Relations Committee: B. Woodburn, M. Sauerbrey, T. Monell

PILOT Updates:

- A. Sales Tax Exemptions Update:
 - 1. Best Bev LLC - \$2,628,331.53 (December)/Authorized \$5,200,000
 - a. Waiting on updated Sales Tax Tracking Sheet
 - 2. Arteast Café LLC - \$18,750 (April)/ Authorized \$24,000
 - 3. Navo Properties LLC - \$2,520.04 (April)/ Authorized \$2,728
- B. Suneast Solar Pilot- Resolution was approved in October for Suneast to pay the



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portion of the agencies fee of \$192,326, and the balance due of \$274,501. Closing in process with J. Meagher's office. J. Meagher is working with the other attorney, and it is anticipated that this will be completed by the end of the month.

- C. Kinder Morgan (CNYOG) request to extend PILOT – Will expire on 2/28/2026. J. Meagher is going to discuss the PILOT with Kindermorgan.

Project Updates:

Grant Updates:

- A. NYS Division of Homeland Security & Emergency Services-Richford Railroad.
 - a. Study completed. Reimbursement has been received.
 - b. Grant has been closed out.
- B. USDA RBDG and ARC Grant – Engineering Design Lounsberry Industrial Hub
 - a. The initial stages of the project have been completed waiting to finish the Geotech. Hunt provided a draft report and will present the final report at the next board meeting.
 - b. Quarterly report has been completed for quarter ending in 3/31/2025.
- C. ESD Grant Application – Municipal Water Extension to Raymond Hadley
 - a. Reimbursement has been received.
 - b. Grant closure is in process.
- D. Water Quality Improvement Plan- Blodgett Road; S&W 2025 start
- E. USDA IRP Loan Application – Requested update 1/27/2025
 - a. Letter of Conditions package forthcoming
 - b. Temporary pause on all new federal obligations at this time
- F. USDA Equipment Lease Grant Application- Guidelines, lease agreement and application are drafted. Quarterly report has been completed for quarter ending in 3/31/25.

Motion to move into Executive Session pursuant to Public Officers Law Section 105 – (T. Monell at 5:30 PM).

Motion to exit executive Session (K. Gillette).

Next Meeting: Wednesday June 4, 2025, in the Legislative Conference room.

Motion to Adjourn the meeting at 5:38 PM (B. Evanek, K. Gillette).

Balance Sheet

Tioga County Industrial Development Agency

As of May 31, 2025

DISTRIBUTION ACCOUNT	TOTAL		
	AS OF MAY 31, 2024 (PY)	\$ CHANGE (PY)	AS OF MAY 31, 2025
Assets			
Current Assets			
Bank Accounts			
CCTC- CDs	0	0	0
Land Acquisition (150)	555,596.92	33,877.39	589,474.31
Site Dev 0847	104,439.62	3,911.39	108,351.01
Total for CCTC- CDs	\$660,036.54	\$37,788.78	\$697,825.32
CD Cap Improvement Com Bank (deleted)	327,220.11	-327,220.11	
CD Cap Improvement TSB 1484		345,058.05	345,058.05
CD Site Dev Com Bank 156	103,328.18	5,500.92	108,829.10
CD Site Dev Com Bank 158	103,328.19	5,173.82	108,502.01
Restricted Cash Accounts	0	0	0
Community- Facade Improvement	247,629.06	-19,725.31	227,903.75
COVID-19	78.67	-78.67	
USDA Funds	0	0	0
CCTC- Loan Loss Reserve	40,508.79	12.12	40,520.91
TSB- IRP 2016 (Formerly IRP 4)	73,387.52	4,895.41	78,282.93
TSB- RBEG	83,361.94	23,451.30	106,813.24
Total for USDA Funds	\$197,258.25	\$28,358.83	\$225,617.08
Total for Restricted Cash Accounts	\$444,965.98	\$8,554.85	\$453,520.83
Temporarily Restricted Cash Acc	0	0	0
Community- BestBuy PILOT Acct.	369.98		369.98
TSB-Crown Cork and Seal (deleted)	100.67	-100.67	
TSB- PILOTS (Previously OG)	423,993.35	-676.21	423,317.14
Total for Temporarily Restricted Cash Acc	\$424,464.00	-\$776.88	\$423,687.12
Unrestricted Cash Accounts	0	0	0
TSB- checking	661,379.45	77,553.34	738,932.79
TSB- general fund	25,817.17	35.46	25,852.63
Total for Unrestricted Cash Accounts	\$687,196.62	\$77,588.80	\$764,785.42
Total for Bank Accounts	\$2,750,539.62	\$151,668.23	\$2,902,207.85
Accounts Receivable			

Balance Sheet

Tioga County Industrial Development Agency

As of May 31, 2025

DISTRIBUTION ACCOUNT	TOTAL		
	AS OF MAY 31, 2024 (PY)	\$ CHANGE (PY)	AS OF MAY 31, 2025
Other Current Assets			
Accounts Receivable 1300.01	84,453.05	-42,000.00	42,453.05
Allowance for Doubtful Accounts	-35,000.00		-35,000.00
Commercial Facade Loan Program	0	0	0
Loan Rec - 2017-01-C (deleted)	1,250.00	-1,250.00	
Total for Commercial Facade Loan Program	\$1,250.00	-\$1,250.00	0
Facade Loan Program	0	0	0
Loan Rec 2024-01		20,000.00	20,000.00
Total for Facade Loan Program	0	\$20,000.00	\$20,000.00
IRP 4	0	0	0
IRP 4 2023-01-A	58,862.61	-5,077.58	53,785.03
Loan Rec 2009-02-A (deleted)	48,051.58		48,051.58
Loan Rec 2016-01-A (deleted)		-860.11	-860.11
Loan Rec 2017-01-A (deleted)	7,975.13	-2,825.15	5,149.98
Loan Rec 2017-04-A	25,136.08	-2,593.94	22,542.14
Loan Rec 2018-01-A	48,798.99	-4,475.45	44,323.54
Loan Rec - 2019 - 06A	55,801.72	-10,101.18	45,700.54
Loan Rec 2019-07-A	32,192.10	-2,031.90	30,160.20
Loan Rec 2021-01-A	58,060.45	-7,686.07	50,374.38
Loan Rec 2021-02-A	7,235.19	-3,291.38	3,943.81
Total for IRP 4	\$342,113.85	-\$38,942.76	\$303,171.09
RBEG	0	0	0
Loan Rec - RBEG 2019 -06	44,641.55	-8,769.05	35,872.50
RBEG 2023-01-A	94,180.12	-8,124.21	86,055.91
Total for RBEG	\$138,821.67	-\$16,893.26	\$121,928.41
Total for Other Current Assets	\$531,638.57	-\$79,086.02	\$452,552.55
Total for Current Assets	\$3,282,178.19	\$72,582.21	\$3,354,760.40
Fixed Assets			
Land 434	376,800.36		376,800.36
Land- Cavataio	2,500.00		2,500.00
Land-general	601,707.05		601,707.05
Land-Louns	\$230,932.53	0	\$230,932.53
Berry	2,452.20		2,452.20
Hess	259,561.43		259,561.43
Lopke	8,993.03		8,993.03
Town of Nichols	20,000.00		20,000.00
Total for Land-Louns	\$521,939.19	0	\$521,939.19
Land-Rizzuto	78,395.16		78,395.16

Balance Sheet

Tioga County Industrial Development Agency

As of May 31, 2025

DISTRIBUTION ACCOUNT	TOTAL		
	AS OF MAY 31, 2024 (PY)	\$ CHANGE (PY)	AS OF MAY 31, 2025
Railroad Improvements	1,979,330.50	11,200.00	1,990,530.50
Z Accumulated Depreciation	-1,279,269.24	-29,395.00	-1,308,664.24
Total for Fixed Assets	\$2,281,403.02	-\$18,195.00	\$2,263,208.02
Other Assets			
Total for Assets	\$5,563,581.21	\$54,387.21	\$5,617,968.42
Liabilities and Equity			
Liabilities			
Current Liabilities			
Accounts Payable			
Credit Cards			
Other Current Liabilities			
PILOT Payments	0	0	0
CNYOG		-0.01	-0.01
Crown Cork and Seal	300,000.00		300,000.00
Gateway Owego, LLC	2,000.00	100.00	2,100.00
Nichols Cross Dock		4,534.56	4,534.56
Owego Gardens	\$24,976.00	\$17,123.99	\$42,099.99
Sewer Subsidy		-16,625.00	-16,625.00
Total for Owego Gardens	\$24,976.00	\$498.99	\$25,474.99
Spencer-Tioga Solar	96,986.00	1,940.00	98,926.00
Tioga Downs Racetrack		-22,261.21	-22,261.21
V&S New York Galvanizing		-562.16	-562.16
Total for PILOT Payments	\$423,962.00	-\$15,749.83	\$408,212.17
Total for Other Current Liabilities	\$423,962.00	-\$15,749.83	\$408,212.17
Total for Current Liabilities	\$423,962.00	-\$15,749.83	\$408,212.17
Long-term Liabilities			
Loan Pay- IRP 1	22,553.42	-7,954.07	14,599.35
Loan Pay- IRP 2	66,787.30	-11,555.58	55,231.72
Loan Pay- IRP 3	138,881.10		138,881.10
Loan Pay- IRP 4	181,558.10	-21,046.84	160,511.26
Total for Long-term Liabilities	\$409,779.92	-\$40,556.49	\$369,223.43
Total for Liabilities	\$833,741.92	-\$56,306.32	\$777,435.60
Equity			
1110 Retained Earnings	3,409,874.23	3,137.64	3,413,011.87
Net Income	-86,337.57	107,555.89	21,218.32
Board Designated Funds	1,406,302.63		1,406,302.63
Total for Equity	\$4,729,839.29	\$110,693.53	\$4,840,532.82
Total for Liabilities and Equity	\$5,563,581.21	\$54,387.21	\$5,617,968.42

