

Notice of Board Meeting

Date: February 23, 2023

To: W. Edward Walldroff
David Converse
Kent Burto
Gregory Gardner
Paul Warneck
William Johnson
Lisa L'Huillier
Christine Powers
Robert Aiken
John Condino

From: Chairman Robert Aliasso

Re: Notice of Board of Directors' Meeting

The Jefferson County Local Development Corporation will hold their Board Meeting on **Thursday, March 9, 2023 at 8:00 a.m.** in the board room at 800 Starbuck Avenue, Watertown, NY.

The live stream link is available at www.jcida.com.

Zoom:
<https://us02web.zoom.us/j/84355250468?pwd=R0t4VjRPdGJBZDJrL2JQYVVVjKytDdz09>
Meeting ID: 843 5525 0468
Passcode: 011440
1-929-205-6099 US (New York)

Please confirm your attendance with Peggy Sampson pssampson@jcida.com at your earliest convenience.

pss

c: David Zembiec, CEO
Marshall Weir
Lyle Eaton
Jay Matteson
Joy Nuffer
Robin Stephenson
Justin Miller, Esq.
Liz Bush/Andrew Swords (Bowers & Co)
Media

BOARD MEETING AGENDA
Thursday, March 9, 2023 – 8:00 a.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes – February 2, 2023**
- V. Audit Report for 2022 – Bowers & Company**
- VI. Annual Meeting Resolution No. 03.09.2023.01 – including acceptance of Audit and PARIS Reports, Ratification of Mission Statement, Property Disposition and Investment Policies, Election of Officers/Board Committee Positions and Appointment of Staff**
- VII. Treasurer’s Report – February 28, 2023**
- VIII. Committee Reports**
- IX. Council Reports**
 - a. Jefferson County Agricultural Development**
 - b. Manufacturing**
 - c. Marketing**
- X. Unfinished Business**
 - 1. ARPA Funds Report**
 - 2. Small Business Productivity Improvement Grants (ARPA)**
- XI. Counsel**
- XII. New Business**
 - 1. Proposed Videoconferencing Policy**
 - 2. Proposed Uniform Guidance – Internal Controls Policy**
 - 3. Resolution No. 03.09.2023.02 to approve a contract for photography services by Sackets Harbor Photographic Imaging**
 - 4. Juneteenth Holiday**
- XIII. Adjournment**

**Jefferson County Local Development Corporation
Board Meeting Minutes
February 2, 2023**

DRAFT

The Jefferson County Local Development Corporation held their board meeting on Thursday, February 2, 2023 in the board room at 800 Starbuck Avenue, Watertown, NY.

Present: Robert E. Aliasso, Jr., Paul Warneck, Lisa L’Huillier, David Converse, W. Edward Walldroff, Christine Powers, John Condino, William Johnson, Gregory Gardner

Zoom – Kent Burto

Excused: Rob Aiken

Absent: None

Also Present: Justin Miller, Esq. (Zoom), Hari Achuthan, Anthony Fiorentino (Zoom)

Staff Present: David Zembiec, Marshall Weir, Lyle Eaton, Peggy Sampson, Joy Nuffer, Robin Stephenson, Jay Matteson

- I. **Call to Order:** Chairman Aliasso called the meeting to order at 8:01 a.m.
- II. **Pledge of Allegiance**
- III. **Privilege of the Floor:** Chairman Aliasso invited guests to speak. No one spoke.
- IV. **Minutes:** Minutes of the annual meeting held January 5, 2023 were presented. A motion to approve the minutes as presented was made by Mr. Walldroff, seconded by Mr. Condino. All in favor. Carried.
- V. **Treasurer’s Report:** Mr. Warneck reviewed the financials for the period ending January 31, 2023. He said the total liabilities/capital were down a little, but noted that all is in line being that we are one month into the new year. He said that all of the loans are current. A motion was made by Ms. Powers to accept the financial report as presented, seconded by Mr. Johnson. All in favor. Carried.
- VI. **Committee Reports:** None.
- VII. **Council Reports:**
 - a. **Ag** – Mr. Matteson said that he sent out several reports to board members over the last few weeks. Ms. Powers asked if he has followed up with prospects he met at the conference held in Florida. Mr. Matteson said that he is waiting a few weeks for one particular contact, but has lined up another one for his upcoming podcast. He said that he has been using LinkedIn for connections on contacts to make more permanent and does research on their contacts.
 - b. **Manufacturing** – Mr. Zembiec said that Mr. Matteson set up a tour of HP Hood. He reported that they have 120 employees and indicated that demand is up for them. He also said we are co-sponsoring a workshop with CITEC on workforce readiness to be held March 21st.

- c. **Marketing** – Mr. Weir said that staff has been visiting local businesses recently. He said that they visited Slack Chemical yesterday and reported that they are doing well and continue to grow. Ms. Stephenson said that she asked them about their hub zone status. She said that they are going to check into it which could give them more federal procurement opportunities. Chairman Aliasso asked if they are still utilizing the rail spur. Mr. Weir said yes. He said that they bring in chemicals and chips by rail.

Chairman Aliasso asked about the status of the corporate park sign. Mr. Weir said that the turning lane project needs to occur first. Mr. Zembiec said that National Grid needs to move the gas line. He said that the County will build the lane then turn it over to the State.

Mr. Weir said that submittals for the YMCA DOD grant have been going smoothly. He said that the newsletter that Ms. Stephenson sent out last month is getting a good response. Mr. Walldroff gave kudos for the newsletter.

Mr. Weir said that he has recently signed local advertising deals.

VIII. Unfinished Business:

1. **ARPA Funds Report** – An updated spreadsheet showing the grant fund activity was provided in the board packet. Mr. Zembiec said that they he spoke to county officials about the cost for the LDC and IDA to have single audits. He was told that we can use some of the ARPA funds to pay for the single audit fees.

Hari Achuthan and Anthony Fiorentino joined the meeting.

2. **Resolution No. 02.02.2023.01 to Amend Audit Fee to include a Single Audit** – A single audit is required since the \$750,000 threshold was exceeded for the ARPA grant funds. The 15-month audit fee is \$9,200 plus \$3,000 for a single audit for a total of \$12,200. A motion was made by Mr. Gardner to approve the resolution, seconded by Mr. Warneck. All in favor. Carried.

IX. Counsel: None.

X. New Business:

1. **Childcare Memorandum of Agreement with JCC and CAPC** – A memorandum of agreement between the three parties for the home-based childcare training program. The JCLDC agrees to provide up to a total of \$35,071.88 to JCC and \$8,900 to CAPC for the program. Reimbursement shall be completed by July 30, 2024. A motion was made by Mr. Warneck to approve the agreement, seconded by Ms. Powers. Roll call vote: Mr. Walldroff – Yea, Mr. Converse – Yea, Mr. Gardner – Yea, Mr. Warneck – Yea, Mr. Johnson – Yea, Ms. L’Huillier – Yea, Ms. Powers – Yea, Mr. Condino – Yea, Mr. Aiken – Absent, Mr. Burto – Zoom. Carried.

New state guidelines allow remote attendance for voting as long as the corporation adopts a policy for such which is subject to a public hearing. Attorney Miller said that he has sample policies for remote meetings that the board could review and adopt.

**Jefferson County Local Development Corporation
Board Meeting Minutes
February 2, 2023**

12/21/2023

- XI. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Warneck, seconded by Mr. Johnson. All in favor. The meeting adjourned at 8:32 a.m.

Respectfully submitted,

Peggy Sampson

JEFFERSON COUNTY LOCAL
DEVELOPMENT CORPORATION

FINANCIAL STATEMENTS
December 31, 2022

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INDEPENDENT AUDITOR'S REPORT

TO THE BOARD OF DIRECTORS JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of **JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION** (a nonprofit organization), which comprise the statement of financial position as of December 31, 2022, and the related statements of activities, functional expenses, and cash flows for the fifteen-month period then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of Jefferson County Local Development Corporation as of December 31, 2022, and the changes in its net assets and its cash flows for the fifteen-month period then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Jefferson County Local Development Corporation and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Jefferson County Local Development Corporation's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Jefferson County Local Development Corporation's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Jefferson County Local Development Corporation's ability to continue as a going concern for a reasonable period of time.

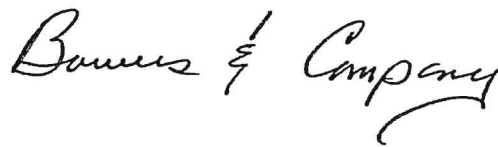
We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 1, 2023, on our consideration of Jefferson County Local Development Corporation's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Jefferson County Local Development Corporation's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Jefferson County Local Development Corporation's internal control over financial reporting and compliance.



Watertown, New York
March 1, 2023

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
AUDITED FINANCIAL STATEMENTS

STATEMENT OF FINANCIAL POSITION
December 31, 2022

ASSETS

CURRENT ASSETS

Cash	\$ 4,822,307
Loans Receivable	351,538
Other Receivables	7,000
Prepaid Expenses	2,135
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Total Current Assets	5,182,980

PROPERTY AND EQUIPMENT, NET	85,240
RIGHT OF USE ASSET - OPERATING LEASE	175,454
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TOTAL ASSETS	\$ 5,443,674
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LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Accounts Payable	\$ 10,513
Accrued Expenses	22,761
Current Portion of Operating Lease Liability	1,358
Unearned Revenue	1,511,585
	<hr/>
Total Current Liabilities	1,546,217

LONG-TERM OPERATING LEASE LIABILITY	202,078
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Total Liabilities	1,748,295
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NET ASSETS

Net Assets Without Donor Restrictions	
Undesignated/Total Net Assets	3,695,379
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TOTAL LIABILITIES AND NET ASSETS	\$ 5,443,674
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See notes to audited financial statements.

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

STATEMENT OF ACTIVITIES

Fifteen-Month Period Ended December 31, 2022

SUPPORT AND REVENUE	
Jefferson County Support	\$ 517,650
Grant Revenue	753,965
Administrative Fees	792,256
Interest on Loans Receivable	24,712
Interest Income	3,829
Miscellaneous	84,651
Total Support and Revenue	<u>2,177,063</u>
EXPENSES	
Agriculture	260,706
Marketing	406,797
Economic Development	769,651
General and Administrative	589,944
Total Expenses	<u>2,027,098</u>
CHANGE IN NET ASSETS	149,965
NET ASSETS, BEGINNING OF PERIOD	<u>3,545,414</u>
NET ASSETS, END OF PERIOD	<u><u>\$ 3,695,379</u></u>

See notes to audited financial statements.

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

STATEMENT OF FUNCTIONAL EXPENSES

Fifteen-Month Period Ended December 31, 2022

	Program Services			Total Program Services	General and Administrative	Total
	Agriculture	Marketing	Economic Development			
Salaries and Employee Benefits	\$ 224,468	\$ 266,439	\$ -	\$ 490,907	\$ 406,581	\$ 897,488
Advertising and Promotion	5,883	68,877	-	74,760	-	74,760
Covid-19 Emergency Loan Forgiveness	-	-	8,750	8,750	-	8,750
Dues and Subscriptions	739	-	-	739	16,049	16,788
Equipment Rental and Maintenance	-	-	-	-	10,390	10,390
Grant Expense	-	-	753,965	753,965	-	753,965
Manufacturing and Business Support	-	-	6,519	6,519	-	6,519
Miscellaneous	8,718	-	-	8,718	1,801	10,519
Occupancy	3,697	31,429	-	35,126	48,031	83,157
Office Expenses	5,244	20,422	-	25,666	37,241	62,907
Operating Lease Expense	1,490	12,669	-	14,159	23,103	37,262
Professional Fees	-	-	-	-	11,096	11,096
Travel, Training and Conferences	9,726	662	417	10,805	5,707	16,512
Utilities	741	6,299	-	7,040	11,485	18,525
Total Expenses Before Depreciation	260,706	406,797	769,651	1,437,154	571,484	2,008,638
Depreciation	-	-	-	-	18,460	18,460
TOTAL EXPENSES	\$ 260,706	\$ 406,797	\$ 769,651	\$ 1,437,154	\$ 589,944	\$ 2,027,098

See notes to audited financial statements.

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

STATEMENT OF CASH FLOWS

Fifteen-Month Period Ended December 31, 2022

CASH FLOWS FROM OPERATING ACTIVITIES

Change in Net Assets	\$ 149,965
Adjustments to Reconcile Change in Net Assets to Net Cash Provided by Operating Activities:	
Depreciation Expense	18,460
Covid-19 Emergency Loan Forgiveness Expense	8,750
Amortization of Right of Use Asset - Operating Lease	29,622
Decrease in:	
Other Receivables	500
Prepaid Expenses	5,699
Increase (Decrease) in:	
Accounts Payable	6,029
Accrued Expenses	(1,898)
Operating Lease Liability	(1,640)
Unearned Revenue	1,476,905
Net Cash Provided by Operating Activities	<u>1,692,392</u>

CASH FLOWS FROM INVESTING ACTIVITIES

Purchase of Property and Equipment	(3,254)
Principal Collections on Loans Receivable	397,415
Net Cash Provided by Investing Activities	<u>394,161</u>

Net Increase in Cash	2,086,553
Cash, Beginning of Period	<u>2,735,754</u>
Cash, End of Period	<u>\$ 4,822,307</u>

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

NOTES TO FINANCIAL STATEMENTS

December 31, 2022

NOTE 1 – NATURE OF OPERATIONS

Jefferson County Local Development Corporation (the LDC) is a non-profit organization, incorporated in New York State. The LDC was formed October 1, 2009. The purpose of the LDC is to develop and cultivate a strong economic environment, which supports business and nurtures growth and new investment in Jefferson County, NY (the County).

The mission of the Jefferson County Local Development Corporation includes undertaking projects and programmatic initiatives in furtherance of and to advance the job opportunities, health, general prosperity, and economic welfare of the people of the County.

The LDC adopted a new financial reporting period of January 1 through December 31. The LDC's previous reporting period was October 1 through September 30. Accordingly, these financial statements reflect a fifteen-month reporting period of October 1, 2021 through December 31, 2022.

NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The financial statements of Jefferson County Local Development Corporation have been prepared on the accrual basis of accounting and, accordingly, reflect all significant receivables, payables, and other liabilities.

Basis of Presentation

The LDC reports information regarding its financial position and activities according to one class of net assets: net assets without donor restrictions.

Net Assets Without Donor Restrictions – Are currently available for operating purposes subject only to the broad limits resulting from the nature of the LDC. Net assets without donor restrictions generally result from Jefferson County support, grant revenue, administrative fees and interest, less expenses incurred in providing program-related services and performing administrative functions.

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

NOTES TO FINANCIAL STATEMENTS

December 31, 2022

NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES – Continued

Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. On an ongoing basis, management evaluates the estimates and assumptions based on new information. Management believes that the estimates and assumption are reasonable in the circumstances; however, actual results could differ from those estimates.

Cash and Cash Equivalents

The LDC considers all highly liquid investments with an original maturity of three months or less to be cash equivalents. For the fifteen-month period ended December 31, 2022, the LDC reported no cash equivalents.

Loans Receivable and Allowance for Loan Losses

Loans receivable are stated at unpaid principal balances. Interest on loans is recognized over the term of the loan and is calculated using the simple-interest method on principal amounts outstanding.

Loans receivable are stated at the amount management expects to collect from balances outstanding at year-end. Management provides for probable uncollectible amounts through a provision for bad debt expense and an adjustment to an allowance for loan losses based on its assessment of the current status of individual accounts. There was no allowance for loan losses deemed necessary for the fifteen-month period ended December 31, 2022. It is the LDC's policy to charge off uncollectible loans receivable when management determines the receivable will not be collected.

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

NOTES TO FINANCIAL STATEMENTS

December 31, 2022

NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES – Continued

Property and Equipment

Property and equipment are recorded at cost. The LDC follows the practice of capitalizing, at cost, all expenditures for property and equipment in excess of \$1,000. Expenditures for repairs and maintenance that do not improve or extend the life of the asset are expensed as incurred. Depreciation is computed on a straight-line basis over the useful lives of the assets generally as follows:

Category	Recovery Period Years
Equipment	5 - 10
Furniture and Fixtures	5 - 10

Operating Leases

The LDC leases office space. The LDC determines if an arrangement is a lease at inception. Operating leases are included in right of use (ROU) asset – operating lease, current portion of operating lease liability, and long-term operating lease liability on the statement of financial position.

ROU assets represent the LDC’s right to use an underlying asset for the lease term and lease liabilities represent the LDC’s obligation to make lease payments arising from the lease. ROU assets and liabilities are recognized at the commencement date based on the present value of lease payments over the lease term. The ROU asset also includes any lease payments made and excludes lease incentives. The LDC’s lease terms may include options to extend or terminate the lease when it is reasonably certain that the LDC will exercise that option. Lease expense for lease payments is recognized on a straight-line basis over the lease term.

In determining the discount rate used to measure the ROU asset and operating lease liability, the LDC uses rates implicit in the lease, or if not readily available, the LDC adopted the accounting policy available to non-public entities which allows the use of a risk-free rate. The risk-free rate is the incremental borrowing rate of the LDC for the same period of time as the lease term. The LDC has elected to use the risk-free rate based on the commencement date.

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

NOTES TO FINANCIAL STATEMENTS

December 31, 2022

NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES – Continued

Unearned Revenue

The LDC is the recipient of grant and contract awards that require expenditure for specified activities before the LDC is reimbursed by the grantor or contractor for the costs incurred. Certain grantors or contractors pay in advance of incurring the specified costs; in those cases, the amount received in excess of amounts spent on reimbursable costs is reported as unearned revenue.

Income Tax Status

The LDC is a not-for-profit organization and is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

Open Tax Years

The LDC's Forms 990, *Return of Organization Exempt from Income Tax*, for the years ended 2021, 2020, and 2019 are subject to examination by the IRS, generally for 3 years after they were filed. Based on its analysis, the LDC determined that there were no uncertain tax positions and that the LDC should prevail upon examination by the taxing authorities.

Revenue Recognition

In accordance with ASU 2014-09, "*Revenue from Contracts with Customers*" (Topic 606), the LDC recognizes revenue when control of the promised goods or services are transferred to the LDC's outside parties in an amount that reflects the consideration the LDC expects to be entitled to in exchange for those goods or services. The standard outlines a five-step model whereby revenue is recognized when performance obligations within a contract are satisfied.

Administrative Fees

Jefferson County Industrial Development Agency reimburses the LDC for certain administrative and staff support expenses. Revenue is recognized as administrative services are provided.

In accordance with ASU 2018-08, "*Not for Profit Entities: Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*" (Topic 958), the LDC has revenue sources that are accounted for and recognized as nonreciprocal transactions at the time of the transaction.

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

NOTES TO FINANCIAL STATEMENTS

December 31, 2022

NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES – Continued

Revenue Recognition - Continued

Jefferson County Support

The LDC receives Agriculture Program and Marketing grant monies from Jefferson County. Amounts received are recognized as revenue when earned, and amounts received in advance of qualifying expenditures are recorded as unearned revenue.

Grant Revenue

Grant revenue result from cost-reimbursable grants and contracts, which are conditional upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the LDC has incurred expenditures in compliance with specific grant provisions.

Advertising

Advertising costs are expensed as they are incurred. Advertising expense amounted to approximately \$75,000 for the fifteen-month period ended December 31, 2022.

Functional Allocation of Expenses

Expenses consist of costs related to providing services and administrative functions. The LDC's operating costs have been allocated based on direct identification when possible, and allocation if a single expenditure benefits more than one function. Compensation, benefits, and certain other operating expenses are allocated based on estimates of time and effort.

Statement of Cash Flows

Supplemental disclosures of noncash investing and financing activities for the fifteen-month period ended December 31, 2022 are as follows:

Right of Use Asset - Operating Lease in Exchange for Operating Lease Liability \$ 205,076

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

NOTES TO FINANCIAL STATEMENTS

December 31, 2022

NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES – Continued

Recently Adopted Accounting Standards

In February 2016, the Financial Accounting Standards Board (“FASB”) issued guidance (Accounting Standards Codification [ASC] 842, *Leases*) to increase transparency and comparability among organizations by requiring the recognition of right of use (“ROU”) assets and lease liabilities on the statement of financial position. Most prominent among the changes in the standard is the recognition of ROU assets and lease liabilities by lessees for those leases classified as operating leases. Under the standard, disclosures are required to meet the objective of enabling users of financial statements to assess the amount, timing, and uncertainty of cash flows arising from leases.

The LDC changed its financial reporting period to January 1, 2022 through December 31, 2022. The interim period of October 1, 2021 through December 31, 2021 was included with the current year financial statements. Therefore, adoption of the lease standard included the fifteen-month reporting period. The LDC adopted the standard effective October 1, 2021 and recognized and measured leases existing at, or entered into after, October 1, 2021.

The LDC recognized on October 1, 2021, a lease liability of \$205,076, which represents the present value of the remaining operating lease payments, discounted using the discount rate, based upon lease terms, and a right of use asset – operating lease of \$205,076.

Date of Management’s Review

The LDC has evaluated events and transactions that occurred between December 31, 2022 and March 1, 2023, which is the date the financial statements were available to be issued, and has determined that there are no additional adjustments and/or disclosures necessary.

