



## Narrative Information Sheet

### 1. Applicant Identification

Cortland County Industrial Development Agency  
40 Main Street  
Cortland, NY 13045

### 2. Funding Requested

- a. Assessment Grant Type: Community-Wide
- b. Federal Funds Requested: \$500,000

### 3. Location

- a. City – Cortland
- b. County – Cortland
- c. State – New York

### 4. Target Area and Priority Site/Property Information

- Target Areas: City of Cortland, Village of Homer
- Census Tract Numbers:
  - i. City of Cortland: 9705, 9706, 9707, 9708, 9709
  - ii. Village of Homer: 9703
  - iii. Other: 9701, 9711, 9712
- Address of Priority Sites:
  - i. City of Cortland: 84 Owego Street, 30-42 Pine Street, 17-24 Crawford, Street, 85, 99 Madison Street, 25 Wheeler Avenue, 178 Homer Avenue, 3827 Route 11, 1076 Route 13, 4284 Traction Drive, Route 11 site
  - ii. Village of Homer: 6735 Route 41, 30 South West Street, 7 Pine Street, 37-43 James Street, 4 Center Street, 3060 Route 13
  - iii. Other: 75 Cortland Street, Marathon; 6844 East Keeney Road Extension Truxton; 1700 Route 392 Virgil, NY

### 5. Contacts

#### a. Project Director

Brendan O'Bryan, Executive Director/CEO  
Cortland County Industrial Development Agency  
(607) 756-5005

[brendan@cortlandbusiness.com](mailto:brendan@cortlandbusiness.com)

40 Main Street, Cortland, NY 13045

#### b. Chief Executive/Higher Ranking Elected Official

Brendan O'Bryan, Executive Director/CEO  
Cortland County Industrial Development Agency



(607) 756-5005

[brendan@cortlandbusiness.com](mailto:brendan@cortlandbusiness.com)

40 Main Street, Cortland, NY 13045

6. Population:

Cortland County, NY: 46,311

City of Cortland: 17,314

Village of Homer: 3,210

Town of Cortlandville: 8,286

Town of Marathon: 2,038

Town of Truxton: 997

Town of Virgil: 2,425

7. Other Factors

<b>Other Factors</b>	<b>Page Number</b>
Community population is 10,000 or less.	NA
The applicant is, or will assist, a federally recognized Indian tribe or United States territory.	NA
The priority site(s) is impacted by mine-scarred land.	NA
The priority site(s) is adjacent to a body of water (i.e., the border of the priority site(s) is contiguous or partially contiguous to the body of water, or would be contiguous or partially contiguous with a body of water but for a street, road, or other public thoroughfare separating them).	1, 3-4
The priority site(s) is in a federally designated flood plain.	NA
The reuse of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy.	4
The reuse of the priority site(s) will incorporate energy efficiency measures.	NA
The reuse strategy or project reuse of the priority site(s) considers climate adaptation and/or mitigation measures.	4
30% of the overall project budget will be spent on eligible reuse/area-wide planning activities, as described in Section I.B., for priority site(s) within the target area(s).	9
The target area(s) is located within a community in which a coal-fired power plant has recently closed (2012 or later) or is closing.	NA

8. Letter from the State or Tribal Environmental Authority – attached

9. Releasing Copies of Applications – n/a

# NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Division of Environmental Remediation, Bureau of Program Management

625 Broadway, 12th Floor, Albany, NY 12233-7012

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November 6, 2023

Brendan O'Bryan  
40-42 Main Street, Suite A  
Cortland, NY 13405

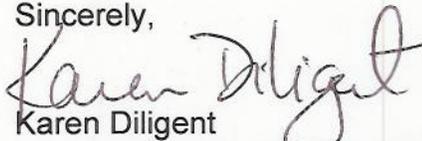
Dear Mr. O'Bryan:

This is to acknowledge that the New York State Department of Environmental Conservation (DEC) received a request from the Cortland County Industrial Development Agency (IDA) dated November 6, 2023, for a state acknowledgement letter for a Federal Year 2024 United States Environmental Protection Agency (USEPA) Brownfields grant.

I understand that the Cortland County IDA plans to submit a Community-wide Assessment grant application for \$500,000. Funding will be used to complete Phase I and II Environmental Site Assessments at sites throughout Cortland County. Known contamination includes VOCs, SVOCs, PCBs, petroleum, and metals. Please note that the USEPA criteria for an assessment grant specifies that, if selected, the Cortland County IDA may only expend up to \$200,000 of the grant on a specific site.

DEC encourages initiatives to redevelop brownfields with the goal of mitigating any environmental and health impacts that they might pose.

