WESTERN NEW YORK POWER PROCEEDS
ALLOCATION BOARD

MINUTES

November 7, 2017-3:00 P.M.

New York Power Authority’s Buffalo
Office
535 Washington Street, Suite 202,
Buffalo, NY

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Minutes of the Meeting of the Western New York Power Proceeds Allocation Board held via video conference in Buffalo, New York.

**Board Members Present:**

Anthony J. Colucci III  
(Chair) Deanna Alterio  
Brennen Dennis Elsenbeck  
Brenda McDuffie

**NYPA Staff Present:**

Karen Delince  
Keith Hayes  
Melinda Li  
Carol Sampson  
Richard Smith  
Valerie Venuti  

Corporate Secretary (via video in White Plains)  
Vice President- Marketing (via video in White Plains)  
Senior Attorney II (via video in White Plains)  
Community Relations Representative II  
Director, Business & Project Development  
Administrative Assistant (via video in White Plains)

**ESDC Staff Present:**

Angela Rossi  
Laura Magee  

Special Assistant to Regional President  
Public Affairs Specialist

**Guests:**

Chris Fahey  

Deputy Chief of Staff to Representative Brian Higgins
Opening Remarks

Chairman Colucci welcomed members of the Board, the staff of Empire State Development Corporation (ESDC), and the staff of the New York Power Authority ("NYPA"). He stated that this meeting of the Board had been duly noticed as required by the Open Meetings law. The meeting was called to order at 3:04 p.m.
1. **Adoption of the November 7, 2017 Proposed Meeting Agenda**

   Member McDuffie made a motion to adopt the November 7, 2017 meeting agenda. The motion was seconded by member Elsenbeck. The agenda was unanimously adopted.

   **Conflicts of Interest**

   Chairman Colucci stated that members had been polled prior to the meeting regarding possible conflicts of interest and all indicated they did not have any conflicts.
2. **Adoption of the June 6, 2017 Meeting Minutes**

Chairman Colucci asked whether there were any amendments to the Minutes.

Upon motion made by member Elsenbeck and seconded by member Brennen, the June 6, 2017 meeting minutes were adopted.
3. **Adoption of 2018 Proposed Schedule of Meetings**

Upon a motion made by member Brennen and seconded by member Elsenbeck, the Board adopted the following 2018 meeting schedule:

- February 6 at 3pm at NYPA Buffalo Office
- April 3 at 3pm at NYPA Niagara Office
- June 5 at 3pm at NYPA Buffalo Office
- August 7 at 3pm at NYPA Niagara Office
- October 2 at 3:00pm at NYPA Buffalo Office
4. **Fund Balance Update**

Richard Smith submitted the following October 2017 Western New York Economic Development Fund Update report:

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**Western New York Economic Development Fund Update**

*As of October-17*

<table>
<thead>
<tr>
<th><strong>The Fund</strong></th>
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<tbody>
<tr>
<td><strong>Total Deposits to the Fund to Date:</strong></td>
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<tr>
<td><strong>Total Interest Earned on Deposits to Date:</strong></td>
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<td><strong>Total Funds Deposited:</strong></td>
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<table>
<thead>
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<th><strong>Expenditures</strong></th>
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<td><strong>Total Funds Deposited:</strong></td>
</tr>
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<td><strong>Total Administrative Expenses Withdrawn:</strong></td>
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<td><strong>Disbursements to Grantees:</strong></td>
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<td><strong>Total Expenditures:</strong></td>
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<td><strong>Current Fund Balance:</strong></td>
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<tr>
<td><strong>Total Funds Deposited:</strong></td>
</tr>
<tr>
<td><strong>Standard Projects:</strong></td>
</tr>
<tr>
<td><strong>Energy Related Projects:</strong></td>
</tr>
<tr>
<td><strong>Total Fund Benefits Awarded:</strong></td>
</tr>
<tr>
<td><strong>Total Fund Benefits Available to be awarded by the WNYPPAB:</strong></td>
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**Energy-Related Projects**

| **Minimum Amount (15%) of the Fund Dedicated to Energy-Related Projects:** | $6,154,650 |
| **Total Awards (12%) Made for Energy-Related Projects to Date (not including today):** | $4,878,320 |
| **Fund Benefits Currently Available to be Awarded for Energy-Related Projects Only:** | **$1,276,330** |