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

NOTES TO FINANCIAL STATEMENTS

December 31, 2022

NOTE 3 – LOANS RECEIVABLE

Loans receivable consisted of the following at December 31, 2022:

Revolving Loan Fund Program	\$ 192,630
Covid-19 Emergency Loan Program	150,472
Clayton Loan Program	8,436
Total	<u>\$ 351,538</u>

The following is a schedule of the outstanding Revolving Loan Fund Program loans receivable at December 31, 2022:

Revolving Loan Fund Program	
Clayton Island Tours	\$ 10,076
Clayton Yacht Club	36,891
North Branch Farms	31,542
WICLDC #1	94,833
WICLDC #2	19,288
Total Revolving Loan Fund Program	<u>\$ 192,630</u>

Covid-19 Emergency Loan Program

During the year ended September 30, 2020, the LDC disbursed 30 Covid-19 Emergency loans, 28 of which were for \$10,000 each, and two participation loans for \$5,000 each. The loan terms call for 13 monthly interest only payments followed by 60 monthly principal and interest payments, at an interest rate of 3.00%. Once the loan is paid down to a balance of \$2,500, the remaining balance is forgiven and recorded as loan forgiveness expense by the LDC. During the fifteen-month period ended December 31, 2022, the LDC recorded \$8,750 of COVID-19 Emergency Loan Forgiveness expense.

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

NOTES TO FINANCIAL STATEMENTS

December 31, 2022

NOTE 3 – LOANS RECEIVABLE– Continued

Clayton Loan Program

During the year ended September 30, 2021, the LDC established a Clayton Loan Program in order to assist businesses in Clayton, New York affected by high waters on the St. Lawrence River and ongoing construction in the downtown area. Two loans were disbursed for \$5,000 each. The loan terms call for 12 months of interest only payments, followed by 60 months of principal and interest payments, at an interest rate of 3.00%. The remaining balance on each of the loans at December 31, 2022 was \$4,218 for a total of \$8,436.

The aging of the loans receivables portfolio by classes as of December 31, 2022 is summarized as follows:

	30-59 Days Past Due	60-89 Days Past Due	Greater Than 90 Days	Current	Total Loans Receivable
Revolving Loan Fund	\$ -	\$ -	\$ -	\$ 192,630	\$ 192,630
Covid-19 Emergency Loans	-	-	-	150,472	150,472
Clayton Loan Program	-	-	-	8,436	8,436
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 351,538</u>	<u>\$ 351,538</u>

NOTE 4 – PROPERTY AND EQUIPMENT, NET

Property and Equipment at December 31, 2022 consist of the following:

Furniture and Fixtures	\$ 76,898
LHI Records Storage	87,030
Total	<u>163,928</u>
Less: Accumulated Depreciation	<u>(78,688)</u>
Property and Equipment, Net	<u>\$ 85,240</u>

Depreciation expense for the fifteen-month period ended December 31, 2022 was \$18,460.

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

NOTES TO FINANCIAL STATEMENTS

December 31, 2022

NOTE 5 – LEASES

The LDC leases office space from Watertown Industrial Center LDC, a related party, under a 10-year lease agreement. As of December 31, 2022, the operating lease ROU asset and operating lease liability related to this agreement was \$175,454 and \$203,436, respectively. The remaining lease term of this agreement is 6.75 years and the discount rate was 3%. The operating lease expense for the fifteen-month period ended December 31, 2022 was \$37,262.

Future minimum lease payments under non-cancellable leases as of December 31, 2022 are as follows:

	Operating Leases
2023	\$ 7,424
2024	16,378
2025	43,239
2026	43,239
2027	43,239
Thereafter	<u>75,669</u>
Total Future Minimum Lease Payments	229,188
Less Imputed Interest	<u>25,752</u>
Total	203,436
Less Current Portion	<u>1,358</u>
Total Long-Term Operating Lease Liability	<u><u>\$ 202,078</u></u>

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

NOTES TO FINANCIAL STATEMENTS

December 31, 2022

**NOTE 6 – RELATED PARTY AGREEMENTS AND
TRANSACTIONS**

The LDC rents office space from Watertown Industrial Center LDC under a 10-year lease agreement. See Note 5 for further details.

An agreement was executed between the LDC and the Jefferson County Industrial Development Agency (JCIDA), where JCIDA agreed to pay the LDC for administrative and staff support. The amount charged to the JCIDA by the LDC was \$792,256 for the fifteen-month period ended December 31, 2022. This agreement commenced effective August 1, 2013 and is automatically renewed. The fee is recalculated annually based on the LDC's budget. For the fifteen-month period ended December 31, 2022 the entire fee was paid by JCIDA and recognized as revenue by the LDC.

On December 1, 2010, the LDC loaned Watertown Industrial Center Local Development Corporation \$200,000 for roof replacement expenses. The loan matures on January 1, 2031. As of December 31, 2022 the balance remaining on this loan was \$94,833.

On September 10, 2018, the LDC loaned Watertown Industrial Center Local Development Corporation \$98,082 for renovations to the northeast corner of Building A at the Watertown Center for Business and Industry which will provide an additional 33,432 square feet for the current tenant. The loan matures on October 1, 2023. As of December 31, 2022, the balance remaining on this loan was \$19,288.

NOTE 7 – UNEARNED REVENUE

Unearned revenue represents payments received in advance of incurring specified costs. The activity and balances for unearned revenue are as follows:

Unearned Revenue, October 1, 2021	\$ 34,680
Revenue Recognized	(34,680)
Cash Received in Advance of Performance:	
Jefferson County Marketing Grant	206,550
ARPA Grant	1,305,035
	<hr/>
Unearned Revenue, December 31, 2022	<u>\$ 1,511,585</u>

The balances will be recognized as revenue beginning January 1, 2023 as specified costs are incurred.

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

NOTES TO FINANCIAL STATEMENTS

December 31, 2022

NOTE 8 – JEFFERSON COUNTY SUPPORT

The LDC receives Agriculture Program and Marketing grant monies from Jefferson County. The total contributions consisted of the following for the fifteen-month period ended December 31, 2022:

Jefferson County Agriculture Program Grant	\$ 173,400
Jefferson County Marketing Grant	344,250
	<u>\$ 517,650</u>

NOTE 9 – CONCENTRATIONS OF CREDIT RISK

The LDC maintains its cash balances in financial institutions located in Watertown, NY. Interest-bearing deposits and non-interest-bearing deposits are insured by the Federal Deposit Insurance Corporation up to \$250,000. The LDC's aggregate bank balances included balances not covered by depository insurance at year-end. Deposits in the amount of \$4,326,820, for the year ended December 31, 2022, respectively, are collateralized with securities held by the pledging financial institution, or its trust department or agent, but not in the LDC's name. All deposits were fully collateralized as of December 31, 2022.

NOTE 10 – RETIREMENT PLAN

On August 1, 2013, the LDC established a 401K Profit Sharing Pension Plan. The Plan is administered by RBC Wealth Management. The employer contribution is set at 4% of the employees' annual salary. All full-time employees are covered by the Plan. For the fifteen-month period ended December 31, 2022, the LDC made contributions in the amount of \$52,235.

NOTE 11 – GRANT REVENUE

In an agreement dated May 5, 2022, The LDC is a subrecipient of United States Coronavirus State and Local Fiscal Recovery Funds (ARPA grant) in the amount of \$2,059,000 from Jefferson County Industrial Development Agency (Agency), for a grant period through December 31, 2024. The ARPA grant was originally received by Jefferson County and passed through to the Agency.

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

NOTES TO FINANCIAL STATEMENTS

December 31, 2022

NOTE 11 – GRANT REVENUE - Continued

The ARPA grant funds are to be used for the following programs:

- (1) Small business productivity improvement and incumbent worker training
- (2) Rental property deferred maintenance program
- (3) Local foods resiliency initiative
- (4) Expansion of childcare services

For the fifteen-month period ended December 31, 2022, the LDC recognized \$753,965 in grant revenues and grant expense. The unspent grant proceeds received in the amount of \$1,305,035 are reported as unearned revenue at December 31, 2022.

NOTE 12 – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The LDC monitors its liquidity so that it is able to meet the operating needs and other contractual commitments while maximizing the investment of its excess operating cash. The LDC anticipates collecting sufficient revenue to meet general expenditures. The following table reflects the LDC's financial assets as of December 31, 2022, reduced by amounts that are not available to meet general expenditures within one year.

Financial Assets:	
Cash	\$ 4,822,307
Loans Receivable	351,538
Other Receivables	7,000
	<hr/>
Financial Assets, at Year-End	5,180,845
	<hr/>
Less Those Unavailable For General Expenditure Within One Year, Due To:	
Loans Receivable Collectible Beyond One Year	(260,172)
	<hr/>
Financial Assets Available To Meet Cash Needs For General Expenditures Within One Year	<u>\$ 4,920,673</u>

FEDERAL AWARD PROGRAM INFORMATION

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

**BOARD OF DIRECTORS
JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Jefferson County Local Development Corporation (a nonprofit organization), which comprise the statement of financial position as of December 31, 2022, and the related statements of activities, functional expenses, and cash flows for the fifteen-month period then ended, and the related notes to the financial statements, and have issued our report thereon dated March 1, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Jefferson County Local Development Corporation's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Jefferson County Local Development Corporation's internal control. Accordingly, we do not express an opinion on the effectiveness of Jefferson County Local Development Corporation's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

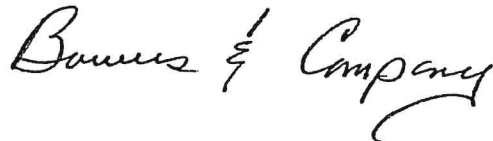
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Jefferson County Local Development Corporation's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Watertown, New York
March 1, 2023

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

**BOARD OF DIRECTORS
JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Jefferson County Local Development Corporation's compliance with the types of compliance requirements identified as subject to audit in the OMB Compliance Supplement that could have a direct and material effect on each of Jefferson County Local Development Corporation's major federal programs for the fifteen-month period ended December 31, 2022. Jefferson County Local Development Corporation's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Jefferson County Local Development Corporation complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the fifteen-month period ended December 31, 2022.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained *Government Auditing Standards*, issued by the comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Jefferson County Local Development Corporation and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Jefferson County Local Development Corporation compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Jefferson County Local Development Corporation's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Jefferson County Local Development Corporation's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Jefferson County Local Development Corporation's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Jefferson County Local Development Corporation's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Jefferson County Local Development Corporation's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Jefferson County Local Development Corporation's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify and deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Bowers & Company

Watertown, New York
March 1, 2023

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Fifteen-Month Period Ended December 31, 2022

Federal Grantor/Program or Cluster Title	Assistance Listing	Pass-Through Entity Identifying Number	Total Federal Expenditures
U.S Department of the Treasury			
Passed Through Jefferson County Industrial Development Agency:			
COVID-19: Coronavirus State and Local Fiscal Recovery Funds	21.027		\$ 753,965
Total COVID-19: Coronavirus State and Local Fiscal Recovery Funds			<u>753,965</u>
Total U.S Department of Treasury			<u>753,965</u>
Total Expenditures of Federal Awards			<u><u>\$ 753,965</u></u>

See Paragraph on Supplementary Information Included in Independent Auditor's Report and
Accompanying Notes to the Schedule of Expenditures of Federal Awards.

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

December 31, 2022

NOTE A – BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Jefferson County Local Development Corporation under programs of the federal government for the fifteen-month period ended December 31, 2022. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of Jefferson County Local Development Corporation it is not intended to and does not present the financial position, changes in net assets, or cash flows of Jefferson County Local Development Corporation.

NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE C – INDIRECT COST RATE

Indirect costs may be included in the reported expenditures, to the extent that they are included in the federal financial reports used as the source of the data presented. The LDC has elected not to use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance.

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

December 31, 2022

SUMMARY OF AUDITOR'S RESULTS

1. The auditor's report expresses an unmodified opinion on the financial statements of Jefferson County Local Development Corporation.
2. No significant deficiencies relating to the audit of the financial statements of Jefferson County Local Development Corporation were disclosed during the audit. No material weaknesses are reported.
3. No instances of noncompliance material to the financial statements of Jefferson County Local Development Corporation, which would be required to be reported in accordance with *Government Auditing Standards*, were disclosed during the audit.
4. No significant deficiencies relating to the audit of the major federal award programs are reported in the Independent Auditor's Report on Compliance with Requirements for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance. No material weaknesses were reported.
5. The auditor's report on compliance for the major federal award programs for Jefferson County Local Development Corporation expresses an unmodified opinion on the major federal programs.
6. There were no audit findings to be reported in accordance with CFR Section 200.516(a) related to the major federal programs for Jefferson County Local Development Corporation.
7. The program tested as a major program include:
Coronavirus State and Local Fiscal Recovery Funds 21,027
8. The threshold used for distinguishing between Type A and B programs was \$750,000.
9. Jefferson County Local Development Corporation was determined to not be a low-risk auditee.

FINDINGS – FINANCIAL STATEMENT AUDIT

No findings to report.

**FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL
AWARD PROGRAMS AUDIT**

No findings to report.

ANNUAL MEETING RESOLUTION

An annual meeting of the Jefferson County Local Development Corporation was convened on March 9, 2023 at 8:00 a.m.

The following resolution was duly offered and seconded, to wit:

Resolution No. 03.09.2023.01

ANNUAL MEETING RESOLUTIONS OF THE JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION (THE "CORPORATION"), INCLUDING (i) ACCEPTANCE OF ANNUAL AUDIT; (ii) RE-ADOPTING CERTAIN POLICIES, STANDARDS AND PROCEDURES RELATING TO THE PUBLIC AUTHORITIES ACCOUNTABILITY ACT OF 2005, AS AMENDED BY CHAPTER 506 OF THE LAWS OF 2009 OF THE STATE OF NEW YORK, (iii) ELECTION OF BOARD OFFICERS; (iii) APPOINTING BOARD COMMITTEE POSITIONS; (iv) APPOINTMENT OF CORPORATION STAFF; AND (v) RELATED MATTERS

WHEREAS, pursuant to the Public Authorities Accountability Act of 2005 ("PAAA"), which was signed into law on January 13, 2006 as Chapter 766 of the Laws of 2005, and Chapter 506 of the Laws of 2009 enacting the Public Authority Reform Act of 2009 ("PARA"), the Corporation desires to undertake certain required annual policy reviews and re adoption; and

WHEREAS, the Corporation further desires to review and approve the annual audit of the Corporation, along with certain other annual meeting matters.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION AS FOLLOWS:

Section 1. Pursuant to PAAA and PARA, the Corporation has reviewed the Mission Statement and Performance Measures and the Corporation hereby determines that no changes are required to the Mission Statement and Performance Measures and that the same is hereby approved.

Section 2. Pursuant to PAAA and PARA, the Corporation has reviewed the Investment Policy and Disposition of Property Policy and the Corporation hereby determines that no changes are required and that the same is hereby approved.

Section 3. The Corporation has reviewed the Independent Auditor's Report for the fiscal year ended December 31, 2022, as prepared by Bowers and Company CPA's PLLC in the form presented at the meeting, and such audit is hereby approved.

Section 4. The Corporation hereby authorizes and approves the 2022 Annual Report to be filed with (i) the New York State Authority Budget Office via the Public Authorities Reporting Information System, and (ii) the appropriate local officials.

Section 5. **Annual Officer Election.** Upon motion, second and board roll call vote, the following individuals are duly appointed to serve in the respective Officer Positions in accordance with the By-laws of the Corporation for the period January 1, 2023 through December 31, 2023:

Robert E. Aliasso, Jr., Chair
W. Edward Walldroff, Vice Chair
Paul Warneck, Treasurer
Kent Burtó, Secretary

All Members of the Corporation shall participate in such required annual and continuing training as may be required to remain informed of best practices, regulatory and statutory changes relating to the effective oversight of the management and financial activities of public authorities and to adhere to the highest standards of responsible governance. Further, each Member shall execute (i) a Certification of No Conflict of Interest (ii) an Acknowledgement of Fiduciary Duties and Responsibilities.

Section 6. **Audit and Finance Committee.** Pursuant to subdivision 4 of Section 2824 of the PAL, and in accordance with the By-laws of the Corporation, the following Members are nominated and confirmed to serve on the Audit and Finance Committee of the Corporation for the period January 1, 2023 through December 31, 2023: Paul Warneck, Christine Powers, David Converse, Robert Aiken and Robert E. Aliasso, Jr.

The Audit and Finance Committee shall perform the functions as described in the By-Laws.

Section 7. **Governance Committee.** Pursuant to subdivision 7 of Section 2824 of the PAL, and in accordance with the By-laws of the Corporation, the following Members are nominated and confirmed to serve on the Governance Committee of the Corporation for the period January 1, 2023 through December 31, 2023: W. Edward Walldroff, Paul Warneck, Gregory Gardner, and William Johnson.

The Governance Committee shall perform the functions as described in the By-Laws.

Section 8. **Appointment of Staff.** Pursuant to and in accordance with the By-laws of the Corporation, the Members of the Corporation hereby ratify the appointment of the following individuals to serve as at will employees in the following appointed positions:

David J. Zembiec, Chief Executive Officer
Frank M. Weir, Deputy Chief Executive Officer
Lyle V. Eaton, Chief Financial Officer
Joy E. Nuffer, Finance Assistant
Jay M. Matteson, Agricultural Coordinator
Robin Stephenson, Economic Development Specialist
Peggy S. Sampson, Executive Assistant

Section 9. That the proper officers of the Corporation are hereby authorized, empowered and directed to do all things, and acts and to execute all documents as may be necessary, or advisable and proper, to carry on the business of the Corporation, for and on behalf of the Corporation.

Section 10. This Resolution shall take effect immediately.

The question of the adoption of the foregoing resolutions was duly put to vote on roll call, which resulted as follows:

	Yea	Nay	Absent	Abstain
David J. Converse	[]	[]	[]	[]
John Condino	[]	[]	[]	[]
Robert E. Aliasso, Jr.	[]	[]	[]	[]
W. Edward Walldroff	[]	[]	[]	[]
Paul Warneck	[]	[]	[]	[]
William Johnson	[]	[]	[]	[]
Lisa L'Huillier	[]	[]	[]	[]
Kent D. Burto	[]	[]	[]	[]
Robert Aiken	[]	[]	[]	[]
Gregory Gardner	[]	[]	[]	[]
Christine Powers	[]	[]	[]	[]

The Resolutions were thereupon duly adopted.

STATE OF NEW YORK)
COUNTY OF JEFFERSON) SS:

I, Kent D. Burto, the undersigned Secretary of the Jefferson County Local Development Corporation, DO HEREBY CERTIFY:

That I have compared the annexed extract of minutes of the meeting of the Jefferson County Local Development Corporation (the "Corporation"), including the resolution contained therein, held on March 9, 2023, with the original thereof on file in my office, and that the same is a true and correct copy of the proceedings of the Corporation and of such resolution set forth therein and of the whole of said original insofar as the same related to the subject matters therein referred to.

I FURTHER CERTIFY, that all members of said Corporation had due notice of said meeting, that the meeting was in all respects duly held and that, pursuant to Article 7 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, and that public notice of the time and place of said meeting was duly given in accordance with such Article 7.

I FURTHER CERTIFY, that there was a quorum of the members of the Corporation present throughout said meeting.

I FURTHER CERTIFY, that as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or modified.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Corporation this __ day of _____, 202_.