Sincerely,



Karen Diligent

Director, Bureau of Program Management

ec: T. Wesley, USEPA Region 2  
A. Devine, USEPA Region 2  
G. Priscott, DEC Region 7  
S. Lizlovs, DEC Region 7  
S. Stewart, C&S Companies



Department of  
Environmental  
Conservation

## **1. PROJECT AREA DESCRIPTION AND PLANS FOR REVITALIZATION**

### **1.a. Target Area and Brownfields**

**1.a.i. Overview of Brownfield Challenges and Description of Target Area:** As the Eastern Gateway to the Finger Lakes of New York, Cortland County is located in the heart of the Central New York (CNY) region. Composed of 15 towns and villages, the County embodies a mix of rural and agricultural areas with a strong urban center in the City of Cortland.

The Cortland County Industrial Development Agency (the IDA) represents the entire county, and is proposing to conduct brownfield assessments county-wide. Brownfields have been a significant challenge for decades in the County, many centered in the City of Cortland, but also throughout other towns and villages. Starting in the mid-1800s, the County was home to several manufacturers, including Smith Corona Marchant (typewriter manufacturing), Wickwire Brothers (foundry), Brockway Motors (truck manufacturing) and Cortland Line Company (fishing and tennis line manufacturing). Industry took a sharp decline in the 1970s, leaving dozens of vacant buildings with remnants of past operations, many with environmental contaminants. The City of Cortland is also home to the Rosen Brothers Superfund site, a 20-acre former scrap-metal processing facility contaminated with PCBs, VOCs, SVOCs, and inorganics that has plagued the community since the 1970s. The site's proximity to residential neighborhoods and schools has been a source of serious concern for decades and has created negative public perceptions of the area, which has discouraged new development.

Empty, dilapidated buildings and lots sit in prominent downtown areas in Cortland and Homer, along the waterfront of the Tioughnioga River in Homer and in the heart of residential neighborhoods in many villages. Beyond that, the County has numerous gas stations no longer in use that are not only unattractive, but potential contamination poses serious threats to the environment and public health.

The overall population of the County has been in decline for decades, decreasing almost 10% since 2010. Cortland is one of the lowest ranking counties in New York State (NYS) in terms of health outcomes. From high rates of cancers, diabetes and obesity to high levels of lead in children, as well as numerous food deserts and low access to healthcare, the County is struggling to recover the character of its past as a bustling center of industry, with small-town charm. SUNY Cortland is centered in the City of Cortland, a growing NYS university focused on teacher education and healthcare. As home to 6,700 students and 600 instructional staff, the community strives to maintain its identity as a college town, attracting new students and faculty; however, this is challenging with the negative perceptions due to blight, poverty and poor health conditions throughout the County.

There are two distinct priority target areas for brownfield assessment. The first lies within the City of Cortland, which at present has no existing greenfields; therefore, any development must occur on already developed sites. The City received an EPA Brownfield Assessment Grant in the past, but there are several remaining sites in need of assessment. With so many vacant sites situated on former industrial lots, the City must identify and address contaminants of brownfields to spur any further development. The second Target Area is in the Village of Homer, just north of the City of Cortland, abutting the Tioughnioga River. Homer is also plagued by former industrial sites and fuel stations that are sources of blight. The Village is poising itself to capitalize on its quaint charm as a small waterfront village to attract new residents, visitors and investment, utilizing a major investment from New York State's Downtown Revitalization Initiative. Without addressing contaminated and vacant sites, the opportunities for progress in these areas will be hindered and public health will continue to be significant problem.

**1.a.ii. Description of the Priority Brownfield Site(s):** Through community planning efforts, the IDA has identified over 30 brownfield, abandoned or underutilized sites (totaling over 55 acres) throughout the County. A selection of priority sites is below:

Property Address/Description	Acres	Former Use	Current Use	Potential/Known Contaminants
<i>City of Cortland</i>				
84 Owego Street	.9	Foundry	Scrap metal dealer	Metals
30-42 Pine Street*	1	UNK, close proximity to industrial sites	Vacant lot	VOCs, metals, lead
17-24 Crawford Street	4.3	Paint company	Vacant buildings	VOCs
85, 99 Madison Street*	2.3	School; shooting range in basement	Vacant	Lead
25 Wheeler Avenue	6.3	Armory	Training space	Lead
178 Homer Avenue	.3	Fuel station/auto repair	Vacant	VOCs, SVOCs, Petroleum
3827 Route 11	1.5	Auto body	Auto body/vacant	Petroleum, metals
1076 Route 13	.6	Gas station/auto dealership	Vacant	VOCs, SVOCs, petroleum
4284 Traction Drive	.1	Coal-burning electric facility	County Highway Garage	SVOCs
Route 11 site	13.4	Scrapyard	Vacant	Metals, PCBs
<i>Homer, NY</i>				
6735 Route 41	.3	Fuel station	Vacant	VOCs, SVOCs, petroleum
30 South West Street	1	Fuel station	Vacant	VOCs, SVOCs, petroleum
7 Pine Street	1.2	Textile plant	Vacant	PCBs, lead, VOCs
37-43 James Street	3.6	Industrial/manufacturing	Partially vacant	Hazardous substances
4 Center Street	3.7	Industrial	Vacant	UNK
Route 11	3.3	Body shop/junkyard	U-Haul	Petroleum, metals, PCBs
3060 Route 13	1.6	Milk plant/auto body/logging	Logging	Petroleum, metals
<i>Other County sites</i>				
75 Cortland Street, Marathon	.2	Fuel station	Vacant	VOCs, SVOCs, petroleum
6844 East Keeney Road Extension, Truxton	.3	General store, fuel station	Diner	VOCs, SVOCs, petroleum
1700 Route 392, Virgil	1.2	Mini-mart/gas station	Vacant	VOCs, SVOCs, petroleum

*\*Phase I Environmental Site Assessments completed through City of Cortland EPA Grant; Phase II Environmental Site Assessments have been recommended.*

Two priority brownfield sites are the Parker School (85, 99 Madison Street, Cortland) and 7 Pine Street, Homer. The Parker School was established in 1936 and was in operation until 2021 when the school district restructured. It now sits vacant. Due to its age, it is suspected that lead-based paint and asbestos are present in the building. Notably, portions of the basement were used as a shooting range for many years and it is likely that the surrounding soil is contaminated with lead. Its location within a residential neighborhood, only one block away from a low-income and disadvantaged areas (CJEST), as well as across the street from a popular park, makes this site a particular risk to children who may ingest or come into contact with lead in the soils. The City would like to develop this 2.3-acre site into over 50,000 square feet of mixed-use space. A comprehensive understanding of the current contamination will allow development of the property to move forward to provide amenities to community members.

In Homer, the 7 Pine Street property houses a 14,000-square foot vacant building in a highly trafficked downtown area of the Village. A former textile mill, the site may be contaminated with PCBs, lead, VOCs and other chemicals typically used in textile operations. The property is located in close proximity to an elementary school, putting children at risk of exposure. Using the EPA Assessment funds as a catalyst, the Village of Homer hopes to redevelop the site to support housing options, such as senior residences and market rate townhomes. There is also the opportunity to improve the corridor connecting downtown to the Tioughnioga River.

**1.a.iii. Identifying Additional Sites:** Upon grant award, the IDA will establish a plan to identify additional sites in the event that grant funds remain once target areas have been addressed. The IDA will ensure that questions regarding additional sites will be incorporated into community engagement events through the duration of the grant period. Therefore, by Year 3 of the grant period, if the IDA anticipates remaining funds, it will have information to draw from for consideration of additional sites. Final prioritization and selection of additional sites will lie with the grant team, who will consider public recommendations, as well as the following criteria: proximity to underserved areas and potential community benefits of redevelopment (e.g., services for underserved communities); avoidance of resident displacement; extent of potential contaminants; BOA and town/village/city comprehensive plan recommendations; extent of potential economic benefits of reuse options; and property owner commitment.

#### **1.b. Revitalization of the Target Area**

**1.b.i. Reuse Strategy and Alignment with Revitalization Plans:** Site reuse strategies align with several community planning documents. While more than 10 years old, the City of Cortland's 2011 Comprehensive Plan is still relevant today, identifying goals such as retaining and increasing business in City; creating more attractive housing, more housing choices and high-quality rentals; development of more efficient buildings; and the addition of more parks/recreational areas. The Town of Cortlandville's 2020 Comprehensive Plan (which includes the City of Cortland) emphasizes addressing an aging population and providing senior-friendly housing. The intent for mixed use development on the former Parker School site aligns with the vision laid out in these documents. This site would be a prime housing location for Cortland's aging population, as well as for rentals for its college student population, due to its proximity to SUNY Cortland.

Redevelopment of brownfields in the Village of Homer aligns with the Village's 2010 Comprehensive Plan, their 2022 NY Downtown Revitalization Initiative application and the 2006 Tioughnioga River Local Waterfront Revitalization Plan. The three documents emphasize providing increased access to the Tioughnioga River waterfront through the enhancement of a Riverwalk, improving the aesthetics of the Village by removing blight, identifying and safely redeveloping brownfields and providing housing options for all incomes, ages and abilities, with

opportunity for mixed use developments. The 7 Pine Street priority site is located near the river, and is slated to be transformed into housing, with walkable connections to the waterfront and proximity to the proposed Riverwalk.