Profit and Loss Comparison

Tioga County Industrial Development Agency

January 1-May 31, 2025

DISTRIBUTION ACCOUNT	TOTAL		
	JAN 1 - MAY 31 2025	JAN 1 - MAY 31 2024 (PY)	\$ CHANGE (PY)
Income			
4110 Grants	\$68,650.00	0	\$68,650.00
DRI-HCR	65,911.63	225,719.14	-159,807.51
Workforce Coordinator		25,353.64	-25,353.64
Total for 4110 Grants	\$134,561.63	\$251,072.78	-\$116,511.15
4160 RJ Corman	0	0	0
freight	71,470.68	54,231.78	17,238.90
Total for 4160 RJ Corman	\$71,470.68	\$54,231.78	\$17,238.90
Billable Expense Income	25,844.80		25,844.80
Interest Income-	\$498.32	0	\$498.32
CCTC CD Land Acquisition (879)	6,013.64		6,013.64
CCTC CD Site Development (878)	1,324.05		1,324.05
CCTC Loan Loss Reserve Account	4.99	5.14	-0.15
CD 156 com bank	1,304.56		1,304.56
CD 158 Site Dev Com Bank	1,298.98		1,298.98
Community- Facade Improvement	8.15	10.23	-2.08
interest income CD Site Dev Com	2,419.36		2,419.36
TSB- checking	661.98	861.73	-199.75
TSB-general fund	12.74	16.12	-3.38
TSB- IRP 2	-783.42		-783.42
TSB- IRP 4	10.17	7.29	2.88
TSB- RBEG	22.90	6.52	16.38
CD 155 Site Dev com bank		1,224.44	-1,224.44
Interest Income - TSB COVID19		-1.84	1.84
Total for Interest Income-	\$12,796.42	\$2,129.63	\$10,666.79
Leases/Licenses	\$14,534.61	\$16,235.17	-\$1,700.56
First Light	2,672.90		2,672.90
Swartwood	700.00		700.00
Total for Leases/Licenses	\$17,907.51	\$16,235.17	\$1,672.34

Profit and Loss Comparison

Tioga County Industrial Development Agency

January 1-May 31, 2025

DISTRIBUTION ACCOUNT	TOTAL		
	JAN 1 - MAY 31 2025	JAN 1 - MAY 31 2024 (PY)	\$ CHANGE (PY)
Loan Interest Income	0	0	0
IRP 4	0	0	0
2017-01-A	64.64	93.11	-28.47
2017-04-A	435.01	483.11	-48.10
2018-01-A	904.81	992.35	-87.54
2019 - 06A	956.69	971.03	-14.34
2019-07-A	672.05	861.44	-189.39
2021-01-A	544.93	496.98	47.95
2021-02-A	49.73	83.80	-34.07
2023-01-A	1,204.82	1,314.44	-109.62
Total for IRP 4	\$4,832.68	\$5,296.26	-\$463.58
RBEG 2019 -06	765.34	776.82	-11.48
RBEG	0	0	0
2023.01-A	1,927.72	2,103.13	-175.41
Total for RBEG	\$1,927.72	\$2,103.13	-\$175.41
COVID-19 C-4-A		-5.86	5.86
COVID-19 C-5-A		-7.19	7.19
COVID-19 C-7-A		-27.47	27.47
Total for Loan Interest Income	\$7,525.74	\$8,135.69	-\$609.95
PILOT Income	15,073.62		15,073.62
4150 Miscellaneous Income		12,418.80	-12,418.80
4170 PILOT Program Fees	0	\$2,500.00	-\$2,500.00
Best Bev		13,571.11	-13,571.11
Total for 4170 PILOT Program Fees	0	\$16,071.11	-\$16,071.11
Loan Administrative Fee	0	\$85.07	-\$85.07
IRP 4		174.99	-174.99
Total for Loan Administrative Fee	0	\$260.06	-\$260.06
Loan Commitment Fee		400.00	-400.00
Total for Income	\$285,180.40	\$360,955.02	-\$75,774.62
Cost of Goods Sold			
Gross Profit	\$285,180.40	\$360,955.02	-\$75,774.62
Expenses			
6120 Bank Service Charges	40.00	15.00	25.00
6180 Insurance	0	0	0
6185 Property & Liability (Dryden)	13,069.70	12,758.14	311.56
D & O (Philadelphia Ins. Co)	4,090.00	3,866.00	224.00
6190 Disability (First Rehab Life)		344.41	-344.41

Profit and Loss Comparison

Tioga County Industrial Development Agency

January 1-May 31, 2025

DISTRIBUTION ACCOUNT	TOTAL		
	JAN 1 - MAY 31 2025	JAN 1 - MAY 31 2024 (PY)	\$ CHANGE (PY)
Employee Health (SSA)		2,309.00	-2,309.00
WC (Utica)		-325.00	325.00
Total for 6180 Insurance	\$17,159.70	\$18,952.55	-\$1,792.85
6200 Interest Expense	0	\$206.97	-\$206.97
6220 Loan Interest	0	0	0
IRP 1	305.07	305.07	
IRP 4	1,815.58		1,815.58
IRP 2		783.43	-783.43
IRP 3		1,497.23	-1,497.23
Total for 6220 Loan Interest	\$2,120.65	\$2,585.73	-\$465.08
Total for 6200 Interest Expense	\$2,120.65	\$2,792.70	-\$672.05
6240 Miscellaneous	4,334.13	1,000.00	3,334.13
6270 Professional Fees	\$10,000.00	\$25,000.00	-\$15,000.00
6280 Legal Fees	13,185.50	38,511.50	-25,326.00
6650 Accounting	\$3,060.00	\$9,750.00	-\$6,690.00
Jan Nolis		1,175.00	-1,175.00
Total for 6650 Accounting	\$3,060.00	\$10,925.00	-\$7,865.00
Administrative Services	\$28,000.00	0	\$28,000.00
Tinney		10,625.00	-10,625.00
Total for Administrative Services	\$28,000.00	\$10,625.00	\$17,375.00
BiziLife LLC	3,361.92	2,739.41	622.51
Ec Dev Specialist Position		5,000.00	-5,000.00
Total for 6270 Professional Fees	\$57,607.42	\$92,800.91	-\$35,193.49
6670 Program Expense	0	0	0
Fa?ade Improvement Loan Program	190.40		190.40
Water Tower		164.05	-164.05
Total for 6670 Program Expense	\$190.40	\$164.05	\$26.35
6770 Supplies	\$1,305.47	\$1,639.43	-\$333.96
6780 Marketing	895.83		895.83
Total for 6770 Supplies	\$2,201.30	\$1,639.43	\$561.87
Grant Expense	0	0	0
DRI-HCR	73,545.56	225,719.14	-152,173.58
Lounsberry Industrial Area Expansion Study	89,986.50		89,986.50
Richford Railroad	3,800.00	1,659.00	2,141.00
Workforce Coodinator	10,350.17	12,186.50	-1,836.33
Raymond Hadley Water		48,879.00	-48,879.00
Total for Grant Expense	\$177,682.23	\$288,443.64	-\$110,761.41

Profit and Loss Comparison
Tioga County Industrial Development Agency
January 1-May 31, 2025

DISTRIBUTION ACCOUNT	TOTAL		
	JAN 1 - MAY 31 2025	JAN 1 - MAY 31 2024 (PY)	\$ CHANGE (PY)
Loan Admin Fee	-\$459.89	0	-\$459.89
IRP 4		260.06	-260.06
Total for Loan Admin Fee	-\$459.89	\$260.06	-\$719.95
Loan Program Expense	60.00	60.00	
Marketing	2,968.18	402.50	2,565.68
Property Taxes	0	0	0
540 Stanton Hill	170.49	170.82	-0.33
96 Smith Creek Rd	27.85	27.90	-0.05
Berry Road (312)	102.29	102.49	-0.20
Berry Road (313)	51.15	51.25	-0.10
Berry Road (47)	143.66	143.95	-0.29
Carmichael Road	8.86	7.90	0.96
Glenmary Drive	11.45	10.90	0.55
Metro Road	9.54	9.09	0.45
Smith Creek Road	23.87	23.92	-0.05
Spring St	0.28	0.27	0.01
Stanton Hill 9.64A Town Lot	225.27	225.72	-0.45
Total for Property Taxes	\$774.71	\$774.21	\$0.50
6160 Dues and Subscriptions		950.00	-950.00
6300 Repairs	0	0	0
6310 Building Repairs		5,410.00	-5,410.00
Total for 6300 Repairs	0	\$5,410.00	-\$5,410.00
6350 Travel & Ent	0	0	0
6380 Travel		129.31	-129.31
Total for 6350 Travel & Ent	0	\$129.31	-\$129.31
6560 Payroll Expenses	0	\$24,420.51	-\$24,420.51
Payroll Expenses - HSA		600.00	-600.00
Total for 6560 Payroll Expenses	0	\$25,020.51	-\$25,020.51
Employee benefit	0	0	0
IRA Company Match		202.23	-202.23
Total for Employee benefit	0	\$202.23	-\$202.23
Lounsberry land		3,200.00	-3,200.00
Property Maintenance		5,075.49	-5,075.49
Total for Expenses	\$264,678.83	\$447,292.59	-\$182,613.76
Net Operating Income	\$20,501.57	-\$86,337.57	\$106,839.14
Other Income			
7010 Interest Income	16.75		16.75
Total for Other Income	\$16.75	0	\$16.75

Profit and Loss Comparison

Tioga County Industrial Development Agency

January 1-May 31, 2025

DISTRIBUTION ACCOUNT	TOTAL		
	JAN 1 - MAY 31 2025	JAN 1 - MAY 31 2024 (PY)	\$ CHANGE (PY)
Other Expenses			
Net Other Income	\$16.75	0	\$16.75
Net Income	\$20,518.32	-\$86,337.57	\$106,855.89

Transaction Detail by Account
Tioga County Industrial Development Agency
May 1-31, 2025