Kent D. Burto, Secretary

Annual Report for Jefferson County Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 03/02/2023
Status: UNSUBMITTED
Certified Date: N/A

Governance Information (Authority-Related)

Question	Response	URL (if Applicable)
1. Has the Authority prepared its annual report on operations and accomplishments for the reporting period as required by section 2800 of PAL?	Yes	https://www.jcida.com/wp-content/uploads/2023/02/JCLDC-Annual-Report-2022.pdf
2. As required by section 2800(9) of PAL, did the Authority prepare an assessment of the effectiveness of its internal controls?	Yes	https://www.jcida.com/wp-content/uploads/2023/01/JCLDC-Annual-Assmt-of-Internal-Controls-2022-1.pdf
3. Has the lead audit partner for the independent audit firm changed in the last five years in accordance with section 2802(4) of PAL?	Yes	N/A
4. Does the independent auditor provide non-audit services to the Authority?	Yes	N/A
5. Does the Authority have an organization chart?	Yes	https://www.jcida.com/wp-content/uploads/2022/09/JCLDC-Organizational-Chart-as-of-2022.pdf
6. Are any Authority staff also employed by another government agency?	No	
7. Has the Authority posted their mission statement to their website?	Yes	https://www.jcida.com/wp-content/uploads/2021/11/JCLDC-Form-of-Mission-Statement-110421.pdf
8. Has the Authority's mission statement been revised and adopted during the reporting period?	No	N/A
9. Attach the Authority's measurement report, as required by section 2824-a of PAL and provide the URL.		https://www.jcida.com/wp-content/uploads/2021/12/JCLDC-Authority-Mission-Statement-Performance-Measurements-21-22.pdf

Annual Report for Jefferson County Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 03/02/2023
 Status: UNSUBMITTED
 Certified Date: N/A

Governance Information (Board-Related)

Question	Response	URL (If Applicable)
1. Has the Board established a Governance Committee in accordance with Section 2824(7) of PAL?	Yes	N/A
2. Has the Board established an Audit Committee in accordance with Section 2824(4) of PAL?	Yes	N/A
3. Has the Board established a Finance Committee in accordance with Section 2824(8) of PAL?	Yes	N/A
4. Provide a URL link where a list of Board committees can be found (including the name of the committee and the date established):		https://www.jcida.com/about-us/jcldc/
5. Does the majority of the Board meet the independence requirements of Section 2825(2) of PAL?	Yes	N/A
6. Provide a URL link to the minutes of the Board and committee meetings held during the covered fiscal year		https://www.jcida.com/about-us/jcldc/
7. Has the Board adopted bylaws and made them available to Board members and staff?	Yes	https://www.jcida.com/wp-content/uploads/2022/06/JCLDC-By-laws-010122.pdf
8. Has the Board adopted a code of ethics for Board members and staff?	Yes	https://www.jcida.com/wp-content/uploads/2022/06/JCLDC-Code-of-Ethics-Policy-100120.pdf
9. Does the Board review and monitor the Authority's implementation of financial and management controls?	Yes	N/A
10. Does the Board execute direct oversight of the CEO and management in accordance with Section 2824(1) of PAL?	Yes	N/A
11. Has the Board adopted policies for the following in accordance with Section 2824(1) of PAL?		
Salary and Compensation	Yes	N/A
Time and Attendance	Yes	N/A
Whistleblower Protection	Yes	N/A
Defense and Indemnification of Board Members	Yes	N/A
12. Has the Board adopted a policy prohibiting the extension of credit to Board members and staff in accordance with Section 2824(5) of PAL?	Yes	N/A
13. Are the Authority's Board members, officers, and staff required to submit financial disclosure forms in accordance with Section 2825(3) of PAL?	No	N/A
14. Was a performance evaluation of the board completed?	Yes	N/A
15. Was compensation paid by the Authority made in accordance with employee or union contracts?	Yes	N/A
16. Has the board adopted a conditional/additional compensation policy governing all employees?	No	

Annual Report for Jefferson County Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 03/02/2023
 Status: UNSUBMITTED
 Certified Date: N/A

Board of Directors Listing

Name	Aiken, Robert J	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	10/1/2020	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	12/31/2025	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Name	Aliasso, Jr., Robert E	Nominated By	Local
Chair of the Board	Yes	Appointed By	Local
If yes, Chair Designated by	Elected by Board	Confirmed by Senate?	N/A
Term Start Date	12/10/2019	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	12/31/2023	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Annual Report for Jefferson County Local Development Corporation

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 Status: UNSUBMITTED
 Certified Date: N/A

Name	Burto, Kent D	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	12/2/2021	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	12/31/2026	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Name	Converse, David J	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	3/5/2019	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	12/31/2022	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

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 Status: UNSUBMITTED
 Certified Date: N/A

Name	Gardner, Gregory A	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	12/2/2021	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	12/31/2026	Complied with Training Requirement of Section 2824?	No
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Name	Jennings, John	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	11/13/2018	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	12/31/2022	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

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Status: UNSUBMITTED
Certified Date: N/A

Name	Johnson, William W	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	2/1/2022	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	12/31/2023	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	Yes
Designee Name		Ex-Officio	

Name	L'Huillier, Lisa	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	2/2/2021	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	12/31/2024	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	Yes
Designee Name		Ex-Officio	

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 Status: UNSUBMITTED
 Certified Date: N/A

Name	Powers, Christine	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	10/4/2018	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	12/31/2022	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

Name	Walldroff, W. Edward	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	3/5/2019	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	12/31/2022	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

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Status: UNSUBMITTED
Certified Date: N/A

Name	Warneck, Paul J	Nominated By	Local
Chair of the Board	No	Appointed By	Local
If yes, Chair Designated by		Confirmed by Senate?	N/A
Term Start Date	2/2/2021	Has the Board Member/Designee Signed the Acknowledgement of Fiduciary Duty?	Yes
Term Expiration Date	12/31/2024	Complied with Training Requirement of Section 2824?	Yes
Title		Does the Board Member/Designee also Hold an Elected or Appointed State Government Position?	No
Has the Board Member Appointed a Designee?		Does the Board Member/Designee also Hold an Elected or Appointed Municipal Government Position?	No
Designee Name		Ex-Officio	

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Run Date: 03/02/2023
Status: UNSUBMITTED
Certified Date: N/A

Fiscal Year Ending: 12/31/2022

Staff Listing

Name	Title	Group	Department/ Subsidiary	Union Name	Bargaining Unit	Full Time/ Part Time	Exempt	Base Annualized Salary	Actual salary paid to the Individual	Overtime paid by Authority	Performance Bonus	Extra Pay	Other Compensati on/Allowanc es/Adjustme nts	Total Compensati on paid by Authority	Individual also paid by another entity to perform the work of the Authority	If yes, Is the payment made by a State or local governme nt
Eaton, Lyle V	CFO	Managerial				FT	Yes	\$92,087.55	\$92,087.55	\$0.00	\$0.00	\$0.00	\$0.00	\$92,087.55		No
Matteson, Jay M	Agricultural Coordinator	Operational				FT	Yes	\$112,960.29	\$112,960.29	\$0.00	\$0.00	\$0.00	\$0.00	\$112,960.29		No
Nuffer, Joy E	Finance Assistant	Administrative and Clerical				FT	No	\$54,783.95	\$54,783.95	\$0.00	\$0.00	\$0.00	\$0.00	\$54,783.95		No
Sampson, Peggy S	Executive Assistant	Administrative and Clerical				FT	Yes	\$65,080.43	\$65,080.43	\$0.00	\$0.00	\$0.00	\$0.00	\$65,080.43		No
Stephenson, Robin	Economic Development Specialist	Operational				FT	Yes	\$17,000.10	\$17,000.10	\$0.00	\$0.00	\$0.00	\$0.00	\$17,000.10		No
Weir, F. Marshall	Deputy CEO	Executive				FT	Yes	\$106,850.06	\$106,850.06	\$0.00	\$0.00	\$0.00	\$0.00	\$106,850.06		No
Zembiec, David J	CEO	Executive				FT	Yes	\$148,660.09	\$148,660.09	\$0.00	\$0.00	\$0.00	\$0.00	\$148,660.09		No

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Certified Date: N/A

Benefit Information

During the fiscal year, did the Authority continue to pay for any of the above mentioned benefits for former staff or individuals affiliated With the Authority after those individuals left the Authority?	No
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Board Members

Name	Title	Severance Package	Payment for Unused Leave	Club Memberships	Use of Corporate Credit Cards	Personal Loans	Auto	Transportation	Housing Allowance	Spousal / Dependent Life Insurance	Tuition Assistance	Multi-Year Employment	None of these Benefits	Other
Aiken, Robert J	Board of Directors												X	
Aliasso, Jr., Robert E	Board of Directors												X	
Burto, Kent D	Board of Directors												X	
Converse, David J	Board of Directors												X	
Gardner, Gregory A	Board of Directors												X	
Jennings, John	Board of Directors												X	
Johnson, William W	Board of Directors												X	
L'Huilier, Lisa	Board of Directors												X	
Powers, Christine	Board of Directors												X	
Walldroff, W. Edward	Board of Directors												X	
Warneck, Paul J	Board of Directors												X	

Staff

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Certified Date: N/A

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Name	Title	Severance Package	Payment for Unused Leave	Club Memberships	Use of Corporate Credit Cards	Personal Loans	Auto	Transportation	Housing Allowance	Spousal / Dependent Life Insurance	Tuition Assistance	Multi-Year Employment	None of these Benefits	Other
Matteson, Jay M	Agricultural Coordinator												X	
Weir, F. Marshall	Deputy CEO												X	
Zembiec, David J	CEO	X										X		

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Subsidiary/Component Unit Verification

Is the list of subsidiaries, as assembled by the Office of the State Comptroller, correct?	Yes
Are there other subsidiaries or component units of the Authority that are active, not included in the PARIS reports submitted by this Authority and not independently filing reports in PARIS?	No

Name of Subsidiary/Component Unit	Status
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Request Subsidiary/Component Unit Change

Name of Subsidiary/Component Unit	Status	Requested Changes
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Request Add Subsidiaries/Component Units

Name of Subsidiary/Component Unit	Establishment Date	Purpose of Subsidiary/Component Unit
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Request Delete Subsidiaries/Component Units

Name of Subsidiary/Component Unit	Termination Date	Reason for Termination	Proof of Termination Document Name
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Annual Report for Jefferson County Local Development Corporation

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Summary Financial Information

SUMMARY STATEMENT OF NET ASSETS

			Amount
Assets			
Current Assets			
	Cash and cash equivalents		\$4,822,307.00
	Investments		\$0.00
	Receivables, net		\$358,538.00
	Other assets		\$2,135.00
	Total current assets		\$5,182,980.00
Noncurrent Assets			
	Restricted cash and investments		\$0.00
	Long-term receivables, net		\$0.00
	Other assets		\$175,454.00
	Capital Assets		
		Land and other nondepreciable property	\$0.00
		Buildings and equipment	\$85,240.00
		Infrastructure	\$0.00
		Accumulated depreciation	\$0.00
		Net Capital Assets	\$85,240.00
	Total noncurrent assets		\$260,694.00
Total assets			\$5,443,674.00
Liabilities			
Current Liabilities			
	Accounts payable		\$10,513.00
	Pension contribution payable		\$0.00
	Other post-employment benefits		\$0.00
	Accrued liabilities		\$24,119.00
	Deferred revenues		\$1,511,585.00
	Bonds and notes payable		\$0.00
	Other long-term obligations due within one year		\$0.00
	Total current liabilities		\$1,546,217.00
Noncurrent Liabilities			

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	Pension contribution payable		\$0.00
	Other post-employment benefits		\$0.00
	Bonds and notes payable		\$0.00
	Long term leases		\$0.00
	Other long-term obligations		\$202,078.00
	Total noncurrent liabilities		\$202,078.00
Total liabilities			\$1,748,295.00
Net Asset (Deficit)			
Net Assets			
	Invested in capital assets, net of related debt		\$3,695,379.00
	Restricted		\$0.00
	Unrestricted		\$0.00
	Total net assets		\$3,695,379.00

SUMMARY STATEMENT OF REVENUE, EXPENSES AND CHANGES IN NET ASSETS

		Amount
Operating Revenues		
	Charges for services	\$792,256.00
	Rental and financing income	\$24,217.00
	Other operating revenues	\$0.00
	Total operating revenue	\$816,473.00
Operating Expenses		
	Salaries and wages	\$897,488.00
	Other employee benefits	\$0.00
	Professional services contracts	\$102,368.00
	Supplies and materials	\$182,831.00
	Depreciation and amortization	\$18,460.00
	Other operating expenses	\$71,491.00
	Total operating expenses	\$1,272,638.00
Operating income (loss)		(\$456,165.00)
Nonoperating Revenues		
	Investment earnings	\$0.00
	State subsidies/grants	\$0.00
	Federal subsidies/grants	\$0.00
	Municipal subsidies/grants	\$517,650.00
	Public authority subsidies	\$0.00

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	Other nonoperating revenues		\$88,480.00
	Total nonoperating revenue		\$606,130.00
Nonoperating Expenses			
	Interest and other financing charges		\$0.00
	Subsidies to other public authorities		\$0.00
	Grants and donations		\$0.00
	Other nonoperating expenses		\$0.00
	Total nonoperating expenses		\$0.00
	Income (loss) before contributions		\$149,965.00
Capital contributions			\$0.00
Change in net assets			\$149,965.00
Net assets (deficit) beginning of year			\$3,545,414.00
Other net assets changes			\$0.00
Net assets (deficit) at end of year			\$3,695,379.00

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Current Debt

Question		Response
1.	Did the Authority have any outstanding debt, including conduit debt, at any point during the reporting period?	No
2.	If yes, has the Authority issued any debt during the reporting period?	

New Debt Issuances

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Status: UNSUBMITTED

Certified Date: N/A

Schedule of Authority Debt

Type of Debt			Statutory Authorization(\$)	Outstanding Start of Fiscal Year(\$)	New Debt Issuances(\$)	Debt Retired (\$)	Outstanding End of Fiscal Year(\$)
State Obligation	State Guaranteed						
State Obligation	State Supported						
State Obligation	State Contingent Obligation						
State Obligation	State Moral Obligation						
Other State-Funded	Other State-Funded						
Authority Debt - General Obligation	Authority Debt - General Obligation						
Authority Debt - Revenue	Authority Debt - Revenue						
Authority Debt - Other	Authority Debt - Other						
Conduit		Conduit Debt					
Conduit		Conduit Debt - Pilot Increment Financing					
TOTALS							

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Certified Date: N/A

Real Property Acquisition/Disposal List

This Authority has indicated that it had no real property acquisitions or disposals during the reporting period.

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Personal Property

This Authority has indicated that it had no personal property disposals during the reporting period.

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Certified Date: N/A

Property Documents

Question	Response	URL (if Applicable)
1. In accordance with Section 2896(3) of PAL, the Authority is required to prepare a report at least annually of all real property of the Authority. Has this report been prepared?	Yes	https://www.jcida.com/wp-content/uploads/2023/01/JCLDC-Annual-Property-Report-2022.pdf
2. Has the Authority prepared policies, procedures, or guidelines regarding the use, awarding, monitoring, and reporting of contracts for the acquisition and disposal of property?	Yes	https://www.jcida.com/about-us/jcldc/
3. In accordance with Section 2896(1) of PAL, has the Authority named a contracting officer who shall be responsible for the Authority's compliance with and enforcement of such guidelines?	Yes	N/A

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Grant Information

Source of Grant Funds	Federal
Name of Grant Recipient	Beese Apiaries
Address Line1	26246 Cramer Road
Address Line2	
City	WATERTOWN
State	NY
Postal Code - Plus4	13601
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$9,000.00
Date Grant Awarded	7/14/2022
Purpose of Grant	Equipment and Fixed Asset Acquisition
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

Source of Grant Funds	Federal
Name of Grant Recipient	Black River Drive-in, Inc.
Address Line1	142 Calkins Road
Address Line2	
City	FULTON
State	NY
Postal Code - Plus4	13069
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$10,000.00
Date Grant Awarded	7/19/2022
Purpose of Grant	Equipment and Fixed Asset Acquisition
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

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Source of Grant Funds	Private
Name of Grant Recipient	Brian Topping & Christine Grimes Topping
Address Line1	201 W. Main Street
Address Line2	
City	SACKETS HARBOR
State	NY
Postal Code - Plus4	13685
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$1,500.00
Date Grant Awarded	2/14/2022
Purpose of Grant	Marketing and Business Recruitment
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

Source of Grant Funds	Federal
Name of Grant Recipient	Busted Grapes LLC
Address Line1	19557 Ball Road
Address Line2	
City	BLACK RIVER
State	NY
Postal Code - Plus4	13612
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$9,000.00
Date Grant Awarded	7/14/2022
Purpose of Grant	Equipment and Fixed Asset Acquisition
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

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Source of Grant Funds	Federal
Name of Grant Recipient	Carmon Property Holdings, LLC
Address Line1	122 Francis Street
Address Line2	
City	WATERTOWN
State	NY
Postal Code - Plus4	13601
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$6,111.02
Date Grant Awarded	8/9/2022
Purpose of Grant	Residential Property Construction/Acquisition/Rehabilitation/Improvement
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

Source of Grant Funds	Private
Name of Grant Recipient	Carol Thomas
Address Line1	34311 NYS Route 12E
Address Line2	
City	CAPE VINCENT
State	NY
Postal Code - Plus4	13618
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$2,500.00
Date Grant Awarded	2/17/2022
Purpose of Grant	Marketing and Business Recruitment
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

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Source of Grant Funds	Federal
Name of Grant Recipient	Cedar Dell Angus Meats
Address Line1	23938 Shoulette Road
Address Line2	
City	REDWOOD
State	NY
Postal Code - Plus4	13679
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$50,000.00
Date Grant Awarded	7/13/2022
Purpose of Grant	Equipment and Fixed Asset Acquisition
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

Source of Grant Funds	Federal
Name of Grant Recipient	Cerow Agency, Inc.
Address Line1	221 John Street
Address Line2	
City	CLAYTON
State	NY
Postal Code - Plus4	13624
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$10,000.00
Date Grant Awarded	7/19/2022
Purpose of Grant	Equipment and Fixed Asset Acquisition
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

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 Certified Date: N/A

Source of Grant Funds	Federal
Name of Grant Recipient	Christopher P. Knapp
Address Line1	315 Keyes Ave
Address Line2	
City	WATERTOWN
State	NY
Postal Code - Plus4	13601
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$10,000.00
Date Grant Awarded	8/9/2022
Purpose of Grant	Residential Property Construction/Acquisition/Rehabilitation/Improvement
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

Source of Grant Funds	Federal
Name of Grant Recipient	David Lawton
Address Line1	33936 Route 3
Address Line2	
City	CARTHAGE
State	NY
Postal Code - Plus4	13619
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$4,220.00
Date Grant Awarded	8/9/2022
Purpose of Grant	Residential Property Construction/Acquisition/Rehabilitation/Improvement
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

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Status: UNSUBMITTED
Certified Date: N/A

Source of Grant Funds	Federal
Name of Grant Recipient	Deborah Wilson (Emma Flower Taylor Mansion)
Address Line1	241 Clinton Street
Address Line2	
City	WATERTOWN
State	NY
Postal Code - Plus4	13601
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$10,000.00
Date Grant Awarded	8/9/2022
Purpose of Grant	Residential Property Construction/Acquisition/Rehabilitation/Improvement
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

Source of Grant Funds	Federal
Name of Grant Recipient	Ebersol's Custom Cutting, Inc.
Address Line1	26804 Keyser Road
Address Line2	
City	EVANS MILLS
State	NY
Postal Code - Plus4	13637
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$9,000.00
Date Grant Awarded	8/17/2022
Purpose of Grant	Equipment and Fixed Asset Acquisition
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

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Source of Grant Funds	Federal
Name of Grant Recipient	Elmer Creek Farms
Address Line1	41388 State Route 3
Address Line2	
City	CARTHAGE
State	NY
Postal Code - Plus4	13619
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$10,000.00
Date Grant Awarded	7/18/2022
Purpose of Grant	Commercial Property Construction/Acquisition/Revitalization/Improvement
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

Source of Grant Funds	Federal
Name of Grant Recipient	Gary Trucking, LLC
Address Line1	24453 White Road
Address Line2	
City	WATERTOWN
State	NY
Postal Code - Plus4	13601
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$9,857.78
Date Grant Awarded	7/19/2022
Purpose of Grant	Equipment and Fixed Asset Acquisition
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

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Source of Grant Funds	Federal
Name of Grant Recipient	J Eberle Woodworking
Address Line1	17306 US Route 11
Address Line2	
City	WATERTOWN
State	NY
Postal Code - Plus4	13601
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$9,561.89
Date Grant Awarded	10/6/2022
Purpose of Grant	Equipment and Fixed Asset Acquisition
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

Source of Grant Funds	Federal
Name of Grant Recipient	Jennifer Gerni
Address Line1	19343 Woodside Drive
Address Line2	
City	WATERTOWN
State	NY
Postal Code - Plus4	13601
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$7,616.00
Date Grant Awarded	8/9/2022
Purpose of Grant	Residential Property Construction/Acquisition/Rehabilitation/Improvement
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

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Source of Grant Funds	Federal
Name of Grant Recipient	John Fay
Address Line1	123 Cedar Street
Address Line2	
City	WATERTOWN
State	NY
Postal Code - Plus4	13601
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$8,000.00
Date Grant Awarded	8/9/2022
Purpose of Grant	Residential Property Construction/Acquisition/Rehabilitation/Improvement
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

Source of Grant Funds	Federal
Name of Grant Recipient	Joseph Carr
Address Line1	35068 State Route 3
Address Line2	
City	CARTHAGE
State	NY
Postal Code - Plus4	13619
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$5,600.00
Date Grant Awarded	8/9/2022
Purpose of Grant	Residential Property Construction/Acquisition/Rehabilitation/Improvement
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

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Source of Grant Funds	Federal
Name of Grant Recipient	Joseph T. LaFave
Address Line1	411 Prospect St
Address Line2	Apt 1
City	WATERTOWN
State	NY
Postal Code - Plus4	13601
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$10,000.00
Date Grant Awarded	8/9/2022
Purpose of Grant	Residential Property Construction/Acquisition/Rehabilitation/Improvement
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

Source of Grant Funds	Federal
Name of Grant Recipient	Kyle Pignone
Address Line1	16824 County Route 155
Address Line2	
City	WATERTOWN
State	NY
Postal Code - Plus4	13601
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$9,950.59
Date Grant Awarded	8/9/2022
Purpose of Grant	Residential Property Construction/Acquisition/Rehabilitation/Improvement
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

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Source of Grant Funds	Federal
Name of Grant Recipient	Lori L. Elliot
Address Line1	64 Liberty Street
Address Line2	
City	CARTHAGE
State	NY
Postal Code - Plus4	13619
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$10,000.00
Date Grant Awarded	8/9/2022
Purpose of Grant	Residential Property Construction/Acquisition/Rehabilitation/Improvement
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

Source of Grant Funds	Federal
Name of Grant Recipient	Luff Farms, Inc.
Address Line1	21272 S Shore Road
Address Line2	
City	THREE MILE BAY
State	NY
Postal Code - Plus4	13693
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$3,670.36
Date Grant Awarded	7/11/2022
Purpose of Grant	Equipment and Fixed Asset Acquisition
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

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Source of Grant Funds	Federal
Name of Grant Recipient	MSPEN Consulting
Address Line1	941 Franklin Street
Address Line2	
City	WATERTOWN
State	NY
Postal Code - Plus4	13601
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$1,672.51
Date Grant Awarded	7/19/2022
Purpose of Grant	Equipment and Fixed Asset Acquisition
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

Source of Grant Funds	Federal
Name of Grant Recipient	Maplewood Sweets, LLC
Address Line1	15700 County Route 62
Address Line2	
City	WATERTOWN
State	NY
Postal Code - Plus4	13601
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$9,000.00
Date Grant Awarded	8/1/2022
Purpose of Grant	Equipment and Fixed Asset Acquisition
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

