

Agenda

Planning & Economic Development Committee

January 20, 2021, 6:00 p.m.

Virtual Meeting via Zoom

Gerace Office Building, Mayville, NY

- A. Call to Order
- B. Approval of Minutes (12/9/20)
- C. Privilege of the Floor
1. Proposed Resolution – Confirm Appointment and Re-Appointments - Chautauqua County Planning Board
2. Proposed Resolution – Accept Grant Funding from the Chautauqua Region Community Foundation to Update the Chautauqua County Agriculture and Farmland Protection Plan
3. Proposed Resolution – Authorize Chautauqua County State Grant Application and Commitment of Matching Funds for County Complex Green Infrastructure Retrofit Project
4. Proposed Resolution – Authorizing the Adoption of a Section 3 Participation Plan in Connection with Community Development Block Grant Funding
5. Other

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

PMW	1/12/21
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TITLE: Confirm Appointment and Re-Appointments – Chautauqua County Planning Board

BY: Planning & Economic Development Committee:

AT THE REQUEST OF: County Executive Paul M. Wendel, Jr.:

WHEREAS, County Executive Paul M. Wendel, Jr, has submitted the following appointment and re-appointments for action by the Chautauqua County Legislature, therefore be it

RESOLVED, That the Chautauqua County Legislature does hereby confirm the following appointment and re-appointments to the Chautauqua County Planning Board:

Appointment

Courtney Curatolo
11 Maple St.
Bemus Point, NY 14712
Term Expires: 12/31/2023

Re-Appointments

Bernhard Auer
72 Center St.
Bemus Point, N.Y. 14712
Term Expires: 12/31/2023

Charles Patton
7316 Bailey Hill Rd.
Sherman, N.Y. 14781
Term Expires: 12/31/2023

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

MRG 12/29/20
KMD 01/04/21
ABC 01/05/21
SMA 01/05/21
KLC 01/05/21
PMW 01/08/21

TITLE: Accept Grant Funding from the Chautauqua Region Community Foundation to Update the Chautauqua County Agriculture and Farmland Protection Plan

BY: Planning & Economic Development and Audit & Control Committees:

AT THE REQUEST OF: County Executive Paul M. Wendel, Jr.:

WHEREAS, Chautauqua County's agricultural industry and agricultural markets have changed over the past twenty years, creating new and evolving challenges; and

WHEREAS, the current Chautauqua County Farmland Protection Plan was adopted in 2000 and reflects agricultural and economic information that is outdated; and

WHEREAS, the Chautauqua 20/20 Comprehensive Plan prioritizes strategies to protect and support the County's agricultural resources and economy, and to promote agri-tourism and alternative enterprises that support the viability of farms; and

WHEREAS, an updated Chautauqua County Agriculture and Farmland Protection Plan will provide resources and strategies to protect agricultural lands and support economic viability of agriculture and related businesses; and

WHEREAS, pursuant to Resolution 253-19, the Chautauqua County Legislature accepted a \$50,000 grant from the New York State Department of Agriculture and Markets to update the Chautauqua County Agriculture and Farmland Protection Plan; and

WHEREAS, the Chautauqua Region Community Foundation has pledged \$30,000 towards the required match for this project upon its start; and

WHEREAS, the Cornell Cooperative Extension of Chautauqua County and the Chautauqua County Department of Planning and Development will provide \$20,000 in staff time, contributing to the required match; now therefore be it

RESOLVED, That the County Executive is hereby authorized to officially accept a \$30,000 grant from the Chautauqua Region Community Foundation and execute all agreements necessary to implement said funding.

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date



Excellence. Accountability. Impact.™
This seal confirms compliance with all standards
and policies for U.S. Community Foundations



Enriching the Quality of Life in the Chautauqua Region

December 7, 2020

Ms. Melissa Keller
Chautauqua County Dept. of
Planning & Economic Dev.
214 Central Ave.
Dunkirk, NY 14048

Dear Melissa:

This letter will serve as confirmation the **Community Service Special Projects Grant** funding awarded July 18, 2018 in the amount of **\$30,000** towards the **Ag as Economic Development - Farmland Protection Plan** is still available. I am happy that monies from the Fund for the Region at Chautauqua Region Community Foundation can assist you in making your project a success.