A NYS Brownfield Opportunity Area (BOA) Nomination Study is near completion for the 541-acre southeastern section of the City of Cortland. The draft study outlines redevelopment options for sites, based on public feedback, including the conversion of the former Wickwire campus into affordable and market rate housing, incorporating new, mixed use buildings as well as green spaces and identified routes for connector trails. Installation of green infrastructure, such as stormwater capture and green roofs, is encouraged in the BOA for the site.

Finally, Micron, a global chip manufacturer, has announced a \$100 billion investment in CNY for a new facility to be built in the Town of Clay, NY, which lies just 40 miles north of Cortland County. This project is unprecedented for CNY and has the potential to significantly change the economic landscape of the region. The IDA recognizes that it must position the County as an attractive location for the impending influx of new residents, supply chain facilities and other new businesses that will result from the increasing population and investment. The CNY Regional Economic Development Council's 2022 plan stresses diverse housing options and strengthening the ability for manufacturing and supply chain facilities to make the region their home. The IDA's intention to use EPA funds as the catalyst to convert potentially contaminated brownfields into mixed use housing, parks and recreational areas, as well as to attract supply chain firms that will accompany Micron to brownfield sites, is crucial to the County's economic future.

**1.b.ii. Outcomes and Benefits of Reuse Strategy:** As discussed in more detail in section 2, Cortland County has numerous economic and social challenges, which are only exacerbated by vacant and blighted sites. Addressing brownfields and determining strategic reuse plans will bring a multitude of benefits to Cortland County. Micron is expected to bring over 8,000 jobs to the CNY region in the next decade. Having available sites for new commercial and industrial businesses in Cortland County, particularly those associated with Micron, will ultimately provide hundreds of jobs for County residents. Plans to redevelop brownfield sites into diverse housing at the priority sites, including senior residences, student housing, townhomes and market rate homes, will provide hundreds of new units throughout the County for current and new residents of varying needs. Further, bringing more than 55 acres and thousands of square feet of vacant and unused sites back into active use will increase the tax base in the County, increasing the collective wealth of the community. The BOA Nomination Study also strongly recommends the use of renewable energy and green infrastructures in redevelopment endeavors, which will generate positive benefits in regards to community sustainability and resiliency.

In the Village of Homer, reuse of priority brownfield sites will help connect downtown to the Tioughnioga River, providing recreation for visitors and residents, as well as promotion of active behaviors such as walking and biking, leading to improved health outcomes. Identifying and subsequently addressing environmental contaminants will also result in improved health outcomes, as many of the suspected contaminants, such as VOCs and petroleum, are linked to cancers. Finally, the brownfields across Cortland County are a source of blight that discourage community investment and contribute to negative perceptions of the area. Continuing work to address these issues will not only improve the physical and environmental attributes of sites, but will also encourage positive outlooks among residents and visitors.

There is no expectation of residential or business displacement through this project; however, any potential occurrences will be reviewed extensively by the grant team and will be discussed in

public forums. Displacement strategies will be implemented on a case-by-case basis, and will aim to minimize impacts on residents and businesses.

### **1.c. Strategy for Leveraging Resources**

**1.c.i. Resources Needed for Site Reuse:** The City of Cortland is in the process of completing a BOA Designation through NY Department of State funding, as well as an EPA Brownfields Assessment Grant (limited to City of Cortland). The IDA expects to use this EPA Assessment Grant to continue efforts in the brownfield program, both expanding its reach throughout the County and furthering projects in the City of Cortland, spurring economic activity and ensuring resident welfare. This EPA grant will also stimulate the availability of additional funds that complement brownfield work, making the County and its towns/villages eligible for future opportunities to advance priority sites toward reuse, including:

- NYS BOA Implementation grant—funding source for further planning and engineering analyses for reuse projects in southeast Cortland identified through the BOA
- EPA Cleanup Grant—funding source following community-wide assessment to remediate sites to acceptable condition for reuse
- NYS DEC Brownfield Cleanup Program—significant tax credits for privately-funded investigation, remediation and reuse of brownfield sites
- NYS DEC Environmental Restoration Program—funding for investigation and remediation of municipally-owned sites.
- NYS Downtown Revitalization Initiative and/or NY Forward—for site reuse after ESAs, as the County has contamination and vacancy in downtown corridors in Homer and Cortland
- NYS Energy Research and Development Authority (NYSERDA)—for implementation of renewable energy initiatives
- NYS Housing and Urban Development—funding for affordable housing development and community development initiatives including Community Development Block Grants