**Today’s Recommendations**

| **Total Recommendations Before the WNYPPAB Today:** | **$150,000** |

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<th><strong>Expansion Power (“EP”) and Replacement Power (“RP”) Summary</strong></th>
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<td><strong>Estimated Unallocated EP and RP to Date (MW):</strong></td>
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<tr>
<td><strong>Estimated Allocated but Unused Hydropower to Date (MW):</strong></td>
</tr>
<tr>
<td><strong>Total Estimated Unutilized EP and RP to Date (MW):</strong></td>
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1. The “Fund”, known as the “Western New York Economic Development Fund”, is created and administered by the New York Power Authority (“NYPA”). It is funded with the aggregate excess of revenues (“Net Earnings”) received by NYPA from the sale of Expansion Power (“EP”) and Replacement Power (“RP”) produced at NYPA’s Niagara Power Project that is sold in the wholesale energy market over what revenues would have been received had such Power been sold on a firm basis to an eligible EP or RP customer.

2. As defined by the Western New York Power Proceeds Allocation Act, a minimum of 15% of Fund Benefits shall be dedicated to “energy-related projects, programs and services”. In accordance with EDL § 109-af(6), “energy-related projects, programs and services” means: (1) energy efficiency projects and services; (2) clean energy technology projects and services; (3) high performance and sustainable building programs and services; and (4) the construction, installation and/or operation of facilities or equipment done in connection with any such projects, programs or services.

3. Funds awarded to applicants to the Fund who are recommended for an award by the WNYPPAB and approved by the NYPA Trustees are known as “Fund Benefits.” Disbursement of Fund Benefits is subject to satisfaction of certain terms and conditions.

4. Total Fund Benefits Available to Be Awarded is calculated as Total Funds Deposited minus the sum of Total Fund Benefits Awarded and Total Administrative Expenses Withdrawn.

5. The NYPA Trustees may allocate EP or RP to eligible companies. Such customers may use the entire allocation, or such customers may “take down” only a portion of the allocation based on their needs at the time. EP and RP that is unallocated, or that is allocated but not taken down, is eligible to be used for WNYEDE “Net Earnings”.

6. Unutilized EP and RP consists of an estimate of both unallocated hydropower and allocated hydropower that has not been taken down by customers.
Responding to an inquiry made by member Elsenbeck, Mr. Smith explained that there is a substantial amount of follow-up with clients to ensure that they are keeping their contractual obligations (e. g., employment levels.)

Chairman Colucci thanked Mr. Smith for the report.
5. **Award of Fund Benefits from the Western New York Economic Development Fund – Round 20**

Angela Rossi, Senior Project Manager, Empire State Development Western NY, submitted the following report and resolution for consideration and adoption:

"SUMMARY

The Western New York Power Proceeds Allocation Board ("Allocation Board" or "Board") is requested to recommend to the Board of Trustees of the Power Authority of the State of New York ("NYPA" or "Authority") that an award of Fund Benefits be made to Quorum Group, LLC dba Takeform Architectural Graphics ("Quorum"). The applicant's project and the amount of the award recommended are discussed in Exhibit "A".

BACKGROUND

1. Western New York Power Proceeds Allocation Act

On March 30, 2012, Governor Cuomo signed into law the Western New York Power Proceeds Allocation Act (the "Act"). The Act provides for the creation by the Authority, of the Western New York Economic Development Fund ("Fund"). The Fund consists of the aggregate excess of revenues received by the Authority from the sale of Expansion Power ("EP") and Replacement Power ("RP") produced at NYPA's Niagara Power Project that was sold in the wholesale energy market over what revenues would have been received had such energy been sold on a firm basis to an eligible EP or RP customer under the applicable tariff or contract.

Under the Act, an "eligible applicant" is a private business, including a not-for-profit corporation. "Eligible projects" is defined to mean "economic development projects by eligible applicants that are physically located within the state of New York within a thirty mile radius of the Niagara power project located in Lewiston, New York that will support the growth of business in the state and thereby lead to the creation or maintenance of jobs and tax revenues for the state and local governments." Eligible projects include, for example, capital investments in buildings, equipment, and associated infrastructure owned by an eligible applicant for fund benefits; transportation projects under state or federally approved plans; the acquisition of land needed for infrastructure; research and development where the results of such research and development will directly benefit New York state; support for tourism and marketing and advertising efforts for western New York state tourism and business; and energy-related projects.