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Source of Grant Funds	Federal
Name of Grant Recipient	Mary Dietterick
Address Line1	127 Bowers Ave
Address Line2	
City	WATERTOWN
State	NY
Postal Code - Plus4	13601
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$10,000.00
Date Grant Awarded	8/9/2022
Purpose of Grant	Residential Property Construction/Acquisition/Rehabilitation/Improvement
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

Source of Grant Funds	Federal
Name of Grant Recipient	Monthly Boxer
Address Line1	22476 Fisher Road
Address Line2	
City	WATERTOWN
State	NY
Postal Code - Plus4	13601
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$7,000.00
Date Grant Awarded	7/19/2022
Purpose of Grant	Equipment and Fixed Asset Acquisition
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

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Source of Grant Funds	Federal
Name of Grant Recipient	NNY Windy Acres Nursery, Inc.
Address Line1	23672 County Route 3
Address Line2	
City	LA FARGEVILLE
State	NY
Postal Code - Plus4	13656
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$10,000.00
Date Grant Awarded	7/11/2022
Purpose of Grant	Equipment and Fixed Asset Acquisition
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

Source of Grant Funds	Federal
Name of Grant Recipient	Northern Commercial Cleaning
Address Line1	PO Box 266
Address Line2	
City	WATERTOWN
State	NY
Postal Code - Plus4	13601
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$7,717.50
Date Grant Awarded	10/6/2022
Purpose of Grant	Equipment and Fixed Asset Acquisition
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

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Source of Grant Funds	Federal
Name of Grant Recipient	Patrick Merritt
Address Line1	309 Stone Street
Address Line2	
City	WATERTOWN
State	NY
Postal Code - Plus4	13601
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$7,008.21
Date Grant Awarded	8/9/2022
Purpose of Grant	Residential Property Construction/Acquisition/Rehabilitation/Improvement
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

Source of Grant Funds	Federal
Name of Grant Recipient	RBM Manufacturing Corp.
Address Line1	19138 US 11
Address Line2	
City	WATERTOWN
State	NY
Postal Code - Plus4	13601
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$9,052.00
Date Grant Awarded	7/19/2022
Purpose of Grant	Equipment and Fixed Asset Acquisition
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

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Source of Grant Funds	Federal
Name of Grant Recipient	Renzi Brothers Inc.
Address Line1	901 Rail Drive
Address Line2	
City	WATERTOWN
State	NY
Postal Code - Plus4	13601 -2379
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$19,859.04
Date Grant Awarded	7/26/2022
Purpose of Grant	Education/Training (Business Development)
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

Source of Grant Funds	Federal
Name of Grant Recipient	Rhodes Greenhouses Inc.
Address Line1	PO Box 329
Address Line2	
City	HENDERSON
State	NY
Postal Code - Plus4	13650
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$10,000.00
Date Grant Awarded	7/19/2022
Purpose of Grant	Equipment and Fixed Asset Acquisition
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

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Source of Grant Funds	Private
Name of Grant Recipient	Richard C. McNeely III
Address Line1	19138 US 11
Address Line2	
City	WATERTOWN
State	NY
Postal Code - Plus4	13601
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$2,500.00
Date Grant Awarded	1/5/2022
Purpose of Grant	Marketing and Business Recruitment
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

Source of Grant Funds	Federal
Name of Grant Recipient	Robbins Family Grain
Address Line1	14471 County Route 145
Address Line2	
City	SACKETS HARBOR
State	NY
Postal Code - Plus4	13685
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$10,000.00
Date Grant Awarded	7/19/2022
Purpose of Grant	Equipment and Fixed Asset Acquisition
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

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Source of Grant Funds	Federal
Name of Grant Recipient	Spec-Rite, LLC
Address Line1	PO Box 457
Address Line2	
City	ADAMS CENTER
State	NY
Postal Code - Plus4	13606
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$6,000.00
Date Grant Awarded	7/19/2022
Purpose of Grant	Equipment and Fixed Asset Acquisition
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

Source of Grant Funds	Federal
Name of Grant Recipient	St. Elmo Island, Inc.
Address Line1	PO Box 163
Address Line2	
City	ALEXANDRIA BAY
State	NY
Postal Code - Plus4	13607
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$2,000.00
Date Grant Awarded	7/19/2022
Purpose of Grant	Equipment and Fixed Asset Acquisition
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

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Source of Grant Funds	Federal
Name of Grant Recipient	St. Lawrence Sales & Marketing
Address Line1	15322 Heritage Drive
Address Line2	
City	CLAYTON
State	NY
Postal Code - Plus4	13624
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$9,880.81
Date Grant Awarded	9/1/2022
Purpose of Grant	Equipment and Fixed Asset Acquisition
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

Source of Grant Funds	Federal
Name of Grant Recipient	Steiner's General Store, LLC
Address Line1	18232 County Route 156
Address Line2	
City	WATERTOWN
State	NY
Postal Code - Plus4	13601
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$9,000.00
Date Grant Awarded	7/29/2022
Purpose of Grant	Equipment and Fixed Asset Acquisition
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

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Source of Grant Funds	Private
Name of Grant Recipient	Stephen Winkler
Address Line1	20562 County Route 69
Address Line2	
City	RODMAN
State	NY
Postal Code - Plus4	13682
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$2,500.00
Date Grant Awarded	5/23/2022
Purpose of Grant	Marketing and Business Recruitment
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

Source of Grant Funds	Federal
Name of Grant Recipient	Stephen Winkler
Address Line1	20562 County Route 69
Address Line2	
City	RODMAN
State	NY
Postal Code - Plus4	13682
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$10,000.00
Date Grant Awarded	8/4/2022
Purpose of Grant	Commercial Property Construction/Acquisition/Revitalization/Improvement
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

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Source of Grant Funds	Federal
Name of Grant Recipient	Stewart Signs & Apparel, LLC
Address Line1	34238 NYS Rt. 12E
Address Line2	
City	CAPE VINCENT
State	NY
Postal Code - Plus4	13618
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$4,000.00
Date Grant Awarded	7/19/2022
Purpose of Grant	Equipment and Fixed Asset Acquisition
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

Source of Grant Funds	Federal
Name of Grant Recipient	Sticky Dicks Honey Products
Address Line1	32933 County Route 143
Address Line2	
City	CARTHAGE
State	NY
Postal Code - Plus4	13619
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$9,000.00
Date Grant Awarded	7/20/2022
Purpose of Grant	Equipment and Fixed Asset Acquisition
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

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Source of Grant Funds	Federal
Name of Grant Recipient	Taylor Concrete Products Inc.
Address Line1	20475 Old Rome State Road
Address Line2	
City	WATERTOWN
State	NY
Postal Code - Plus4	13601
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$4,989.60
Date Grant Awarded	7/19/2022
Purpose of Grant	Equipment and Fixed Asset Acquisition
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

Source of Grant Funds	Federal
Name of Grant Recipient	Telly's Inn
Address Line1	427 S Market Street
Address Line2	
City	CAPE VINCENT
State	NY
Postal Code - Plus4	13618
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$6,887.62
Date Grant Awarded	7/19/2022
Purpose of Grant	Equipment and Fixed Asset Acquisition
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

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Source of Grant Funds	Federal
Name of Grant Recipient	The Little Bookstore
Address Line1	418 Merrick Street
Address Line2	
City	CLAYTON
State	NY
Postal Code - Plus4	13624
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$3,000.00
Date Grant Awarded	7/19/2022
Purpose of Grant	Equipment and Fixed Asset Acquisition
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

Source of Grant Funds	Federal
Name of Grant Recipient	Thousand Islands Winery
Address Line1	43298 Seaway Ave.
Address Line2	Suite 1
City	ALEXANDRIA BAY
State	NY
Postal Code - Plus4	13607
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$9,000.00
Date Grant Awarded	7/12/2022
Purpose of Grant	Equipment and Fixed Asset Acquisition
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

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Source of Grant Funds	Federal
Name of Grant Recipient	White Caps Winery, LLC
Address Line1	11633 County Route 125
Address Line2	
City	CHAUMONT
State	NY
Postal Code - Plus4	13622
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$8,394.90
Date Grant Awarded	7/14/2022
Purpose of Grant	Equipment and Fixed Asset Acquisition
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

Source of Grant Funds	Federal
Name of Grant Recipient	William Bonner
Address Line1	3875 Waterford Dr
Address Line2	
City	ROCKLEDGE
State	FL
Postal Code - Plus4	32955
Province/Region	
Country	United States
Amount of Grant Award Provided During Reporting Year	\$10,000.00
Date Grant Awarded	8/9/2022
Purpose of Grant	Residential Property Construction/Acquisition/Rehabilitation/Improvement
Was the Grant Expected to Result in New Jobs Being Created?	No
If yes, How Many Jobs Were Planned to be Created?	
If yes, How Many Jobs Have Been Created to Date?	

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Certified Date: N/A

Loan Information

Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Alisha Tillson	Date Loan Awarded	4/29/2020
Address Line1	106 Court Street	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	WATERTOWN	Amount of Loan Principal Repaid to Date	\$2,228.85
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13601	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Amy Demar	Date Loan Awarded	4/24/2020
Address Line1	1104 Washington Street	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	WATERTOWN	Amount of Loan Principal Repaid to Date	\$2,556.32
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13601	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Bonnie Herman	Date Loan Awarded	4/24/2020
Address Line1	19033 US Route 11	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	WATERTOWN	Amount of Loan Principal Repaid to Date	\$2,385.09
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13601	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	Private	Original Amount of Loan	\$5,000.00
Name of Loan Recipient	Brian Topping & Christine Grimes Topping	Date Loan Awarded	5/8/2020
Address Line1	201 W. Main Street	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	SACKETS HARBOR	Amount of Loan Principal Repaid to Date	\$3,517.40
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13685	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	Yes

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Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Carol Thomas	Date Loan Awarded	4/27/2020
Address Line1	34311 NYS Route 12E	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	CAPE VINCENT	Amount of Loan Principal Repaid to Date	\$6,722.68
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13618	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	Yes

Source of Loan Funds	Private	Original Amount of Loan	\$40,000.00
Name of Loan Recipient	Clayton Island Tours, LLC	Date Loan Awarded	4/2/2020
Address Line1	39611 Chateau Lane	Interest Rate (%)	5
Address Line2		Length of Loan(# of years to repay)	6
City	CLAYTON	Amount of Loan Principal Repaid to Date	\$27,551.99
State	NY	Purpose of Loan	Commercial Property Construction/Acquisition/Revitalization/Improvement
Postal Code	13624	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	Private	Original Amount of Loan	\$40,000.00
Name of Loan Recipient	Clayton Yacht Club	Date Loan Awarded	7/9/2021
Address Line1	115 Bartlett Road	Interest Rate (%)	3
Address Line2	PO Box 268	Length of Loan(# of years to repay)	6
City	CLAYTON	Amount of Loan Principal Repaid to Date	\$3,109.26
State	NY	Purpose of Loan	Commercial Property Construction/Acquisition/Revitalization/Improvement
Postal Code	13624	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Colleen Bellinger	Date Loan Awarded	4/24/2020
Address Line1	8541 NYS Route 3	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	HENDERSON	Amount of Loan Principal Repaid to Date	\$2,379.45
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13650	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	Private	Original Amount of Loan	\$40,000.00
Name of Loan Recipient	Crescent Yacht Club	Date Loan Awarded	8/5/2021
Address Line1	27300 Independence Point Road	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	6
City	CHAUMONT	Amount of Loan Principal Repaid to Date	\$40,000.00
State	NY	Purpose of Loan	Commercial Property Construction/Acquisition/Revitalization/Improvement
Postal Code	13622	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	Yes

Source of Loan Funds	Private	Original Amount of Loan	\$187,500.00
Name of Loan Recipient	Current Applications Inc.	Date Loan Awarded	7/7/2011
Address Line1	PO Box 321	Interest Rate (%)	5
Address Line2	275 Bellew Ave South	Length of Loan(# of years to repay)	20
City	WATERTOWN	Amount of Loan Principal Repaid to Date	\$119,807.57
State	NY	Purpose of Loan	Commercial Property Construction/Acquisition/Revitalization/Improvement
Postal Code	13601	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	Yes

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Source of Loan Funds	Private	Original Amount of Loan	\$5,000.00
Name of Loan Recipient	David & Sherry Cobb	Date Loan Awarded	5/8/2020
Address Line1	14739 Co Rt 62	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	SACKETS HARBOR	Amount of Loan Principal Repaid to Date	\$961.89
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13685	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	Private	Original Amount of Loan	\$5,000.00
Name of Loan Recipient	DiPrinzio's Kitchen	Date Loan Awarded	1/7/2021
Address Line1	240 Cartier Ave	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	6
City	CLAYTON	Amount of Loan Principal Repaid to Date	\$782.16
State	NY	Purpose of Loan	Commercial Property Construction/Acquisition/Revitalization/Improvement
Postal Code	13624	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	Private	Original Amount of Loan	\$5,000.00
Name of Loan Recipient	DiPrinzio's Market	Date Loan Awarded	1/7/2021
Address Line1	240 Cartier Ave	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	6
City	CLAYTON	Amount of Loan Principal Repaid to Date	\$782.16
State	NY	Purpose of Loan	Commercial Property Construction/Acquisition/Revitalization/Improvement
Postal Code	13624	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Gail W. Miller	Date Loan Awarded	4/24/2020
Address Line1	11544 Co Rt 125	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	CHAUMONT	Amount of Loan Principal Repaid to Date	\$2,547.30
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13622	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Gary & Jolene Rhodes	Date Loan Awarded	5/15/2020
Address Line1	7185 NYS Route 3	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	HENDERSON	Amount of Loan Principal Repaid to Date	\$2,379.14
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13650	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Gary Tubolino	Date Loan Awarded	5/15/2020
Address Line1	41 Grove Street	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	ADAMS	Amount of Loan Principal Repaid to Date	\$1,572.24
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13605	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Greg Wills	Date Loan Awarded	4/29/2020
Address Line1	46211 County Rt 1	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	ALEXANDRIA BAY	Amount of Loan Principal Repaid to Date	\$2,391.06
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13607	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	James Canzonier	Date Loan Awarded	5/15/2020
Address Line1	7781 Lake Road	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	HENDERSON	Amount of Loan Principal Repaid to Date	\$2,379.18
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13650	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Joseph Chavoustie	Date Loan Awarded	4/24/2020
Address Line1	342 E. Broadway	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	CAPE VINCENT	Amount of Loan Principal Repaid to Date	\$2,385.09
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13618	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Kathleen Elmer	Date Loan Awarded	5/8/2020
Address Line1	33087 County Route 163	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	CARTHAGE	Amount of Loan Principal Repaid to Date	\$2,373.24
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13619	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	Private	Original Amount of Loan	\$600,000.00
Name of Loan Recipient	LCO Destiny, LLC	Date Loan Awarded	8/6/2015
Address Line1	1 Fisher Circle	Interest Rate (%)	5
Address Line2		Length of Loan(# of years to repay)	5
City	WATERTOWN	Amount of Loan Principal Repaid to Date	\$85,405.98
State	NY	Purpose of Loan	Commercial Property Construction/Acquisition/Revitalization/Improvement
Postal Code	13601	Was the loan expected to result in new jobs being created?	Yes
Plus4		If Yes, how many jobs were planned to be created?	30
Province/Region		If Yes, how many jobs have been created to date?	0
Country	United States	Have the terms of the loan been completed?	Yes

Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Laurie Cornelia	Date Loan Awarded	4/24/2020
Address Line1	141 E. Broadway	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	CAPE VINCENT	Amount of Loan Principal Repaid to Date	\$2,556.83
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13618	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Mark Morgia	Date Loan Awarded	5/15/2020
Address Line1	13322 House Road	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	CLAYTON	Amount of Loan Principal Repaid to Date	\$2,379.14
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13624	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Melissa Sampson	Date Loan Awarded	5/8/2020
Address Line1	101 St Route 26	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	PHILADELPHIA	Amount of Loan Principal Repaid to Date	\$2,061.89
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13673	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Michael Northrop	Date Loan Awarded	4/29/2020
Address Line1	20202 Caird Road	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	ADAMS CENTER	Amount of Loan Principal Repaid to Date	\$2,391.06
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13606	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Nickey Aubin	Date Loan Awarded	4/29/2020
Address Line1	19557 Ball Road	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	BLACK RIVER	Amount of Loan Principal Repaid to Date	\$1,914.71
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13612	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	Private	Original Amount of Loan	\$100,000.00
Name of Loan Recipient	North Branch Farms	Date Loan Awarded	2/2/2017
Address Line1	7781 Lake Road	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	1
City	HENDERSON	Amount of Loan Principal Repaid to Date	\$9,526.49
State	NY	Purpose of Loan	Commercial Property Construction/Acquisition/Revitalization/Improvement
Postal Code	13650	Was the loan expected to result in new jobs being created?	Yes
Plus4		If Yes, how many jobs were planned to be created?	2
Province/Region		If Yes, how many jobs have been created to date?	0
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Rene Hernandez	Date Loan Awarded	5/15/2020
Address Line1	PO Box 266	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	WATERTOWN	Amount of Loan Principal Repaid to Date	\$2,072.16
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13601	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Richard C. McNeely III	Date Loan Awarded	4/22/2020
Address Line1	19138 US Rt 11	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	WATERTOWN	Amount of Loan Principal Repaid to Date	\$6,878.92
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13601	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	Yes

Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Robert L. Gould	Date Loan Awarded	4/22/2020
Address Line1	43449 NYS Rt 12	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	ALEXANDRIA BAY	Amount of Loan Principal Repaid to Date	\$2,391.06
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13607	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Scott Skinner	Date Loan Awarded	4/29/2020
Address Line1	969 Arsenal Street	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	WATERTOWN	Amount of Loan Principal Repaid to Date	\$2,229.25
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13601	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Stephen Winkler	Date Loan Awarded	5/22/2020
Address Line1	20562 County Route 69	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	RODMAN	Amount of Loan Principal Repaid to Date	\$7,022.17
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13682	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	Yes

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Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Steven & Helen Brotherton	Date Loan Awarded	4/29/2020
Address Line1	30689 County Route 20	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	PHILADELPHIA	Amount of Loan Principal Repaid to Date	\$2,926.20
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13673	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	Private	Original Amount of Loan	\$98,082.50
Name of Loan Recipient	Watertown Industrial Center LDC	Date Loan Awarded	12/7/2017
Address Line1	800 Starbuck Avenue	Interest Rate (%)	3.5
Address Line2	Suite 804	Length of Loan(# of years to repay)	5
City	WATERTOWN	Amount of Loan Principal Repaid to Date	\$23,641.40
State	NY	Purpose of Loan	Commercial Property Construction/Acquisition/Revitalization/Improvement
Postal Code	13601	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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Source of Loan Funds	Private	Original Amount of Loan	\$200,000.00
Name of Loan Recipient	Watertown Industrial Center Local Development Corporation	Date Loan Awarded	2/4/2010
Address Line1	800 Starbuck Avenue	Interest Rate (%)	3
Address Line2	Suite 800	Length of Loan(# of years to repay)	20
City	WATERTOWN	Amount of Loan Principal Repaid to Date	\$12,801.71
State	NY	Purpose of Loan	Commercial Property Construction/Acquisition/Revitalization/Improvement
Postal Code	13601	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

Source of Loan Funds	Private	Original Amount of Loan	\$10,000.00
Name of Loan Recipient	Zero Dock Street, LLC	Date Loan Awarded	7/13/2020
Address Line1	130 Canal Street	Interest Rate (%)	3
Address Line2		Length of Loan(# of years to repay)	5
City	CARTHAGE	Amount of Loan Principal Repaid to Date	\$2,373.20
State	NY	Purpose of Loan	Marketing and Business Recruitment
Postal Code	13619	Was the loan expected to result in new jobs being created?	No
Plus4		If Yes, how many jobs were planned to be created?	
Province/Region		If Yes, how many jobs have been created to date?	
Country	United States	Have the terms of the loan been completed?	No

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Certified Date: N/A

Bond Information

This Authority has indicated that it did not have any outstanding bonds during the reporting period.