TRANSACTION DATE	NAME	LINE DESCRIPTION	AMOUNT	BALANCE
CD Site Dev Com Bank 156				
05/16/2025		INTEREST ADDED BACK	321.52	321.52
Total for CD Site Dev Com Bank 156			\$321.52	
Loan Pay- IRP 1				
05/13/2025	USDA	Principle loan payment	-7,954.07	-7,954.07
Total for Loan Pay- IRP 1			-\$7,954.07	
Loan Pay- IRP 2				
05/05/2025	USDA	USDA principle pymt	-11,555.58	-11,555.58
Total for Loan Pay- IRP 2			-\$11,555.58	
Billable Expense Income				
05/07/2025		RJ Corman March Revenue pymt	25,844.80	25,844.80
Total for Billable Expense Income			\$25,844.80	
Interest Income-				
05/16/2025		INTEREST ADDED BACK	321.52	321.52
05/31/2025	Tioga County IDA	INTEREST DEPOSIT	176.80	498.32
Total for Interest Income-			\$498.32	
CCTC Loan Loss Reserve Account				
05/31/2025	Chemung Canal	interest income	1.00	1.00
Total for CCTC Loan Loss Reserve Account			\$1.00	
TSB- IRP 2				
05/05/2025	USDA	USDA Interest pymt	-783.42	-783.42
Total for TSB- IRP 2			-\$783.42	
Total for Interest Income- with sub-accounts			-\$284.10	
Leases/Licenses				
05/05/2025		remainder of 2025 lease pymt	29.41	29.41
05/07/2025		Columbia gas CPI increases 2025 lease pymt	29.41	58.82
05/23/2025		2025 Lease pymt	1,200.00	1,258.82
Total for Leases/Licenses			\$1,258.82	
First Light				
05/05/2025		2025 lease pymt	1,336.45	1,336.45
05/07/2025		First light 2025 lease pymt	1,336.45	2,672.90
Total for First Light			\$2,672.90	
Swartwood				
05/23/2025		2024 final lease pymt	200.00	200.00
05/23/2025		2025 lease pymt	500.00	700.00
Total for Swartwood			\$700.00	
Total for Leases/Licenses with sub-accounts			\$4,631.72	
PILOT Income				
05/22/2025	Tioga County	PILOT reimbursement- refund for over payment to TC	15,073.62	15,073.62
Total for PILOT Income			\$15,073.62	

Transaction Detail by Account

Tioga County Industrial Development Agency

May 1-31, 2025

TRANSACTION DATE	NAME	LINE DESCRIPTION	AMOUNT	BALANCE
6240 Miscellaneous				
05/05/2025	J.S. Miller Appraisal Associates, LLC	Appraisal of Nichols properties	4,400.00	4,400.00
Total for 6240 Miscellaneous			\$4,400.00	
Loan Admin Fee				
05/13/2025	TCIDA	TRANSFER FROM X5345 TO X1070	-87.55	-87.55
05/13/2025	TCIDA	TRANSFER FROM X5345 TO X1070	-372.34	-459.89
Total for Loan Admin Fee			-\$459.89	
Loan Program Expense				
05/31/2025	Factual Data	Compliance fee invoice #5869997	60.00	60.00
Total for Loan Program Expense			\$60.00	
7010 Interest Income				
05/31/2025	Tioga State Bank	INTEREST DEPOSIT	2.01	2.01
05/31/2025	Tioga State Bank	INTEREST DEPOSIT	13.38	15.39
05/31/2025	Tioga State Bank	INTEREST DEPOSIT	1.36	16.75
Total for 7010 Interest Income			\$16.75	
Restricted Cash Accounts				
Community- Facade Improvement				
05/31/2025	Tioga State Bank	INTEREST DEPOSIT	2.01	2.01
Total for Community- Facade Improvement			\$2.01	
USDA Funds				
CCTC- Loan Loss Reserve				
05/31/2025	Chemung Canal		1.00	1.00
Total for CCTC- Loan Loss Reserve			\$1.00	
TSB- IRP 2016 (Formerly IRP 4)				
05/01/2025	R&C Auto	TRANSFER TIOGA ST BANK XXXX0348 TRACE # XXXX0010 25/05/01 TRANSFER TIOGA ST BANK XXXXXX0348 TRACE # XXXXXXXXX2000010 25/05/01	306.00	306.00
05/01/2025	HeaHea Retreat	TRANSFER TIOGA ST BANK XXXX0348 TRACE # XXXX0394 25/05/01 TRANSFER TIOGA ST BANK XXXXXX0348 TRACE # XXXXXXXXX2000394 25/05/01	670.57	976.57
05/01/2025	Pristine Vision, LLC	TRANSFER TIOGA ST BANK XXXX0348 TRACE # XXXX0396 25/05/01 TRANSFER TIOGA ST BANK XXXXXX0348 TRACE # XXXXXXXXX2000396 25/05/01	1,012.45	1,989.02
05/05/2025	At Your Door Mobile Dog Grooming	Deposit	572.36	2,561.38
05/05/2025	USDA	PAYMENT USDA RD RUS CCD	-12,339.00	-9,777.62
05/06/2025	Patrick Elston	TRANSFER TIOGA ST BANK XXXX0348 TRACE # XXXX0014 25/05/06 TRANSFER TIOGA ST BANK XXXXXX0348 TRACE # XXXXXXXXX2000014 25/05/06	321.55	-9,456.07
05/09/2025	Broad Street Barber Shop	TRANSFER TIOGA ST BANK XXXX0348 TRACE # XXXX0046 25/05/09 TRANSFER TIOGA ST BANK XXXXXX0348 TRACE # XXXXXXXXX2000046 25/05/09	559.08	-8,896.99
05/13/2025	USDA	PAYMENT USDA RD RUS CCD	-8,259.14	-
05/23/2025			1,004.16	17,156.13
				-
				16,151.97

Transaction Detail by Account

Tioga County Industrial Development Agency

May 1-31, 2025

TRANSACTION DATE	NAME	LINE DESCRIPTION	AMOUNT	BALANCE
05/30/2025	Pristine Vision, LLC	TRANSFER TIOGA ST BANK XXXX0348 TRACE # XXXX0500 25/05/30 TRANSFER TIOGA ST BANK XXXXXX0348 TRACE # XXXXXXXXX2000500 25/05/30	1,012.45	- 15,139.52
05/30/2025	HeaHea Retreat	TRANSFER TIOGA ST BANK XXXX0348 TRACE # XXXX0498 25/05/30 TRANSFER TIOGA ST BANK XXXXXX0348 TRACE # XXXXXXXXX2000498 25/05/30	670.57	- 14,468.95
05/30/2025	R&C Auto	TRANSFER TIOGA ST BANK XXXX0348 TRACE # XXXX0032 25/05/30 TRANSFER TIOGA ST BANK XXXXXX0348 TRACE # XXXXXXXXX2000032 25/05/30	306.00	- 14,162.95
05/31/2025	Tioga State Bank	INTEREST DEPOSIT	1.36	- 14,161.59
Total for TSB- IRP 2016 (Formerly IRP 4)			\$14,161.59	-

Transaction Detail by Account

Tioga County Industrial Development Agency

May 1-31, 2025

TRANSACTION DATE	NAME	LINE DESCRIPTION	AMOUNT	BALANCE
TSB- RBEG				
05/01/2025	HeaHea Retreat	TRANSFER TIOGA ST BANK XXXX0348 TRACE # XXXX0026 25/05/01 TRANSFER TIOGA ST BANK XXXXXX0348 TRACE # XXXXXXXXX2000026 25/05/01	1,072.92	1,072.92
05/01/2025	Pristine Vision, LLC	TRANSFER TIOGA ST BANK XXXX0348 TRACE # XXXX0398 25/05/01 TRANSFER TIOGA ST BANK XXXXXX0348 TRACE # XXXXXXXXX2000398 25/05/01	809.96	1,882.88
05/30/2025	HeaHea Retreat	TRANSFER TIOGA ST BANK XXXX0348 TRACE # XXXX0034 25/05/30 TRANSFER TIOGA ST BANK XXXXXX0348 TRACE # XXXXXXXXX2000034 25/05/30	1,072.92	2,955.80
05/30/2025	Pristine Vision, LLC	TRANSFER TIOGA ST BANK XXXX0348 TRACE # XXXX0502 25/05/30 TRANSFER TIOGA ST BANK XXXXXX0348 TRACE # XXXXXXXXX2000502 25/05/30	809.96	3,765.76
05/31/2025	Tioga State Bank	INTEREST DEPOSIT	13.38	3,779.14
Total for TSB- RBEG			\$3,779.14	
Total for USDA Funds with sub-accounts				-
			\$10,381.45	
Total for Restricted Cash Accounts with sub-accounts				-
			\$10,379.44	
Temporarily Restricted Cash Acc				
TSB- PILOTS (Previously OG)				
05/22/2025	Tioga County		15,073.62	15,073.62
Total for TSB- PILOTS (Previously OG)			\$15,073.62	
Total for Temporarily Restricted Cash Acc with sub-accounts			\$15,073.62	
Unrestricted Cash Accounts				
TSB- checking				
05/02/2025	Bradford Noble	CHECK 7381 DRI reimbursement- Bradford Noble	-7,633.93	-7,633.93
05/05/2025		Deposit	27,210.66	19,576.73
05/05/2025	J.S. Miller Appraisal Associates, LLC	Appraisal of Nichols properties	-4,400.00	15,176.73
05/05/2025	Tioga County ED&P	ARC Grant reimbursement	-10,350.17	4,826.56
05/07/2025		DEPOSIT	27,210.66	32,037.22
05/12/2025	HCR	HTFCPYMT CUSTODIA - 1990 CCD Tiahwaga Community Players	5,200.00	37,237.22
05/13/2025	TCIDA	TRANSFER FROM X5345 TO X1070	87.55	37,324.77
05/13/2025	TCIDA	TRANSFER FROM X5345 TO X1070	372.34	37,697.11
05/20/2025	Ti-Ahwaga Community Players, Inc.	DRI-HCR Ti-Ahwaga	-5,200.00	32,497.11
05/20/2025	Economic Development & Planning	supplies and advertising	-490.83	32,006.28
05/21/2025	Hunt Engineers, Architects, & Surveyors		-89,986.50	-
05/23/2025			1,900.00	56,080.22
05/31/2025	Casey Yelverton	May 2025 Professional Services	-1,200.00	57,280.22
05/31/2025	Megan Schnabl	May 2025 Professional Services	-1,500.00	58,780.22
05/31/2025	Brittany Woodburn	May 2025 professional services	-1,900.00	60,680.22

