



INDUSTRIAL DEVELOPMENT AGENCY

APPLICATION FOR FINANCIAL ASSISTANCE THROUGH THE
ISSUANCE OF TAX-EXEMPT OR TAXABLE BONDS

PLEASE NOTE: PRIOR TO SUBMITTING A COMPLETED FINAL APPLICATION AND EAF, PLEASE ARRANGE TO MEET WITH THE AGENCY'S STAFF TO REVIEW YOUR DRAFT APPLICATION AND EAF

Date: _____

APPLICATION OF: _____
APPLICANT NAME

OWNERSHIP OF PROPOSED PROJECT
(APPLICANT OR OTHER OWNER)

Type of Application:

- checkbox Tax-Exempt Bonds
checkbox Both Taxable and Tax-Exempt Bonds
checkbox Refunding
checkbox Taxable Bonds
checkbox Amendment
checkbox Transfer

Type of Project:

- checkbox Industrial/Manufacturing
checkbox Commercial/Office
checkbox Commercial/Retail
checkbox Not-for-Profit/Civic Facility (Specify) _____
checkbox Other (Specify) _____
checkbox Warehousing
checkbox Energy or Cogeneration Facility
checkbox Solid Waste
checkbox Pollution Control (Specify) _____

Description of Project (check one or more):

- checkbox New Construction
checkbox Addition to existing facility
checkbox Existing IDA project
checkbox Renovation/modernization of existing facility
checkbox Existing IDA project
checkbox Acquisition of existing facility
checkbox Purchase of new machinery and equipment
checkbox Purchase of used machinery and equipment



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Please respond to all items either by filling in blanks, by attachment (by marking space "See Attachment Number 1," etc.) or by N.A., where not applicable. A complete application is essential for the Agency's determination of whether to provide the financial assistance requested. A non-refundable application fee of \$750.00 is required at the time of submission of this application to the Ontario County Industrial Development Agency (the "Agency").

The attached Environmental Assessment Form ("EAF") is an integral part of this application. This application will not be deemed complete unless accompanied by a fully completed EAF.

Before inducement, Bond Counsel will require a \$1,500 deposit which will be applied to actual out-of-pocket fees and disbursements made during the inducement and negotiation processes, and which will be reflected on their final statement at closing.

Information provided herein will not be made public by the Agency prior to the passage of an Inducement Resolution, but may be subject to disclosure under the New York Freedom of Information Law.

I. OWNER DATA

A. PROPOSED PROJECT OWNER (THE "OWNER")

NAME: _____
ADDRESS: _____
CONTACT: _____ POSITION: _____
PHONE: () _____ FAX: () _____ FEDERAL EMPLOYER I.D.# _____
E-MAIL: _____ NAICS CODE: _____
ATTORNEY: _____
FIRM NAME: _____
ADDRESS: _____
PHONE: () _____ FAX: () _____ E-MAIL: _____

BUSINESS TYPE:

- SOLE PROPRIETORSHIP LIMITED LIABILITY COMPANY
GENERAL PARTNERSHIP LIMITED PARTNERSHIP
OTHER (PLEASE DESCRIBE)
State & Date of Organization
PRIVATELY HELD CORPORATION
PUBLIC CORPORATION LISTED ON EXCHANGE
State and Date of Incorporation
NOT-FOR-PROFIT CORPORATION
Qualified Under Section of the Internal Revenue Code (attach a copy of IRS Determination Letter)
State and Date of Incorporation or Charter
EDUCATION CORPORATION
Qualified Under Section of the Internal Revenue Code (attach a copy of IRS Determination Letter)
State and Date of Incorporation or Charter



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B. FACILITY USER (tenant using more than 10% of the square footage of the Facility, if different than the Owner) (the "User")

NAME: _____

ADDRESS: _____

CONTACT: _____ POSITION: _____

PHONE: () _____ FAX: () _____ FEDERAL EMPLOYER I.D.# _____

E-MAIL: _____ NAICS CODE: _____

ATTORNEY: _____

FIRM NAME: _____

ADDRESS: _____

PHONE: () _____ FAX: () _____ E-MAIL: _____

BUSINESS TYPE:

- SOLE PROPRIETORSHIP
- LIMITED LIABILITY COMPANY
- GENERAL PARTNERSHIP
- LIMITED PARTNERSHIP
- OTHER (PLEASE DESCRIBE) _____
State _____ & Date _____ of Organization
- PRIVATELY HELD CORPORATION
- PUBLIC CORPORATION LISTED ON _____ EXCHANGE
State and Date of Incorporation _____
- NOT-FOR-PROFIT CORPORATION
Qualified Under Section _____ of the Internal Revenue Code (attach a copy of IRS Determination Letter)
State and Date of Incorporation or Charter _____
- EDUCATION CORPORATION
Qualified Under Section _____ of the Internal Revenue Code (attach a copy of IRS Determination Letter)
State and Date of Incorporation or Charter _____

(Please provide names of each additional User, if any, and all of the information requested above, on a separate sheet and attach it to this application.)

C. Any related person (e.g., stockholder, principal, partner, member, parent corporation, sister corporation, subsidiary) to the above Owner or User proposed to be a user of the Project.

NAME	BUSINESS TYPE	RELATIONSHIP

- D. Principal stockholders or partners of the Owner and the User, if any (i.e., owners of 5% or more equity in the Owner or the User):

NAME	PERCENT OWNED	WHICH COMPANY

- E. **APPLICANTS FOR TAX-EXEMPT FINANCING:** If any of the above persons, or a group of them, owns more than a 50% interest in the Owner or the User, list all other persons that are related to the Owner or the User by virtue of such owners having more than a 50% interest in such other persons.

- F. **APPLICANTS FOR TAX-EXEMPT FINANCING:** Is the Owner or the User related to any other person by reason of more than 50% common ownership? If so, indicate the name of each related person and the Owner's or User's relationship to such person.

- G. List the Owner's and the User's parent corporations, sister corporations and subsidiaries if any.

- H. Has the Owner or the User (or any other entity listed in answer to questions C-G above) been involved in or benefitted by any prior tax-exempt bond financing in the town/city/village in which this Project is located, whether through the Agency, JDA or another issuer? If so, please explain in full (e.g., name of issuer and beneficiary; original amount of issue; date of issue; current amount outstanding; purpose of issue; etc.).

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- I. Has the Owner or the User (or any related person) made a public offering or private placement of its stock within the last year? If so, please describe and provide the prospectus or other offering materials used.

- J. Has the Owner or the User (or any related person) applied to any other Industrial Development Agency in regard to this Project? If so, please provide details of any action taken with respect to the Project and the current status of such application.

- K. List the major bank references of the Owner and the User.

II. OWNER'S OPERATIONS AT CURRENT LOCATION

- A. Address _____
- B. Acreage of existing facility _____
- C. Number of buildings and square feet of each building

- D. Owned or leased _____
- E. Please describe the type of operation (e.g., manufacturing, wholesale, distribution, retail, etc.) and products and services offered at current location: _____

- F. Employment (current number of full-time employees or the equivalent) _____

- G. Annual payroll amount _____

III. USER'S OPERATIONS AT CURRENT LOCATION

- A. Address _____
- B. Acreage of existing facility _____
- C. Number of buildings and square feet of each _____



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-
-
- D. Owned or leased _____
- E. Please describe the type of operation (e.g., manufacturing, wholesale, distribution, retail, etc.) and products and services offered at current location: _____
-
-
- F. Employment (current number of full time employees or the equivalent) _____
-
- G. Annual payroll amount _____

IV. PROPOSED PROJECT DATA

- A. Location of Project - Please attach a map highlighting the location of the Project. In addition, please give the real property tax map number and exact street address of the Project, including the city or village (if any) and town in which the Project will be located. (If no street address is available, please include a survey and the most precise description available.) Please also identify the school district within which the Project will be located: _____
-
-
- B. Project Site - Please submit plans or sketches of the proposed acquisition, renovation or construction (under separate cover is permissible). Also attach a photograph of the site or existing facility to be improved.
1. Acreage _____
 2. Acquisition of existing buildings:
 - a) Existing buildings to be acquired (number of buildings and square feet of each building):

 - b) Does the Project consist of additions and/or renovations to existing buildings? If so, indicate the nature of the expansion and/or renovation in reasonable detail.