Eligible projects do not include public interest advertising or advocacy; lobbying; the support or opposition of any candidate for public office; the support or opposition to any public issue; legal fees related to litigation of any kind; expenses related to administrative proceedings before state or local agencies; or retail businesses as defined by the board, including without limitation, sports venues, gaming and gambling or entertainment-related establishments, residential properties, or places of overnight accommodation.

Fund Benefits have been provided to successful eligible applicants in the form of grants. It is anticipated that Fund Benefits will be disbursed as reimbursement for expenses incurred by an Eligible Applicant for an Eligible Project, or for proposed eligible expenditures to be incurred by the eligible applicant for an eligible project when NYPA has authorized advance disbursements.
At least 15% percent of the Fund is dedicated to eligible projects which are "energy-related projects, programs and services," which is defined as "energy efficiency projects and services, clean energy technology projects and services, and high performance and sustainable building programs and services, and the construction, installation and/or operation of facilities or equipment done in connection with any such projects, programs or services."

Allocations of Fund Benefits may only be made on the basis of moneys that have been deposited in the Fund. No award may encumber funds that have not been deposited in the Fund.

2. Western New York Power Proceeds Allocation Board

Under the Act, the Allocation Board is charged with soliciting applications for Fund Benefits, reviewing applications, making eligibility determinations, evaluating the merits of applications for Fund Benefits, and making recommendations to NYPA on Fund Benefit awards. The Allocation Board uses the criteria applicable to EP, RP and PP allocations, and for revitalization of industry, provided for in Public Authorities Law § 1005. Additionally, the Board is authorized to consider the extent to which an award of Fund Benefits is consistent with the strategies and priorities of the Regional Economic Development Council having responsibility for the region in which an eligible project is proposed.

At its meeting on March 4, 2013, the Board, in accordance with the Act, adopted by-laws, operating procedures, guidelines related to the application, and a form of application. A copy of the relevant criteria (collectively, "Program Criteria"), adapted from this Board's "Procedures for the Review of Applications for Fund Benefits," is attached as Exhibit "B" to this memorandum.

The Board also defined "retail business" to mean "a business that is primarily used in making retail sales of goods or services to customers who personally visit such facilities to obtain goods or services."

3. Application Process

Initially, the Allocation Board established a series of application due dates coupled with a schedule of dates the Board expected to meet to consider applications. The program was initially promoted through a media release and with assistance from state and local entities, including the Western New York and Finger Lakes Regional Economic Development Councils, ESD and local and regional economic development organizations within the State. A webpage was created that is hosted on WWW.NYPA.GOV/WNYPPAB with application instructions, a link to the approved application form and other program details including a contact phone number and email address staffed by the Western New York Empire State Development regional office. As the program is now well-known, a rolling application process is used and the Allocation Board meets regularly to consider applications for Fund Benefits.

DISCUSSION AND RECOMMENDATIONS TO THE BOARD

In this twentieth round, the Allocation Board has before it one application that has been made available to the Board for review. Staff analyzed the application and is now making recommendations to the Board.

As detailed in Exhibit "A", the Quorum application seeks Fund Benefits to support its business expansion, which would include construction, and new machinery, equipment, furniture and fixtures. Quorum indicates that the expansion project would support the retention of 14 jobs and creation
of at least 50 new jobs at the project location over the next five years. Quorum would spend approximately $2,600,000 on its project. A Fund Benefits award would target construction and machinery and equipment purchases.

Based on a review of this application and consideration of relevant Program Criteria, Staff recommends that the Allocation Board recommend to the NYPA Trustees that this applicant receive an award of Fund Benefits in the amount indicated on Exhibit "A" to support construction and the purchase and installation of the machinery and equipment.

To the extent this application proposes a project that must receive approval and/or comply with other legal requirements, such as the State Environmental Quality Review Act, before the project may proceed, Staff recommends that any affirmative recommendation by the Board for such a project not be forwarded to the NYPA Board of Trustees for action until after the Board receives appropriate notification that all such approvals and requirements have been satisfied, and that such recommendations be made subject to further consideration by the Board in the event that such approvals and/or legal requirements are not satisfied.

