

**JEFFERSON COUNTY CIVIC FACILITY
DEVELOPMENT CORPORATION**

Application for Financial Assistance

Applicant (Company) Name:

Applicant Address:

Phone:

E-mail:

Application Date: _____

Internal Use Only

Staff Signature and Date of Submission: _____

Revised Date: _____, Revision #: _____

Completed Application Date: _____ Staff Initial _____

**JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORPORATION
APPLICATION**

INSTRUCTIONS

1. Fill in all blanks, using “none”, “not applicable” or “N/A” where the question is not appropriate to the Project, which is the subject of this Application (the “Project”). If you have any questions about this application, please call the Jefferson County Civic Facility Development Corporation (the “JCCFDC”), 800 Starbuck Avenue, Suite 800, Watertown, NY 13601 (315) 782-5865.
2. If an estimate is given as the answer to a question, put “(est.)” after the figure or answer, which is estimated.
3. If more space is needed to answer any specific question, attach a separate sheet.
4. When completed, return this application by mail or fax to the JCCFDC at the address indicated on the cover page of this Application. A signed application may also be submitted electronically in PDF format to Marshall Weir at (mweir@jcida.com), however, the application will not be considered by the JCCFDC until the application fee has been received.
5. The JCCFDC will not give final approval for this Application until the JCCFDC receives a completed NYS Full Environmental Assessment Form concerning the Project, which is the subject of this Application.
6. Please note that Article 6 of the Public Officers Law declares that all records in the possession of the JCCFDC (with certain limited exceptions) are open to public inspection and copying. If the Applicant feels that there are elements of the Project which are in the nature of trade secrets which, if disclosed to the public or otherwise widely disseminated, would cause substantial injury to the Applicant’s competitive position, this Applicant may identify such elements in writing and request that such elements be kept confidential in accordance with Article 6 of the Public Officers Law.
7. The Applicant will be required to pay the JCCFDC Application fee and, if accepted as a project of the JCCFDC, all administrative fees as stated below, as well as legal fees of the JCCFDC.

Fees. The Development Corporation Application should be submitted with a non-refundable \$2,500.00 Application Fee to the Jefferson County Civic Facility Development Corporation. The JCCFDC will collect a 1% (.01) administrative fee for the first \$10 million and .25% for any issuance in excess of \$10 million at time of closing based on the value of the bonds issued.

An annual administrative fee in the amount of \$750.00 will be paid for the first five years, with an increase of \$750.00 for each subsequent five year period.

For a reissuance, there is a fee of .25%.

8. A complete application consists of the following:
 - A. The Application
 - B. Attachment II A – Preliminary or Existing Plans and Sketches
 - C. Attachment IIO -- Financial Information
 - D. Attachment IIP – NYS Full Environmental Assessment Form
 - E. A check payable to the JCCFDC in the amount of \$2,500.00

Revised Date: _____, Revision #: _____

**JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORPORATION
APPLICATION**

Please answer all questions by filling in the blanks. Use attachments as necessary.

I. APPLICANT INFORMATION

DATE: _____

Organization Name:					
Mailing Address:					
City:		State:		Zip:	
Phone:			Fax:		
Contact Person:					
Email Address:					
FED ID Number:					

A. Board Chair, CEO and CFO

Name	Title	Business Address	Phone	Email

Revised Date: _____, Revision #: _____

B. Applicant's Counsel

Name:					
Firm:					
Mailing Address					
City:		State:		Zip:	
Phone:		Fax:			
Email:					

C. Applicant's Accountant

Name:					
Firm:					
Mailing Address					
City:		State:		Zip:	
Phone:		Fax:			
Email:					

II. PROJECT INFORMATION

- A.** Describe the proposed acquisitions, construction or reconstruction, including buildings, site improvements and equipment. Also, indicate square feet by usage (e.g., office, classrooms), and type of construction. Attach a copy of preliminary plans or sketches, and/or floor plan of existing facility.

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- B.** Location of Project, including city, town or village within which it is located. Attach a map showing location of project:

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Revised Date: _____, Revision #: _____

C. Utilities on Site:

Water: Yes No
 Gas: Yes No

Electric: Yes No
 Sanitary/Storm Sewer: Yes No

D. Owner of the Project (land, building, improvements and/or personal property)

If other than Applicant, by what means will the applicant utilize the facility:

E. Zoning of Project Site: Current Zoning: _____ Proposed Zoning: _____

F. Are any local land use approvals required: Yes No

If Yes, describe:

G. Principal use of Project upon completion:

H. Estimated Project Costs. Give an accurate estimate of the following costs: **Provide detailed information such as contractor estimates/contracts, etc.**

Land:	
Building Construction:	
Site Work:	
Legal Fees: (other than Company's Attorneys)	
Engineering Fees:	
Financial Charges:	
Machinery & Equipment:	
JCCFDC Fee:	
Other (Specify):	
Estimated Total Cost:	

Revised Date: _____, Revision #: _____

I. Estimate value of Tax Exempt Bonds that Applicant is requesting JCCFDC issue:

\$ _____

J. Project Schedule:

Give an estimate of the project completion date. _____

K. Jobs:

By statute, Corporation staff must project the number of FTE jobs that would be retained and created if the request for Financial Assistance is granted. Corporation staff will project such jobs over the Three-Year time period following Project completion. Convert part-time jobs into FTE jobs by dividing the number of part-time jobs by two (2). A FTE job is one that works the equivalent of a 40-hour week for 48 weeks. A part-time job is one that works the equivalent of a 20-hour week for 24 weeks.