Transaction Detail by Account

Tioga County Industrial Development Agency

May 1-31, 2025

TRANSACTION DATE	NAME	LINE DESCRIPTION	AMOUNT	BALANCE
05/31/2025	Factual Data	Compliance fee invoice #5869997	-60.00	-
				60,740.22
05/31/2025	BiziLife LLC	April 2025 social media	-567.74	-
				61,307.96
05/31/2025	BiziLife LLC	May 2025 social media	-567.74	-
				61,875.70
05/31/2025	Philadelphia Insurance Company	D&O Policy # PHSD1865389-017 Invoice #2008125706	-4,090.00	-
				65,965.70
05/31/2025	Tioga County IDA	INTEREST DEPOSIT	176.80	-
				65,788.90
Total for TSB- checking				-
			\$65,788.90	
Total for Unrestricted Cash Accounts with sub-accounts				-
			\$65,788.90	

Transaction Detail by Account
Tioga County Industrial Development Agency
May 1-31, 2025

TRANSACTION DATE	NAME	LINE DESCRIPTION	AMOUNT	BALANCE
IRP 4				
IRP 4 2023-01-A				
05/01/2025	HeaHea Retreat	May principle pymt	-431.48	-431.48
05/30/2025	HeaHea Retreat	June Principle pymt	-433.36	-864.84
Total for IRP 4 2023-01-A			-\$864.84	
Loan Rec 2016-01-A (deleted)				
05/30/2025	Pristine Vision, LLC	June Principle pymt	-860.11	-860.11
Total for Loan Rec 2016-01-A (deleted)			-\$860.11	
Loan Rec 2017-01-A (deleted)				
05/23/2025		May principle pymt	-238.02	-238.02
Total for Loan Rec 2017-01-A (deleted)			-\$238.02	
Loan Rec 2017-04-A				
05/01/2025	R&C Auto	May principle pymt	-219.82	-219.82
05/30/2025	R&C Auto	June principle pymt	-220.64	-440.46
Total for Loan Rec 2017-04-A			-\$440.46	
Loan Rec 2018-01-A				
05/09/2025	Broad Street Barber Shop	May principle pymt	-381.11	-381.11
Total for Loan Rec 2018-01-A			-\$381.11	
Loan Rec - 2019 - 06A				
05/01/2025	Pristine Vision, LLC	May principle pymt	-857.26	-857.26
Total for Loan Rec - 2019 - 06A			-\$857.26	
Loan Rec 2019-07-A				
05/06/2025	Patrick Elston	May principle pymt	-188.78	-188.78
Total for Loan Rec 2019-07-A			-\$188.78	
Loan Rec 2021-01-A				
05/23/2025		May principle pymt	-647.86	-647.86
Total for Loan Rec 2021-01-A			-\$647.86	
Loan Rec 2021-02-A				
05/05/2025	At Your Door Mobile Dog Grooming	April Prin. pymt	-276.81	-276.81
05/05/2025	At Your Door Mobile Dog Grooming	May Prin. pymt	-277.38	-554.19
Total for Loan Rec 2021-02-A			-\$554.19	
Total for IRP 4 with sub-accounts			-\$5,032.63	
RBEG				
Loan Rec - RBEG 2019 -06				
05/01/2025	Pristine Vision, LLC	May principle pymt	-685.81	-685.81
05/30/2025	Pristine Vision, LLC	June Principle pymt	-688.09	-1,373.90
Total for Loan Rec - RBEG 2019 -06			-\$1,373.90	

Transaction Detail by Account
Tioga County Industrial Development Agency
May 1-31, 2025

TRANSACTION DATE	NAME	LINE DESCRIPTION	AMOUNT	BALANCE
RBEG 2023-01-A				
05/01/2025	HeaHea Retreat	May Principle pymt	-690.37	-690.37
05/30/2025	HeaHea Retreat	June principle pymt	-693.39	-1,383.76
Total for RBEG 2023-01-A			-\$1,383.76	
Total for RBEG with sub-accounts			-\$2,757.66	
4110 Grants				
DRI-HCR				
05/02/2025	Bradford Noble	CHECK 7381 DRI reimbursement- Bradford Noble	-7,633.93	-7,633.93
05/12/2025	HCR	HTFCPYMT CUSTODIA - 1990 CCD Tiahwaga Community Players	5,200.00	-2,433.93
Total for DRI-HCR			-\$2,433.93	
Total for 4110 Grants with sub-accounts			-\$2,433.93	
4160 RJ Corman				
freight				
05/05/2025		February freight pymt	25,844.80	25,844.80
Total for freight			\$25,844.80	
Total for 4160 RJ Corman with sub-accounts			\$25,844.80	
Loan Interest Income				
RBEG 2019 -06				
05/01/2025	Pristine Vision, LLC	May interest pymt	124.15	124.15
05/30/2025	Pristine Vision, LLC	June interest pymt	121.87	246.02
Total for RBEG 2019 -06			\$246.02	
IRP 4				
2017-01-A				
05/23/2025		May interest pymt	11.98	11.98
Total for 2017-01-A			\$11.98	
2017-04-A				
05/01/2025	R&C Auto	May interest pymt	86.18	86.18
05/30/2025	R&C Auto	June inerest pymt	85.36	171.54
Total for 2017-04-A			\$171.54	
2018-01-A				
05/09/2025	Broad Street Barber Shop	May interest pymt	177.97	177.97
Total for 2018-01-A			\$177.97	
2019 - 06A				
05/01/2025	Pristine Vision, LLC	May interest pymt	155.19	155.19
05/30/2025	Pristine Vision, LLC	June Interest pymt	152.34	307.53
Total for 2019 - 06A			\$307.53	

Transaction Detail by Account
Tioga County Industrial Development Agency
May 1-31, 2025

TRANSACTION DATE	NAME	LINE DESCRIPTION	AMOUNT	BALANCE
2019-07-A				
05/06/2025	Patrick Elston	May interest pymt	132.77	132.77
Total for 2019-07-A			\$132.77	
2021-01-A				
05/23/2025		May interest pymt	106.30	106.30
Total for 2021-01-A			\$106.30	
2021-02-A				
05/05/2025	At Your Door Mobile Dog Grooming	April Interest pymt	9.37	9.37
05/05/2025	At Your Door Mobile Dog Grooming	May interst pymt	8.80	18.17
Total for 2021-02-A			\$18.17	
2023-01-A				
05/01/2025	HeaHea Retreat	May interest pymt	239.09	239.09
05/30/2025	HeaHea Retreat	June interest pymt	237.21	476.30
Total for 2023-01-A			\$476.30	
Total for IRP 4 with sub-accounts			\$1,402.56	
RBEG				
2023.01-A				
05/01/2025	HeaHea Retreat	May interest pymt	382.55	382.55
05/30/2025	HeaHea Retreat	June interest pymt	379.53	762.08
Total for 2023.01-A			\$762.08	
Total for RBEG with sub-accounts			\$762.08	
Total for Loan Interest Income with sub-accounts			\$2,410.66	
6180 Insurance				
D & O (Philadelphia Ins. Co)				
05/31/2025	Philadelphia Insurance Company	D&O Policy # PHSD1865389-017 Invoice #2008125706	4,090.00	4,090.00
Total for D & O (Philadelphia Ins. Co)			\$4,090.00	
Total for 6180 Insurance with sub-accounts			\$4,090.00	
6270 Professional Fees				
Administrative Services				
05/31/2025	Casey Yelverton	May 2025 Professional Services	1,200.00	1,200.00
05/31/2025	Megan Schnabl	May 2025 Professional Services	1,500.00	2,700.00
05/31/2025	Brittany Woodburn	May 2025 professional services	1,900.00	4,600.00
Total for Administrative Services			\$4,600.00	
BiziLife LLC				
05/31/2025	BiziLife LLC	April 2025 social media	567.74	567.74
05/31/2025	BiziLife LLC	May 2025 social media	567.74	1,135.48
Total for BiziLife LLC			\$1,135.48	
Total for 6270 Professional Fees with sub-accounts			\$5,735.48	

Transaction Detail by Account
Tioga County Industrial Development Agency
May 1-31, 2025

TRANSACTION DATE	NAME	LINE DESCRIPTION	AMOUNT	BALANCE
6770 Supplies				
6780 Marketing				
05/20/2025	Economic Development & Planning	Advertising cost & office supplies	490.83	490.83
Total for 6780 Marketing			\$490.83	
Total for 6770 Supplies with sub-accounts			\$490.83	
Grant Expense				
DRI-HCR				
05/20/2025	Ti-Ahwaga Community Players, Inc.	DRI-HCR Ti-Ahwaga	5,200.00	5,200.00
Total for DRI-HCR			\$5,200.00	
Lounsberry Industrial Area Expansion Study				
05/21/2025	Hunt Engineers, Architects, & Surveyors	Lounsberry project 50% completion invoice #49383	49,992.50	49,992.50
05/21/2025	Hunt Engineers, Architects, & Surveyors	Lounsberry project 90% completion invoice #49719	39,994.00	89,986.50
Total for Lounsberry Industrial Area Expansion Study			\$89,986.50	
Workforce Coodinator				
05/05/2025	Tioga County ED&P	ARC Grant reimbursement	10,350.17	10,350.17
Total for Workforce Coodinator			\$10,350.17	
Total for Grant Expense with sub-accounts			\$105,536.67	
6200 Interest Expense				
6220 Loan Interest				
IRP 1				
05/13/2025	USDA	interest pymt	305.07	305.07
Total for IRP 1			\$305.07	
Total for 6220 Loan Interest with sub-accounts			\$305.07	
Total for 6200 Interest Expense with sub-accounts			\$305.07	
TOTAL			\$103,189.34	

May 9, 2025

Brittany Woodburn, Director
Tioga County Industrial Development Agency
Sent via email to woodburnb@tiogacountyny.gov

Subject: Letter of Conditions
Intermediary Relending Program (IRP) Application
Tioga County Industrial Development Agency
Loan Amount: \$299,999

Dear Brittany Woodburn:

This letter establishes conditions which must be understood and agreed to by you before further consideration may be given to your application. Any changes in project cost, source of funds, project scope, or any other significant changes in the project or intermediary must be reported to and approved by USDA by written amendment to this letter. Any changes not approved by USDA Rural Development shall be cause for discontinuing processing of the application.