PROJECT STATUS

Under the Act, a recommendation for Fund Benefits by the Allocation Board is a prerequisite to an award of Fund Benefits by NYPA. Upon a showing of good cause, NYPA has discretion to adopt the Allocation Board’s recommendations or to award Fund Benefits in different amounts or on different terms than recommended by the Board. In addition, the Authority is authorized to include in any contract providing for the implementation of an award ("Award Contract") any terms and conditions that NYPA deems appropriate.

Given the preliminary stage of the project identified in Exhibit “A” Staff is not in a position to recommend proposed definitive terms and conditions that should be included in any Board recommendation for an award, but Exhibit “A” offers general considerations relating to disbursement of fund benefits for NYPA’s consideration. It is anticipated that NYPA staff, in consultation with Board Staff, would negotiate final terms and conditions if an award is made after the receipt of more detailed information concerning the project.

RECOMMENDATION

Based on the foregoing discussion and information, Staff recommends that the Allocation Board recommend to the NYPA Board of Trustees that the applicant listed in Exhibit “A” receive an award of Fund Benefits in the amount recommended in the Exhibit for the project proposed.

For the reasons stated, Staff recommends the adoption of the above-requested action by adoption of a resolution in the form of the attached draft resolution.
a. **Recommendation for Award to Quorum Group, LLC (DBA Takeform)**

Ms. Rossi said that staff recommends an award of fund benefits be given to Quorum Group, LLC in the amount of $150,000 for a project estimated to cost $2,600,000.

Quorum Group, LLC, is a fully-staffed firm that specializes in architectural graphics and manufacturing graphic design products for clients such as American Express and Oracle. They would like to expand their services to include a printing business, which would be housed in a 15,500 square-foot facility. This expansion would require the purchase of machinery and furniture and be comprised of mostly work space with 1/3 of the area dedicated to office space.

Currently, Quorum Group, LLS does a lot of their business in Arizona, but would like to remain in New York, if given the financial opportunity. Moreover, their current New York location in Medina houses over 150 employees with potential growth to include 32 new positions, over the next five years, to low and moderate-income households. If they were to relocate to another state, 14 jobs would be at risk.

Staff is recommending an award of $150,000 (rather than the $250,000 requested by the company) which would represent 6% of the total project cost.

Upon motion made by member McDuffie and seconded by member Elsenbeck, the Board adopted the resolution to award fund benefits to Quorum Group, LLC (dba Takeform) in the amount of $150,000. (Exhibit "A")
6. **Next meeting and Adjournment**

Chairman Colucci stated that the next meeting of the Board is scheduled for Tuesday, February 6, 2018 at 3:00 p.m. at the New York State Power Authority Buffalo Office.

Upon motion, duly made and seconded, the meeting was adjourned at 3:21 p.m.
EXHIBIT A

Applicant Name: Quorum Group, LLC dba Takeform Architectural Graphics ("Quorum")
REDC Region: Finger Lakes

Project Type: Business Investment
REDC Region: Finger Lakes
Industry: Graphic Design Products Manufacturer
County: Orleans
Amount Requested: $250,000
Locality: Medina

Start Date: November 2017
Finish Date: October 2018

RECOMMENDED OFFER
Recommended Total Award: $150,000
Total Project Cost: $2,601,868
% of Project Cost Recommended: 6%

PROJECT BUDGET (Proposed by Applicant)

<table>
<thead>
<tr>
<th>Use of funds</th>
<th>Amount</th>
<th>Source of Funds</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Construction</td>
<td>$1,478,800</td>
<td>WNY EDF</td>
<td>$250,000</td>
</tr>
<tr>
<td>Machinery and Equipment</td>
<td>$620,068</td>
<td>Bank Loan</td>
<td>$898,694</td>
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<tr>
<td>Working Capital</td>
<td>$266,000</td>
<td>Office of Community Renewal</td>
<td>$616,000</td>
</tr>
<tr>
<td>Furniture and Fixtures</td>
<td>$187,000</td>
<td>Cash Equity</td>
<td>$467,174</td>
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<tr>
<td>Construction Contingency Costs</td>
<td>$50,000</td>
<td>ESD Grant</td>
<td>$250,000</td>
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<tr>
<td></td>
<td></td>
<td>Orleans RLF</td>
<td>$120,000</td>
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</table>

Total: $2,601,868

REGIONAL IMPACT MEASUREMENTS

Job Commitments: Applicant will retain a minimum of 14 full time equivalents ("FTE") at the project location, and create a minimum of 50 new FTE positions at the project location over five years.