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3. New Construction:

a) Number and square feet of each new building to be constructed:

b) Builder or contractor and address:

c) Architect and address:

4. Present use of the Project site:

5. Present user of Project site:

6. Relationship of present user of Project site to the Owner, if any: _____

C. Project Use Description – Please provide a detailed description of the Project and the Project’s intended use in the blank lines below. (E.g., “The construction and equipping of an approximately _____ square foot building, of which _____ square feet will used for _____, _____ square feet will be used for _____ and _____ square feet will be used for office space, and the acquisition and installation of the following items of machinery and equipment: _____, all to be used by the Owner/User in connection with the _____ and/or _____ of _____ for the _____ industry.”) If additional space is necessary, please attach an exhibit to this application.

APPLICANTS FOR TAX-EXEMPT FINANCING PLEASE NOTE: The Tax Reform Act of 1986 limits the types of facilities that are eligible for tax-exempt financing to manufacturing facilities, civic facilities and certain other exempt facilities.

D. Are there utilities on site? _____

a. Water (indicate municipal or other) _____

b. Sewer (indicate municipal or other) _____



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c. Electric (Name of utility company) _____

d. Gas (Name of utility company) _____

- E. If any space in the Project is to be leased by the Agency or the Owner to third parties, or subleased by the User to third parties, indicate the total square footage of the Project to be leased to each tenant, and the proposed use of that space by each tenant. Although the tenants may not yet be known, the general purposes for which the Project will be used must still be indicated (e.g., manufacturing, office, warehouse, etc.). Use a separate sheet, if necessary.

- F. 1. List principal items or categories of equipment to be acquired as part of the Project and identify whether equipment will be new or used.

2. Have any of the items or categories listed above been ordered or obtained? If so, enclose copies of purchase orders, contracts and/or invoices.

- G. Has construction work on the Project begun? If so, complete the following:

- | | | | |
|----------------------------|------------------------------|-----------------------------|------------------|
| 1. Site clearance | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ % complete |
| 2. Foundation | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ % complete |
| 3. Footings | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ % complete |
| 4. Steel | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ % complete |
| 5. Masonry | <input type="checkbox"/> yes | <input type="checkbox"/> no | _____ % complete |
| 6. Other (describe below): | | | |

- H. Existing facilities within New York State:

1. Are there other facilities owned, leased or used by the Owner or User (or any related person) within the state? If so, tell where such facilities are located and describe the terms of the Owner's or the User's (or any related person's) interest in such facilities.



2. If there are other facilities within the state, is it expected that any of these other facilities will close or be subject to reduced activity as a result of the proposed Project?

yes no

3. If you answered "No" to question 2 above, please explain in detail how current facilities will be utilized.

4. If you answered "Yes" to question 2 above, please indicate whether the Project is reasonably necessary for the Owner or User, as applicable, to maintain its competitive position in its industry and explain in detail.

5. Has the Owner or the User thought about moving to another state? Has the Owner or the User engaged in any negotiations in that regard? If so, please explain.

6. Will the Project meet current zoning requirements at its proposed location?

yes no

a) What is the present zoning? _____

b) What zoning is required? _____

c) If a change of zoning is required, please provide the details regarding, and described the status of, any change of zoning request.



7. Is the Project site in an Agricultural District, in a primarily agricultural area, or currently in agricultural use? If yes, provide details.

8. Is the Project site in a Historic District or does it contain any buildings of historical significance? If yes, describe.

9. Are any federal or state wetlands or any other environmentally critical or sensitive areas on or contiguous to the Project site? If yes, describe.

10. Does the Project site contain any underground or above ground storage tanks or wells, whether or not currently in use? If yes, describe.

11. List any state, local or federal consents or approvals (e.g., site plan approval, special use permit, environmental permits, certificates of need) that will be necessary in connection with the Project and describe the status of each such consent or approval.

- I. Does the Owner or the User (or any related person) currently lease the Project site?

yes no

- J. Does the Owner or the User (or any related person) now own the Project site?

yes no

1. If so, indicate:

a) Date of purchase _____

b) Purchase price _____

c) Balance of existing mortgage _____



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d) Holder of mortgage _____

e) Special conditions _____

2. If not, does the Owner (or any related person) have an option or a contract to purchase the site and/or any buildings on the site?

 yes no

3. If so, please attach a copy of the option or contract and indicate:

a) Date signed _____

b) Purchase price _____

c) Proposed settlement/closing date _____

K. Has an Environmental Audit or other examination of the environmental condition of the Project site been prepared within the last five years?

 yes no

If yes, please attach a copy.



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V. PROJECT COSTS

- A. Give an accurate estimate of the cost of each of the following items, specifying in each instance the best estimate of the portion of such costs to be financed with tax-exempt or taxable bond proceeds, if applicable:

	<u>TOTAL COST AND</u>	
	<u>% BOND FINANCED</u>	
LAND*	_____	(_____ %)
ACQUISITION AND REHABILITATION COSTS:		
Existing Building**	_____	(_____ %)
Cost of Rehabilitation.....	_____	(_____ %)
COST OF NEW CONSTRUCTION:		
Construction of New Building	_____	(_____ %)
New Additions to or Expansions of Existing Building.....	_____	(_____ %)
ENGINEERING/ARCHITECTURAL FEES	_____	(_____ %)
MANUFACTURING EQUIP. TO BE INSTALLED	_____	(_____ %)
OTHER EQUIP. TO BE INSTALLED.....	_____	(_____ %)
LEGAL FEES (Bank, Bond, Agency and Owner Counsel)	_____	(_____ %)
FINANCIAL CHARGES (specify).....	_____	(_____ %)
AGENCY FEES.....	_____	(_____ %)
OTHER FEES/CHARGES, etc. (specify):		
_____	_____	(_____ %)
_____	_____	(_____ %)
TOTAL PROJECT COSTS:	\$ _____	(_____ %)

AMOUNT OF BOND REQUESTED (if applicable): \$ _____

* **APPLICANTS FOR TAX-EXEMPT FINANCING NOTE:** If acquiring land, please note that federal law prohibits the use of 25% or more of tax-exempt bond proceeds for the purchase of land.

** **APPLICANTS FOR TAX-EXEMPT FINANCING NOTE:** If acquiring existing buildings, please note that federal law prohibits the acquisition of existing buildings with tax-exempt bond proceeds unless the rehabilitation expenses to be incurred with respect to the building within three years are equal to or greater than 15% of the portion of the cost of acquiring the building that is financed with tax-exempt bond proceeds. Rehabilitation does not include any amount expended on new construction (additions or expansions). These provisions do not apply to "civic facilities" for 501(c)(3) organizations.

B. Method of financing costs:

	<u>AMOUNT</u>	<u>TERM</u>
1. Tax-exempt bond financing	\$ _____	_____ years
2. Taxable bond financing	\$ _____	_____ years
3. Conventional financing***	\$ _____	_____ years
4. Owner/User financing	\$ _____	_____ years
5. JDA or other governmental funding***	\$ _____	_____ years
6. Other financing sources***	\$ _____	_____ years
7. Owner's/User's equity contribution	\$ _____	
TOTAL PROJECT COSTS:	\$ _____	

*** Copies of all commitments must be submitted to the Agency before drafting of any bond or transaction documents can begin.

C. **APPLICANTS FOR TAX-EXEMPT FINANCING:** Have any of the above costs, which are to be reimbursed out of tax-exempt bond proceeds, been paid or incurred (including contracts of sale or purchase orders) as of the date of this application?

yes no

If so, please give particulars, including dates paid or incurred on a separate sheet.

D. **APPLICANTS FOR TAX-EXEMPT FINANCING:** Are costs of working capital, moving expenses, work in progress or stock in trade included in the proposed uses of the tax-exempt bond proceeds? Give details.

E. Will any of the funds to be borrowed through the Agency be used to repay or refinance an existing mortgage, outstanding loan or outstanding bond issue? Give details.

F. Has the Owner made any arrangements for the marketing or the purchase of the bond or bonds? If so, indicate with whom and provide copies of any commitments and/or term sheets.

VI. MEASURES OF GROWTH AND BENEFITS

A. Please complete the chart below by indicating on line #1 the present number of full-time or equivalent employees and the annual payroll for all current facilities of the Owner or User. On line #2, please provide the information with respect to Ontario County facilities only. (If no facilities are currently in Ontario County, indicate "0.") On lines #3, #4 and #5, provide projections of employment and payroll at the proposed Project in Ontario County for the first, second and third years after the Project's completion:

		Full Time or Equivalent Employees	Annual Payroll \$
1.	PRESENT (All Current Facilities)	_____	_____
2.	PRESENT (Ontario County Only)	_____	_____
3.	FIRST YEAR (Ontario County Only)	_____	_____
4.	SECOND YEAR (Ontario County Only)	_____	_____
5.	THIRD YEAR (Ontario County Only)	_____	_____

B. What, if any, will be the expected increase in the annual dollar amount of sales or business activity?
\$ _____

C. Describe, if applicable, other benefits anticipated as a result of this Project, including but not limited to job retention.

VII. PROJECT CONSTRUCTION SCHEDULE

A. What is the proposed date for commencement of construction or acquisition of the Project?

B. Give an accurate estimate of the time schedule to complete the Project and when the first use of the Project is expected to occur (use additional sheets if necessary).



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- C. At what time or times and in what amount or amounts is it estimated that funds will be required? Please provide your most accurate estimate.

VIII. ATTACH THE FOLLOWING FINANCIAL INFORMATION OF THE OWNER AND THE USER

- A. Financial statements for last two fiscal years (unless included in the Owner’s or User’s annual report).
- B. Owner’s and User’s annual reports (or Form 10-Ks) for the two most recent fiscal years.
- C. Quarterly reports (Form 10-Qs) and current reports (Form 8-Ks) since the most recent annual report, if any.
- D. In addition, if applicable, please attach the financial information described above in items A, B, and C of any expected guarantor of a proposed bond issue other than the Owner or the User.
- E. Upon the request of the Applicant, the Agency will review the information submitted pursuant to this Section VIII and return all copies to the Applicant within two weeks after the inducement date. Please indicate whether you require the information to be returned.

yes no

IX. REPRESENTATIONS BY THE APPLICANT

The Applicant understands and agrees with the Agency as follows:

- A) Job Listings. In accordance with Section 858-b(2) of the New York General Municipal Law, the Applicant understands and agrees that, if the Project receives any financial assistance from the Agency, then except as otherwise provided by collective bargaining agreements, new employment opportunities created as a result of the Project will be listed with the New York State Department of Labor Community Services Division (the “DOL”) and the administrative entity (collectively with the DOL, the “JTPA Entities”) of the service delivery area created by the federal job training partnership act (Public Law 97-300) (“JTPA”) in which the Project is located.
- B) First Consideration for Employment. In accordance with Section 858-b(2) of the New York General Municipal Law, the Applicant understands and agrees that, if the Project receives any financial assistance from the Agency, then except as otherwise provided by collective bargaining agreements, where practicable, the Applicant will first consider persons eligible to participate in JTPA programs who shall be referred by the JTPA Entities for new employment opportunities created as a result of the Project.
- C) Annual Sales Tax Filings. In accordance with Section 874(8) of the New York General Municipal Law, the Applicant understands and agrees that, if the Project receives any sales tax exemptions as part of the financial assistance from the Agency, the Applicant will file, or cause to be filed, with the New York State Department of Taxation and Finance, the annual form prescribed by the Department of Taxation and Finance describing the value of the sales tax exemptions claimed by the Applicant and all consultants or subcontractors retained by the Applicant.

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- D) New York State Department of Taxation and Finance Form ST-60. In accordance with Section 874(9) of the New York General Municipal Law, the Applicant understands that the Applicant and each agent, subagent, contractor and/or subcontractor appointed by the Applicant and claiming a sales tax exemption in connection with the Project must complete a New York State Department of Taxation and Finance Form ST-60. Original copies of each completed Form ST-60 must be delivered to the Agency within five (5) days of the appointment of the Applicant or any such agent, subagent, contractor and/or subcontractor as agent of the Agency for purposes of completing the Project. Failure to comply with these requirements may result in loss of sales tax exemptions for the Project.
- E) Annual Employment Reports. The Applicant understands and agrees that, if the Project receives any financial assistance from the Agency, the Applicant will file, or cause to be filed, with the Agency, on an annual basis, reports regarding the number of people employed at the Project site.
- F) Absence of Conflicts of Interest. The Applicant has received from the Agency a list of the members, officers and employees of the Agency. No member, officer or employee of the Agency has an interest, whether direct or indirect, in any transaction contemplated by this Application, except as hereinafter described:
- G) State Environmental Quality Review Act Compliance. The Agency, in granting financial assistance to the Applicant, is required to comply with the New York State Environmental Quality Review Act ("SEQRA") and must complete necessary determinations required thereunder. Consequently, the Applicant has completed and attached hereto appropriate Environmental Assessment Forms, with respect to the Project, if appropriate at this time. In any event, the Applicant understands that, at its sole expense, it is required to take all necessary action in order for the Agency to comply with the requirements of SEQRA, and including through a lead agency other than the Agency in the case of a coordinated review.

The Applicant and, if applicable, the individual executing this Application on behalf of the Applicant, acknowledge that the Agency will rely on the representations made herein when acting on this Application and hereby represent that the statements made herein do not contain any untrue statement of a material fact and do not omit to state a material fact necessary to make the statements contained herein not misleading.

(Applicant)

By: _____

Name: _____

Title: _____

This application should be submitted with an application fee of \$750.00, payable to the Ontario County Industrial Development Agency, 20 Ontario Street, Canandaigua, NY 14424, and a retainer of \$ 1500.00, payable to Nixon Peabody LLP.





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CERTIFICATION

_____ (name of representative of entity submitting application, or name of individual submitting application) deposes and says that s/he (choose and complete one of the following two options) (i) is a/the _____ (title) of _____ (company name), the entity named in the attached application, or (ii) is the individual named in the attached application; that s/he has read the foregoing application and knows the contents thereof; and that the same is true to his/her knowledge.

Deponent further says that s/he is duly authorized to make this certification on behalf of her/himself or on behalf of the entity named in the attached application. The grounds of deponent's belief relative to all matters in said application which are not stated upon his/her own personal knowledge are investigations which deponent has caused to be made concerning the subject matter of this application as well as, if deponent is not an individual applicant, information acquired by deponent in the course of his/her duties in connection with said entity and from the books and papers of said entity.

As (i) the representative of said entity, or (ii) the individual applicant (such entity or individual applicant hereinafter referred to as the "Applicant"), deponent acknowledges and agrees that the Applicant shall be and is responsible for all costs incurred by the Ontario County Industrial Development Agency (hereinafter referred to as the "Agency") acting on behalf of the Applicant in connection with this application and all matters relating to the provision of financial assistance to which this application relates. If, for any reason whatsoever, the Applicant fails to conclude or consummate necessary negotiations or fails to act within a reasonable or specified period of time to take reasonable, proper or requested action or withdraws, abandons, cancels or neglects the application, then upon presentation of an invoice, the Applicant shall pay to the Agency, its agents or assigns, all actual costs incurred with respect to the application up to that date and time, including fees to transaction counsel for the Agency and fees of general counsel for the Agency. Upon the successful conclusion of the transaction contemplated herein, the Applicant shall pay to the Agency an administrative fee set by the Agency in accordance with its fee schedule in effect on the date of the foregoing application, which amount is payable at closing.

Name: _____

Title: _____

Sworn to before me this ____
day of _____

(Seal)