It is my understanding you have the original Grant Agreement on file in your office. The document outlines the terms of your award. Please note the following areas:

Reports to the Foundation – Full financial accounting on the use of the funds and final reporting will be required as noted in the Grant Agreement. Failure to complete the Reports will result in the denial of any future funding requests.

At the time you are ready to proceed with the project, sign the area indicated on Page 2 and return Page 1 and Page 2 of the agreement to the Foundation's office, Attention Program Officer. Upon receipt of the signed Grant Agreement, your check will be processed within two weeks.

The Community Foundation finds a great deal of satisfaction in awarding you this grant. Together we can enrich the quality of life in the Chautauqua Region.

Sincerely,

A handwritten signature in blue ink that reads "Tory".

Tory Irgang
Executive Director

Enclosures

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

DLM 12/31/20
KMD 01/04/21
ABC 01/04/21
SMA 01/04/21
KLC 01/05/21
PMW 01/08/21

TITLE: Authorize Chautauqua County State Grant Application and Commitment of Matching Funds for County Complex Green Infrastructure Retrofit Project

BY: Planning & Economic Development and Audit & Control Committees:

AT THE REQUEST OF: County Executive Paul M. Wendel, Jr.:

WHEREAS, Chautauqua Lake is an invaluable asset to Chautauqua County but has been designated as an impaired water body and its health and usability are threatened; and

WHEREAS, the New York State Consolidated Funding Application (CFA) offers state-wide grant funding programs that provide an opportunity to significantly leverage local resources; however, these grant programs are extremely competitive and require a local match in cash and/or in-kind services; and

WHEREAS, New York State recently announced a CFA opportunity from the New York State Environmental Facilities Corporation Green Innovation Grant Program (GIGP), which offers state grant funding for innovative water quality related projects and requires a local match; and

WHEREAS, the Chautauqua County Department of Planning and Development (CCDPD), the Chautauqua Lake and Watershed Management Alliance (hereinafter called "the Alliance"), the Village of Mayville, and the Town of Chautauqua successfully partnered to procure state funding pursuant to Resolution 194-17, which produced an engineering study identifying stormwater projects located within the Village of Mayville and Town of Chautauqua that can now be pursued for implementation funding and will have a positive impact on the environmental health of Chautauqua Lake; and

WHEREAS, CCDPD, in partnership with the Alliance and the Chautauqua County Department of Public Facilities (DPF), identified the County Complex Green Infrastructure Retrofit Project from the Mayville-Chautauqua Stormwater Engineering Study for application to the GIGP grant program, which provides reimbursement for up to 90% of total project costs as shown in the following table; and

Project Title	Total Project Costs	NYS CFA Funding Requested	Commitment of County Cash Matching Funds* (Chautauqua County DPF Mayville Parking Lot Reconstruct Acct.)	Commitment of County Cash Matching Funds** (reallocated Alliance member water quality projects program funds established under Resolution 131-15)
County Complex Green Infrastructure Retrofit Project	\$1,396,010.00	\$1,256,409.00	\$100,349.00*	\$39,252.00**

*County Cash Match source from already-approved Chautauqua County DPF *Mayville Parking Lot Reconstruct* Account.

**County Cash Match source from reallocated Alliance member water quality projects program funds established under Resolution 131-15.

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

WHEREAS, pursuant to Resolution 131-15, the County reallocated project program dollars to the Alliance to specifically provide matching funding for grants to undertake the Alliance's member water quality projects to help Chautauqua Lake and its watershed and has \$39,252 still available; and

WHEREAS, based on improvements already needed for the County's complex infrastructure, it is in the best interest of the County to apply for such financial assistance when available; therefore be it

RESOLVED, That the County Executive is authorized to apply for a New York State Environmental Facilities Corporation GIGP grant for funding assistance for the County Complex Green Infrastructure Retrofit Project; and be it further

RESOLVED, That the County shall commit a cash match of \$139,601 in local funding toward the County Complex Green Infrastructure Retrofit Project.