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Certified Date: N/A

Additional Comments

Procurement Report for Jefferson County Local Development Corporation

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Run Date: 02/27/2023
 Status: UNSUBMITTED
 Certified Date : N/A

Procurement Information:

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	https://www.jcida.com/wp-content/uploads/2023/01/JCLDC-Procurement-Policy-110421.pdf
2. Are the procurement guidelines reviewed annually, amended if needed, and approved by the Board?	Yes	
3. Does the Authority allow for exceptions to the procurement guidelines?	No	
4. Does the Authority assign credit cards to employees for travel and/or business purchases?	Yes	
5. Does the Authority require prospective bidders to sign a non-collusion agreement?	No	
6. Does the Authority incorporate a summary of its procurement policies and prohibitions in its solicitation of proposals, bid documents, or specifications for procurement contracts?	No	
7. Did the Authority designate a person or persons to serve as the authorized contact on a specific procurement, in accordance with Section 139-j(2)(a) of the State Finance Law, "The Procurement Lobbying Act"?	Yes	
8. Did the Authority determine that a vendor had impermissible contact during a procurement or attempted to influence the procurement during the reporting period, in accordance with Section 139-j(10) of the State Finance Law?	No	
8a. If Yes, was a record made of this impermissible contact?		
9. Does the Authority have a process to review and investigate allegations of impermissible contact during a procurement, and to impose sanctions in instances where violations have occurred, in accordance with Section 139-j(9) of the State Finance Law?	No	

Procurement Report for Jefferson County Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 02/27/2023
Status: UNSUBMITTED
Certified Date : N/A

Procurement Transactions Listing:

1. Vendor Name	Bowers & Company	Address Line1	1120 Commerce Park Drive East
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	WATERTOWN
Award Date		State	NY
End Date		Postal Code	13601
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$6,500.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Annual Audit

2. Vendor Name	Excellus BCBS	Address Line1	165 Court Street
Type of Procurement	Other	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	ROCHESTER
Award Date		State	NY
End Date		Postal Code	14647
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$184,113.82	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Health/Dental Insurance

Procurement Report for Jefferson County Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 02/27/2023
 Status: UNSUBMITTED
 Certified Date : N/A

3.	Vendor Name	FDRLO	Address Line1	PO Box 775
	Type of Procurement	Other Professional Services	Address Line2	
	Award Process	Non Contract Procurement/Purchase Order	City	WATERTOWN
	Award Date		State	NY
	End Date		Postal Code	13601
	Fair Market Value		Plus 4	
	Amount		Province/Region	
	Amount Expended For Fiscal Year	\$15,000.00	Country	United States
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	Membership, Drum Country Business

4.	Vendor Name	Greater Watertown North Country Chamber of Commerce	Address Line1	1241 Coffeen Street
	Type of Procurement	Other	Address Line2	
	Award Process	Non Contract Procurement/Purchase Order	City	WATERTOWN
	Award Date		State	NY
	End Date		Postal Code	13601
	Fair Market Value		Plus 4	
	Amount		Province/Region	
	Amount Expended For Fiscal Year	\$8,810.00	Country	United States
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	Annual Membership, events

Procurement Report for Jefferson County Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 02/27/2023
Status: UNSUBMITTED
Certified Date : N/A

5. Vendor Name	Jefferson County Treasurer	Address Line1	175 Arsenal Street
Type of Procurement	Other	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	WATERTOWN
Award Date		State	NY
End Date		Postal Code	13601
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$7,500.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	2022 CEDS contribution

6. Vendor Name	Liberty Mutual	Address Line1	PO Box 2839
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	NEW YORK
Award Date		State	NY
End Date		Postal Code	10116
Fair Market Value		Plus 4	2839
Amount		Province/Region	
Amount Expended For Fiscal Year	\$5,141.46	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Insurance - workers comp. and audit

Procurement Report for Jefferson County Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 02/27/2023
 Status: UNSUBMITTED
 Certified Date : N/A

7.	Vendor Name	NNY Online	Address Line1	130 Park Place
	Type of Procurement	Other Professional Services	Address Line2	
	Award Process	Non Contract Procurement/Purchase Order	City	WATERTOWN
	Award Date		State	NY
	End Date		Postal Code	13601
	Fair Market Value		Plus 4	
	Amount		Province/Region	
	Amount Expended For Fiscal Year	\$7,112.30	Country	United States
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	Managed protection/hosted virtual server

8.	Vendor Name	Northern Commercial Cleaning	Address Line1	PO Box 266
	Type of Procurement	Other Professional Services	Address Line2	
	Award Process	Authority Contract - Non-Competitive Bid	City	WATERTOWN
	Award Date	10/1/2021	State	NY
	End Date	12/31/2022	Postal Code	13601
	Fair Market Value	\$20,092.50	Plus 4	
	Amount	\$20,092.50	Province/Region	
	Amount Expended For Fiscal Year	\$20,092.50	Country	United States
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	Office cleaning

Procurement Report for Jefferson County Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 02/27/2023
 Status: UNSUBMITTED
 Certified Date : N/A

9.	Vendor Name	Northern Computers	Address Line1	130 Park Place
	Type of Procurement	Other Professional Services	Address Line2	
	Award Process	Non Contract Procurement/Purchase Order	City	WATERTOWN
	Award Date		State	NY
	End Date		Postal Code	13601
	Fair Market Value		Plus 4	
	Amount		Province/Region	
	Amount Expended For Fiscal Year	\$6,849.00	Country	United States
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	Repairs, maintenance, updates, etc.

10.	Vendor Name	Spectrum Reach	Address Line1	PO Box 27908
	Type of Procurement	Other Professional Services	Address Line2	
	Award Process	Authority Contract - Non-Competitive Bid	City	NEW YORK
	Award Date	10/1/2021	State	NY
	End Date	12/31/2022	Postal Code	10087
	Fair Market Value	\$17,211.95	Plus 4	
	Amount	\$17,211.95	Province/Region	
	Amount Expended For Fiscal Year	\$17,211.95	Country	United States
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	Advertising

Procurement Report for Jefferson County Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 02/27/2023
Status: UNSUBMITTED
Certified Date : N/A

11. Vendor Name	WPBS	Address Line1	1056 Arsenal Street
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	WATERTOWN
Award Date	10/1/2021	State	NY
End Date	12/31/2022	Postal Code	13601
Fair Market Value	\$8,355.00	Plus 4	
Amount	\$8,355.00	Province/Region	
Amount Expended For Fiscal Year	\$8,355.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Advertising

12. Vendor Name	Wells Fargo	Address Line1	PO Box 070241
Type of Procurement	Other	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	PHILADELPHIA
Award Date	10/1/2021	State	PA
End Date	12/31/2022	Postal Code	19176
Fair Market Value	\$5,115.89	Plus 4	0241
Amount	\$5,115.89	Province/Region	
Amount Expended For Fiscal Year	\$5,115.89	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Copier lease

Procurement Report for Jefferson County Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 02/27/2023
Status: UNSUBMITTED
Certified Date : N/A

13.	Vendor Name	Westelcom	Address Line1	2 Champlain Ave
	Type of Procurement	Other Professional Services	Address Line2	
	Award Process	Non Contract Procurement/Purchase Order	City	WESTPORT
	Award Date		State	NY
	End Date		Postal Code	12993
	Fair Market Value		Plus 4	
	Amount		Province/Region	
	Amount Expended For Fiscal Year	\$5,957.94	Country	United States
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	Telephone/Internet

Additional Comments

Investment Report for Jefferson County Local Development Corporation
 Fiscal Year Ending: 12/31/2022

Run Date : 02/27/2023
 Status: UNSUBMITTED
 Certified Date: N/A

Investment Information

Question	Response	URL (If Applicable)
1. Has the Authority prepared an Annual Investment Report for the reporting period as required by Section 2925 (6) of PAL?	Yes	https://www.jcida.com/wp-content/uploads/2023/01/JCLDC-ANNUAL-INVESTMENT-REPORT-2022.pdf
2. Are the Authority's investment guidelines reviewed and approved annually?	Yes	
3. Did the Authority have an independent audit of investments as required by Section 2925(3)(f) of PAL?	No	
4. Has the Authority's independent auditor issued a management letter to the Authority in connection with its annual audit of investments?	No	

Additional Comments

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Income Statement for the Two Month Period Ending February 28, 2023
 Prepared by Joy Nuffer, March 2, 2023

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Revenues					
Admin Fees	\$ 707,275.00	117,879.16	\$ 58,939.58	58,939.58	589,395.84
JC Grant Marketing	275,400.00	45,900.00	22,950.00	22,950.00	229,500.00
JC Grant Ag Program	138,720.00	25,000.00	12,500.00	12,500.00	113,720.00
RLF Interest Income	23,000.00	1,658.59	791.91	866.68	21,341.41
Grant Income Federal	0.00	216,961.21	114,132.17	102,829.04	(216,961.21)
Interest Income	1,400.00	304.33	0.00	304.33	1,095.67
Late Fee	0.00	97.02	21.56	75.46	(97.02)
Miscellaneous Income	500.00	0.00	0.00	0.00	500.00
Total Revenues	1,146,295.00	407,800.31	209,335.22	198,465.09	738,494.69
Expenses					
Salaries	589,450.13	67,215.08	44,364.88	22,850.20	522,235.05
Benefits	242,031.33	36,732.86	17,690.56	19,042.30	205,298.47
Operations					
Marketing Program	354,848.00	46,133.66	22,924.33	23,209.33	308,714.34
AG Program	221,165.00	34,439.95	17,272.38	17,167.57	186,725.05
Office Expense	12,000.00	661.85	268.81	393.04	11,338.15
Payroll Processing	3,600.00	762.60	301.30	461.30	2,837.40
Office Rent	18,000.00	3,033.64	1,516.82	1,516.82	14,966.36
Project Loan Rent	55,942.00	9,323.74	4,661.87	4,661.87	46,618.26
Office Cleaning	10,900.00	1,640.95	788.65	852.30	9,259.05
Telephone	7,000.00	912.75	385.61	527.14	6,087.25
Equipment Rental	4,100.00	692.38	346.19	346.19	3,407.62
Equipment Maintenance	3,000.00	147.00	147.00	0.00	2,853.00
System Maintenance	1,000.00	999.00	499.50	499.50	1.00
Electric Service	5,500.00	441.90	0.00	441.90	5,058.10
Gas Service	3,500.00	389.17	0.00	389.17	3,110.83
Business Support	5,000.00	0.00	0.00	0.00	5,000.00
Workforce Development	2,500.00	0.00	0.00	0.00	2,500.00
Travel/Promotion/Meals	8,000.00	0.00	0.00	0.00	8,000.00
Staff Training & Seminars	4,000.00	885.00	0.00	885.00	3,115.00
Depreciation F&F	17,000.00	2,722.36	1,361.18	1,361.18	14,277.64
Dues & Publications	15,000.00	2,500.00	0.00	2,500.00	12,500.00
Commercial Insurance	9,100.00	567.56	283.78	283.78	8,532.44
Legal RLF	1,000.00	0.00	0.00	0.00	1,000.00
Legal Unrestricted	1,000.00	0.00	0.00	0.00	1,000.00
Accounting & Auditing	8,000.00	0.00	0.00	0.00	8,000.00
Grants Expense Federal	0.00	216,961.21	114,132.17	102,829.04	(216,961.21)
Covid Grant	10,000.00	0.00	0.00	0.00	10,000.00
Reallocated Program Expenses	(465,840.00)	(77,176.13)	(38,584.71)	(38,591.42)	(388,663.87)
Miscellaneous - Unrestricted	500.00	0.00	0.00	0.00	500.00
Total Operations	1,147,296.46	349,986.53	188,360.32	161,626.21	797,309.93
Total Revenue	1,146,295.00	407,800.31	209,335.22	198,465.09	738,494.69
Total Expenses	1,147,296.46	349,986.53	188,360.32	161,626.21	797,309.93
Net Income Over Expenditures	\$ (1,001.46)	57,813.78	\$ 20,974.90	36,838.88	(58,815.24)

For Interi-113-se Only

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

AG Program Expense Statement for the Two Month Period Ending February 28, 2023

Prepared by Joy Nuffer, March 2, 2023

UNRECONCILED

	Current Year Budget	Year-to-Dat e Total	Current Month	Previous Month	Balance Remaining
Operations					
AG Annual Meeting	\$ 5,000.00	0.00	\$ 0.00	0.00	5,000.00
AG Office Expense	1,000.00	0.00	0.00	0.00	1,000.00
AG Advertising	4,000.00	200.00	200.00	0.00	3,800.00
AG Printed Material	1,000.00	0.00	0.00	0.00	1,000.00
AG Membership/Dues	400.00	0.00	0.00	0.00	400.00
AG Business Attraction	3,500.00	0.00	0.00	0.00	3,500.00
AG Subscriptions	200.00	0.00	0.00	0.00	200.00
AG Travel/Meals/Lodging	4,000.00	538.56	0.00	538.56	3,461.44
AG Web Site Development	2,000.00	0.00	0.00	0.00	2,000.00
AG Website Promotion	0.00	349.92	0.00	349.92	(349.92)
AG Misc Program Expenses	1,000.00	0.00	0.00	0.00	1,000.00
Local Food Guide	800.00	800.00	800.00	0.00	0.00
Salary Overhead	99,510.00	15,017.60	7,508.80	7,508.80	84,492.40
FICA Overhead	5,971.00	877.37	438.67	438.70	5,093.63
Medicare Overhead	1,393.00	205.19	102.59	102.60	1,187.81
Health/Dental Ins Overhead	21,740.00	5,435.43	2,714.38	2,721.05	16,304.57
Retirement Overhead	8,956.00	901.04	450.52	450.52	8,054.96
Indirect Labor Allocation	55,253.00	9,208.84	4,604.42	4,604.42	46,044.16
Non Labor Allocated Overhead	5,442.00	906.00	453.00	453.00	4,536.00
Total Operations	221,165.00	34,439.95	17,272.38	17,167.57	186,725.05

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

Manuf. & Business Support Expense Statement for the Two Month Period Ending February 28, 2023

Prepared by Joy Nuffer, March 1, 2023

UNRECONCILED

	Current Year Budget	Year-to-Dat e Total	Current Month	Previous Month	Balance Remaining
Operations					
Business Support	\$ 5,000.00	0.00	\$ 0.00	0.00	5,000.00
Workforce Development	2,500.00	0.00	0.00	0.00	2,500.00
Total Operations	<u>7,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,500.00</u>

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**Marketing Program Expense Statement for the Two Month Period Ending February 28, 2023**

Prepared by Joy Nuffer, March 1, 2023

UNRECONCILED

	Current Year Budget	Year-to-Dat e Total	Current Month	Previous Month	Balance Remaining
Operations					
Advertising Expense	\$ 46,600.00	1,224.00	\$ 612.00	612.00	45,376.00
Canadian Marketing	10,000.00	0.00	0.00	0.00	10,000.00
Printed Material	1,000.00	0.00	0.00	0.00	1,000.00
Seminars Workshops Publicatio	2,500.00	0.00	0.00	0.00	2,500.00
Travel/Meals/Promotion	3,000.00	0.00	0.00	0.00	3,000.00
Public Relations	3,000.00	0.00	0.00	0.00	3,000.00
Web Site Dev & Promo Design	5,000.00	285.00	0.00	285.00	4,715.00
Events Sponsorship	11,000.00	0.00	0.00	0.00	11,000.00
Drum Country Business	5,000.00	0.00	0.00	0.00	5,000.00
Allocated Overhead	267,748.00	44,624.66	22,312.33	22,312.33	223,123.34
Total Operations	354,848.00	46,133.66	22,924.33	23,209.33	308,714.34

Jefferson County Local Development Corp
Balance Sheet
February 28, 2023

ASSETS

Current Assets		
General Checking	\$	1,032,480.30
Savings Account		1,691,467.81
RLF Savings		1,929,747.35
RLF Loans Receivable		183,693.65
N Grid Mkt Grant European		12,500.00
COVID Accounts Receivable		143,326.42
Clayton Loans Receivable		8,096.54
Miscellaneous Recievable		7,000.00
Due YMCA		400,000.00
LHI Records Storage		87,029.51
Prepaid Expense		<u>1,566.96</u>
Total Current Assets		5,496,908.54
Property and Equipment		
Accumulated Depreciation		<u>(81,410.32)</u>
Total Property and Equipment		(81,410.32)
Other Assets		
Furniture & Fixtures		76,897.89
ROU Lease Asset		<u>175,454.00</u>
Total Other Assets		<u>252,351.89</u>
Total Assets	\$	<u><u>5,667,850.11</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Grants Payable YMCA	\$	400,000.00
ST Lease Liability		1,358.00
ARPA Food Grant		190,784.69
ARPA Child Care Grant		407,402.46
ARPA Small Business & Training		228,925.25
ARPA Rental Property Deferred		260,961.14
JC Grant-Marketing		160,650.00
JC Grant Agriculture Program		50,000.00
Deferred Mkt. Grant European		<u>12,500.00</u>
Total Current Liabilities		1,712,581.54
Long-Term Liabilities		
LT Lease Liability		<u>202,078.00</u>
Total Long-Term Liabilities		<u>202,078.00</u>
Total Liabilities		1,914,659.54
Capital		
General Fund Bal - Unrestrict.		3,695,376.79
Net Income		<u>57,813.78</u>
Total Capital		<u>3,753,190.57</u>
Total Liabilities & Capital	\$	5,667,850.11

Unaudited - For Ma-117-nt Purposes Only

Jefferson County Local Development Corp

Receivables

As of February 28, 2023

Customer	Orig Loan	Balance	Issued	Maturity	Terms	Status	Payment
JAY CANZONIER	100,000.00	30,244.56	4/26/17	7/1/2026	3%- 84 Months	Current	726.73
CLAYTON ISLAND TOURS	40,000.00	9,761.91	4/29/20	5/1/2026	5%-73 Months	Current	198.97
CLAYTON YACHT CLUB	40,000.00	35,636.13	8/4/21	8/1/2027	3%-73 Months	Current	718.75
DIPRINZIO'S KITCHEN	5,000.00	4,048.27	1/22/21	2/1/2027	3%, 60 Months	Current	89.84
DIPRINZIO'S MARKET	5,000.00	4,048.27	1/22/21	2/1/2027	3%, 60 Months	Current	89.84
WICLDC	200,000.00	93,962.17	12/1/10	1/1/2031	3%, 240 Months	Current	1,109.20
WICLDC-JAIN	98,082.50	14,088.88	9/10/18	10/1/2023	3.5% 60 Months	Current	1,784.29
Report Total		191,790.19					

Jefferson County Local Development Corp
RLF Aged Receivables
As of Feb 28, 2023

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer Bill To Contact Telephone 1	Invoice/C	Amount Due
CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FARMS	2086	30,244.56
		30,244.56
CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FARMS		30,244.56
		30,244.56
CLAYTON ISLAND CLAYTON ISLAND TOURS	2242	9,761.91
		9,761.91
CLAYTON ISLAND CLAYTON ISLAND TOURS		9,761.91
		9,761.91
CLAYTON YACHT CLAYTON YACHT CLUB, INC.	2344	35,636.13
		35,636.13
CLAYTON YACHT CLAYTON YACHT CLUB, INC.		35,636.13
		35,636.13
WIC WICLDC	1907 RLF LOA	93,962.17 14,088.88
		108,051.05
WIC WICLDC		108,051.05
		108,051.05
Report Total		183,693.65

Jefferson County Local Development Corp
Clayton Loans Aged Receivables
As of Feb 28, 2023

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer Bill To Contact Telephone 1	Invoice/C	Amount Due
DIPRINZIO KITCHEN DIPRINZIO'S KITCHEN	2309	4,048.27
		4,048.27
DIPRINZIO MARKET DIPRINZIO'S MARKET	2310	4,048.27
		4,048.27
Report Total		8,096.54

**Jefferson County Local Development Corp
 COVID Loans Aged Receivables
 As of Feb 28, 2023**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer Bill To Contact Telephone 1	Invoice/C	Amount Due
AUBREYS AUBREYS SHOPPING CENTER	2241	6,669.01
AUBREYS AUBREYS SHOPPING CENTER		6,669.01
BROTHERTON STEVEN BROTHERTON	2252	4,909.03
BROTHERTON STEVEN BROTHERTON		4,909.03
CCTI COLLEENS CHERRY TREE INN	2238	7,123.98
CCTI COLLEENS CHERRY TREE INN		7,123.98
CORNELIA LAURIE A. CORNELIA	2240	6,659.48
CORNELIA LAURIE A. CORNELIA		6,659.48
DEMAR AMY S. DEMAR	2237	6,659.99
DEMAR AMY S. DEMAR		6,659.99
ELMER KATHLEEN ELMER	2253	6,841.51

**Jefferson County Local Development Corp
 COVID Loans Aged Receivables
 As of Feb 28, 2023**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer Bill To Contact Telephone 1	Invoice/C	Amount Due
ELMER KATHLEEN ELMER		6,841.51
FIELD FIELD OF DREAMS, LLC	2267	7,246.09
FIELD FIELD OF DREAMS, LLC		7,246.09
GOULD ROBERT L. GOULD	2234	6,505.99
GOULD ROBERT L. GOULD		6,505.99
GRAPES BUSTED GRAPES,LLC	2250	6,900.18
GRAPES BUSTED GRAPES,LLC		6,900.18
HERMAN BONNIE HERMAN	2235	6,669.01
HERMAN BONNIE HERMAN		6,669.01
MILLER GAIL W. MILLER	2236	6,669.01
MILLER GAIL W. MILLER		6,669.01

**Jefferson County Local Development Corp
 COVID Loans Aged Receivables
 As of Feb 28, 2023**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer Bill To Contact Telephone 1	Invoice/C	Amount Due
MORGIA MORGIA MASONRY	2264	6,831.62
MORGIA MORGIA MASONRY		6,831.62
NORTH BRANCH NORTH BRANCH FARMS	2262	6,831.58
NORTH BRANCH NORTH BRANCH FARMS		6,831.58
NORTHERN NORTHERN COMMERCIAL CLEANING	2263	6,798.86
NORTHERN NORTHERN COMMERCIAL CLEANING		6,798.86
NORTHROP MICHAEL NORTHROP	2245	6,669.01
NORTHROP MICHAEL NORTHROP		6,669.01
PAINFULL PAINFULL ACRES	2255	3,168.65
PAINFULL PAINFULL ACRES		3,168.65
RHODES RHODES GREENHOUSES, INC	2261	6,831.62

**Jefferson County Local Development Corp
 COVID Loans Aged Receivables
 As of Feb 28, 2023**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer Bill To Contact Telephone 1	Invoice/C	Amount Due
RHODES RHODES GREENHOUSES, INC		6,831.62
SAMPSON-MELISSA MELISSA SAMPSON	2254	6,993.83
SAMPSON-MELISSA MELISSA SAMPSON		6,993.83
SKINNER SCOTT P. SKINNER	2248	6,505.59
SKINNER SCOTT P. SKINNER		6,505.59
TILLSON ALISHA TILLSON	2249	6,505.99
TILLSON ALISHA TILLSON		6,505.99
WILLS GREG WILLS	2246	6,342.56
WILLS GREG WILLS		6,342.56
ZERO ZERO DOCK STREET, LLC	2280	6,993.83
ZERO ZERO DOCK STREET, LLC		6,993.83