	Current # of jobs at proposed project location or to be relocated at project location	IF FINANCIAL ASSISTANCE IS GRANTED – project the number of FTE jobs to be RETAINED (Provide Form NYS-45 to show retained employees)	IF FINANCIAL ASSISTANCE IS GRANTED – project the number of FTE jobs to be CREATED upon THREE Years after Project completion
**Full time (FTE)			

Salary and Fringe Benefits for Jobs to be Retained and Created:

Category of Jobs to be Retained and Created	FTE	Average Salary or Range of Salary	Average Fringe Benefits or Range of Fringe Benefits
Management			
Professional			
Administrative			
Production			
Warehousing			
Transportation/Logistics			
Contracted Employees			
Other			
TOTAL			

Revised Date: _____, Revision #: _____

L. Use of Local Workforce Policy:

The use of 'local labor' will be a factor in evaluating this application. Answers to the following questions will assist us in that evaluation.

'Local labor' for the purpose of this application is defined as residents from Jefferson, St. Lawrence, Lewis and Oswego Counties. If a 'labor workforce plan' has been designed, please include that plan as an addendum to this application. Questions below are applicable for both a construction project and for the operations of a sustaining project.

Please check which best describes your project scope:

() Construction Project () Long-term Operations Project () Both

1. How will the project developer seek out and use the local workforce. (If your workforce is already 'local' by definition, please explain)
2. What is your total expected workforce during the construction phase of the project? What percentage of those are expected to be local? What is the total expected workforce during the operations phase of the project? What percentage of these do you estimate will be local:
 Total construction workforce _____
 Percentage of total construction workforce will be 'local' _____
 Total workforce once project is in 'operation' _____
 Percentage of the total 'operational' workforce will be local _____
3. What specific approaches are to be used in your efforts to identify local workforce candidates if additional project workers are necessary?
4. If additional contractor or subcontractors are to be hired, will you request their use of local labor? If so, give examples of how that request is to be made.

The Agency acknowledges that the extensive use of local labor is not always possible. Are there circumstances such as those used in the examples below that will affect the percentage of local labor for your project?

1. Is there is a warrantee issue involved.
2. The work is so highly specialized that local labor cannot be found.
3. You identified a significant cost differential when using local labor.
4. No local labor is available.

Revised Date: _____, Revision #: _____

It is the intention of JCCFDC to randomly verify the use of the local workforce, using whatever method it determines is most effective. This verification may occur throughout the term of any incentive programs.

M. Organization Financial Information Attachment:

- 1. Copies of the two most recent financial statements
- 2. Copy of the most recent Annual Report
- 3. Strategic Plan

N. Environmental Information:

- 1. The JCCFDC must make a determination of environmental significance for the project. A completed NYS Full Environmental Assessment Form must be submitted.

III. REPRESENTATIONS BY THE APPLICANT

The Applicant understands and agrees with the JCCFDC as follows:

- A. Annual Report on Outstanding Bonds.** The Applicant understands and agrees that, if the Project receives any Financial Assistance from the JCCFDC, the Applicant agrees to file, or cause to be filed, with the JCCFDC, on an annual basis, any information regarding bonds, if any, issued by the JCCFDC for the project that is requested by the Comptroller of the State of New York.
- B. Absence of Conflicts of Interest.** The Applicant has received from the JCCFDC a list of the members, officers and employees of the JCCFDC. No member, officer or employee of the JCCFDC has an interest, whether direct or indirect, in any transaction contemplated by this Application, except as hereinafter described:

- C.** The Jefferson County Civic Facility Development Corporation reserves the right to ask for additional information as it deems necessary to complete its review of your application.

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The Applicant and the individual executing this Application on behalf of the Applicant acknowledge that the Jefferson County Civic Facility Development Corporation 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.

(Name of Organization)

By: _____

Name: _____

Title: _____

Date: _____

Revised Date: _____, Revision #: _____

IV. HOLD HARMLESS AGREEMENT

Applicant hereby releases Jefferson County Civic Facility Development Corporation and the members, board of directors, officers, servants, agents and employees thereof (the "JCCFDC") from, agrees that the JCCFDC shall not be liable for and agrees to indemnify, defend and hold the JCCFDC harmless from and against any and all liability arising from or expense incurred by (A) the JCCFDC's examination and processing of, and action pursuant to or upon, the attached Application, regardless of whether or not the Application or the Project described therein or the tax-exemptions and other assistance requested therein are favorably acted upon by the JCCFDC, (B) the JCCFDC's acquisition, construction and/or installation of the Project described therein and (C) any further action taken by the JCCFDC with respect to the Project, including without limiting the generality of the foregoing, all causes of action and attorneys' fees and any other expenses incurred in defending any suits or actions which may arise as a result of any of the foregoing. If, for any reason, the Applicant fails to conclude or consummate necessary negotiations, or fails, 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 JCCFDC or the Applicant are unable to reach final agreement with the respect to the Project, then, and in the event, upon presentation of an invoice itemizing the same, the Applicant shall pay to the JCCFDC, its agents or assigns, all costs incurred by the JCCFDC in the process of the Application, including attorneys' fees, if any.

(Name of Organization)

By: _____

Name: _____

Title: _____

Date: _____

STATE OF NEW YORK)
COUNTY OF _____) ss.:

On the _____ day of _____ in the year _____ before me, the undersigned, a notary public in and for the said State, personally appeared _____ satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual or the person upon behalf of which the individual acted, executed this instrument.

Notary Public

Revised Date: _____, Revision #: _____