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date

MRG 12/15/20
KMD 12/15/20
KLC 12/16/20
PMW 01/13/21

**CHAUTAUQUA COUNTY
RESOLUTION NO. _____**

TITLE: Authorizing the Adoption of a Section 3 Participation Plan in Connection
With Community Development Block Grant Funding

BY: Planning & Economic Development Committee:

AT THE REQUEST OF: County Executive Paul M. Wendel, Jr.:

WHEREAS, Chautauqua County (the “County”) has been awarded Federal grant assistance from the New York State Housing Trust Fund Corporation (hereinafter the “HTFC”) represented by the New York State Office of Community Renewal (hereinafter the “OCR”) through the Community Development Block Grant (hereinafter “CDBG”) Program for the purpose of assisting Webb Hospitality Group LLC in its plans to develop and operate a restaurant and other commercial operations as part of the “Lodge at Chautauqua Lake” to be located on Route 394, Mayville, New York, including the acquisition and installation of equipment and furnishings (the “Project”), and

WHEREAS, for all projects that would result in CDBG assistance in excess of \$200,000, OCR requires that the municipality applying for and receiving the grant adopt a Section 3 Participation Plan, which describes how the municipality will, to the greatest extent possible, provide job training, employment, and contract opportunities for low-or very-low income residents in connection with housing rehabilitation, housing construction or other public construction projects, in accordance with Section 3 of the Housing and Urban Development Act of 1968; and

WHEREAS, the County wishes to adopt the Section 3 Plan in order to meet OCR requirements and permit the grant for funding for the Project to go forward; now therefore be it

RESOLVED, That the Chautauqua County Legislature hereby adopts the Section 3 Participation Plan for Section 3 Covered Contracts, as presented to the Legislature and on file with the Clerk of the County Legislature.

APPROVED

VETOES (VETO MESSAGE ATTACHED)

County Executive

Date



Section 3 Participation Plan

COUNTY OF CHAUTAUQUA

For Section 3 Covered Contracts

Background:

Section 3 of the Housing and Urban Development Act of 1968, as amended, ("Section 3") requires that economic opportunities generated by certain U.S. Department of Housing and Urban Development financial assistance for housing and community development programs be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and business concerns which provide economic opportunities to low- and very low income persons¹.

Pursuant to Section 3 of the Housing and Urban Development Act of 1968, as amended and 24 CFR Part 135, the County of Chautauqua (the "County") adopts this Section 3 Participation Plan for Section 3 Covered Contracts. The policy will provide direction for implementing Section 3, when required.

Policy Statement:

The County shall provide opportunities to low- and very low-income persons residing in the State of New York (as defined in § 135.5 of 24 CFR Part 135) and to businesses meeting the definition of "Section 3 Business Concern" (as defined by 24 CFR Part 135). Accordingly, the County shall implement policies and procedures to ensure that Section 3, when required, is followed and develop programs and procedures necessary to implement this policy covering all procurement contracts where labor and/or professional services are provided. This policy shall not apply to contractors who only furnish materials or supplies through Section 3 covered assistance. It will apply to contractors who install materials or equipment. (See the definition of "Section 3 Covered Contracts" below.) There is nothing in this policy that should be construed to require the employment or contracting of a Section 3 resident or contractor who does not meet the qualifications of the position to be filled or who cannot fulfill the contract requirements.

¹ 124 CFR 135.1



Definitions:

The County incorporates into this policy the definitions contained in § 135.5 of 24 CFR Part 135.

Defined Terms of Policy:

Section 3 – Section 3 is a provision of the Housing and Urban Development Act of 1968, which recognizes that HUD funds are typically one of the largest sources of federal funding expended in communities through the form of grants, loans, entitlement allocations and other forms of financial assistance. Section 3 is intended to ensure that when employment or contracting opportunities are generated because a covered project or activity necessitates the employment of additional persons or the awarding of contracts for work, preference must be given to low- and very low-income persons or business concerns residing in the community where the project is located.