Jefferson County Local Development Corp
COVID Loans Aged Receivables
As of Feb 28, 2023

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer Bill To Contact Telephone 1	Invoice/C	Amount Due
Report Total		143,326.42

Jefferson County Local Development Corp
Miscellaneous Aged Receivables
As of Feb 28, 2023

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer Bill To Contact Telephone 1	Invoice/C	Amount Due
National Grid EURO N GRID EURO GRANT 4373	2152	7,000.00
National Grid EURO N GRID EURO GRANT 4373		7,000.00
Report Total		7,000.00

Jefferson County Local Development Corp
Cash Receipts Journal
For the Period From Feb 1, 2023 to Feb 28, 2023

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Date	Account ID	Transaction Ref	Line Description	Debit Amnt	Credit Amnt
2/2/23	122250 407501 112501	7028	Invoice: 2235 2/23 INTEREST BONNIE HERMAN	179.68	162.61 17.07
2/2/23	122250 407501 112501	6543	Invoice: 2252 1/24 INTEREST STEVEN BROTHERTON	200.00	187.26 12.74
2/2/23	122250 407501 412502 112501	1301	Invoice: 2254 1/23 INTEREST 1/23 LATE MELISSA SAMPSON	190.47	161.80 17.89 10.78
2/2/23	122250 407501 112501	52565	Invoice: 2248 2/23 INTEREST SCOTT P. SKINNER	179.69	162.61 17.08
2/2/23	122250 407501 112501	80055	Invoice: 2280 2/23 INTEREST ZERO DOCK STREET, LLC	179.69	161.80 17.89
2/2/23	125001 100001	7891	Invoice: 2383 JEFF COUNTY IDA	58,939.58	58,939.58
2/2/23	122025 407501 112501	995040	Invoice: 2242 2/23 INTEREST CLAYTON ISLAND TOURS	198.97	157.64 41.33
2/3/23	260201 100101	67715	6 MONTH AG ALLOCATION FROM JEFFERSON COUNTY JEFFERSON COUNTY TREASURER	75,000.00	75,000.00
2/7/23	122025 407501 112501	5243	Invoice: 2086 2/23 INTEREST JAY CANZONIER D/B/A NORTH BRANCH FARMS	726.73	649.49 77.24
2/7/23	122250 407501 112501	5242	Invoice: 2262 2/23 INTEREST NORTH BRANCH FARMS	179.69	162.21 17.48
2/7/23	122250 407501 112501	1131	Invoice: 2263 2/23 INTEREST NORTHERN COMMERCIAL CLEANING	180.00	162.60 17.40
2/7/23	122250 407501 112501	100000029	Invoice: 2253 2/23 INTEREST KATHLEEN ELMER	180.00	162.52 17.48
2/7/23	122250 407501 412502 112501	2468	Invoice: 2261 1/23 & 2/23 INTEREST LATE FEE RHODES GREENHOUSES, INC	370.16	324.01 35.37 10.78
2/16/23	122025 407501 112501	5202	Invoice: 2344 3/23 INTEREST CLAYTON YACHT CLUB, INC.	718.75	628.09 90.66
2/16/23	122025 407501 112501	4087	Invoice: 1907 1/23 INTEREST WICLDC	1,109.20	870.62 238.58

Jefferson County Local Development Corp
Cash Receipts Journal
For the Period From Feb 1, 2023 to Feb 28, 2023

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Date	Account ID	Transaction Ref	Line Description	Debit Amnt	Credit Amnt
2/16/23	122250 407501 112501	2466	Invoice: 2241 2/23 INTEREST AUBREYS SHOPPING CENTER	179.69	162.61 17.08
2/16/23	122250 407501 112501	4303	Invoice: 2264 2/23 INTEREST MORGIA MASONRY	179.69	162.21 17.48
2/16/23	122250 407501 112501	2143	Invoice: 2236 2/23 INTEREST GAIL W. MILLER	179.69	162.61 17.08
2/16/23	122250 407501 112501	1809	Invoice: 2250 1/23 INTEREST BUSTED GRAPES,LLC	200.00	182.52 17.48
2/28/23	202401 202501 100001	19702	DUE JCLDC DUE SHLDC PAINFULL ACRES	179.00	89.50 89.50
2/28/23	122250 407501 112501	6541	Invoice: 2255 4/23 INTEREST PAINFULL ACRES	89.50	81.50 8.00
2/28/23	122250 407501 112501	53015	Invoice: 2248 3/23 INTEREST SCOTT P. SKINNER	179.69	163.02 16.67
2/28/23	122025 407501 112501	165400	Invoice: RLF LOAN 2/23 INTEREST WICLDC	1,784.29	1,738.13 46.16
2/28/23	122250 407501 112501	1550	Invoice: 2234 2/23 & 3/23 INTEREST ROBERT L. GOULD	359.38	325.63 33.75
				<u>141,863.54</u>	<u>141,863.54</u>

Jefferson County Local Development Corp
Check Register
For the Period From Feb 1, 2023 to Feb 28, 2023

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
6512	2/2/23	CINTAS	100001	63.65
6513	2/2/23	DAVIS VISION	100001	88.13
6514	2/2/23	EXCELLUS BC/BS	100001	12,016.52
6515	2/2/23	THE HARTFORD	100001	341.81
6516	2/2/23	NATIONAL GRID	100001	831.07
6517	2/2/23	NNY ONLINE	100001	499.50
6518	2/2/23	RBC WEALTH MANAGEMENT	100001	3,189.24
6519	2/2/23	UNITED WAY OF NNY	100001	127.00
6520	2/2/23	WATERTOWN LOCAL DEVELOPMENT CORP	100001	4,661.87
6521	2/2/23	EXCELLUS BC/BS	100001	409.04
6522	2/2/23	EXCELLUS BC/BS	100001	620.77
6523	2/7/23	BLUE MOUNTAIN SPRING WATER, INC.	100001	37.85
6524	2/7/23	KEY BANK	100001	2,007.33
6525	2/7/23	SYNTELA CONFERENCING INC.	100001	10.00
6526	2/7/23	VERIZON WIRELESS	100001	124.88
6527	2/7/23	WICLDC	100001	1,516.82
6528	2/16/23	NORTHERN COMMERCIAL CLEANING	100001	725.00
6529	2/16/23	RBC WEALTH MANAGEMENT	100001	3,189.24
6530	2/16/23	SAM'S CLUB	100001	91.43
6531	2/16/23	UNITED WAY OF NNY	100001	127.00
6532	2/16/23	WB MASON CO INC.	100001	21.38
6533	2/16/23	WESTELCOM	100001	375.61
6534	2/16/23	WPBS	100001	612.00
6535	2/17/23	COMMUNITY ACTION PLANNING COUNCIL	100001	91,353.91
6536	2/21/23	ARLENE MARTIN	100001	10,000.00
6537	2/22/23	WISE CHOICE CUTS, LLC	100001	12,778.26
6538	2/27/23	CINTAS	100001	63.65
6539	2/27/23	CORNELL COOPERATIVE	100001	800.00
6540	2/27/23	FP MAILING SOLUTIONS	100001	156.00
6541	2/27/23	JCLDC	100001	89.50
6542	2/27/23	NORTHEAST DAIRY SUPPLIERS ASSOCIATI	100001	200.00
6543	2/27/23	NORTHERN COMPUTERS	100001	147.00

Jefferson County Local Development Corp
Check Register
For the Period From Feb 1, 2023 to Feb 28, 2023

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
6544	2/27/23	SACKETS HARBOR LDC	100001	89.50
6545	2/27/23	WELLS FARGO FINANCIAL SERVICES	100001	346.19
Total				<u>147,711.1</u>

ARPA Grant Funds from Jefferson County-Status-Expenditures

Month	Child Care	Small Business Productivity & Incumbent Worker Training	Local Foods Resiliency	Rental Property Deferred Maintenance	Remediation 146 Arsenal Street	Hounsfield Sewer	Total Grants Running Balance
Total Available	\$809,000.00	\$425,000.00	\$400,000.00	\$425,000.00	\$1,000,000.00	\$1,500,000.00	\$4,559,000.00
April-22	\$67,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,492,000.00
May-22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,492,000.00
June-22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,492,000.00
July-22	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$0.00	\$3,492,000.00
August-22	\$125,791.52	\$11,052.00	\$94,928.45	\$0.00	\$0.00	\$0.00	\$3,260,228.03
September-22	\$0.00	\$66,378.93	\$7,722.00	\$34,958.80	\$0.00	\$292,000.00	\$2,859,168.30
October-22	\$15,045.02	\$43,814.69	\$37,176.74	\$41,710.22	\$0.00	\$0.00	\$2,721,421.63
November-22	\$0.00	\$20,233.13	\$10,450.00	\$4,220.00	\$0.00	\$0.00	\$2,686,518.50
December-22	\$102,407.09	\$10,000.00	\$33,459.86	\$27,616.80	\$0.00	\$0.00	\$2,513,034.75
January-23	\$0.00	\$44,596.00	\$12,700.00	\$45,533.04	\$0.00	\$0.00	\$2,410,205.71
February-23	\$91,353.91	\$0.00	\$12,778.26	\$10,000.00	\$0.00	\$0.00	\$2,296,073.54
Total YTD Expenditures	\$401,597.54	\$196,074.75	\$209,215.31	\$164,038.86	\$1,000,000.00	\$292,000.00	\$2,262,926.46
Balance of Grant	\$407,402.46	\$228,925.25	\$190,784.69	\$260,961.14	\$0.00	\$1,208,000.00	\$2,296,073.54
Uncommitted Balance	\$0.00	\$40,170.14	\$82.51	\$5,400.00	\$0.00	\$0.00	
Excess Funds (Approved by board but did not take full award to date)	\$0.00	\$3,618.75	\$605.10	\$9,381.14	\$0.00	\$0.00	
Full Uncommitted Balance	\$0.00	\$43,788.89	\$687.61	\$14,781.14	\$0.00	\$0.00	

Jefferson County Local Development Corporation

Small Business Productivity Improvement (ARPA)

March 9, 2023

Grant recommendations:

Business Name	Summary of Project	Total Project Amount	Funding Recommendation
TI Land Trust	2023 TILT Employee Productivity Technology Needs Detailed Budget Office & Administration Square Point of Sale (POS) - \$1,479 (2) iPads with stands for office @ \$750 plus stands: \$812 each - \$1,624 (2) iPads with Otterboxes for Field @ \$750 each + Cases at \$90 each = ttl \$840 each + one additional stand for \$44 - \$1,724 Upgraded Database Software - Donor Perfect Plus - \$600 Upgraded Computer (GIS Mapping need) - \$750 GIS Mapping software (ESRI) - \$300 External Hard drive - \$220 Upgraded Computer (Design Capacity need) - \$750 Design software - Adobe Creative Cloud - \$600 Projector - \$900 PA System Speakers with Stands - \$700 Conservation and Stewardship (4) Mavic Drone Batteries @ \$70 each - \$280 Drone Deploy Software - \$987 Cellular Trail Cameras - 6 @ \$200 each plus shipping protection fee - \$1,218 Trail Camera Plans*to be prepaid for 6 cameras; \$120/yr for first plan, then \$96 for each following - \$600 Total - \$12,732 JCED Request - \$10,000 79% TILT - \$2,732 21%	\$12,732	\$9,705.60

- Committee decided that they will not fund the projector.

Jefferson County Local Development Corporation Public Meeting Videoconference Policy

The Jefferson County Local Development Corporation (the "Corporation") hereby establishes this policy to allow for attendance by members of the board and members of the public via videoconference at any open meeting of the board of directors or any committee or subcommittee meeting and is established in accordance with the laws of 2022 of the State of New York within the Public Officers Law a.k.a. Open Meetings Law. <https://opengovernment.ny.gov/open-meetings-law>

This internal Corporation policy sets forth the options for attendance at public meetings of this public body either in person, via videoconference at a public location, or via videoconference at a non-public location due to "extraordinary circumstances" being experienced by a member who still wishes to attend.

This policy defines these "extraordinary circumstances" by which a member may participate in a meeting of the board or committee via videoconferencing in a non-public venue and establishes the procedures for notifying the Corporation staff in order to verify the extraordinary circumstance and sets forth a method for updating the public on opportunities to attend via videoconference.

1. Open Meeting Law states that a quorum of the board must be present in-person at a predetermined time and public location wherein the meeting will be conducted. Any member attending via videoconference in a predetermined and noticed public location may count toward quorum.
2. Any member attending via videoconference in a non-public setting under "extraordinary circumstances" will not be counted toward a quorum, but may nevertheless participate and vote. Any member attending via videoconference in a public setting under "extraordinary circumstances" will be counted toward a quorum, and may participate and vote.
3. When participating under "extraordinary circumstances" by which a member of the public body may request participation via videoconferences, they must notify the Corporation staff by phone or email as soon as the circumstance is presented. The staff will present the information to the chair of the board and the administrative director for final determination.
4. Extraordinary circumstances allowed by this Corporation are:
 - a. Physical Disability whereby they are unable to meet in a physical location.
 - b. Illness whereby they are under direct orders from a doctor not to attend in-person meetings.
 - c. Caregiver responsibilities whereby they are the only option for attending to the physical care of a minor or other dependent or family member.
 - d. Work-related restrictions whereby their place of business does not allow for participation at in-person meetings outside the parameters of their business location. Written policy for the employer or place of business must be signed by the member and on file with the Corporation.

- e. Other significant or unexpected, unforeseen factors or events which preclude attendance must be presented to the Corporation staff within a reasonable amount of time before the meeting in order to approve a videoconference option and to give notice to the public for a videoconference option.
5. Public Notice of an Open Meeting will be posted online in the Corporation's website and on the public bulletin boards at the physical location.
6. Pre-established meetings will provide for meeting notice at least 72 hours prior to meeting to announce the time and physical or virtual locations whereby the public can attend and it must account for ADA accommodations or compliance for public attendance.
7. In the event a member is allowed to participate via videoconference under "extraordinary circumstances," Corporation staff shall post a public notice on the website with a link to the same videoconference service by which the member will be participating as soon as reasonably possible.
8. Any member of board or committee participating via videoconferencing must be able to be seen, heard and identified, as well as all members attending in person. Members of the public attending in person or via videoconference will also be asked to identify themselves for the purpose of notation of the minutes.
9. Minutes of the meeting will delineate the attendance of each member and by what means they are attending, either in person or via videoconference and under which "extraordinary circumstance."
10. Any meeting of the Corporation or committee that is conducted with members via videoconference will be recorded and saved for five (5) years.

Adopted this 9th day of March, 2023

**JEFFERSON COUNTY LOCAL
DEVELOPMENT CORPORATION**

UNIFORM GUIDANCE – INTERNAL CONTROLS

Proposed 3/9/2023

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Statement

The Federal Uniform Grant Guidance identifies the criteria that must be met in order to properly charge costs to Federally funded projects.

The Jefferson County Local Development Corporation (Corporation) shall adhere to all applicable cost principles governing the use of Federal grants and contracts. This policy addresses the importance of properly classifying costs, both direct and indirect, charged to grant funded projects and that proposed and actual expenditures are consistent with the grant agreement and all applicable Federal rules embodied in the Uniform Grant Guidance at 2 CFR 200 (UGG). Corporation personnel who are responsible for administering, expending or monitoring grant funded programs should be well versed with the categories of costs that are generally allowable and unallowable.

All costs expended using Federal funds must meet the following general criteria laid forth in the UGG at 2 CFR 200, Subpart E:

- Be **necessary and reasonable** for the proper and efficient performance and administration of the grant program.
- Be **allocable** to Federal awards under the provisions of the Federal circular.
- Be authorized and not prohibited under state or local laws or regulations.
- Conform to any limitations or exclusions set forth in the principles, Federal laws, terms and conditions of the Federal award, or other governing regulations as to types or amounts of cost items.
- Be consistent with policies, regulations, and procedures that apply uniformly to both Federal awards and other activities of the Corporation.
- Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost and also be charged to a Federal award as an indirect cost.
- Except as otherwise provided for in the Federal circular, be determined in accordance with generally accepted accounting principles and not included as a cost or used to meet cost sharing or matching requirements of any other Federal award in either the current or a prior period.
- Be net of all applicable credits.
- Be adequately documented.

The cost guidelines of the UGG must be considered any time Federal award funds are to be expended. The Corporation may apply Federal UGG requirements to non-Federal projects.

Federal regulations also require that any other Corporation policies related to specific types of expenditures must also be followed. Examples include travel, meals, procurement or equipment accountability.

Direct and indirect costs

Allowable and allocable costs must be appropriately classified as direct or indirect. In general, direct costs are those that can be identified specifically with a particular cost objective while indirect costs are those (a) incurred for a common or joint purpose benefiting more than one cost objective, and (b) not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. It is essential that each item of cost be treated consistently in like circumstances either as a direct or an indirect cost.

If an indirect cost rate is going to be utilized for charging indirect rates, the rate must first be approved by the applicable approving authority or not exceed the de minimis level of 10%. In general, however, indirect costs will be borne by the Corporation and not allocated to the grant.

Cost transfers

Any costs charged to a Federal award that do not meet the allowable cost criteria must be removed from the award account and charged to an account that does not require adherence to Federal UGG or other applicable guidelines. Cost transfers must be performed in accordance with the Corporation's policy and will be approved by the CEO as a transfer.

Failure to adequately follow this policy and related procedures could result in questioned costs, audit findings, potential repayment of disallowed costs and discontinuance of funding. Grant Program Managers (GPM), Corporation personnel and any other individuals responsible for expending grant funds are held responsible for compliance with UGG.

Responsibilities

Deputy CEO and the CFO are responsible for creating purchasing documents and encumbering grant funds at the request of a GPM. They should be familiar with the general cost principles embodied in the Federal UGG. Deputy CEO or CFO must notify the GPM when they recognize a request as an unallowable cost and will reject the requisition.

Grant Program Managers (GPMs) must ensure that any costs charged to their award are aligned with applicable cost principles, are computed correctly, and would not create a compliance violation. GPMs should collect, maintain and where applicable, submit copies of adequate documentation to support the expenditures. GPMs monitor, review and approve (or disapprove) grant expenditures at the program office level as the first level of "Approver" for non-personnel expenditures to ensure that applicable cost principles, regulations and policies are followed.

Definitions

Direct costs are expenses that are specifically associated with a particular grant program that can be directly assigned to such activities relatively easily with a high degree of accuracy. Common examples of direct costs include the GPM's salary and fringe benefits, equipment and supplies for the program, subcontracted service provider, or other materials consumed or expended in the performance of the grant.

Indirect costs are incurred for common or joint objectives and, therefore, cannot be readily and specifically identified with a particular program. They are expenses that benefit more than one grant. Common examples of indirect costs include utilities, local telephone charges, shared office supplies, administrative or secretarial salaries.

Acronyms

ACH	Automated Clearing House
CFDA	Catalog of Federal Domestic Assistance
CFR	Code of Federal Regulations
DoED (ED)	US Department of Education
EDGAR	Education Department General Administrative Regulations
EPLS	Excluded Parties List System
ESEA	Elementary and Secondary Education Act
FERPA	Family Educational Rights and Privacy Act
FMV	Full Market Value
G5	The US DoED Grant Management System
GAN	Grant Award Notice
GAAP	Generally Accepted Accounting Principles
GPM	Grant Program Manager
GSA	General Services Administration
LEP	Limited English Proficiency
MORIC	Mohawk Regional Information Center
NY GML	New York General Municipal Law
NYSED	New York State Education Department
OMB	Office of Management and Budget
PCEN	Pupils with Compensatory Educational Needs
UGG	Uniform Grant Guidance
WAWF	Wide Area Work Flow

History:

Created May 19, 2017

Appendix A – Financial Standards

The Corporation maintains a proper financial management system in order to receive both direct and state-administered grants and to expend funds associated with a grant award. Fiscal controls and procedures must be in place to ensure that all financial management system requirements are met. Failure to meet a requirement may result in return of funds or termination of the award.

A. Financial Management Standards

Financial management systems standards include:

Identification

The Corporation shall identify, in its accounts, all Federal awards received and expended and the Federal programs under which they were received. Federal program and award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal agency, and, if applicable, name of the pass-through entity.

Financial Reporting

Accurate, current, and complete disclosure of the financial results of each Federal award or program must be made in accordance with the financial reporting requirements set forth in the grant award document. The Corporation must maintain records which adequately identify the source and application of funds provided for Federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation. Reports will be filed in a timely fashion on the forms directed by the state or Federal agency.

Internal Controls

Effective control and accountability must be maintained for all funds, real and personal property, and other assets. The Corporation shall safeguard all such property and must assure that it is used solely for authorized purposes. The Corporation maintains an internal controls procedures manual which shall be followed to implement these activities. The Corporation's CFO shall, from time to time, assess the effectiveness of these controls across all risk areas and shall include the controls of Federal grants and programs as part of this regular review.

B. Overview of the Financial Management/Accounting System

The Corporation maintains an accounting system for financial management. All budgets are loaded into the system before the beginning of the fiscal year, and transfers within accounts are authorized by the board of directors. The Corporation CFO is responsible for overseeing the entire system and its functional integration. Federal funds are named in such a fashion to permit a clear delineation of the accounting for subsequent identification by CFDA title and number. Plain

English names, including contract numbers if applicable, are used to track grants and targeted Federal funds.