Average Salary of Jobs: $43,000

PROJECT DESCRIPTION (Adapted from Application)
Quorum plans to construct a 15,500 square foot addition to its existing facility to accommodate an expansion into the print business to include the design, manufacture and installation of such products as custom wall coverings and window films. The addition would be comprised of approximately two thirds manufacturing space and one third office space, and include machinery, equipment, furniture and fixtures purchases as well as working capital.

OTHER ECONOMIC DEVELOPMENT BENEFITS RECEIVED

| ESD:                       | $250,000 Grant | NYS Office of Community Renewal: | $616,000 |
| Economic Dev. Loan:        | Orleans County IDA RLF | Other: | |

PREVIOUS STATE ASSISTANCE OFFERED OR PROVIDED

<table>
<thead>
<tr>
<th>TYPE</th>
<th>AMOUNT</th>
<th>STATUS</th>
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<tbody>
<tr>
<td>N/A</td>
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BASIS FOR RECOMMENDATION
The Company is evaluating several options to increase capacity, including new construction, acquisition or leasing space in Orleans County. With almost 40% of its business located in the western states, and with a significant customer located in Arizona, Quorum reports that it is seriously considering other states for the expansion.

Quorum currently employs 142 in Medina and anticipates adding 50 people, at an average annual wage of $43,000, over the next five years. Thirty-two (64%) of the 50 created jobs would be made available to low and moderate-income persons.

If the company relocates operations to another state, 14 jobs would immediately be at risk with potential for the loss of more NYS-based jobs.

Supporting this project would help Orleans County to offset its high unemployment rate caused in part by several closures and downsizings in the agricultural and manufacturing industries. It would also complement substantial investment made by the County and Village of Medina to prepare for the development of several adjacent properties located along the Maple Ridge Road corridor.

The project aligns well with the goals and objectives of the Finger Lakes REDC, which in part emphasize job growth and retention along with increasing regional wealth, driving private investment and reducing poverty.

**ANTICIPATED DISBURSEMENT TERMS**

Fund Benefits would be used to reimburse the applicant for a portion of construction costs and machinery and equipment purchases. It is anticipated that funds will be disbursed in arrears in a manner proportionate to total eligible project expenses. Payment will be made upon presentation to NYPA of invoices and such other documentation acceptable to NYPA verifying the applicant has incurred eligible expenses of approximately $2.6M and is compliant with yearly job commitments.
EXHIBIT B

Criteria adapted from the Western NY Power Proceeds Allocation Board’s “Procedures for the Review of Applications for Fund Benefits”

1. The extent to which an award of Fund Benefits would be consistent with the strategies and priorities of the Regional Economic Development Council ("REDC") having responsibility for the region in which an Eligible Project is located. The Western New York Regional Economic Development Council which is responsible for Eligible Projects in Erie and Niagara Counties Strategies & Priorities are:

- Promote "Smart Growth" by investing in areas that infrastructure already exists and achieves certain goals, such as: preserving historic buildings; reviving downtowns; reviving main streets; investing in existing neighborhoods; and investing in former industrial sites. A project consistent with Smart Growth will also focus on: enhancing walkability; enhancing multiple modes of transportation; connecting disadvantaged communities to employment clusters; spurring mixed-use private investment in existing communities and preserving/enhancing natural lands and or resources.

- Promote workforce development by increasing diversity in the labor force, developing and cultivating that includes workers with advancement potential, underemployed, unemployed and special population; align education and skills training to job market for current and future industry needs.

- Foster entrepreneurship and new business formation and growth. Designing a plan that brings new technologies and/or products to the marketplace, increases new startups in strategic industries and facilitates the commercialization of products that can lead to job growth in the Region.

- Increase the industry profile of agriculture in WNY by: creating better access to markets; creating new products; creating new more efficient processes; creating strong regional brands; creating programs that promote careers in agriculture.