Section 3 Recipient – means any entity which receives Section 3 covered assistance, directly from HUD or from another recipient and includes, but is not limited to, any State, unit of local government, PHA, IHA, Indian tribe, or other public body, public or private nonprofit organization, private agency or institution, mortgagor, developer, limited dividend sponsor, builder, property manager, community housing development organization, resident management corporation, resident council, or cooperative association. Recipient also includes any successor, assignee or transferees of any such entity, but does not include any ultimate beneficiary under the HUD program to which Section 3 applies and does not include contractors.

Section 3 Resident – A section 3 resident is:

- a public housing resident; or
- a low- or very low-income person residing in the metropolitan area or non-metropolitan county in which the Section 3 covered assistance is expended.

Section 3 Business Concern(s) – Section 3 Business Concerns are businesses that can provide evidence that they meet one of the following:

- 51% or more owned by Section 3 residents; or
- At least 30% of its full time employees include persons that are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or



- Provides evidence, as required, of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications in the above two paragraphs.

Section 3 Covered Assistance— Public and Indian housing development, operating or capital funds; or other housing assistance and community development assistance expended for housing rehabilitation, housing construction or other public construction projects, such as: CDBG, HOME, 202/811, Lead-Based Paint Abatement, etc.

The following definition for Section 3 Covered Assistance comes from 24 CFR 135.5: Public and Indian housing development assistance provided pursuant to section 5 of the 1937 Act;

- 1) Public and Indian housing operating assistance provided pursuant to section 9 of the 1937 Act;
- 2) Public and Indian housing modernization assistance provided pursuant to section 14 of the 1937 Act;
- 3) Assistance provided under any HUD housing or community development program that is expended for work arising in connection with:
 - i. Housing rehabilitation (including reduction and abatement of lead-based paint hazards, but excluding routine maintenance, repair and replacement);
 - ii. Housing construction; or
 - iii. Other public construction project which includes other buildings or improvements, regardless of ownership.

Section 3 Covered Contract – means a contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure of Section 3 Covered Assistance, or for work arising in connection with a Section 3 Covered Project. “Section 3 Covered Contracts” do not include contracts awarded under HUD procurement program, which are governed by the Federal Acquisition Regulation System (see 48 CFR, Chapter 1). “Section 3 Covered Contracts” do not include contracts for the purchase of supplies and materials. However, whenever a contract for materials includes the installation of the materials, the contract constitutes a Section 3 Covered Contract. For example, a contract for the purchase and installation of a furnace would be a Section 3 Covered Contract because the contract is for work (i.e., the installation of the furnace) and thus is covered by Section 3.

Section 3 Covered Project – A section 3 covered project involves the construction or rehabilitation of housing (including reduction of lead-based paint hazards), or other



public construction such as street repair, sewage line repair or installation, updates to building facades, or other public construction, etc.

Section 3 Covered Community Planning and Development Funding – Community Development Block Grants (CDBG), Home Investment Partnership Assistance (HOME), Emergency Shelter Grants (ESG), Neighborhood Stabilization Programs (NSP), and certain grants awarded under HUD Notices of Funding Availability (NOFA). The requirements for Section 3 only apply to the portion(s) of covered funding that were used for project/activities involving housing construction, rehabilitation, demolition, or other public construction.

Section 3 Thresholds - The requirements of Section 3 are applicable to HUD’s direct “recipients” –for Section 3 covered project(s) for which the amount of the assistance is more than **\$200,000**.²

Contractors and Subcontractors are also subject to Section 3’s requirements when performing any type of activity on Section 3 covered activity for which the amount of the assistance is in excess of \$200,000 and the contract or subcontract exceeds **\$100,000**.³

If a recipient receives Section 3 covered housing construction or public infrastructure or community development assistance in excess of \$200,000, but no individual contract exceeds \$100,000, Section 3 requirements will only apply to the recipient.