The Deputy CEO, in conjunction with the CFO and the grant program manager, shall compile or cause to be compiled timely, accurate financial reports. Monthly grant reports shall include current and cumulative expenditures against project budget, with unencumbered amounts remaining identified

C. Budgeting

The Planning Phase: Meetings and Discussions

Before Receiving the Grant Award Notice (GAN): Upon notification of the availability of a grant, the Deputy CEO shall make an initial determination whether the Corporation meets the minimum qualifications for the grant; whether this grant, if awarded, supplements and does not supplant any existing efforts in this area; and whether the grant is in concert with the Corporation's objectives. If the Deputy CEO determines that it is in the Corporation's best interests to apply for a specific grant, he/she shall convene a small working group to develop a grant proposal meeting the objectives of the Corporation and the awarding agency. In the event of grants continuing on a forward funded basis, the Deputy CEO shall develop a preliminary guide for the upcoming budget. Prior to filing the grant application for new awards, the Deputy CEO shall present the general grant concept to the Board of Directors and receive its approval on filing for the grant.

Reviewing and Approving the Budget: The budget is developed with the CEO and the Deputy CEO once an amount is determined. The final approval of the grant budget normally resides with the awarding agency. Instructions and timelines for approval shall be followed in submitting the budget to the awarding agency. The Deputy CEO, in conjunction with the CFO, shall review the items in the budget to ensure allowability. See Appendix B for a discussion on allowability of costs. If this review determines that a cost is not allowable, then it shall be eliminated from the budget and the program grant manager shall be notified of this action. Once the Corporation Office determines that all budgeted items are allowable, the budget is approved by the Deputy CEO and forwarded to the awarding agency for its approval. Simultaneously, the grant application and the budget is submitted to the CFO.

After Receiving the GAN: Upon receipt of notice that a new grant will be awarded, the Deputy CEO will prepare plans for implementation. In the case of continuation of forward funded grants, the Grants Program Manager will coordinate the budget with the Deputy CEO and CFO to ensure proper accounting for the expenditures.

Amending the Budget

The CEO, Grant Program Manager, or Deputy CEO, as appropriate, shall prepare necessary documentation to amend any grants awarded. These amendments shall consider available carryover and shall comply with amendment provisions received in the Grant Award Notice. The

CEO or Deputy CEO shall approve the amendments. If necessary, amendments shall be forwarded to and approved by the awarding agency.

Budget Control

On a monthly basis the CFO will provide the CEO, as well as the Deputy CEO, with a report of expenditures incurred during the month. This shall be incorporated into the monthly CFO's report for all Corporation funds.

D. Accounting Records

Payroll and purchasing records for each grant, as well as application records, shall be maintained for a period of six years after the final receipts are made and the final bills are paid.

E. Spending Grant Funds

The CFO shall oversee the accounting functions for all grants. Payroll operations will make allowable payments for personnel services. No employees shall be paid unless approved by the CEO or Deputy CEO. Purchasing operations shall be in accordance with the Corporation Purchasing policy. Requisitions shall originate at the user level and be approved by the Grant Program Manager, CEO, or the Deputy CEO before execution as a Purchase Order. Only the Deputy CEO may commit the funds to a purchase.

Appendix B - Allowability of Cost

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state or federally approved budget and grant application need prior approval from the state or Federal government. For grants originating directly from the Federal government, changes will be submitted in a format approved by the awarding agency.

When determining how the Corporation will spend its grant funds, the CEO and/or the Deputy CEO will review the proposed cost to determine whether it is an allowable use of Federal grant funds *before* obligating and spending those funds on the proposed good or service. All costs supported by Federal funds must meet the standards in the bulleted list below. Corporation personnel must consider these factors when making an allowability determination.

- **Be Necessary and Reasonable for the performance of the Federal award.** Corporation staff must consider these elements when determining the reasonableness of a cost. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision to incur the cost was made. For example, reasonable means that sound business practices were followed, and purchases were comparable to market prices.

When determining reasonableness of a cost, consideration must be given to:

- Whether the cost is a type generally recognized as ordinary and necessary for the operation of the Corporation or the proper and efficient performance of the Federal award.
- The restraints or requirements imposed by factors, such as: sound business practices; arm's-length bargaining; Federal, state and other laws and regulations; and terms and conditions of the Federal award.
- Market prices for comparable goods or services for the geographic area.
- Restrictions regarding product origin (e.g., "Buy American" requirements)
- Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the Corporation, its employees, the public at large, and the Federal government.
- Whether the Corporation significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the Federal award's cost. 2 C.F.R. §200.404

While 2 C.F.R. §200.404 does not provide specific descriptions of what satisfies the "necessary" element beyond its inclusion in the reasonableness analysis above, necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the Corporation can demonstrate that the cost addresses an existing need, and can prove it.

When determining whether a cost is necessary, consideration may be given to:

- Whether the cost is needed for the proper and efficient performance of the grant program.
 - Whether the cost is identified in the approved budget or application.
 - Whether there is a benefit associated with the cost.
 - Whether the cost aligns with identified needs based on results and findings from a needs assessment.
 - Whether the cost addresses program goals and objectives and is based on program data.
-
- **Allocable to the Federal award.** A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received. This means that the Federal grant program derived a benefit in proportion to the funds charged to the program. 2 C.F.R. §200.405. For example, if 50% of an employee's salary is paid with grant funds, then that employee must spend at least 50% of his or her time on the grant program. This will be documented in order to demonstrate the allocability determination.
 - **Consistent with policies and procedures that apply uniformly to both Federally financed and other activities of the Corporation.**
 - **Conform to any limitations or exclusions set forth as cost principles in the terms and conditions of the Federal award.**
 - **Consistent treatment.** A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.
 - **Adequately documented.** All expenditures must be properly documented.
 - **Be determined in accordance with general accepted accounting principles (GAAP), unless provided otherwise in the condition of the Federal award.**
 - **Not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.** Some Federal program statutes require the non-Federal entity to contribute a certain amount of non-Federal resources to be eligible for the Federal program.
 - **Be the net of all applicable credits.** The term "applicable credits" refers to those receipts or reduction of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or

erroneous charges. To the extent that such credits accruing to or received by the Corporation relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate. 2 C.F.R. §200.406. Non-cash credits (reward programs based on points, miles, etc.) shall not be considered credits and shall not be accrued to the Federal award.

As provided above, in addition to Federal guidelines, Federal rules require state- and Corporation-level requirements and policies regarding expenditures be followed as well. Policies relating to local expenditures are listed as Related Policy above.

Selected Items of Cost

Part 200 examines the allowability of 55 specific cost items (commonly referred to as Selected Items of Cost) at 2 C.F.R. §§ 200.420-200.475. These cost items are listed in the chart below along with the citation where it is discussed whether the item is allowable. Do not assume that an item is allowable because it is specifically listed in the regulation as it may be unallowable in a specific award despite its inclusion in the selected items of cost section. The expenditure may be unallowable for a number of reasons, including: the express language of the regulation states the item is unallowable; the terms and conditions of the grant deem the item unallowable; or State/local restrictions dictate that the item is unallowable. The item may also be unallowable because it does not meet one of the cost principles, such as being reasonable because it is considered too expensive. If an item is unallowable for any of these reasons, Federal funds cannot be used to purchase it.

Corporation personnel responsible for spending Federal grant funds and for determining allowability must be familiar with the Part 200 selected items of cost section. The Corporation must follow these rules when charging these specific expenditures to a Federal grant. When applicable, Corporation staff must check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, program-specific rules may deem a cost as unallowable and Corporation personnel must follow those non-Federal rules as well.

The selected item of cost addressed in Part 200 includes the following (in alphabetical order):

Item of Cost	Citation of Allowability Rule
Advertising and public relations costs	Allowable with restrictions
Advisory councils	Allowable with restrictions
Alcoholic beverages	Not allowable
Alumni/ae activities	Not specifically addressed
Audit services	Allowable with restrictions
Bad debts	Not allowable
Bonding costs	Allowable with restrictions
Collection of improper payments	Allowable
Commencement and convocation costs	Not specifically addressed
Compensation – personal services	Allowable with restrictions
Compensation – fringe benefits	Allowable with restrictions
Conferences	Allowable with restrictions
Contingency provisions	Not allowable with exceptions
Contributions and donations	Not allowable
Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements	Allowable with restrictions
Depreciation	Allowable with qualifications
Employee health and welfare costs	Allowable with restrictions
Entertainment costs	Not allowable with exceptions
Equipment and other capital expenditures	Based on specific requirements
Exchange rates	Allowable with restrictions
Fines, penalties, damages and other settlements	Not allowable with exception
Fund raising and investment management costs	Not allowable with exception
Gains and losses on disposition of depreciable assets	Allowable with restrictions
General costs of government	Not allowable with exceptions
Goods and services for personal use	Not allowable
Idle facilities and idle capacity	Idle facilities – not allowable with exceptions; idle capacity – allowable with restrictions
Insurance and indemnification	Allowable with restrictions
Intellectual property	Allowable with restrictions
Interest	Allowable with restrictions
Lobbying	Not allowable
Losses on other awards or contracts	Not allowable
Maintenance and repair costs	Allowable with restrictions
Materials and supplies costs, including costs of computing devices	Allowable with restrictions

Memberships, subscriptions, and professional activity costs	Allowable with restrictions, not allowable for lobbying organizations
Organization costs	Not allowable except Federal prior approval
Participant support costs	Allowable with prior approval of the Federal awarding agency
Plant and security costs	Allowable
Pre-award costs	Allowable with restrictions
Professional services costs	Allowable with restrictions
Proposal costs	Allowable with restrictions
Publication and printing costs	Allowable with restrictions
Rearrangement and reconversion costs	Allowable (ordinary and normal)
Recruiting costs	Allowable with restrictions
Relocation costs of employees	Allowable with restrictions
Rental costs of real property and equipment	Allowable with restrictions
Scholarships and student aid costs	Not addressed; refer to Federal agency awarding grant
Selling and marketing costs	Not allowable with exceptions
Specialized service facilities	Allowable with restrictions
Student activity costs	Not allowable unless specifically provided for in the Federal award
Taxes (including Value Added Tax)	Allowable with restrictions
Termination costs	Allowable with restrictions
Training and education costs	Allowable for employee development
Transportation costs	Allowable with restrictions
Travel costs	Allowable with restrictions
Trustees	Not specifically addressed, refer to Federal agency awarding agency

Likewise, it is possible for the State and/or Corporation to put additional requirements on a specific item of cost. Under such circumstances, the stricter requirements must be met for a cost to be allowable. Accordingly, employees must consult Federal, State and Corporation requirements when spending Federal funds. In general, Corporation travel and procurement policy complies with state and Federal requirements. Compliance with Corporation policy meets the intent of the uniform guidance.

In order for a cost to be allowable, the expenditure must also be allowable under the applicable program statute, along with accompanying program regulations, non-regulatory guidance and grant award notifications.

The state and/or Corporation rules related to some specific cost items are discussed below. All purchases of goods and services must be accomplished through the Deputy CEO, with the CFO

acting to commit the funds. The Deputy CEO shall coordinate personnel services procured through Federal awards, including both assignment of personnel costs to the grant and procurement of personnel services from an outside source. Corporation employees must be aware of these State and Corporation rules and ensure they are complying with these requirements.

Time and Effort Standards

All employees who are paid in full or in part with Federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with Corporation funds but is used to meet a required “match” in a Federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to Federal grants.

Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- Be incorporated into official records;
- Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- Encompass both Federally assisted and all other activities compensated by the Corporation on an integrated basis;
- Comply with the established accounting policies and practices of the Corporation and Support the distribution of the employee’s salary or wages among specific activities or costs objectives.
- Be certified by the supervisor to assure that the work was in compliance with the grant or award intent.

Time and Effort Procedures

The Corporation’s time and attendance accounting procedures are based on accounting for time “lost.” Specifically, the Corporation requires that all time away from work be reported, while time on the job is generally considered as having been accomplished without providing documentation to that effect. Individuals compensated by Federal grant or award must account for the time on the job, and the portion of time spent on Federally related work, separately in order to properly meet the time and effort requirements. These records will be filed with the applicable grant to substantiate the use of time.

Helpful Questions for Determining Whether a Cost is Allowable

In addition to the cost principles and standards described above, Corporation Staff can refer to this section for a useful framework when performing an allowability analysis. In order to determine whether Federal funds may be used to purchase a specific cost, it is helpful to ask the following questions:

- Is the proposed cost allowable under the relevant program?
- Is the proposed cost consistent with an approved program plan and budget?
- Is the proposed cost consistent with program specific fiscal rules?
 - For example, the Corporation may be required to use Federal funds only to supplement the amount of funds available from non-Federal (and possibly other Federal) sources.
- Is the proposed cost consistent with specific conditions imposed on the grant (if applicable)?

As a practical matter, the Staff should also consider whether the proposed cost is consistent with the underlying needs of the program and the approved Corporation goals and strategy. For example, program funds must benefit the appropriate population of students for which they are allocated. Funds should be targeted to address areas of weakness, as necessary. To make this determination, the Deputy CEO should review data when making purchases to ensure that Federal funds to meet these areas of concern.

Appendix C – Cash Management

The Corporation will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the Corporation. If the Corporation receives an advance in Federal grant funds, the Corporation will remit interest earned on the advanced payment quarterly to the Federal agency consistent with 2 C.F.R. § 200.305(b)(9).

When calculating the interest earned on grant funds, regardless of the date of obligation, interest is calculated from the date that the Federal funds are drawn down until the date on which those funds are disbursed by the Corporation.

Interest would not accrue if the Corporation uses non-Federal funds to pay the vendor and/or employees prior to the funds being drawn down from system, commonly known as a reimbursement.

Payment Methods

Reimbursements: The Corporation will initially charge Federal grant expenditures to non-Federal funds.

The Deputy CEO will request reimbursement for actual expenditures incurred under the Federal grants at least semi-annually, and more frequently if dictated by the awarding agency. Requests for reimbursement will be filed with the Grants Finance Unit, depending on the source of the grant. The reimbursement method will dictate the required forms to substantiate the claim. All reimbursements shall be based on actual disbursements, not on obligations.

Consistent with state and Federal requirements, the Corporation will maintain source documentation supporting the Federal expenditures (invoices, time sheets, payroll stubs, etc.) for a period of six years after the grant is closed and the final funds are received and will make such documentation available for review by the granting agency upon request.

Reimbursements of actual expenditures do not require interest calculations.

Advances: To the extent the Corporation receives advance payments of Federal grant funds, the Corporation will strive to expend the Federal funds on allowable expenditures as expeditiously as possible. Specifically, the Corporation attempts to expend all drawn downs of Federal funds within 72 hours of receipt. The Corporation will hold Federal advance payments in interest-bearing accounts, unless an allowable exception applies. The Corporation will begin to calculate interest earned on cash balances once funds are deposited into the Corporation's account.

Interest on advances will be calculated based on interest received daily and shall be apportioned to the Federal funds in the account in direct proportion to the overall amount in the account. Total Federal grant cash balances will be calculated on cash balances per grant and applying the Corporation's actual interest rate. The Corporation will remit interest earned on grant funds annually to the U.S. Department of Health and Human Services Payment Management System (regardless of the Federal awarding agency for the grant) through an electronic medium using either Automated Clearing House (ACH) network or a Fedwire Funds Service payment. The Corporation may retain up to \$500 of interest earned per year. To the maximum extent possible, use of advance payments shall be avoided. Reimbursements are the preferred means of utilizing Federal grants.

Carryover

State-Administered Grants: The Corporation may be able to "carryover" any funds left over at the end of the initial 15 month period into the next year. These leftover funds are typically referred to as carryover funds and continue to be available for obligation for an additional 12 months. 34

C.F.R. § 76.709. Accordingly, the Corporation may have multiple years of grant funds available under the same program at the same time. The CFO will track the expenditures and encumbrances and will determine the amount of available funding for carryover. The Deputy CEO will be kept aware of this amount and will adjust the expenditures to reflect this factor. The carryover will be reported in the monthly fiscal reports submitted to the Deputy CEO.

Direct Grants: Direct grants are not normally subject to carryover provisions. However, under 2 C.F.R. § 200.308, direct grantees enjoy unique authority to expand the period of availability of Federal funds. The Corporation is authorized to extend a direct grant automatically for one 12-month period. Prior approval is not required in these circumstances; however, in order to obtain this extension, the Corporation must provide written notice to the Federal awarding agency at least 10 calendar days before the end of the period of performance specified in the award. This one-time extension may not be exercised merely for the purpose of using unobligated balances. The Deputy CEO will coordinate the notice to the awarding agency and monitor the progress in obtaining the extension.

The Corporation will seek prior approval from the Federal agency when the extension will not be contrary to Federal statute, regulation or grant conditions and:

- The terms and conditions of the Federal award prohibit the extension;
 - The extension requires additional Federal funds; or
 - The extension involves any change in the approved objectives or scope of the project.
- 2 C.F.R. § 200.308(d)(2).

Appendix D - Standards of Conduct

In accordance with 2 C.F.R. §200.112, NY GML §§ 806 and 808, the Corporation maintains of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the Corporation may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value. Any gift having a value of \$75 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part shall not be accepted. However, the Board welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff members. Gifts from children that are principally sentimental in nature, and of significant financial value, may be accepted in the spirit in which they are given.

“Officer or Employee” means an officer or employee of the Corporation, whether paid or unpaid, including members of the Board and their appointed professional or nonprofessional staff.

“Interest” means an officer or employee shall be deemed to have an interest in the contract of (a) his spouse, minor children and dependents, except a contract of employment with the municipality which such officer or employee serves, (b) a firm, partnership or association of which such officer or employee is a member or employee, (c) a corporation of which such officer or employee is an officer, director, or employee and (d) a corporation any stock of which is owned or controlled directly or indirectly by such officer or employee."

Any employee, officer, or member of the public noting or suspecting a violation of this policy is encouraged to bring the matter to the Board or the CEO. Matters of this nature shall be held in confidence to the maximum extent possible pending a thorough investigation of the allegations of impropriety. Knowing or willful violation of this policy by any employee or member of the Board may result in disciplinary action up to and including dismissal.

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of the Board's code of ethics and its accompanying regulation may be fined, suspended, or removed from office or employment, as the case may be, in the manner provided by law.

Any Corporation officer or employee who has, will have, or later acquires an interest in any action, legislation, or proposed contract shall publicly disclose the nature and extent of such interest in writing to the Board of Directors, except that such disclosure shall not be required for any of the exceptions listed under New York General Municipal Law §802

No Corporation officer or employee shall, after termination of services or employment with the Corporation, appear before any board, or department, of the Corporation in relation to any case in which the individual personally participated during the period of service or employment, or which was under active consideration.

No Corporation officer or employee shall engage in, solicit, negotiate for, or promise to accept private employment when such interests or services create a conflict with or impairs the proper discharge of official duties. This shall include entering into contingency agreements to represent clients before the Board.

Board members shall disclose, in writing, upon assuming office, any possible conflicts of interest. This shall be entered into the minutes of the Board. At any time where a possible conflict arises, the Board member will also make such disclosure in writing. As an example, a board member married to the owner of a business, or acting as an officer in the business, with which the Corporation conducts business exceeding \$750 annually, must make such disclosure. The disclosure only needs to be made once unless there is a material change to the underlying factors. By making such a notice the appearance of impropriety is mitigated and the ability to influence the Corporation for personal gain is in full view.

Appendix E – Eligibility

The main objective of this compliance requirement is that only eligible individuals or organizations participate in Federal assistance programs. The criterion for determining eligibility will vary from program to program, but the objective that only eligible individuals or organizations participate remains consistent across all Federal programs. To comply with this objective, recipients must first assure that proper eligibility determinations are made, which means that the recipient must determine the parameters and limitations to define eligibility for a specific program in accordance with the program's purpose. Eligibility for a specific award will be announced in the award notice. In making application for a grant or award, the Corporation will ensure that it is qualified for all eligibility criteria and shall maintain evidence of the qualification for the duration of the award period and the required records holding period.

Appendix F – Equipment and Real Property Management

Equipment and real property procured through any Federally funded award shall be accounted for under Corporation's Procurement; Purchasing; and Depreciation Policy. The Corporation shall maintain an active accounting and inventory system for all items procured through Federal grants.

A. Property Classifications

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the Corporation for financial statement purposes, or \$5,000. 2 C.F.R. § 200.33.

Supplies means all tangible personal property other than those described in § 200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the Corporation for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. § 200.94.

Computing devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. § 200.20.

Capital assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:

- Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and

- Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. § 200.12.

B. Inventory Procedure

Upon receipt any property classified above, the Shipping and Receiving Department or the Technology Department shall identify the equipment, inspect it for condition, ensure it matches the requirement stated on the purchase order, and shall apply asset control tags to the equipment/item. The item shall be entered into the inventory system in sufficient detail to provide a discrete identification of the item (nomenclature, serial numbers, model numbers, etc.) as well as the location where the equipment will ultimately be situated. Only after this is accomplished will the equipment be shipped to the final destination. Receiving reports will then be signed and forwarded to the CFO for processing and payment.

C. Inventory Records

For each equipment and computing device purchased with Federal funds, the following information is maintained:

- Serial number or other identification number;
- Source of funding for the property;
- Who holds title;
- Acquisition date and cost of the property;
- Percentage of Federal participation in the project costs for the Federal award under which the property was acquired;
- Location, use and condition of the property; and
- Any ultimate disposition data including the date of disposal and sale price of the property.

Upon final disposition of the property (either at the end of useful life, sale, loss, etc.) the CFO shall request that the Board of Directors declare the item excess to the needs of the Corporation. Once this resolution is recorded in the minutes, the CFO may dispose of the property within the guidelines approved by the Board of Directors. Any monetary value derived from the disposal of the property shall be applied as a credit to the Federal Grant, if applicable.