This letter is not to be considered as loan approval or as representation to the availability of funds. The loan docket may be completed on the basis of a loan not to exceed **\$299,999**.

The following paragraphs outline the conditions for the IRP loan:

1. **Governing agreements.** This loan and the use of its proceeds will be subject to all current and future USDA regulations governing the IRP program (which are now RD Instruction 4274-D and 1951-R) and to the following agreements:
 - a. **Promissory Note.** The term of the loan is to be **30 years**. The interest rate is **fixed at 1%**. Annual installments will be made of interest-only for the first 3 years based on the funds drawn and, thereafter, amortized over the remaining 27 years -- i.e., \$12,735.00 per year (estimated based on full principal balance owed). Form RD 4274-3, "Promissory Note" will be signed at closing (draft form is attached).
 - b. **Loan Agreement.** Form RD 4274-4, "Loan Agreement" will be signed at closing (draft form is attached).
 - c. **Revolving Loan Fund Agreement.** A Revolving Loan Fund Agreement will be signed at closing (draft form is attached). Please review this agreement carefully as it sets forth important conditions that will govern the loan.
 - d. **Security Agreement.** A "Security Agreement" will be signed at closing (draft form is attached). Please review this agreement carefully as it sets forth the collateral you must pledge for the loan.

USDA is an equal opportunity provider, employer and lender.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

- e. Control Agreement. Form RD 402-1, Deposit Agreement, must be completed, signed and dated by the bank, intermediary (depositor) and the agency for the IRP account (draft form is attached).
- f. Work Plan. In addition to the requirements of USDA's IRP agreements, the loan will be subject to the requirements of the Work Plan you submitted with your application. The final version of your Work Plan will be attached to the Revolving Loan Fund Agreement mentioned in 1.c. above.

Please review each of these documents carefully as they set forth important conditions that will govern the loan.

- 2. **Contribution of Funds.** The funding priority that USDA has given to your application is in part based on the commitment in your application to contribute **\$29,999** of cash equity into the IRP loan fund. As set forth in ¶2 of the Revolving Loan Fund Agreement, these funds must be placed in the IRP loan fund by no later than loan closing and an account statement must be presented to evidence the deposit.
- 3. **Security.** This loan is to be secured by a first-priority lien on the IRP revolving fund, including all assets derived from the proceeds of the loan. This security interest will be accomplished by the execution of the loan instruments listed in item 1 above and the filing of a UCC-1 Financing Statement with the Secretary of State (draft form is attached).
- 4. **Fidelity Bond and Insurance.** Prior to loan closing, you will be required to provide evidence of fidelity bond coverage in the amount set forth in ¶5 of the Revolving Loan Fund Agreement – i.e., the total annual debt service for all IRP loans due USDA Rural Development. In addition, Worker's Compensation insurance is required in accordance with State law and Liability Insurance is required as recommended by the Intermediary's attorney. Evidence of fidelity bond coverage and Worker's Compensation and Liability Insurance must be provided to USDA prior to loan closing and annually thereafter.
- 5. **Relending.** IRP funds are to be re-loaned only to eligible rural businesses unable to obtain regular commercial credit. So long as any portion of this IRP loan is outstanding, all ultimate recipients of loans from the IRP revolving loan fund must meet the eligibility criteria set forth in USDA's IRP regulations and the approved Work Plan. USDA must concur on the eligibility of all ultimate recipient loans being funded from the first draw of IRP funds. Thereafter, the intermediary need not obtain USDA concurrence. The intermediary is solely responsible for assuring proper underwriting and credit quality of the IRP revolving loan fund portfolio.
- 6. **Fund Disbursement.** Funds will be advanced as needed for Ultimate Recipient loans via Electronic Funds Transfer (EFT). SF-3881, "Electronic Funds Transfer Payment Enrollment Form," must be completed and submitted prior to the initial request for funds (please complete the "Payee" and "Financial Institution" portion of the form). Note, we can use an existing bank account if already established within the EFT system. Newly established EFT accounts require a testing period before funds can be ordered/advanced.
- 7. **Loan Payments.** Payments will be made electronically. Form RD 3550-28, Authorization Agreement for Preauthorized Payments, will be prepared and submitted by the intermediary before loan closing (draft form is attached).
- 8. **Build America, Buy America Act (BABAA).** The Recipient must comply with the provisions of the Build America, Buy America Act (BABAA) (the "Act"). Pub. L. No. 117-58, §§ 70901-52, which was enacted on November 15, 2021. The Act requires that "none of the funds made available for a Federal financial assistance program for infrastructure may

be obligated for a project unless all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States.”

Ultimate recipients must comply with BABAA; however, for-profit entities and other entities not included in the definition of Non-Federal Entities, defined pursuant to 2 CFR 200.1, are not subject to BABAA. The Recipient should consult with the Agency for information on any applicable public interest waivers.

Recipients work plan/revolving loan fund plan must include Intermediary’s processes and procedures to implement the provisions of BABAA in accordance with Rural Development’s Buy America Implementation Guide and ensure that ultimate recipient projects assisted with IRP funding comply with BABAA.

9. **Environmental Reviews.** Per RD Instruction 1970-A, Exhibit H, Multi-tier Action Environmental Compliance Agreement, for every proposed loan from the intermediary to an ultimate recipient using Agency IRP loan funds, the intermediary will complete an environmental review in accordance with 7 CFR 1970.55.
10. **Timing for Use of Loan Funds.** IRP funds should be re-loaned as expeditiously as possible. In your application, you have indicated that you expect to re-loan 100% of the funds in the first three years. Please note that, in accordance with ¶6.4 of Form RD 4274-4, “Loan Agreement”, any IRP loan funds not used after 3 years may be canceled.
11. **Debt Service Reserve.** The minimum amount of cash in the debt service reserve fund must be at least equal to the intermediary’s cumulative, annual debt service requirements for all Agency IRP loans outstanding. This account should be established by the date of loan closing, but the minimum required cash balance does not have to be reached until the third anniversary of an Agency IRP loan closing.
12. **Relending Forms.** Before loan closing, USDA must approve all of the forms that will be used for re-lending purposes. Please forward copies of the application forms, loan agreements, promissory notes, and security instruments that will be used with the IRP revolving loan fund. Note that once USDA has approved these documents, any changes in them must be approved by USDA, as set forth in ¶6 of Form RD 4274-4, “Loan Agreement”.
13. **Reports.** The reporting requirements of the IRP program are set forth in ¶5 of Form RD 4274-4, “Loan Agreement”. For this loan, the specific due dates will be:

Report	For period ending:	Report due to USDA by:
Annual audited financial statements	December 31 (your fiscal year-end)	within the earlier of the 30 calendar days after receipt of the auditor's report, or nine months after the end of the audit period as described in 2 CFR 200.512
Quarterly/Bi-Annual reports*	March 31, June 30, September 30, December 31	30 days after quarter-end date
Annual budget	September 30	August 31

*The intermediary will become an approved participant in Rural Development’s Lender Interactive Network Connection (LINC). The USDA eAuthentication is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet. To conduct official business

transactions, such as submitting IRP reports using the LINC, the customer must have Level 2 eAuthentication credentials. Intermediaries must submit reports quarterly for the first year after loan closing and continuing until at least 90 percent of the IRP loan has been advanced to ultimate recipients. After that time, reports may be submitted bi-annually as of March 31 and September 30 each year.

14. **Loan Closing Certification.** You must certify at loan closing that since the Agency's issuance of this letter of conditions there has been no material change in the intermediary. To accomplish this, you will be required to execute a certification at loan closing. A draft Loan Closing Certification is attached.
15. **Debarment, Suspension, and Other Responsibility Matters.** Executive Order 12549 required the following certifications: <https://www.archives.gov/federal-register/codification/executive-order/12549.html>.
16. **Civil rights requirements.** All borrowers and applicants must submit and have on file a valid Form 400-4 "Assurance Agreement." Your organization submitted this form with your application. **This document is being revised to comply with executive orders issued on March 1, 2025. The final version should be available soon. This document will remain in effect for all Recipients.**
 - a. **Posters.** The following posters and public notices are required:
 - i. **And Justice for All Poster.**

The USDA poster "And Justice for All" will be the primary method utilized to inform customers of their rights. The poster will be used for this purpose except when appropriate substitutes in outdoor areas are necessary. **The poster(s) are currently being revised by USDA. Once new versions are available, Civil Rights will provide wide dissemination.**
 - ii. **Equal Opportunity Provider statement.**

Departmental Regulation 4300-3, ¶7.b (2) requires that all USDA financed borrowers and grantees include a statement in their public information materials that says, "This institution is an equal opportunity provider, employer and lender." Alternatively, the organization may wish to insert their name – for example, "Tioga County Industrial Development Agency is an equal opportunity provider, employer, and lender."
 - b. **Compliance Reviews.** USDA staff will visit your offices periodically to verify compliance with USDA's nondiscrimination and civil rights requirements. Civil rights compliance reviews will typically be conducted within one-year from the date of loan closing, and every five years thereafter.

