



# ST. LAWRENCE COUNTY INDUSTRIAL DEVELOPMENT AGENCY

Ernest J. LaBaff Industrial Building ~ 19 Commerce Lane, Suite 1 ~ Canton, New York 13617  
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## **2020 Rural Business Development Grant for Adult Education – CDL A License**

On June 29, 2020 the St. Lawrence County Industrial Development Agency (SLCIDA) authorized submitting an application to the USDA Rural Business Development Program by approving resolution IDA-20-06-04, this resolution authorized staff to prepare an application and to perform other necessary activities in order to secure RBDG funds in the amount of \$57,000 on behalf of assisting at least 10 individuals to obtain their CDL A license through adult education programs offered in St. Lawrence County, New York.

On July 7, 2020 the SLCIDA received an email notification from the USDA that the 2020 Rural Business Development Grant (RBDG) has been selected to receive funding to assist at least 10 individuals to receive their CLD A license through adult education programs.

All documents were executed and the SLCIDA has begun to assist individuals with obtaining a CDL A license. We are working in collaboration with the Career Ready Education and Success Training (CREST) center located at SUNY Canton.

The program is ongoing and will serve at least 10 individuals with the funds secured. This grant will be completed by the end of 2021.

**RURAL BUSINESS-COOPERATIVE SERVICE FINANCIAL ASSISTANCE AGREEMENT**

This Agreement, which includes Attachments A and B, for the Project and Amount described below (the “Project Description”) and for the Program identified below, is between the Recipient (you) and the United States of America acting through the Rural Business-Cooperative Service (RBS or we).

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|---|---|
| Type of Award (mark one):<br>Cooperative Agreement<br>■ Grant | Program and CFDA Number (mark one):<br>Rural Energy for America Program (REAP) – 10.868<br>Rural Economic Development Grant (REDG)–10.854<br>■ Rural Business Development Grant (RBDG) – 10.351<br>Rural Microenterprise Assistance Program (RMAP) – 10.870<br>Agricultural Marketing Resource Center (AgMRC) – 10.352<br>Appropriate Technology Transfer for Rural Areas (ATTRA) – 10.782<br>Delta Health Care Services (DHCS) – 10.874<br>Federal-State Research on Cooperatives (RSRC) – 10.350<br>Rural Cooperative Development Grant (RCDG) – 10.771<br>Rural Development Cooperative Agreement (RDCA) - 0.890<br>Socially-Disadvantaged Groups Grant (SDGG) – 10.871<br>Value Added Producer Grant (VAPG) – 10.352<br>Other |
|---|---|

**I. GENERAL AWARD INFORMATION**

1. Recipient Name & Address St Lawrence County IDA 19 Commerce Lane, Suite 1 Canton, NY 13617	2. DUNS No. [REDACTED]	3. SAM No. [REDACTED]
	4. Case No. [REDACTED]	
5. Federal Award Identification Number (FAIN)	6. Award Date 07/31/20	
7. Performance Start Date 08/06/2020	8. Performance End Date 08/06/2021	
9. Amount of Federal Funds Obligated for this Action, and Total Amount of Federal Funds Obligated \$57,000	10. Amount of Matching/Other Funds (if applicable) \$18,000	
11. Total Project Cost (Budget Approved Amount) \$75,000	12. Award as Percentage of Total Project Cost 76%	
13. Indirect Cost Rate (if applicable) N/A	14. Does this award involve Research & Development? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Recipient Contact (Name, Title, Contact Info) Kimberly Gilbert [REDACTED]	16. Agency Contact (Name, Title, Contact Info) Renee Hotte [REDACTED]	

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is [0570-0050]. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

## II. RESPONSIBILITIES

**A. Recipient.** The Recipient shall remain in compliance with all applicable laws, regulations, Executive Orders, and other generally applicable requirements for the duration of the Agreement including 2 CFR parts 200, 400, 415, 416, 417, 418, 421, and 422. The most commonly-referenced provisions are identified below.

