

**COMMISSION MEETING**  
**1:00 pm, Wednesday, September 30, 2020**

*Due to social distancing policies related to COVID-19, the Capital District Regional Planning Commission's (CDRPC) 1 pm, September 30th meeting will be held virtually through Zoom Meetings.*

**Members Present via Zoom Meeting:** Willard Bruce, Lucille McKnight, Kristin Swinton, Lawrence Schillinger, Judith Breselor, Michael Stammel, Scott Bendett, Joseph Grasso, Opal Hinds, Amy Standaert, Craig Warner, David Hogenkamp, Barbara Mauro

**Others Present:**

**Members / Others Absent:** G. Michael Apostol, James Shaughnessy, Jason Kemper, B. Donald Ackerman, Joe Landry, Gary Hughes,

**Staff Present:** Mark Castiglione, Amy Weinstock, Todd Fabozzi, Kate Maynard

**Presiding:** Kristin Swinton, Chair, called the meeting to order at 1:00 pm.

**1. Welcome & Introductions**

Chair Swinton welcomed everyone to the meeting.

**2. Accept July 15, 2020 Meeting Minutes**

The July 15, 2020 meeting minutes were presented to the Board for approval.

**Actions Taken:**

Barbara Mauro made a motion to approve the July 15<sup>th</sup> meeting minutes and Craig Warner seconded it. The motion passed unanimously.

**3. Accept NYSEDA Clean Energy Communities Program Grant**

CDRPC was successful in its proposal to NYSEDA under RFP 4276, Outreach and Technical Services to Support Clean Energy Communities. This is the second iteration of the Clean Energy Communities Program that CDRPC has been managing since June, 2016. The successful proposal includes the same subcontractor team and a territory partnership as the initial program which covers the Capital Region, Mid-Hudson, Mohawk Valley and North Country. CDRPC will be the prime contractor and will subcontract for outreach coordinator services with the Hudson Valley Regional Council

(HVRC) to cover the Mid-Hudson Region, the Mohawk Valley Economic Development District (MVEDD) to cover the Mohawk Valley, and the Adirondack North County Association (ANCA) to cover the North Country.

The proposal outlined work valued at \$5.3 million dollars for 5.5 years. The contract is structured in three consecutive 18 month increments beginning August 1, 2020. The initial contract total is \$1.6 million dollars inclusive of CDRPC and subcontractor budgets. The contract may be extended to cover the subsequent 18-month terms.

While CDRPC's share of the match will be less, in aggregate, our proposal includes a 10% match. The previous grant required a 25% cash match. The estimated yearly revenue for CDRPC is estimated at \$349,000. Todd Fabozzi will continue to lead the program as Territory Director. Tara Donadio and Jill Henck will continue as Outreach Coordinators. The NYSERDA Agreement, including full program budgets, is attached for your review.

Board action is requested to authorize the Executive Director to execute the NYSERDA Agreement, sub-agreements necessary to execute the program per the scope of work in the NYSERDA Agreement, and any subsequent extensions of these agreements.

#### **Actions Taken**

Mike Stammel made a motion to accept the NYSERDA Clean Energy Communities Program Grant and execute associated agreements and Scott Bendett seconded it. The motion passed unanimously.

#### **4. Appoint EDA CARES Act Subaward Committee**

CDRPC is formally designated by the US Economic Development Administration (EDA) as the Economic Development District for the Capital Region counties of Albany, Rensselaer, Saratoga and Schenectady. As part of the EDA allocated CARES Act funding, CDRPC is receiving funding to further lead and assist with COVID related economic recovery within these counties.

As part of its COVID Economic Recovery program, CDRPC proposed a \$200,000 subaward program to provide funding assistance towards economic recovery activities to regional or locally based organizations currently working on recovery efforts, or with specific plans to do so. The intent of the program is to provide funding assistance related to the program goals and funding priorities to economic development organizations within Albany, Rensselaer, Saratoga, or Schenectady counties.

I request the Chair appoint and the Commission establish a subaward oversight committee that will include representatives from each member county. The committee will approve the subaward eligibility criteria, evaluate subaward proposals and recommend funding for subawards proposals to the full Commission. The Commission will approve subawards.

Commission Chair Swinton has appointed the following members to serve on the Subaward Oversight Committee: Lucille McKnight, Albany County; Michael Stammel, Rensselaer County; Craig Warner, Saratoga County; Gary Hughes, Schenectady County.

Thank you to Kate Maynard for her effort in getting this grant and for her work on the program.

Board action is requested to establish the EDA CARES Act Subaward Oversight Committee and empower the committee to approve subaward eligibility criteria, evaluate subaward proposals, and recommend subaward to the Commission for approval.

### **Actions Taken**

David Hogenkamp made a motion to appoint the EDA CARES Act Subaward Committee and Barbara Mauro seconded it. The motion passed unanimously.

### **5. Approve Administrative Contract with Troy Local Development Corp**

CDRPC is formally designated by the federal Northern Border Regional Commission (NBRC) as the Local Development District (LDD) for the Capital Region counties of Albany, Greene, Rensselaer, Saratoga and Schenectady. Local Development Districts assist the NBRC in its outreach activities and administer NBRC grants.

All NBRC grantees are required to contract with a LDD unless they are a State entity. LDDs will be reimbursed based on the amount of work that they perform. Like any other part of the grantee's project, the LDD will invoice the grantee for their services to be included in the Request for Payment. No lump sum will be used. Payments will be made based on the hours worked. The LDD's indirect cost rate may be added to salary and fringe.

With assistance from CDRPC, the Troy Local Development Corporation was awarded a \$1 million-dollar grant from the NBRC for the redevelopment of Monument Square in the City of Troy. As the designated LDD, CDRPC will assist in administering the NBRC grant and be compensated from grant proceeds for associated work performed.

The attached draft Contract for Services between CDRPC and the Troy Local Development Corporation outlines roles, responsibilities and the administrative fee due to CDRPC.

Board approval is requested to authorize the Executive Director to execute a contract between the TLDC and CDRPC for NBRC grant administration services.

### **Actions Taken**

Bill Bruce made a motion to authorize the Executive Director to execute the administrative contract with Troy Local Development Corp and Judith Breselor seconded it. The motion passed unanimously.

### **6. Adjournment:**

Scott Bendett made a motion to adjourn at 1:21 p.m. and Bill Bruce seconded it. The motion passed unanimously. The meeting was adjourned at 1:21 p.m.

**Next Commission Meeting Date: October 21, 2020, 10:00 am**

Respectfully submitted,

Amy Weinstock  
Office Manager

Reviewed and approved by

Kristin Swinton,  
Chair