If these conditions are acceptable to you:

- a. **Please execute and return the attached Form RD 1942-46, "Letter of Intent to Meet Conditions," via email** if you desire that further consideration be given your application.
- b. **Please execute and return the attached Form RD 1940-1, "Request for Obligation of Funds" via email.**
- c. Please provide us with your proposed relending documents (as mentioned in item 12 above).

Upon receiving the forms listed in a. and b. above, USDA will proceed to a final approval decision on your application. The loan will be considered approved on the date Form RD 1940-1, "Request for Obligation of Funds" is signed by the approval official.

If you have any questions, please contact me at (315) 766-0066 or susan.galster@usda.gov.

Sincerely,

SUSAN C. GALSTER
Business Programs Specialist

Cc: Megan Schnabl, sent via email to SchnablM@tiogacountyny.gov

Attachments: Draft Form RD 4274-3 Promissory Note
Draft Form RD 4274-4 Loan Agreement
Draft Revolving Loan Fund Agreement
Draft Security Agreement
Draft Form RD 402-1, Deposit Agreement
UCC-1 Financing Statement
SF 3881 Electronic Funds Transfer Payment Enrollment Form
Draft Form RD 3550-28, Authorization Agreement for Preauthorized Payments
Draft Loan Closing Certification
Form RD 1942-46 (execute & return)
Form RD 1940-1 (execute & return)

**Tioga County Industrial Development Agency
Commercial Façade Improvement Loan Program
Information Sheet**

Eligibility Criteria

Commercial property owners may be eligible for the Tioga County Industrial Development Agency (IDA) Commercial Façade Improvement Loan Program. This program provides a loan for up to 90% of the total allowable project cost to a maximum amount of ~~\$20,000~~ \$40,000 at a 1% interest rate for a term of up to ~~6-years~~ 10 years to assist with exterior improvements to commercial buildings. Financing is based upon the availability of funds at the time of final approval of your application. In general, the loan funding is available for the following facade improvement project elements:

Exterior Rehabilitation, including:

- Door Replacement
- Window Replacement
- Roof Replacement along with façade rehabilitation
- Exterior Refinishing, including
 - Washing and painting of exterior facades
 - Repairs to deteriorated masonry to include chimneys, lentils, pilasters, and cornices
 - Repairs to exterior stairways and porches
 - Repairs to prominent structural features to include bell towers, turrets, marquees, and glass walls
 - Removal of non-original facades and rehabilitation to the original facade
- Signage/Awnings/Attached Lighting
- Parking Lots
- Decks and visible back facades

Repairs to utilities and HVAC systems will not be funded. (Employee labor cannot be included as part of the equity contribution.)

Project funding will **not** be provided for properties located outside ~~the downtown areas of the villages of~~ Tioga County or involve properties owned by not-for-profit organizations. ~~Candor, Newark Valley, Nichols, Owego, Spencer, and Waverly or the hamlets of Apalachin, Berkshire, Richford, and Tioga Center or involve properties owned by not-for-profit organizations.~~

The Commercial Façade Improvement Loan Program application and all supporting documents (as listed below) must be submitted to, reviewed by, and approved by the Tioga County Economic Development & Planning (TCED&P) prior to the start of the proposed work:

- Application Form
- Contractor Proposal
- Description of Project and /or Plans and Specifications and/or Architectural Drawings if applicable
- Copy of Deed/Proof of Ownership of the Real Property
- A copy of the lease(s) for all tenants
- A copy of Loan Statement and/or Confirmation Letter from mortgage holder(s) of any outstanding balance and status of said mortgage loan(s)

- Receipts of real estate taxes, school taxes, special assessments and water and sewer payments
- Exhibits I, II, III and IV

All obligations of the Owner to New York State, Tioga County and any other municipality for this property must be current, including but not limited to any and all loan payments as well as real estate taxes, school taxes, special assessments and water and sewer payments.

Work on your project may not commence until your application has received approval.

Loan funds will be disbursed upon:

1) ~~completion of the project work, a final inspection report completed by the municipal code enforcement officer~~— The Recipient will enter into a construction contract with the selected contractor prior to the start of proposed work. The contract will outline the roles and responsibilities for both the Recipient and the contractor. At a minimum, the contract must specify:

- Insurance required for contractor;
 - Proof of insurance should include general liability coverage in a minimum amount of one million dollars and workers' compensation coverage. Tioga County Industrial Development Agency must be listed as additional insured.
- Finalized scope of work;
- Cost of project scope;
- Procedure for change orders;
- Estimated project timeline including a start date; and
- Draw schedule subject to IDA approval.

2) submission of before photos

3) copy of building permit

~~3) submission of documentation including cancelled checks, paid invoices and/or receipts from the contractor(s).~~

At project completion the following will need to be provided:

- 1) submission of documentation including cancelled checks, paid invoices and/or receipts from the contractor(s).
- 2) submission of after photos
- 3) signed inspection log from municipal code enforcement officer and copy of certificate of occupancy

PLEASE NOTE: NO CASH PAYMENTS ARE ALLOWED.

A Loan Agreement will be recorded at the time monies are disbursed and considered as an encumbrance on the property.

Fees

Application Fee: ~~\$100.00~~ 1 % of loan request- nonrefundable fee due at the time of application, made payable to Tioga County Industrial Development Agency (TCIDA)

~~Recording Fees: 1% of the approved loan amount awarded,
-Due to TCIDA at the time of disbursement of loan funds-All legal expenses, appraisal fees, property inspection fees, filling fees and other expenses incurred by the Tioga County Industrial Development Agency (IDA) with regard to this transaction are to be paid by the borrower.~~

Standard Administrative Procedures

Recipients of Tioga County Commercial Facade Improvement Loan Program financing shall comply with the following:

All applicable zoning and building code regulations.

All exterior renovation projects with a historic designation/within a historic district shall follow the Tioga County Commercial Façade Improvement Loan Program Historic Design Guidelines as attached. **Please note, if work is being done within Village of Owego, approval of the Owego Historic Preservation Commission is required and/or if property has National or State historic designation prior approval is required.**

Environmental assessment procedures established under the State Quality Review Act and the National Environmental Policy Act, if applicable

The owner will be required to obtain and comply with all applicable Federal, State and Local governmental regulations, approvals, and permits required by law to be obtained in carrying out the work set forth in this application and attachments.

Review Process:

1. Application is reviewed by TCED&P to determine eligibility and viability. If it is determined that the financing request meets these tests, the application is then reviewed in full. Financial information is kept completely confidential.
2. Following review, the loan application is either declined, held over for further review, or given final approval.

I (we) authorize the TCIDA to conduct credit checks relative to this loan application. I (we) agree that this application shall remain the TCIDA's property whether or not the loan is granted. I (we) have read the administrative guidelines and eligibility criteria and agree to comply with the requirements and regulations as set forth.

By: _____ By: _____
Title: _____ Title: _____
Date: _____ Date: _____

The foregoing is for informational purposes only and should not be considered to be interpretative of the Loan Agreement to be executed or any other documents subsequently executed by the applicant and TCIDA. Tioga County ED&P and TCIDA has the discretion to reject or deny, in whole or in part, any application for any reason, even if the applicant meets the primary conditions set forth herein.

Completed applications shall be delivered to Tioga County Industrial Development Agency, Tioga County Office Building, Room 205, 56 Main Street, Owego, New York, 13827. (607-687-8255).

Tioga County **Commercial Façade Improvement Loan Application**

Applicant must complete this application and submit all of the following exhibits:

Borrower Information:

- _____ **Exhibit I** **Provide a personal history statement of property owner.**
- _____ **Exhibit II** **Provide a current personal financial statement of property owner (use sample or provide other**

acceptable form from accountant)

Project Description:

____ **Exhibit III** **Provide a narrative description of the project including total project costs, contractor's estimate and/or plans and specifications and architectural drawings if applicable**

Project Financial Information:

____ **Exhibit IV** **Provide most current Federal and State IRS income tax return**

Statement of Personal History (Exhibit I)

A form is to be completed by property owner.

1. Personal Statement of: (first, middle initial, last name): _____

2. Date of Birth: ____/____/____ Place of Birth: _____

3. Social Security Number: _____ - _____ - _____

4. Present Residence Address:

From _____ To _____ Address _____

Home Telephone No.: () _____ - _____

Immediate past residence address:

From _____ To _____ Address _____

5. Current Employer: _____

From _____ To _____ Address _____

Business Telephone No.: () _____ - _____ Yearly Salary: \$ _____

6. Are you a U.S. Citizen? _____ Yes Naturalization Date: _____

_____ No Alien Registration#: _____

7. Percentage of ownership, stock owned, or to be owned in project: _____%

8. Name and address of personal account(s): _____

9. Have you ever been involved in bankruptcy or insolvency proceedings?

_____ No _____ Yes

10. Are there or has there ever been any legal claims and judgments against you:

_____ No _____ Yes If yes, briefly describe details.

11. Are you presently on parole or probation? _____ No _____ Yes

If yes, furnish details in a separate exhibit. List name under which held, if applicable.

12. Have you ever been convicted with any criminal offense other than a minor motor vehicle violation? _____ No _____ Yes If yes, furnish details on a separate exhibit. List names(s) under which charged, if applicable.

A conviction will not necessarily disqualify you. Incorrect answers that constitute fraud are disqualifying.

I have answered these questions correctly to the best of my ability and knowledge.

Signature

Title

Date

Personal Financial Statement (Net Worth) (Exhibit II)
As of _____, 20__

The property owner may use this form or provide other acceptable form from accountant.