- 1. Financial and Program Management.** You must follow the financial and performance management requirements in 2 CFR §§ 200.300-309.
  - a. Financial Management.** You must maintain a financial management system in compliance with 2 CFR § 200.302.
  - b. Internal Controls.** You must maintain internal controls in compliance with 2 CFR § 200.303.
  - c. Payments.** You must comply with the payment requirements described in 2 CFR § 200.305. Payment must be requested by using the SF-270, “Request for Advance or Reimbursement” or SF-271, “Request for Reimbursement for Construction Programs” (as applicable). Receipts, hourly wage rate, personnel payroll records, or other documentation must be provided upon request from RBS if the request is for an advance; otherwise, the documentation must be provided at the time of the request. Requests for payment must be sent to the Agency contact listed in Section I.16.
  - d. Revisions of the Work Plan and Budget.** You must complete all elements of the Work Plan in Attachment B in accordance with that Attachment and must use project funds only for the purposes and activities specified in Attachment B - Approved Work Plan and Budget. You must further complete the outcomes shown for each Work Plan items within the time and scope constraints shown in Attachment B. You must report any changes and request prior approvals in accordance with 2 CFR § 200.308.
  - e. Period of Performance.** You may only incur costs chargeable to the award in accordance with 2 CFR § 200.309.
  - f. Bonding.** You must maintain your fidelity bond coverage in the amount of \$ 0.00 for the Period of Performance of the award. (See 2 CFR § 200.304.)
  - g. Program Income.** You must comply with the requirements of 2 CFR § 200.307. Additionally, if program income is earned during the period of performance, you may use it in accordance with 2 CFR § 200.307(e)(2), provided that you inform us in writing of your intent prior to the award date. However, if you earn program income in excess of what can be used under 2

CFR § 200.307(e)(2) or if you earn unanticipated program income, you must comply with 2 CFR § 200.307(e)(1). Costs incidental to the generation of program income may be deducted from gross income to determine program income, provided these costs have not been charged to the award.

2. **Procurement and Property Standards.** You must follow the procurement standards requirements in 2 CFR §§ 200.310-.326.
3. **Performance and Financial Monitoring and Reporting.** You must follow the requirements in 2 CFR Part 170, including Appendix A, and 2 CFR §§ 200.327-.329, and submit reports as outlined below. Unless otherwise directed in the addendum to this Agreement, the reports are due as indicated below.
  - a. **Form SF-425, “Financial Status Report.”** Reports are due 30 calendar days after the reporting period ends. A final report is due within 90 days after the Performance End Date specified in Section I.8. of this Agreement or at the completion of your project, whichever date is sooner. Your reporting periods are below (mark one):
    - Semi-Annually: January 1 – June 30 and July 1 – December 31
    - Semi-Annually: April 1 – September 30 and October 1 – March 31
    - Quarterly: January 1 – March 31, April 1 – June 30, July 1 – September 30, October 1 – December 31
  - b. **Performance Reports.** Reports are due 30 calendar days after the reporting period ends. A final report is due within 90 days after the Performance End Date specified in Section I.8. of this Agreement or at the completion of your project, whichever date is sooner. Your reporting periods are below (mark one):
    - Semi-Annually: January 1 – June 30 and July 1 – December 31
    - Semi-Annually: April 1 – September 30 and October 1 – March 31
    - Quarterly: January 1 – March 31, April 1 – June 30, July 1 – September 30, October 1 – December 31
4. **Subrecipient Monitoring and Management.** You must monitor and manage any subrecipients in accordance with 2 CFR §§ 200.330-.332.