Finally, it should be noted that there are no thresholds for Section 3 covered Public and Indian Housing assistance.⁴ That is, all activities related to Public and Indian Housing assistance are covered by Section 3 regardless of the amount.

Responsibilities:

1. If the County receives community development or housing assistance covered by Section 3, it has the responsibility to comply with Section 3 in its own operations. This responsibility includes:
 - Notifying Section 3 residents and businesses about job opportunities and contracts generated by Section 3 covered assistance so that residents may seek jobs and businesses may submit bids/proposals for available contracts;
 - Notifying potential contractors of the objectives of Section 3 and ways in which each contractor can assist the sub-recipient to meet its goal;

² See 24 CFR 135.3 (a) (3) (ii).

³ 24 CFR 135.3 at 135 (3) (ii) (B).

⁴ *Id.* at 135.3 (a) (3) (i).



Homes and Community Renewal

- Facilitating the training and employment of Section 3 residents and the award of contracts to Section 3 business concerns; and
 - Documenting the action that the sub-recipient takes to comply with the Section 3 requirements, the results of the actions, and impediments, if any.
2. The County has a responsibility to “ensure compliance” of their contractors and subcontractors. This means that a sub-recipient must:
- Notify contractors of their responsibilities under Section 3 including, but not limited to, incorporating the Section 3 Clause in contract documents.
 - Refrain from entering into contracts with contractors that are in violation of the regulations in 24 CFR Part 135.
 - Respond to complaints made to the recipient by Section 3 residents or business concerns that the sub-recipient, a contractor or subcontractor, is not in compliance with 24 CFR Part 135.
 - Cooperate with HUD in obtaining the compliance of contractors and subcontractors when allegations are made that the sub-recipient’s contractors and subcontractors are not in compliance with the regulation of 24 CFR Part 135.

Goals:

All contractors undertaking Section 3 covered projects and activities are expected to meet the Section 3 requirements. To demonstrate compliance with the "greatest extent feasible" requirement of Section 3, contractors must meet the goals set forth below for providing training, employment and contracting opportunities to Section 3 residents and Section 3 business concerns. To meet the goals, contractors must select Section 3 residents based on the following priorities pursuant to § 135.34, 24 CFR Part 135:

- First Priority - Residents of the development where the work is to be performed.
- Second Priority - Other residents of the neighborhood where the work is to be performed.
- Third Priority - Other residents of the neighborhood who are participants in HUD-Youthbuild or others federal, state, and local job programs being carried out in the city or county area.
- Fourth Priority - Other persons from the project metropolitan area who meet the definition of Section 3 resident contained in § 135.5 of 24 CFR Part 135.



Employment:

All contractors will seek low- or very low-income persons residing in the property metropolitan area for 30% of all new hires. When applicable, the contractor must show evidence of seeking project residents for 15% of the new hires.

Eligibility for employment or contracting -nothing in this policy shall be construed to require the employment or contracting of a Section 3 resident or contractor who does not meet the qualifications of the position to be filled or who cannot perform the contract.

Preference for Section 3 Business Concerns:

Preference shall be awarded to Section 3 Business Concerns according to the following system:

1. Where the Section 3 Covered Contract is to be awarded based upon the lowest price, the contract shall be awarded to the qualified Section 3 Business Concern with the lowest responsive quotation, if it is reasonable and no more than 10 percent higher than the quotation of the lowest responsive quotation from any qualified source. If no responsive quotation by a qualified Section 3 Business Concern is within 10 percent of the lowest responsive quotation from any qualified source, the award shall be made to the source with the lowest quotation.
2. Where the Section 3 Covered Contract is to be awarded based on factors other than price, a request for quotations shall be issued by developing the particulars of the solicitation, including a rating system for the assignment of points to evaluate the merits of each quotation. The solicitation shall identify all factors to be considered, including price or cost. The rating system shall provide for a range of 15 to 25 percent of the total number of available rating points to be set aside for the provision of preference for Section 3 Business Concerns. The purchase order shall be awarded to the responsible firm whose quotation is the most advantageous, considering price and all other factors specified in the rating system.