Applicant:

Name: _____

Address: _____ **State** _____ **Zip** _____

Phone Number: () _____ - _____

Date of Birth: ____/____/____ **Social Security No.:** _____ - _____ - _____

<u>ASSETS</u>	<u>EST. \$ VALUE</u>		<u>LIABILITIES</u>	<u>\$ BALANCE OWED</u>
REAL ESTATE (Address)			MORTGAGE (Specify)	
_____	_____		_____	_____
_____	_____		_____	_____
AUTO(S) (Yr, Make & Model)			AUTO LOAN(S) (Specify)	
_____	_____		_____	_____
_____	_____		_____	_____
CHECKING ACCOUNT(S)			CREDIT CARD ACCOUNT(S) (Specify)	
_____	_____		_____	_____
_____	_____		_____	_____
SAVINGS ACCOUNT(S)				
_____	_____			
STOCKS, BONDS & CD's			PERSONAL LOAN(S) (Specify)	
_____	_____		_____	_____
_____	_____		_____	_____
CASH VALUE LIFE INSURANCE				
_____	_____			
PERSONAL ITEMS			OTHER (Specify)	
_____	_____		_____	_____
OTHER (Specify)			_____	_____
_____	_____			
TOTAL ASSETS	\$ _____		TOTAL LIABILITIES	\$ _____

TOTAL ASSETS – TOTAL LIABILITIES = NET WORTH

_____ - _____ = _____

**Tioga County
Commercial Façade Improvement Loan Program**

Application Form

1. Location of Property:

Street Address: _____

Municipality: _____

Tax Map Number: _____ - _____ - _____

2. Ownership:

Owner's Name:

Owner's Mailing Address:

Telephone Number(s): () _____ - _____ () _____ - _____ (cell)

Email Address: _____

3. Encumbrances:

First Mortgage:

Lender: _____

Original Amount \$ _____ **Remaining Balance** _____

Second Mortgage/Other Outstanding Loans (if applicable)

Lender: _____

Original Amount \$ _____ **Remaining Balance** _____

Amount of Liens or Taxes Outstanding \$ _____

Attach a Loan Statement and /or confirmation letter from mortgage holder(s) of any outstanding balance(s) and status of said loan(s).

4. Property and Building:

Commercial Space _____ **sq. ft.** _____ **%**

Residential Space _____ **sq. ft.** _____ **%**

Total _____ **sq. ft.** **100%**

5. Current Commercial Tenants:

Please list all current commercial tenants including the amount of square feet occupied and the term of the current lease. Please list square footage of available commercial space for lease. Attach a copy of all executed leases to this application.

6. Proposed Work: (Exhibit III)

Please describe proposed work and attach contractor's (2) cost estimates. Outreach to certified M/WBE contractors must be made. List of regional contractors is available along with M/WBE contractor listing at www.esd.gov/MWBE can be found. Include plans and specifications and/or architectural drawings if indicated.

a. Front:

b. Sides:

c. Back:

7. Project Funding:

	Private Lender		Owner's Equity		TC		Other		Total
Amount	_____	+	_____	+	_____	+	_____	=	_____
Term	_____		_____		_____		_____		_____
Interest Rate	_____		_____		_____		_____		_____
Annual Debt Service	_____	+	_____	+	_____	+	_____	=	_____

Name of Private Lender: _____

Provide proof and/or commitment letter from all creditors to show project is fully funded.

Owner hereby represents and certifies that the information submitted herein with respect to mortgages, loans, and other liens and encumbrances is accurate and complete as of the date of this statement.

Owner shall notify Tioga County of any changes with respect to ownership of property, mortgages, loans and/or other liens or encumbrances form the date of this application until funds are disbursed.

Date

Owner's Signature

Date

Co-Owner's Signature



MUNICIPALITIES – NONPROFITS – SCHOOLS
GRANT OPPORTUNITY



Appalachian Regional Commission Pre-Application

with Southern Tier 8 Regional Board

Organizational Information

Organization	Alliance for Manufacturing and Technology of the Southern Tier, Inc.
UEI (federal Unique Entity Identifier)	ZTS1KB8LFAN9
Have your organization previously applied for ARC funding for this project?	<div>Yes</div>
Has your organization previously been awarded ARC funding?	<div>No</div>
Project Contact	Carol Miller
Title or Role	Executive Director
Email	cmiller@amt-mep.org
Phone Number	(607) 237-8031
Organization Address	5 S College Dr., Suite 104 Binghamton, NY, 13905

Project Location

Please provide your project's address and latitude and longitude coordinates. Geographic coordinates are available at this [link](#) If it is a regional project, include the latitude and longitude of your main office location.

Project Address	5 S College Dr., Suite 104 Binghamton, NY, 13905
Latitude	42.13363

Longitude -75.90632

Select all counties to be served by the project (a letter of alignment is required from each):

Broome

Chenango

Tioga

Project Information

The Appalachian Regional Commission’s (ARC) Appalachia Envisioned [Five-Year Strategic Plan \(2022-2026\)](#), identifies five Strategic Investment Goals to advance its vision and mission. The plan further identifies “Action Objectives” for each goal area. Please review the ARC’s Five Year Strategic Plan, and carefully consider which Strategic Investment Goal and Action Objective aligns with your project when describing the purpose of your project below.

Project Title RAISE-ST: Results-driven Automation and Innovation Solutions for Enterprises in the Southern Tier

What is the amount of your ARC grant request? 200000

Is your project Construction or Non-Construction? Non-Construction

In one sentence, what is the purpose of your project? (What are the ARC funds for?) This project will strengthen the competitiveness of small and mid-sized manufacturers in the Southern Tier by helping them overcome critical barriers to adopting automation, digital connectivity, augmented reality, and AI - boosting productivity, reducing costs, creating high-quality jobs, and protecting the region’s economic future.

Based on your project's purpose, describe how you intend to implement your project. Describe the major activities to be conducted under the grant proposal. The description should address who (including project partners), what, where, how and why for each major activity.

The Alliance for Manufacturing & Technology (AMT), in collaboration with regional economic development and private partners, will implement a targeted initiative to help small to mid-sized manufacturers in Broome, Chenango, and Tioga counties - part of the designated Tech Hub - increase production efficiency, reduce costs, and improve quality by accelerating the adoption of cost-effective and practical technologies, including automation, digital connectivity, augmented reality (AR), and artificial intelligence (AI).

The project will begin with technology assessments and the development of customized roadmaps for 10-15 participating manufacturers. These assessments will identify cost-effective solutions that align with each company’s operational needs, budget constraints, and strategic goals. By delivering a clear, actionable path forward, the project will address key barriers such as budget limitations, unclear return on investment, and integration challenges.

Following the assessments, AMT will provide direct technical assistance and workforce training. Hands-on support will guide manufacturers through the implementation of automation, digital systems, AR, and AI technologies. Workforce training programs will equip employees with the necessary skills to effectively use and sustain new technologies, addressing the shortage of in-house expertise identified through AMT’s survey of regional manufacturers.

To further support technology adoption, the program will assist manufacturers in accessing funding opportunities to scale successful pilot projects. This investment support is designed to reduce financial risk and help companies achieve meaningful, lasting improvements in productivity and competitiveness.

Regional collaboration will also be a key component. AMT will establish a learning network that connects

manufacturers, technology providers, colleges/universities, and economic development organizations. Through this network, participants will share best practices, real-world use cases, and lessons learned. In addition, AMT will develop technology demonstration sites that are "tour-ready," providing companies with firsthand examples of successful technology adoption in small to mid-sized manufacturing environments.

Through these major activities - technology assessments and road mapping, hands-on technical assistance and training, implementation and investment support, and regional knowledge sharing - this project will strengthen manufacturing competitiveness, create high-quality jobs, and enhance long-term economic resilience across the Southern Tier.

Budget

ARC grants require a 50% match. Please identify your project funding sources, if known. If you have not yet identified a match, please explain in the comment box, below.

	Amount (identify amount per agency/program)	Status ("funded," "pending," or "to apply")	Type (cash, loan or in-kind)
ARC	200000		
Other Federal			
State/CFA			
Local			
Other			
TOTAL	200000		

Comments: We are actively engaging Broome, Chenango and Tioga IDAs and Chambers, the Southern Tier REDC, and other regional partners to provide financing, funding, and in-kind contributions to fulfill the required 50% match and maximize the project's outcomes.

If you are seeking matching funding from another grant source, such as the New York State Consolidated Funding Application (CFA) application process, please state which agency/fund here:

We are currently evaluating whether the NENY EDA grant can be used as a match for the project; AMT is currently funded for one FTE, which could fully meet the majority of the match requirement, and if the grant is not eligible, there are other viable non-grant match options available mentioned above.

Project Alignment and Sustainability

Next, review the [NYS Implementing Strategies](#) and identify **ONE** NYS Implementing Strategy that **most** aligns with your project:

Building Appalachian Businesses: See Strategy 1.1 to 1.4

Building Appalachia's Workforce Ecosystem: See Strategy 2.1 to 2.6

Building Appalachia's Infrastructure: See Strategy 3.1 to 3.4

Building Regional Culture and Tourism: See Strategy 4.1 to 4.4

Building Community Leaders and Capacity: See Strategy 5.1 to 5.7

Select ONE Strategy:

1.2b: Enhance the competitiveness of the Region’s manufacturers.

Review information regarding ARC Performance Measures in the [Guide to ARC Performance Measures](#) and outline below.

Performance Measures: Anticipated (a) Outputs; (b) Outcomes; (c) Regional Benefits

(a) Anticipated Outputs

Businesses Served: The number of small to mid-sized manufacturers receiving technical assistance, workforce training, or pilot project support.

Technology Assessments and Roadmaps: The number of technology assessments and strategic roadmaps developed for participating manufacturers.

Pilot Projects Implemented: The number of manufacturers that successfully implement small-scale technology projects with direct technical assistance.

(b) Anticipated Outcomes

Productivity Gains: The percentage of participating manufacturers reporting improvements in production efficiency and cost reduction after technology adoption.

Skill Development: The percentage of workforce participants demonstrating improved skills after completing training programs in automation, digital connectivity, AR, or AI.

Technology Integration Success: The percentage of pilot projects that successfully integrate new technologies, such as automation, AI, or AR, into manufacturing processes.