D. Physical Inventory

A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

E. Maintenance

In accordance with 2 C.F.R. § 200.313(d)(4), the Corporation maintains adequate maintenance procedures to ensure that property is kept in good condition. Issues arising during normal operations will be reported to the Deputy CEO.

F. Lost or Stolen Items

The Corporation maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property. Devices are assigned to a building for use by trained personnel. Losses will be reported to the Deputy CEO as soon as practicable after the loss is noticed. At that time, appropriate administrative personnel will conduct an inquiry to determine the nature and cause of the loss. If a theft is suspected, a police report will be filed. If the property is not recovered in 60 days, it can be removed from the inventory as a loss.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the Federal award, and the Corporation will not encumber the property without prior approval of the Federal awarding agency and the pass-through entity.

During the time equipment is used on the project or program for which it was acquired, the equipment will also be made available for use on other projects or programs currently or previously supported by the Federal government, provided that such use will not interfere with the work on the projects or program for which it was originally acquired. First preference for other use must be given to other programs or projects supported by the Federal awarding agency that financed the equipment. Second preference is given to programs or projects under Federal awards from other Federal awarding agencies. Use for non-Federally funded programs or projects is also permissible.

When no longer needed for the original program or project, the equipment may be used in other activities supported by the Federal awarding agency, in the following order of priority: (1) activities under a Federal award from the Federal awarding agency which funded the original program or project; then (2) activities under Federal awards from other Federal awarding agencies.

H. Disposal of Equipment

When it is determined that original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, the Deputy CEO will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

Generally, disposition of equipment is dependent on its fair market value (FMV) at the time of disposition. If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the Federal awarding agency. If the item has a current FMV of more than \$5,000, the Federal awarding agency is entitled to the Federal share of the current market value or sales proceeds. All final decisions to excess property are reserved to the Board of Directors.

If acquiring replacement equipment, the Corporation may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property. Net cost will be applied to any accounts used to acquire equipment including a trade in.

Appendix G – Matching, Level of Effort and Earmarking

Matching, also referred to as “cost sharing”, is a requirement for the recipient to provide contributions or donations of a specified amount or percentage to supplement Federal assistance received. In other words, when the recipient participates in a Federal program and an operating budget is prepared, the Federal government may require the recipient to provide contributions to cover a portion of that program’s operations.

Level of effort defines particular goals or objectives the recipient must achieve with the assistance received, and includes recipient requirements for a specified level of service, specified level of expenditures for designated activities, and Federal funds to supplement and not supplant non-Federal services.

Earmarking is a requirement that specifies a limit amount or percentage of the program’s assistance that must (minimum) or may (maximum) be used for specified activities. Examples of this include limits imposed on the Federal government on the amount of Federal funds to cover administrative expenses, or a percentage requirement for total program funds provided to subrecipients. Earmarking may also be specified in relation to the types of participants covered (e.g. a limit on how many participants a recipient can provide assistance to).

Individual Federal grants may have matching or level of effort requirements associated with the grant as a condition of award. The Deputy CEO will determine these requirements during the application/pre-award phase of the process. These requirements will be budgeted and tracked during execution of the award. The following criteria will be met when identifying matching/level of effort/earmarking of funds by the Corporation:

- Must be verifiable in the Corporation’s accounting system
- Must not be included as the contribution to any other Federal award (no “double-dipping”)
- Must be necessary and reasonable for accomplishing the program objectives
- Must be allowable under cost principles previously stated in this guidance

- Must not be paid by another Federal agency or under another Federal award
- Must be provided for in the budget approved for the award by the applicable Federal Agency.

The Deputy CEO will ensure that earmark requirements are fully complied with. The CFO will monitor this aspect and ensure that no funds are disbursed that do not meet the earmark requirements.

Appendix H – Period of Performance

The period of performance will be described in the grant award notice. All obligations must occur on or between the beginning and ending dates of the grant project. 2 C.F.R. § 200.309. This period of time is known as the period of performance. 2 C.F.R. § 200.77. The period of performance is dictated by statute. Further, certain grants have specific requirements for carryover funds that must be adhered to. The period of performance is a required data point for claiming reimbursement. The period of performance can only be changed by the awarding agency. In instances where the budget is under executed and funding will remain at the end of the performance period, the Deputy CEO will apply to the awarding agency for an extension of the time for performance. If granted, this extension will be listed on a modification to the grant award notice. On application for reimbursement, all information on award notice modifications must be annotated on the claim in order for it to be processed properly and in a timely fashion.

Appendix I – Procurement and Suspension and Debarment

This section covers compliance of laws and regulations when obtaining a good or services from a vendor, supplier, or provider. The Corporation will comply with its established Procurement policy and its Purchasing policy in all purchases made through Federal grants or awards. The fact that the source is a Federal grant/award does not relieve the Corporation from complying with all aspects of the effective policy. The procurement requirement is established to ensure that such goods and services are obtained in an effective manner, including the prohibition of conflicts of interest, the fair selection of vendors, provide open and free competition among vendors, etc. The suspension and debarment requirement establishes that certain non-Federal entities have been prohibited from participating in or receiving Federal assistance for various reasons, including prior mismanagement of funds or previous non-compliance of laws and regulations. This prohibition may be temporary (suspension) or indefinite (debarment; until specifically allowed by the government). When performing this purchase, the Corporation Deputy CEO must verify that the vendor, supplier, provider or their respective principals (e.g., owners, top management, etc.) are not suspended, debarred or otherwise excluded by the Federal government. This is done by checking the Excluded Parties List System (EPLS) maintained by the General Services Administration (GSA) or by contacting the Federal agency.

The Corporation awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The Corporation may not subcontract with or award subgrants to any person or company who is debarred or suspended.

Appendix J – Program Income

Program income is sometimes directly generated by the Federally funded program. This type of income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. However, it generally does not include interest on program funds (which is covered under “Cash Management”); nor does it cover rebates, credits, discounts, and refunds (covered under “Allowable Costs/Cost Principles”); nor proceeds from the sale of equipment or real property (covered under “Equipment and Real Property Management”). The uses or treatment of program income are either deducted by the Federal agency from the current program budget (e.g., the program income substitutes part of the original budget), added to the current program budget, or used to meet matching requirements.

Use of Program Income

The default method for the use of program income for the Corporation is the deduction method. Under the deduction method, any program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the Corporation is otherwise directed by the Federal awarding agency or pass-through entity. The Corporation may also request prior approval from the Federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the Corporation. The program income must then be used for the purposes and under the conditions of the Federal award.

While the deduction method is the default method, the Corporation always refers to the Grant Award Notice prior to determining the appropriate use of program income.

Appendix K – Reporting

This section establishes that all recipients must submit reports (whether financial, performance-related, or of special nature) to the Federal government to monitor Federal assistance activities and uses. The most common reports are pre-designed by the Federal agency, are approved by OMB, and are available to all recipients and the general public. The time deadlines for submitting them vary depending on the report, and will generally be established in the initial Grant Award Notice. Furthermore, the reporting requirements (e.g., which reports must be submitted, the timing of the submission, information in the reports, etc.) may vary from recipient to recipient, although the Federal government has established several reports that apply to all recipients. Common reports include:

- SF-270 the *Request for Advance or Reimbursement*.
- SF-425 the *Federal Financial Report*.
- FS-10 the *Proposed Budget for a Federal or State Project*
- FS-10A the *Proposed Amendment for a Federal or State Project*
- FS-25 the *Request for Funds for a Federal or State Project*

Reconciliation and Closeout Procedures

It is critical for charges to match the actual disbursement. Budget estimates or other distribution percentages determined before the services are performed or purchases made do not qualify as support for charges to Federal awards, but may be used for interim accounting purposes provided that the system for establishing the estimates produces reasonable approximations of the activity actually performed. Therefore, when filing final reports, all accounting must be for actual, not budgeted accounting numbers.

Record Retention

A. Retention:

The Corporation maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the sub-grantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with Federal program requirements. The Corporation also maintains records of significant project experiences and results. These records and accounts must be retained and made available for programmatic or financial audit and will be maintained for a minimum of six years after filing the final reports, unless the New York state retention period prescribes a longer retention period.

If any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

Upon reaching the end of the retention period, records will be destroyed by shredding or, in the case of electron records, deletion with overwrite on the recorded section of the medium.

B. Access to Records

The Corporation provides the awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives the right of access to any documents, papers, or other records of the Corporation which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the Corporation's personnel for the purpose of interview and discussion related to such documents.

C. Privacy

Documents subject to Freedom of Information Law requests or Freedom of Information Act requests will be reviewed for privacy concerns and properly redacted prior to release under either law. This does not apply to properly executed subpoenas or investigations by properly documented law enforcement in the conduct of official duties.

Appendix L – Subrecipient Monitoring

In the event that the Corporation awards subgrants to other entities (also known as pass-through entities), the Corporation shall monitor those grant subrecipients to ensure compliance with Federal, state, and local laws. Monitoring is the regular and systematic examination of all aspects associated with the administration and implementation of a program. Each program office that awards a subgrant must have its own monitoring policy. This policy must ensure that any monitoring findings are corrected. The Corporation shall require that all subrecipients provide required reports and financial documents in sufficient detail to permit the Corporation to make its required reports. In this manner the Corporation will exercise a level of control. The Corporation may also conduct site visits, regular contact, interviews, meetings and examinations of the subrecipient, as well as requiring that the subrecipient be subject to an annual single audit. The specific measures will be developed at the time the subgrant is awarded and will be followed up by the Deputy CEO for the Corporation.

Appendix M – Special Tests and Provisions

Certain programs have unique compliance requirements—established by laws, regulations, and contract or grant agreements—that do not fit into the requirements listed above. The Deputy CEO must review these, normally provided in the Grant Award Notice, and ensure compliance with those requirements. The CFO must review the program’s contract, grant agreements, referenced laws, and regulations to identify unique compliance requirements. In conjunction with the Program Manager and the Deputy CEO, the CFO will develop audit objectives and audit procedures under this section to ensure full compliance.

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Resolution Number 03.09.2023.02

RESOLUTION TO APPROVE A CONTRACT FOR PHOTOGRAPHY SERVICES

WHEREAS, the JCLDC lacks an adequate inventory of digital images of any quality to use in our marketing, informational and social media purposes, and

WHEREAS, a request to approve a contract for photography services from Sackets Harbor Photographic Imaging for a base amount of \$4,500 for 9 sessions and special assignments for a cost of \$450 each. Any special editing requests from JCLDC will be billed at \$100 per hour. The contract will expire December 31, 2023, and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Jefferson County Local Development Corporation that it herein approves the request, and be it further,

RESOLVED, that the Chairman, Vice Chairman, Secretary and/or Chief Executive Officer or his designee are authorized and directed to execute any and all documents necessary to carry out the purposes of this Resolution.

This resolution shall take effect immediately.

Kent D. Burto
Secretary

SACKETS HARBOR PHOTOGRAPHIC IMAGING

LOCATION PHOTOGRAPHY AGREEMENT

1. This agreement constitutes an order for location photography services, including the taking of Planned & Special event pictures as agreed to by both parties: **Photographer Katie Zehr-Peer, Owner of Sackets Harbor Photographic Imaging (SHPI), & Contracting Party Jefferson County Local Development Corporation (JCLDC)**. *Unless otherwise specified, it is understood that any and all rights to proofs, final or sample prints, thereof shall remain the property of JCLDC and may be used for advertising, display, or any other purpose thought proper by the JCLDC (as aforementioned).*

2. If Photographer cannot perform this Agreement in whole or in part due to a fire or other casualty, acts of God or nature or terror, or other cause beyond the control of the parties or due to Photographer's illness or injury, the Photographer will return 100% of any prepaid fees to JCLDC but shall have no further liability with respect to this Agreement. This limitation on liability shall also apply in the event that photographic materials are damaged in processing, lost through camera malfunction, lost in the mail, or otherwise lost or damaged without fault on the part of Photographer. JCLDC & SHPI Photographer agree that an entire special event cannot be replicated, reenacted or repeated for the purpose of a re shoot and limits Photographer's liability to the amount paid under this contract.

3. On signing of this agreement by both parties hereto, the Photographer will reserve the time agreed upon and will not make another reservation for the specific time frame. For this reason, a 50% non-refundable fee will be imposed for the reserved time slot even if the date is changed or if the event becomes cancelled for any reason by JCLDC within less than 4 hours of the start time of event/session scheduled. JCLDC will pay the Photographer Katie Zehr-Peer in full the amount due within 30 days of Professional Service and/or cancellation.

4. It is understood and agreed that no other professional photographer will be allowed to photograph or take pictures at the listed event for JCLDC while the Photographer Katie Zehr-Peer is working.

5. Images shall be delivered electronically via Google Drive or WeTransfer within 5 business days unless otherwise requested. Images will be received by _____ @ JCLDC as 300dpi full resolution Jpegs. SHPI will store images in their Studio Archive for JCLDC until Dec 31, 2023, at which time this contract will expire and no further responsibilities for said images will remain the responsibility of the SHPI Studio or Photographer, unless requested or this contract is renewed for 2024.

6. The service fees are as follows:

Planned & Regular Sessions: 9 Sessions in 2023

Includes up to (3) Hrs Photography Service, Editing, Travel Fee,
Copyright/Print Release for up to (50) Final Photographs
\$500/each

Special Assignments:

Includes up to (2) Hrs Photography Service, Editing, Travel Fee,
Copyright/Print Release for up to (50) Final Photographs
\$450/each

Special Editing/Extensive Retouching:

\$100/Hr or based on image request TBD

I / we, the undersigned Contracting Parties, hereby warrant that I am / we are competent to contract in my / our own name(s)/organizations. I / we confirm that I / we have read the herein agreement prior to its execution and I / we are fully familiar with the contents thereof. This agreement shall be binding upon us and our heirs, legal representatives and assigns. And, we certify that we have received a complete copy of this agreement with all blank lines completed.

lio: Sackets Harbor Photographic Imaging

tographer: Katie Zehr-Peer

ature: _____

pe: _____

orting to: _____

Organization/Business: Jefferson County Local Development Corporation

Address: 800 Starbuck Ave #B101, Watertown, NY 13601

Phone: _____ Contact: _____

Contact Name Signature: _____

Date: _____

Experience: **Sackets Harbor Photographic Imaging • Professional Photographer • Serving the North Country**
Since opening in 2018, I have had the privilege to work alongside many business professionals, families, individuals, as well as expanding personal projects. Within my newly built & fully equipped professional digital photography studio, I photograph portraits, still life, art reproduction, products for ads, architecture, interiors, and also provide full editing & retouching services for some of the most prominent institutions & individuals worldwide. *Current member of the Sackets Harbor Chamber of Commerce.*

Cosmos Communications • Art Photographer • New York, NY • 2006-2011, 2014, 2018-2020, Current
Photographing fine art pieces to be advertised online and in print format. Responsibilities include lighting, custom color balancing images in CMYK, organizing name conventions, processing images from RAW to TIFF then DNG format for archiving, saving images in different server locations, troubleshooting and maintenance of photographic equipment used daily, care and responsibility of high end art, thus exceeding the expectations of in house photography studios at residual client locations.

The Museum of the City of New York • Digital Imaging Specialist • New York, NY • Summer 2018
Digitization of over 3000 film negatives into solid working prints for a gallery exhibition opening in 2019. Responsibilities involve FlexTight drum scanning, H4D image duplication in a controlled lighting environment, PS image corrections in RGB & Grayscale, custom printing with Epson large format printers, creating a data base throughout different server locations to include the image metadata and museum copyright notice.

The Metropolitan Museum of Art • Art Collections Photographer • New York, NY • 01/2015 – 06/2018
Photographing over 16,000 Greek artifacts from 550-450BC within 3+ years for the Museum's private collection. Responsibilities include working very independently, dedication to detail, care and management of Museum's photo equipment, as well as the artifacts themselves; shooting, inserting metadata, processing, dust spotting, transferring images into different server locations, ensuring accuracy of orientation & data for post production archiving.

Freelance • Photographer / Digital Imaging Specialist • New York, NY • 2001 - 2018
Professionally creating images of people, places, objects, and concepts to be visible in the public and private sector by being the liaison between industry leaders, photographic businesses, non-profits, and personal individual clients with the commitment to lens photographic excellence. As a photographer, focusing on creating sales for revenue, creative marketing, and long lasting memories that will endure for generations. Giving back to the community both locally and internationally. Responsibilities included production, prepping computers/cameras for all types of photo shoots, diagnostics of digital cameras, cleaning sensors, lenses, equipment, purchasing daily supplies, daily tech support and client interaction, posting images online, printing custom contact sheets, & final working prints, meeting extremely tight deadlines 24/7, managing and maintaining an archive.

Christie's Auction House • Studio Photographer • New York, NY • 2010–2014
Photographing fine art pieces, objects, & furniture full time for their Interiors departmental catalogues; including production & execution of the cover shots for the monthly Interiors magazine. Responsibilities include working very independently running the Interiors photography studios – their largest studios worldwide; equipment maintenance & ordering supplies, managing freelancers & space, shooting, editing, archiving, & creative control of images to be shown of some of the world's most prestigious art to some of the world's top tier collectors & investors. Highlights include shooting the Elizabeth Taylor estate as well as the Andy Warhol Foundation while maintaining the highest daily shot count for the company worldwide.

The Museum of Modern Art • Art Collections Photographer • New York, NY • Summer 2007
Providing imaging services to the museum archive by photographing modern art prints & works on paper. Responsibilities included lighting, shooting, processing, editing, color balancing images, saving images in different server locations, general troubleshooting, daily maintenance of photography studio, care and responsibility of works of art, thus preserving the legacy of the top artists in the world.

Education: **Hallmark Institute of Photography, Turners Falls, MA • Graduated June 2001**
"Top 10 Graduate" • Most Professional Commercial Portfolio

Expertise: **Headshots, Family & Children's Portraiture, Special Events, Product Imaging, Model Portfolios, Art Repro Images, Architecture, Interiors, Photo Journalism, Printing, Editing & Retouching +**

Jefferson County Local Development Corporation

Digital Image Library Development Proposal

The following is a proposal to create a digital image library for the purposes of Jefferson County Local Development Corporation (JCLDC).

Purpose. Currently, JCLDC lacks an adequate inventory of digital images of any quality to use in our marketing, advertising, informational and social media purposes. Images we currently have are not of professional quality, are old, and often, are obtained from internet resources and not “local”. By contracting with a professional photographer as outlined in the accompanying contract for services, we will develop a library of professional images suitable for our purposes and representative of our four seasons and our diverse economy. The images will be compiled in one location accessible to all staff.

How. JCLDC will contract with a well-qualified professional photographer to photograph for nine 3 hour sessions. JCLDC solicited proposals through our social media network. Three proposals were received and the best candidate was also the least expensive. The photographer will attend sessions our staff arrange and capture images as we request of the photographer. Fifty of the best images from each session will be selected. The images will receive suitable editing and then provided to JCLDC in a mutually agreed upon format. The goal of JCLDC will be to have the nine sessions capture images including but not limited to agriculture, manufacturing, tourism, sports and recreation, Fort Drum, and other economic sectors, across three of our four seasons.

Special Sessions. Our contract with the photographer will include the potential to have the photographer available for “special sessions” that might include dignitary visits, groundbreaking ceremonies, and other events not anticipated or desired to be included in building our stock library. The special sessions will have a separate fee, as outlined in the accompanying contract. Special session will be used only when necessary and if the photographer is available.

Who. We are recommending the selection of Katie L. Zehr – Peer. Kate has significant experience providing professional photography and editing services for Cosmos Communications, The Museum of the City of New York, The Metropolitan Museum of Art, Christie’s Auction House, The Museum of Modern Art and is currently providing editing services for “The White House: An Historic Guide” which is an annual commemorative publication. Kate and her family live in Sackets Harbor and Kate grew up on a dairy farm in Lewis County and she is a former Lewis County Dairy Princess.

Three other proposals were considered. We received a proposal from Kara Dry, a former photographer for the Watertown Daily Times. We met with Kara to consider her proposal and review her work, but Kara’s proposal remained significantly more expensive at \$770 per session. The third proposal was from a local photographer who has significant experience with portraits and a great agricultural background, but her proposal was \$850 per session. A fourth proposal was more expensive (\$650 per session), lacked the detail we requested, and the photographer did not appear to have the professional background we desired.

When. Our first session will be Maple Weekend in March. We want to capture images of this much anticipated weekend(s). Marshall, Robin, and Jay will then work to develop a list of sessions to capture moving forward.

Cost. Please refer to the accompanying contract for details. Katie Zehr-Peer has quoted us an inclusive price of \$500 per session which will have a total cost of \$4,500 for the 9 sessions. Each session will last up to 3 hours. Any special assignments will include up to 2 hours and be all inclusive for a cost of \$450 each. Any special editing requests from JCLDC will be billed at \$100 per hour.

Jefferson County Local Development Corporation
 800 Starbuck Avenue, Suite 800
 Watertown, NY 13601
 (315) 782-5865

2023 Board Attendance

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Aiken, Robert	P	E										
Aliasso, Robert	P	P										
Burto, Kent	E	Zoom										
Condino, John	P	P										
Converse, David	P	P										
Gardner, Gregory	Zoom	P										
Johnson, William	E	P										
L'Huilier, Lisa	P	P										
Powers, Christine	P	P										
Walldroff, W. Edward	P	P										
Warneck, Paul	P	P										
Totals:	8	9										
P - Present												
E - Excused												
A - Absent												