**1.c.ii. Use of Existing Infrastructure:** The IDA’s brownfield reuse strategy maintains focus on reinforcement of smart growth principles including the use of existing utility and transportation infrastructure, sustainable development and the removal of hazardous materials from the environment. There is existing infrastructure within the Target Areas such as gas, electric, municipal sewer and water, roads, internet access and cellular service, to support reuse. Several areas within the County and the County itself are committed to sustainable growth: Cortland County and the City of Cortland are registered as a NYS Climate Smart Community and the Village of Homer is a Bronze-certified NYS Climate Smart Community. Cortland County is also a NYS Clean Energy Community, as are several towns and villages throughout the County.

## **2. COMMUNITY NEED AND COMMUNITY ENGAGEMENT**

**2.a. Community Need / 2.a.i. The Community’s Need for Funding:** The population of Cortland County is 46,126, with almost 40% of residents living in the City of Cortland. The rest of the population is spread throughout 15 townships, which are mainly small villages and rural areas. County population has been in a decline, with a loss of almost 10% of residents since 2010. Over 11% of County households live in poverty. Cortland County’s median household income is 17% lower than the state, at \$62,163 compared to \$75,157. Based on the small population and low median income, the tax base to draw on for publicly funded initiatives is limited, making grant funding imperative to preparing vacant sites for reuse. Many brownfield sites are not on the tax rolls, causing an undue burden on municipal budgets. This, along with the numerous vacant and potentially contaminated sites, and make developers reluctant to invest in the County. EPA grant

funding will spur private and public redevelopment throughout the county, making this initial federal investment crucial to sustained economic success for the community.

**2.a.ii. Threats to Sensitive Populations**

**(1) Health or Welfare of Sensitive Populations:** Cortland County is home to several groups particularly vulnerable to adverse health conditions. Children under 18 and adults 65 and older make up 36% of Cortland County’s population. More than 9% of those under 65 live with a disability. According to Cortland County’s 2022-2024 Community Health Assessment and Community Health Improvement Plan (CHIP), more than 25% of occupied housing units in the County have one or more substandard condition (e.g., lack complete plumbing, monthly costs exceed 30% of income, etc.). Further, the County has a higher incidence of residents experiencing food insecurity than NYS, at 13% vs. 11%. Cortland County is ranked 32<sup>nd</sup> in the state (out of 62 counties) for percentage of premature births and has a low birth rate percentage slightly higher than NYS. Children younger than 72 months in Cortland County have greater incidence of high blood lead levels (>5µg) than NYS (39/1,000 tested compared to 10/1,000 tested). Finally, Cortland County residents have a less access to health care providers than NYS, particularly for dental, mental health and primary care. According to CJEST, two census tracts in the City of Cortland are considered disadvantaged, being low income, having high flood risk and being proximal to legacy pollution at the Rosen Brothers Superfund site.

Addressing brownfields throughout Cortland County will help to improve the welfare of these sensitive groups. Cleanup of metal contamination at sites will reduce exposure and is expected to reduce the growing blood lead levels of children in the County. An increase in safe housing options will help to improve quality of life for many residents, such as seniors and those living in substandard conditions. The creation of mixed-use buildings will bring in grocery and other food stores, helping to alleviate food deserts.

**(2) Greater Than Normal Incidence of Disease and Adverse Health Conditions:** Unfortunately, Cortland County is ranked 45<sup>th</sup> of New York’s 62 counties in overall health outcomes (County Health Rankings & Roadmaps, 2023) and has fallen in the ranking in the past 5 years. According to the NYS Health Indicators Report, the County performs worse in several health outcomes, as shown in the following table.

<b>Health Indicator</b>	<b>Cortland County</b>	<b>NYS</b>
All cancers incidence rate	683/100,000	600/100,000
Lung and bronchus cancer incidence	87/100,00	58/100,000
Cervical cancer incidence	12/100,000	8/100,000
Chronic lower respiratory disease deaths	55/100,000	36/100,000

Cortland County also has higher rates than NYS for diabetes, hepatitis C and adult and childhood obesity. Several behavioral health outcomes are greater than the state, including incidence of suicide, emergency room visits due to drug overdose and overdose deaths.

With the large number of buildings and sites that house potential environmental contaminants in Cortland County, it is a reasonable assumption that many of these diseases could be partially attributed to poor environmental conditions. EPA funding will allow the community to take the first step of identifying the extent of contamination. Establishing an understanding of the contaminants that exist will allow the community to pursue the most appropriate level of remediation and reuse that will lessen the negative effects on residents’ health.

**(3) Promoting Environmental Justice:** According to EPA’s EJScreen and CJEST, environmental justice areas in Cortland County are concentrated within the City of Cortland and the Village of Homer. Portions of the city are in the high percentiles (80<sup>th</sup>-95<sup>th</sup>) for exposure to lead paint,

Superfund proximity (Rosen Brothers site), hazardous waste proximity, low life expectancy, incidence of asthma, living in a food desert, broadband gap and low-income areas. Areas in the Village of Homer are also in the high percentiles (80<sup>th</sup>-100<sup>th</sup>) for lead paint, Superfund proximity and flood risk. Environmental assessment and subsequent cleanup will help to address specific sites with lead paint and hazardous waste proximity, as well as potentially alleviate asthma incidence by removing air toxins. Reuse strategies being considered, such as developing mixed-use spaces to create food stores and a variety of new housing options, will address issues such as food deserts and lead paint exposure.

**2.b. Community Engagement**

**2.b.i. Project Involvement & 2.b.ii. Project Roles:** The IDA has worked with local citizens, business groups and community organizations for several years. The IDA will continue to foster these relationships as well as develop new partnerships for this grant. Many groups have will have an active role in the EPA grant, including:

Partner Name	Contact	Specific Role in the Project
NYS Department of Environmental Conservation		Provide technical assistance regarding known spill sites and other hazards, and will review cleanup activities to advance the County’s brownfield reuse strategy
Cortland County Planning Department	Trisha Jesset, P.E., Director of Planning <a href="mailto:tjesset@cortland-co.org">tjesset@cortland-co.org</a> (607) 756-3404	Active partner in determining reuse options and identifying additional sites, if necessary
City of Cortland	Scott Steve, Mayor <a href="mailto:mayor@cortland.org">mayor@cortland.org</a> (607) 753-0872	Work with property owners, engaging the public and determining reuse strategies in the City of Cortland
Village of Homer	Hal McCabe, Mayor <a href="mailto:mayor@homerny.org">mayor@homerny.org</a> (607) 749-3322	Work with property owners, engaging the public and determining reuse strategies in the Village of Homer
Town of Cortlandville Planning Board	Bruce Weber, Planning/ Zoning Officer (607) 756-7052	Active partner in working with property owners, engaging the public and determining reuse strategies in the Town of Cortlandville

**2.b.iii. Incorporating Community Input:** Community input is crucial for all aspects of the IDA’s brownfield strategy. Public engagement will include:

- Bi-annual public information meetings (8 total) to provide progress updates, solicit input and educate. Meetings will be offered virtually and in-person, and will be scheduled at varying times of the day to encourage ample participation. In-person meetings will be held at public locations like senior centers, schools and libraries.
- Project documents will be available on the IDA website, which will be used as a repository to communicate project progress.
- Yearly (4 total) visioning tours at key locations will be offered to solicit feedback regarding sites that have been a source of blight and their potential reuse options. Tour packets will be available online for those who cannot participate.
- Press releases, IDA website updates, social media postings (IDA Facebook page) and flyers will be circulated widely to inform the public of project progress and upcoming meetings.

Public meetings and workshops will be open forums with time for questions and answers regarding the EPA grant. An interpreter will be present at all meetings. Feedback received during community outreach will be compiled into summary documents and posted with other project documents.

### 3. TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS

#### 3.a. Description of Tasks/Activities and Outputs

##### 3.a.i. Project Implementation

##### 3.a.i., a.ii., a.iii. & a.iv.

The following table outlines the tasks (3.a.i), schedule (3.a.ii), responsible parties (3.a.iii) and outputs (3.iv) associated with the proposed project. The IDA is proposing a 4-year work plan for the EPA Community-wide Assessment Grant.

<i>i. Project Implementation</i>	<i>ii. Anticipated Schedule</i>	<i>iii. Task Lead</i>	<i>iv. Outputs</i>
<b>Task 1-Cooperative Agreement Oversight, Consultant Selection and Reporting</b>			
EPA-funded tasks/activities: None			
Non-EPA tasks/activities: To be conducted using IDA funds			
• General grant administration	6/24-9/28	Brendan O'Bryan	Executed contract
• Consultant selection	6/24-8/24	Brendan O'Bryan	RFP, bid documents
• Progress reporting to EPA	6/24-9/28	Brendan O'Bryan	ACRES input, quarterly reports
• Final report completion	9/28	Brendan O'Bryan	Final report
<b>Task 2-Staff Training</b>			
EPA-funded tasks/activities:			
• EPA Brownfield Conference Attendance	8/25	Brendan O'Bryan	
• Other brownfield training events, TBD	6/24-9/28	Brendan O'Bryan	Event agendas, attendee lists, seminar summaries
<b>Task 3-Reuse Planning, Site Prioritization and Outreach</b>			
EPA-funded tasks/activities:			
• Completion of brownfield site inventories on up to 32 sites	8/24-6/25	Consultant	Site inventories
• Development of Site Access Agreements on up to 32 sites	8/24-12/24	Brendan O'Bryan / Consultant	Site Access Agreements
• Development of Property Approval Forms on up to 32 sites	8/24-12/24	Consultant	Property Approval Forms