5. **Record Retention and Access.** You must retain records related to this work performed under this Agreement and allow access to them in accordance with 2 CFR §§ 200.333-.337.
  6. **Closeout.** You must comply with the closeout requirements in 2 CFR § 200.343.
  7. **Post-Closeout Adjustments and Continuing Responsibilities.** You must continue to comply with the requirements in 2 CFR § 200.344 even after the Period of Performance for this Agreement has ended.
  8. **Cost Principles.** You must comply with the provisions in 2 CFR Part 200, most of which are contained in Subpart E.
  9. **Audits.** You must comply with the provisions in 2 CFR Part 200, Subpart F.
  10. **Civil Rights Compliance.** Unless otherwise provided in the addendum, you must comply with Executive Order 12898, Executive Order 13166- Limited English Proficient, the Americans with Disabilities Act of 1990, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973 as applicable. Your compliance, shall include collection and maintenance of data on race, sex, and national origin of your membership, ownership, and employees. These data must be available to us for Civil Rights Compliance Reviews. Unless otherwise provided in Attachment A, you must submit to a post-award compliance review conducted after the final disbursement of grant funds have occurred.
  11. **Universal Identifier and Central Contractor Registration.** You must comply with 2 CFR Part 25, including Appendix A. Note that the Central Contractor Registration is now available through the System for Award Management at [www.sam.gov](http://www.sam.gov).
  12. **Special Conditions.** You must comply with any special conditions identified in Attachment A – Program Addendum.
- B. Rural Business-Cooperative Service (RBS).** RBS shall remain in compliance with all applicable laws, regulations, Executive Orders, and other generally applicable requirements for the duration of the Agreement. The most commonly-referenced provisions are identified below.
1. **Payments.** We will advance or reimburse funds up to the Award Amount identified in Section I.9 upon the Recipient’s proper request according to Section II.A.1.c.

2. **Monitoring and Enforcement.** We will monitor the project to ensure that you are in compliance with the terms of the award. If we find that you are not in compliance, we will enforce the terms of this Agreement using the provisions of 2 CFR §§ 200.338-.342.

**C. Both Parties.** The Recipient and RBS agree to the following:

1. **Invalid Clauses.** The invalidity of any one or more phrases, clauses, sentences, paragraphs, or provisions of this Agreement shall not affect the remaining portions of the Agreement.
2. **Conflict between this Agreement and Other Applicable Regulations or Laws.** If there is a conflict between this Agreement and the applicable Program Regulation, the applicable Program Regulation shall prevail. If there is a conflict between this Agreement and another law or regulation, RBS shall seek a legal opinion to determine which provision applies.
3. **Dates.** When the date fixed for the performance of an act under this Agreement is on a weekend or Federal holiday, then the performance by the close of business on the next Federal work day shall have the same force and effect as if made performed or exercised on the specified date.

The signatories below certify that they have authority to enter into this Agreement.

Approved by an Authorized Representative of the Recipient:

~~Patrick J. Kelly~~ Patrick Kelly  
Name (Please Print)  
~~Chief Executive Officer~~ CEO  
Title (Please Print) [Redacted]  
Signature [Redacted] Date 8/4/20

Approved by the United States of America, Rural Business-Cooperative Service by:

~~Renee Hotte~~ Renee Hotte  
Name (Please Print)  
~~Loan Specialist~~ Loan Specialist  
Title (Please Print)  
Signature [Redacted] Date 08/06/2020

**Scope of work:**

The USDA funds will be used by St. Lawrence County Industrial Development Agency (“SLCIDA”) to help fund a training program through the Career Ready Education and Success Training (“CREST”) Center at SUNY Canton.

CREST offers a variety of training programs in workforce development to help get a career started, or to advance a career, or to obtain continuing education units for maintaining professional certifications. With such an overwhelming need for Class-A-Tractor-Trailer drivers in St. Lawrence County, the CREST Center has initiated a training program that will provide the skills needed to pass the NYS Class A driving exam to begin a career in this lucrative industry. The anticipated length of the program is 4-5-weeks, consisting of 20 hours of classroom sessions and 30 hours of behind-the-wheel training scheduled by the student and instructor.