- Utilize Western New York’s proximity to Canadian and U.S. population centers to advance economic development in WNY. Bi-national projects will: utilize cross-border planning to create transportation and logistical infrastructure; improve operational relationships; promote the attractiveness of WNY as a hub for global trade.

- Position the WNY region as a global energy hub through new sources of clean energy, energy efficiency and energy efficient transportation.

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1 As provided for in EDL § 189-c(4), criteria 2-15 are adapted from the criteria for eligibility for Expansion Power, Replacement Power and Preservation Power under Public Authorities Law § 1005. The specific criteria identified in PAL § 1005(13) (b)(4)-(5) are relevant to power allocations under these programs but do not have any logical application to allocations of Fund Benefits. Therefore, the Board does not expect to use these criteria to evaluate applications for Fund Benefits. Additionally, in accordance with PAL § 1005(13), criteria 13-15 listed herein will only be used in the case of Eligible Projects which are proposed by Applicants as, and determined by the Board to be, "revitalization" projects.
• Support growth of advanced manufacturing by making research more available to manufacturers to help them innovate.
• Spur growth in the health and life sciences industry through improved commercialization, recruit high profile research talent and reducing the cost burden of healthcare while improving health outcomes.
• Expand the scope of higher education by increasing accessibility to Higher Education for communities that currently have limited access to educational opportunities; better aligning education with the industry needs and creating support structures for start-ups which will assist start-ups with commercialization, business planning, workforce preparation, facilities, etc.
• Grow visitors and visitor spending by raising the profile of WNY as a national and international destination; connect multiple tourist destinations in WNY; improve the profile of the WNY Gateway to the United States.

For more information on the Western New York Regional Economic Development Council please go to http://regionalcouncils.ny.gov/content/western-new-york.

2. The extent to which an award of Fund Benefits would be consistent with the strategies and priorities of the Regional Economic Development Council ("REDC") having responsibility for the region in which an Eligible Project is located.2 The Finger Lakes Regional Economic Development Council which is responsible for Eligible Projects in Orleans and Genesee Counties Strategies & Priorities can be found at: http://regionalcouncils.ny.gov/content/ Finger-lakes.

3. The number of jobs that would be created as a result of an award of Fund Benefits.
4. The applicant's long term commitment to the region as evidenced the current and/or planned capital investment in applicant's facilities in the region.
5. The ratio of the number of jobs to be created to the amount of Fund Benefits requested.
6. The types of jobs that would be created, as measured by wage and benefit levels, security and stability of employment.
7. The amount of capital investment, including the type and cost of buildings, equipment and facilities, proposed to be constructed, enlarged or installed.
8. The extent to which an award of Fund Benefits would affect the overall productivity or competitiveness of the applicant and its existing employment.
9. The extent to which an award of Fund Benefits may result in a competitive disadvantage for other businesses in the State.
10. The growth potential of the applicant's facilities and the contribution of economic strength to the area in which the applicant's facilities are or would be located.
11. The extent of the applicant's willingness to satisfy affirmative action goals.

2 As provided for in EDL § 189-c(4), criteria 2-15 are adapted from the criteria for eligibility for Expansion Power, Replacement Power and Preservation Power under Public Authorities Law§ 1005. The specific criteria identified in PAL§ 1005(13)(b)(4)-(5) are relevant to power allocations under these programs but do not have any logical application to allocations of Fund Benefits. Therefore, the Board does not expect to use these criteria to evaluate applications for Fund Benefits. Additionally, in accordance with PAL § 1005(13), criteria 13-15 listed herein will only be used in the case of Eligible Projects which are proposed by Applicants as, and determined by the Board to be, "revitalization" projects.
12. The extent to which an award of Fund Benefits is consistent with state, regional and local economic development strategies and priorities and supported by local units of government in the area in which the business is located.

13. The impact of an award of Fund Benefits on the operation of any other facilities of the applicant, and on other businesses within the region.

14. That the business is likely to close, partially close or relocate resulting in the loss of a substantial number of jobs.

15. That the applicant is an important employer in the community and efforts to revitalize the business are in long-term interests of both employers and the community.

16. That a reasonable prospect exists that the proposed award of Fund Benefits will enable the applicant to remain competitive and become profitable and preserve jobs for a substantial period of time.