<ul style="list-style-type: none"> <li>• Hosting of public meetings, presentations and distribution of public surveys</li> </ul>	8/24-9/28 (every 3-6 months)	Brendan O'Bryan / Consultant	Meeting agendas and summaries, survey results
<ul style="list-style-type: none"> <li>• Selection of additional sites, if needed</li> </ul>	6/27-3/28	Brendan O'Bryan / Consultant	List of additional sites

**Task 4-Phase I ESAs**

EPA-funded tasks/activities:

<ul style="list-style-type: none"> <li>• Completion of up to 32 Phase I ESAs, including site visit, records review, environmental review, historical review, past ownership interviews</li> </ul>	11/24-9/27	Consultant	Written reports, work plans for each Phase I ESA
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**Task 5-Phase II ESAs**

EPA-funded tasks/activities:

<ul style="list-style-type: none"> <li>• Completion of up to 12 Phase II ESAs, including project planning, QAPP preparation, drilling and/or excavation, analysis of soil and/or groundwater samples, reporting and remedial cost estimating</li> </ul>	6/25-3/28	Consultant	Written reports for each Phase II ESA
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**3.b. Cost Estimates:** The IDA is requesting \$500,000 to complete 32 Phase I ESAs (\$4,000/site) and 12 Phase II ESAs (\$30,000/site). Total cost for two attendees to the bi-annual EPA conference equals \$3,000. This includes \$200/person for attendance registration, \$300/person for food, \$400/person for air transportation, and \$600/person for hotel expenses. Staff will also attend brownfield roundtables in Albany, NY and other trainings as they arise, at \$900 for registrations and travel, as necessary. Cost for compliance reporting (e.g., MWBE) is estimated at 15 hours per year at \$135 per hour for the selected contractor.

Budget Categories	Task 1 Oversight	Task 2 Travel	Task 3 Outreach	Task 4 Phase I ESAs	Task 5 Phase II ESAs	Total
Travel	\$0	\$3,900	\$0	\$0	\$0	\$3,900
Contractual	\$8,100	\$0	\$0	\$128,000	\$360,000	\$496,100
<b>Total</b>	\$8,100	\$4,000	\$0	\$128,000	\$360,000	\$500,000

**3.c. Measuring Environmental Results:** The IDA expects to finalize a prioritization list of assessment sites, as well as complete 32 Phase I ESAs and 12 QAPPs/Phase II ESAs. The amount of budget utilized, timeline of the project and the number of community members reached will be tracked and recorded on a biweekly basis by the Project Manager, Brendan O'Bryan. He and the consultant will track and manage all assessments and outcomes utilizing a shared system, like Google Doc, as well as the EPA's ACRES system. Mr. O'Bryan will lead monthly conference calls with team members to ensure all components are accomplished. Outcomes will include assessment results on over 55 acres of land, the protection of human health by minimizing exposure to hazardous substances and a strong community consensus on reuse goals following outreach. Should the project deviate from its expected schedule or financial track, the IDA will work with

the EPA and its selected consultant to create a corrective measures plan that outlines specific spending and timeline goals.

#### **4. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE**

##### **4.a. Programmatic Capability**

##### **4.a.i. Organizational Capacity, 4.a.ii. Organizational Structure & 4.a.iii. Description of Key Staff:**

The IDA consists of a three-person staff and is governed by a seven-person Board of Directors, who will provide high-level approval and fiduciary authority for the grant project. The agency has existed since 1974 and has vast experience in economic development in Cortland County. The IDA spearheads economic development projects and coordinates incentives for large scale projects that produce significant investment and job creation, such as at the former Smith Corona building, which resulted in retention of 190 positions and created 25 new jobs. Incentives are typically delivered in the form of payments in lieu of taxes (PILOTS).