Competitive Bids: Procurement by Sealed Bids (Invitations for Bids)

Preference in the award of Section 3 Covered Contracts that are awarded under a sealed bid process may be provided as follows:



1. Bids shall be solicited from all businesses (i.e. Section 3 Business Concerns and non- Section 3 Business Concerns). An award shall be made to the qualified Section 3 Business Concern with the highest priority ranking (as defined in 24 CFR Part 135) and with the lowest responsive bid if that bid:

A) is within the maximum total contract price established in the County's budget for the specific project for which bids are being taken; and

B) is not more than "X" higher than the total bid price of the lowest responsive bid from any responsible bidder. "X" is determined as follows:

X = lesser of:

When the lowest responsive bid is less than \$100,000 10% of that bid or \$9,000

When the lowest responsive bid is:

At least \$100,000, but less than \$200,000 9% of that bid or \$16,000

At least \$200,000, but less than \$300,000 8% of that bid or \$21,000

At least \$300,000, but less than \$400,000 7% of that bid or \$24,000

At least \$400,000, but less than \$500,000 6% of that bid or \$25,000

At least \$500,000, but less than \$1 million5% of that bid or \$40,000

At least \$1 million, but less than \$2 million.4% of that bid or \$60,000

At least \$2 million, but less than \$4 million.3% of that bid or \$80,000

At least \$4 million, but less than \$7 million.2% of that bid or \$105,000

\$7 million or more 1.5% of the lowest responsive bid, with no dollar limit.

2. If no responsive bid by a Section 3 Business Concern meets the requirements of paragraph 1 of this section, the contract shall be awarded to a responsible bidder with the lowest responsive bid.
3. In both paragraphs 1 and 2 above, a bidder, to be considered as responsible, must demonstrate compliance with the "greatest extent feasible" requirement of Section 3.

Compliance:

HUD holds HCR accountable for compliance with Section 3 requirements. In contracts entered into with HCR, recipients agree to comply with Section 3. When a housing partner is unable to meet Section 3 goals, HCR will place the burden of proving compliance with Section 3 on the recipient.



Homes and Community Renewal

The minimum numerical goal for employment 30 percent of the aggregate number of new hires shall be Section 3 residents annually—i.e., 1 out of 3 new employees needed to complete a Section 3 covered project/activity shall be a Section 3 resident.

The minimum goals for contracting are:

- Ten percent of the total dollar amount of all Section 3 covered contracts for building trades work for maintenance, repair, modernization or development of public or Indian housing or building trades work arising in connection with housing rehabilitation, housing construction and other public construction, shall be awarded to Section 3 businesses; and
- Three percent of the total dollar amount of all non-construction Section 3 covered contracts, shall be awarded to Section 3 businesses.

Safe harbor and compliance determinations: In the absence of evidence to the contrary (i.e., evidence that efforts to the “greatest extent feasible” were not expended), if the County or contractor meets the minimum numerical goals shown above, the recipient or contractor is considered to have complied with Section 3 preference requirements.

The County will be expected to demonstrate why it was not feasible to meet the goals. At a minimum, if recipients of Section 3 Assistance are unable to meet their Section 3 training, hiring, and contracting goals, they should *sponsor or participate* in upward mobility programs, hire eligible residents in trainee positions with regard to training and employment, or form Section 3 joint ventures with various local employment agencies.

Data Collection and Reporting:

The County will collect and submit required Section 3 data and complete Section 3 reporting requirements.

Certification:

I certify that to the best of my knowledge and belief all of the information on this form is correct. I also understand that failure to report completely and accurately may result in sanctions under my policy, including but not limited to avoidance of the policy, and in criminal or civil penalties.

Signed by _____ Title _____

Date _____ Attest _____

Reviewed by _____ Approved by _____



Homes and Community Renewal

Comments:
