Tompkins County Development Corporation

Not-for-Profit Application for Incentives

Applicant Information **Date:** _____

Name of Company/Applicant:	
Address:	
City/State/ZIP:	
Primary Contact:	
Phone: Email:	Fax:

Applicant Attorney:	
Address:	
City/State/ZIP:	
Primary Contact:	
Phone: Email:	Fax:

Applicant Accountant:	
Address:	
City/State/ZIP:	
Primary Contact:	
Phone: Email:	Fax:

Applicant Engineer/Architect (if known):	
Address:	
City/State/ZIP:	
Primary Contact:	
Phone: Email:	Fax

Applicant Contractor (if known):	
Address:	
City/State/ZIP:	
Primary Contact:	
Phone: Email:	Fax:

Business History

Year Company was Founded: _____ Type of Ownership (Corporation, LLC, Sole Proprietor)
NAICS Code: _____

Product or Service:

Major Customers:
The IDA avoids offering incentives to businesses that will compete with or displace existing Tompkins County businesses.

Major Suppliers:

Who are your major competitors in Tompkins County? _____
_____

_____

Has your business ever received incentives tied to job creation from local governments in New York State?
_____ Yes _____ No

If Yes, please describe. _____

Were the goals met? _____ Yes _____ No

If No, why were goals not met? _____

Project Description

Please give a brief narrative description of the project.

Location: _____

Property size (acres) – both existing and proposed: _____

Building size (square feet) – both existing and proposed: _____

Proposed project start and completion dates: _____

What types of green building practices do you plan to use, if any? _____

Do you certify that the project will not result in the relocation of all or part of any business or jobs from within New York State to Tompkins County? _____ Yes _____ No

Will this project result in a regular increase in overnight visitors to your facility (e.g. for training programs)?
_____ Yes _____ No

If Yes, number of visitors per year _____ Average duration of stay (days) _____

Occupancy

List the name(s), nature of business of proposed tenant(s), and percentage of total square footage to be used for each tenant. (Additional sheets may be attached if necessary.)

Project Costs

	Amount	% subject to sales tax
Value of land to be acquired (if any):	_____	N/A
Value of building to be acquired (if any):	_____	N/A
Cost of new construction:	_____	_____ %
Value of improvements to existing building:	_____	_____ %
Value of equipment to be acquired:	_____	_____ %
Other:	_____	_____ %
TOTAL:	_____	N/A

Financing	Without Bonds	With Bonds
First year debt service	$ _____	$ _____
Total debt service	$ _____	$ _____

Amount of anticipated financing from a lending institution $ _____

(Please note: The applicant must inform the TCDC at the time of issuance of commitment letter if the financing will exceed the amount stated here.)

Need for Incentives

If the applicant is requesting incentives that are greater than the Development Corporation Standard Policies, please include a detailed justification for this provision.

Employment Information (please note that during the course of the abatement you will be required to provide employment information annually.)

Please provide a description of the benefits that you offer to your employees.

Please provide a description of internal training and advancement opportunities offered to your employees.

What percentages of your current positions do women occupy? _____

What percentages of your current positions do minorities occupy? _____

Are you willing to pay a livable wage as defined by the Alternatives Federal Credit Union (AFCU) of Ithaca, NY (http://www.alternatives.org/2013livingwagechart.html) to all employees for the duration of the abatements?

_____ Yes _____ No

What percent of current workforce and management are in:

Tompkins County? _____%

In New York State? _____%

Out of New York State? _____%

Do you have a strategy for ensuring diversity in hiring? _____ Yes _____ No

If yes, please describe.

Please provide your Employment Plan

Permanent Occupations in Company	Current Permanent Full-Time Jobs by Occupation		Projection of New Permanent Full-Time Jobs			
	Annual Salary Ranges/ Hourly Wage	Number of Employees	Added in Year 1	Added in Year 2	Added in Year 3	Total New Jobs
Professional:						
Clerical:						
Sales:						
Services:						
Construction:						
Manufacturing:						
High Skilled:						
Medium Skilled:						
Basic Skilled:						
Other (Describe):						
Total:						

Estimated percentage of new hires who would be unemployed at time of hire _____%

Construction Labor

Will you use contractors who:

Have a certified apprenticeship program _____ Yes _____ No
Pay a prevailing wage _____ Yes _____ No
Use Local Labor _____ Yes _____ No

Environmental Review

Environmental Assessment Form – short or long

Submitted to: _____

Agency name: _____

Agency address: _____

Date of submission: _____ Status of submission: _____

(*please note: an environmental review must be completed before TCDC can vote on proposed financial incentive. It is the applicant's responsibility to provide a copy of the determination of environmental impact by another agency to TCDC.)*

Permits

Describe other permits required and status of approval process.

Other

Do you have any thing else you would like to tell Development Corporation regarding this project?

CERTIFICATION

_____ deposes that she/he is the _____
(Name of chief executive officer of company submitting application) (Title)

of _____, the corporation named in the attached application; that
(Company Name)

he has read the foregoing application and knows the contents thereof; that the same is true to his knowledge.

Deponent further says that the reason this verification is made by the deponent and not by

_____ is because the said company is a corporation.
(Company Name)

The grounds of deponent's belief relative to all matters in the said application which are not stated upon his own personal knowledge, are investigations which deponent has caused to be made concerning the subject matter of this application as well as information acquired by deponent in the course of his duties as an officer of and from the books and papers of said corporation.

As an officer of said corporation (hereinafter referred to as the "Applicant"), deponent acknowledges and agrees that applicant shall be and is responsible for all costs incurred by the nonprofit Tompkins County Industrial Development Agency (hereinafter referred to as the "Agency") acting in behalf of the attached application whether or not the application, the project it describes, the attendant negotiations and ultimately the necessary issue of bonds or transfer of title are ever carried to successful conclusion. 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 or if the Agency or Applicant are unable to find buyers willing to purchase the total bond issue required or financing for the project, then upon presentation of invoice, the Applicant shall pay to the Agency, its agents, or assigns all actual costs involved in conduct of the application, up to that date and time, including but not limited to fees of bond counsel for the Agency and fees of general counsel for the Agency. Upon successful conclusion and sale of the required bond issue or transfer of title the Applicant shall pay to the Agency an administrative fee set by the Agency, not to exceed an amount equal to 1% of the total project cost. The cost incurred by the Agency and paid by the Applicant, including bond counsel, the Agency's general counsel's fees and the Agency's administrative fees, may be considered as a cost of the project and included as part of the resultant bond issue.

_____
Signature of chief officer of company submitting application

NOTARY

Sworn to before me this

_____ day of _____, 20_____

_____