SUNY Canton CREST Center  
Halford Hall  
34 Cornell Dr.  
Canton, NY 13617  
Phone: [REDACTED]  
Fax: [REDACTED]  
e-mail: [REDACTED]

Below is a budget of the total project costs:

	<b>Participant</b>	<b>Township</b>	<b>Training Cost</b>	<b>Grant</b>	<b>Participant</b>
<b>1</b>	[REDACTED]	Harrisville	\$ 6,250	\$ 4,750.00	\$ 1,500.00
<b>2</b>	[REDACTED]	Brasher Falls	\$ 6,250	\$ 4,750.00	\$ 1,500.00
<b>3</b>	[REDACTED]	Madrid	\$ 6,250	\$ 4,750.00	\$ 1,500.00
<b>4</b>	[REDACTED]	Fort Covington	\$ 6,250	\$ 4,750.00	\$ 1,500.00
<b>5</b>	[REDACTED]	Russell	\$ 6,250	\$ 4,750.00	\$ 1,500.00
<b>6</b>	[REDACTED]	Ogdensburg	\$ 6,250	\$ 4,750.00	\$ 1,500.00
<b>7</b>	[REDACTED]	St Regis Falls	\$ 6,250	\$ 4,750.00	\$ 1,500.00
<b>8</b>	[REDACTED]	Canton	\$ 6,250	\$ 4,750.00	\$ 1,500.00
<b>9</b>	[REDACTED]	Massena	\$ 6,250	\$ 4,750.00	\$ 1,500.00
<b>10</b>	[REDACTED]	Ogdensburg	\$ 6,250	\$ 4,750.00	\$ 1,500.00
<b>11</b>	[REDACTED]	Norwood	\$ 6,250	\$ 4,750.00	\$ 1,500.00
<b>12</b>	[REDACTED]	Ogdensburg	\$ 6,250	\$ 4,750.00	\$ 1,500.00
			\$ 75,000	\$ 57,000	\$ 18,000

The SLCIDA is seeking funding to assist at least 12 individuals with obtaining their CDL-A license. There are a few different types of participants seeking this training opportunity.

The first category of individuals is currently employed and is seeking an opportunity to either advance their careers at their current place of employment, or at a minimum, will be able to retain their job by having the certification. One of the local employers that is involved in this program is [REDACTED] in Canton, NY

The second category of individuals is the unemployed. The SLCIDA and SUNY Canton, along with the Small Business Development Center, have had extensive conversations with local businesses that require trucking as a fundamental component of their business. Every business, without exception, said that they need certified Class-A licensed truck operators and they struggle finding them. By securing a Class-A license, unemployed individuals will have a greater opportunity for obtaining employment, within a matter of weeks, following their certification.

The third category of individuals are business owners who require certification for themselves to keep their business operational. (see attached letter #1). Specifically, a local farm [REDACTED] has employees that have a CDL-A and haul hay to buyers located out of state. When his employees are not available to transport a load, the owner would like to have the ability to slide into the spot and complete the delivery. However, at this point in time, the farm owner does not have the appropriate license to do that. With the Class A license, he will follow through with the scheduled delivery so not to lose the sale of the product. We expect to see success in jobs being created and retained, as well as a potential increase for business, at both the farm end and at the receiver's end.

Participants are aware that if the grant is secured, they will be responsible for paying a portion of their costs for the training program which will amount to approximately \$1,500 or 25%. No indirect costs, or administrative fees are being utilized from the grant.

All grant money appropriated for the program will be utilized by the end of 2021.

St. Lawrence County will be the region served for this project.

Grant activities will be led by Patrick Kelly, Chief Executive Officer of the SLCIDA in accordance with its mission to further economic development within the county.

Patrick Kelly has more than 25 years of experience in Economic Development, 18 years specific with the IDA.

Thomas Plastino, Deputy Chief Executive Officer, has been involved in Economic Development in various aspects for almost 40 years.

Kimberly Gilbert, Chief Financial Officer, has been in the financial field for over 20 years, specifically with the SLCIDA and Economic Development for over 17 years.

Three years of SLCIDA's financial statements are attached (See Section 8)