Brendan O'Bryan, Executive Director, will serve as the Project Manager of the EPA grant, overseeing administration of the grant and communicating closely with the selected consultant and the EPA. He is new to the IDA, having started in September 2023; however, Brendan has decades of experience in economic and community development and has secured and successfully managed a multitude of federal and state grant awards. As the top leading official at the Broome County IDA/LDC, in southern NYS, he spearheaded the application and award of two NYS Downtown Revitalization Initiative grants, bringing in several million dollars to local communities. He also has a background in government relations, having served as a manager at the Greater Binghamton Chamber of Commerce for several years.

Karen Niday is the IDA's Chief Financial Officer, having been with the agency since 2001. Ms. Niday will ensure grant funds are allocated, tracked and reported to the EPA accurately. At the IDA, she successfully coordinated the creation of the Cortland County Empire Zone Program and has provided economic development resources for businesses throughout Cortland County. Ms. Niday has almost 30 years of accounting and finance expertise.

Economic Development Specialist Eric Mulvihill has been with the IDA since 2021, after serving 5 years as the Clerk of the Cortland County Legislature. Mr. Mulvihill has a background in communications and journalism, and currently serves as President of the Cortland County Convention & Visitor's Bureau Board of Directors. Mr. Mulvihill will organize and manage community engagement for the EPA Community-wide Assessment Grant.

**4.a.iv. Acquiring Additional Resources:** When additional expertise is required during the assessment, the IDA will use a competitive procurement process, consistent with 40 CFR 31.36, to select a contractor/consultant to assist or complete other necessary activities.

##### **4.b. Past Performance and Accomplishments**

##### **4.b.ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements:**

The IDA has not received an EPA Brownfields Grant in the past, but has successfully obtained and managed many state and federal grants similar to the size, scope and relevance. The following grants helped to fund the development of the 127-acre Finger Lakes East Business Park. The project entailed infrastructure (water/sewer) extension and road construction and was successfully completed. For each grant listed, all timelines were met, deliverables were completed and there were no adverse findings.

- \$2 million Public Works and Development Facilities Grant from US Department of Commerce Economic Development Administration
- \$433,000 EPA Appropriations Act Grant
- \$500,000 NYS Economic Development Infrastructure Improvement Program Grant

## Threshold Criteria

1. **Applicant Eligibility:** Cortland County Industrial Development Agency (IDA) is eligible to apply for this assessment grant as a public benefit corporation of the State of New York, created by the Cortland County Legislature pursuant to Chapter 77 of the 1974 Laws of New York. As a public authority, the Cortland County IDA has the powers and duties conferred by Article 18-A of the New York General Municipal Law. The enabling statute for the Cortland County IDA is attached.
2. **Community Involvement:** Public engagement will include:
  - Bi-annual public information meetings (8 total) to provide progress updates, solicit input and educate. Meetings will be offered virtually and in-person, and will be scheduled at varying times of the day to encourage ample participation. In-person meetings will be held at public locations like senior centers, schools and libraries.
  - Project documents will be available on the IDA website, which will be used as a repository to communicate project progress.
  - Yearly (4 total) visioning tours at key locations will be offered to solicit feedback regarding sites that have been a source of blight and their potential reuse options. Tour packets will be available online for those who cannot participate.
  - Press releases, IDA website updates, social media postings (IDA Facebook page) and flyers will be circulated widely to inform the public of project progress and upcoming meetings. Public meetings and workshops will be open forums with time for questions and answers regarding the EPA grant. An interpreter will be present at all meetings. Feedback received during community outreach will be compiled into summary documents and posted with other project documents.
3. **Expenditure of Existing Grant Funds:** Cortland County IDA does not currently have an open EPA Brownfields Assessment or Multipurpose grant.
4. **Contractors and Named Subrecipients:** On September 6, 2022, Cortland County IDA released a Request for Proposals (RFP) entitled *Application and Implementation Services, EPA Brownfield Assessment Grant* to solicit firms for assistance with EPA grant preparation and environmental services to be conducted with grant funds upon award. The RFP was posted on the IDA website. Bids were accepted until October 7, 2022. Bids were evaluated based on the following criteria:
  - a. Successful track record in obtaining grant funding
  - b. Expertise related to relevant project components
  - c. Firm and staff experience related to brownfields assessment, cleanup and redevelopment planning
  - d. Project approach
  - e. Ability to facilitate public outreach activities
  - f. Demonstrated ability to provide comprehensive and innovative environmental services
  - g. Cost

After review and evaluation, Cortland County IDA selected C&S Companies, based in Syracuse, NY, to assist with grant application preparation and implementation of

environmental assessment, remedial planning, community outreach and other environmental or planning components of the EPA Brownfield Assessment Grant. This contract is a 2-year term, with an option to renew an additional year.