(c) Anticipated Regional Benefits

Job Retention and Upskilling: The number of existing manufacturing jobs retained and the percentage of workers upskilled in advanced technologies like automation, AI, and AR as a result of training and technology adoption.

Increased Regional Collaboration: The number of collaborative events held to share knowledge and foster partnerships among local manufacturers, technology providers, and economic development organizations.

Describe how your project supports the (ONE) New York State Strategy selected above. Describe the problems or issues it will address; the local, regional and/or state need for the project (including any relevant plans); and any critical circumstances that compel the project to be funded by the ARC.

This project will significantly enhance manufacturers in the Southern Tier by addressing key challenges that hinder their competitiveness and growth. The region's small to mid-sized manufacturers face barriers such as limited access to capital, lack of expertise in new technologies, and difficulty adopting cost-effective innovations. These challenges hinder their ability to increase production efficiency, reduce costs, and improve product quality.

Locally, there is a strong need for technological upgrades and workforce development, as demonstrated by AMT's survey of Southern Tier manufacturers, where nearly three-quarters expressed interest in adopting new technologies, but only 35% had initiated pilot projects. Barriers like budget constraints, complex integrations, and a lack of skilled workers have slowed this adoption, limiting the region's economic growth potential.

Regionally, the Southern Tier's manufacturing sector is integral to its economy, but it faces increased pressure to compete with larger, more tech-savvy regions. The project is aligned with regional economic development plans that prioritize strengthening local industries through technology adoption and skill development. By fostering partnerships between manufacturers, technology providers, colleges/universities, and economic development organizations, this project will stimulate collaboration, create a skilled workforce, and improve the region's economic resilience.

Statewide, the New York State economic development agenda has a strong emphasis on enhancing manufacturing innovation, particularly in the Southern Tier, which has been designated as a Tech Hub. This project directly supports state-level objectives by improving the region’s manufacturing capabilities, increasing technology adoption, and ensuring long-term economic sustainability.

Additionally, this initiative aligns with the broader effort to strengthen domestic supply chains, which are crucial for national security and economic stability. To remain competitive, manufacturers in the Southern Tier must become more cost-competitive by adopting advanced technologies that improve productivity, reduce operational costs, and enhance product quality. This project will contribute to building a more resilient, competitive domestic supply chain by enabling local manufacturers to integrate these critical technologies.

Critical circumstances necessitate ARC funding to ensure the successful implementation of this project. Without this support, many small to mid-sized manufacturers in the Southern Tier may struggle to overcome financial barriers and technological limitations. The funding will help bridge the gap, enabling manufacturers to implement cost-effective technologies, enhance workforce skills, and position the region as a leader in advanced manufacturing. By addressing these critical issues, the project will create a foundation for sustained growth and regional prosperity.

How will your project improve your community? Describe the qualitative benefits in terms of economic, social or environmental improvement:

Economically, this project will strengthen the Southern Tier’s manufacturing sector by supporting small to mid-sized manufacturers in adopting cost-effective technologies. These technologies will increase production efficiency, reduce operational costs, and improve product quality, ultimately enhancing the region's competitiveness. As a result, this will create high-quality jobs, boost local economies, and promote long-term economic resilience. Additionally, the project will foster collaboration among manufacturers, technology providers, colleges/universities, and economic development organizations, which will further stimulate regional economic growth.

Socially, the project will provide workforce training to equip individuals with advanced skills in automation, AI, and other modern technologies. This training will create new career opportunities and enhance the employability of local workers, offering them pathways to stable, well-paying jobs.

How is the project sustainable after the use of ARC funds?

Sustainability for this project will be achieved through two primary strategies: developing a fee-based consulting and training service for manufacturers, and leveraging low-interest financing and tax incentives. The project will transition to a fee-based service model to ensure long-term viability, offering on-site technology assessments, customized workforce training, and structured implementation support for adopting automation, artificial intelligence (AI), and augmented reality (AR). Additionally, the project team will assist manufacturers in identifying and securing external funding sources, including low-interest financing options and incentives.

As training is provided to assure your organization is best poised for a successful grant application and project implementation, please confirm that you attended the following training sessions OR reviewed the materials:

Staff was unable to attend, but will review before 4/25/25

Following submittal of this pre-application, Southern Tier 8 staff will contact you to review the project, and may record a brief presentation (max 3 minutes) to share with the Review Committee. Please assure that you will be available to work with staff for this interview before 5/13/25

Yes, I will be available to schedule a brief interview with staff

Following an invitation to apply (notification to be sent by 5/19), a group training will be offered to all selected applicants to review the new application materials (application details, federal budget forms, new audit requirements, federal data resources). Participation is mandatory and scheduled for May 20th from 2-4pm. Please confirm attendance:

Yes, staff can make the meeting in Binghamton on May 20th

If you would like a copy of your pre-application, please print pages before submitting. You will not be able to go back into the application after submission.

Signature





State of New York County of Broome Government Offices

Department of Planning and Economic Development

Jason T. Garnar, County Executive · Anthony F. Fiala, Jr., Commissioner

April 23, 2025

Jen Gregory, Executive Director
Southern Tier 8 Regional Board
49 Court Street, Suite 22
Binghamton, NY 13901

RE: Broome County CPD letter for AMT RAISE-ST ARC Project

Dear Jen:

I am writing to acknowledge the Alliance for Manufacturing Technology's (AMT) ARC grant application RAISE-ST project to assist small manufacturers in the area adopt and implement advance manufacturing technologies.

Helping small firms adopt and implement strategic technological advancement solutions into their manufacturing process is crucial to the efficiency, productivity and sustainability of our economy's backbone in small businesses.

AMT had demonstrated that this project is aligned with the Appalachian Regional Commission's current investment priorities and the associated NYS implementation strategies as well as the Southern Tier Regional Economic Development Council's 2023 Strategic Plan. Additionally, AMT's RAISE-ST project supports and aligns with Southern Tier 8's 2023-20228 CEDS through Goal 1 Economic Development & Manufacturing, Strategies 1B Continue Support for Small Business Support Agencies and 1C Support Supply Chain Development. Both these strategies list AMT as an agent for implementation.

This AMT project is also in alignment with two goals from Broome County's Strategic Plan to diversify Broome County's economy to increase the tax base and diversify Broome County's economy to increase job opportunities. The project fulfills regional plans.

Sincerely,


Anthony F. Fiala, Jr.
Commissioner



CHENANGO COUNTY
DEPARTMENT OF PLANNING & DEVELOPMENT

Shane H. Butler, Planning Director
Matt Gladstone, Planner
Allison Yacano, Sr. Planner
Frank Turner, Airport Operations

County Office Building, Room 209, 5 Court Street, Norwich, NY 13815

(607) 337-1640 Fax: (607) 336-6551

April 23, 2025

Ms. Jen Gregory, Executive Director
Southern Tier 8
49 Court Street – Suite 222 MetroCenter
Binghamton, NY 13901

RE: Letter of Alignment - FY2025 ARC Area Development Program
AM&T Advancing Small and Mid-Sized Manufacturers Through Technology Adoption

Dear Ms. Gregory;

On behalf of the County of Chenango, I am pleased to provide a Letter of Alignment to the AM&T Advancing Small and Mid-Sized Manufacturers Through Technology Adoption Program for their FY2025 ARC Area Development Program application.

The AM&T application supports a variety of Strategies and Action items within our recently adopted Chenango County 2050 Vision Plan, including Economic Opportunity Strategy #3 "Support Local Business". More specifically, this project checks off multiple action items within the Economic Opportunity Section including:

- Action Item 3: Investigate the feasibility of a business incubator program that can assist smaller local businesses with start-up and ongoing success
- Action Item 5: Regularly engage the business community to gather real-time feedback on their experiences and opportunities in the sectors. Ensure that a cross-sector of businesses is represented through engagement.

In addition, we would be happy to explore the possibilities of using our Chenango County Economic Development Revolving Loan Fund to help fund the adoption of new technologies to increase productivity and profitability of those local businesses who successfully complete the program. This partnership could create additional high-paying jobs and create additional economic opportunities in our community.

If you need additional assistance from the Department of Planning and Development or myself please do not hesitate to contact us at 607-337-1640.

Best Regards,

Shane H. Butler, Director of Planning & Airport Administrator
Chenango County Department of Planning & Development
Lt. Warren E. Eaton Airport (OIC)

TEAM TIOGA

we work for you

ECONOMIC DEVELOPMENT & PLANNING

| INDUSTRIAL DEVELOPMENT AGENCY

| LOCAL DEVELOPMENT CORPORATION

4/21/2025

Jen Gregory, Executive Director
Southern Tier 8 Regional Board
49 Court Street, Suite 22
Binghamton, NY 13901

RE: Tioga County CPD letter for AMT RAISE-ST ARC Project

Dear Jen:

I am writing to acknowledge the Alliance for Manufacturing Technology's (AMT) ARC grant application RAISE-ST project to assist small manufacturers in the area adopt and implement advance manufacturing technologies.

Helping small firms adopt and implement strategic technological advancement solutions into their manufacturing process is crucial to the efficiency, productivity and sustainability of our economy's backbone in small businesses.

AMT had demonstrated that this project is aligned with the Appalachian Regional Commission's current investment priorities and the associated NYS implementation strategies as well as the Southern Tier Regional Economic Development Council's 2023 Strategic Plan. Additionally, AMT's RAISE-ST project supports and aligns with Southern Tier 8's 2023-20228 CEDS through Goal 1 Economic Development & Manufacturing, Strategies 1B Continue Support for Small Business Support Agencies and 1C Support Supply Chain Development. Both these strategies list AMT as an agent for implementation.

This AMT project is also in alignment with two goals from Tioga County's Strategic Plan to diversify Tioga County's economy to increase the tax base and diversify Tioga County's economy to increase job opportunities.

Therefore, this proposed AMT RAISE-ST project aligns and fulfills several regional plans and Tioga County's strategic plan.

Sincerely,



Elaine D. Jardine
County Planning Director