Onondaga Civic Development Corporation

335 Montgomery Street, Floor 2M
Syracuse, NY 13202
Phone: 315-435-3770

c/o Onondaga County
Department of Economic Development

Financing Application

Onondaga Civic Development Corporation Financing 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 Onondaga Civic Development Corporation (OCDC), c/o Onondaga County Department of Economic Development at (315) 435-3770.

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 OCDC at the address indicated on the cover page of this Application. A signed application may also be submitted electronically in PDF format to Nate Stevens (natestevens@ongov.net), however the application will not beconsidered by the OCDC until the application fee has been received.

5. The OCDC will not give final approval for this Application until OCDC receives a completed NYS Full Environmental Assessment Form concerning the Project, which is the subject of this Application. The form is available on ongoved.com.

6. Please note that Article 6 of the Public Officers Law declares that all records in the possession of the OCDC (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, the OCDC may also redact personal, private, and/or proprietary information from publicly disseminated documents.

7. The Applicant will be required to pay the OCDC Application fee and, if accepted as a project of the OCDC, all administrative fees as stated below, as well as legal fees of the OCDC.

8. A complete application consists of the following:
   A. The Application
   B. Attachment II - Preliminary or Existing Plans and Sketches
   C. Attachment III - Financial Information
   D. Attachment IV - NYS Full Environmental Assessment Form
   E. A check payable to the Onondaga Civic Development Corporation in the amount of $500.00
   F. Proof of 501(c)(3) status

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

I. APPLICANT INFORMATION

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

A. Board Chair, CEO, CFO

Name	Title	Business Address	Phone	Email

B. Applicant's Counsel

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

C. Applicant's Accountant

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

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 (Attachment II):

B. Location of Project, including city, town or village within which it is located. Attach a map showing location of project (Attachment II):

C. Utilities on Site:

Water: ☐ Yes ☐ No

Electric: ☐ Yes ☐ No

Gas: ☐ 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:
If yes, please describe: ☐ Yes ☐ No

G. Principal use of Project upon completion:

H. Estimated Project Costs. Give an accurate estimate of the following costs:

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

I. Estimated value of Tax Exempt Bonds that Applicant is requesting OCDC issue:

Amount:

J. Project Schedule. Give an estimate of the project completion date:

Completion Date:

K. Organization Financial Information Attachment
1. Copies of two most recent financial statements
2. Copy of most recent Annual Report
3. Strategic Plan

L. Employment and Payroll Information
1. Estimate how many full time equivalent (FTE) jobs will be added as a result of this project:

M. Environmental Information
1. The OCDC 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 OCDC as follows:

A. Annual Report on Outstanding Bonds: The Applicant understands and agrees that, if the Project receives any Financial Assistance from the OCDC, the Applicant agrees to file, or cause to be filed, with the OCDC, on an annual basis, any information regarding bonds, if any, issued by the OCDC for the project that is requested by the Comptroller of the State of New York. Initial

B. Absence of Conflicts of Interest: The Applicant has received from the OCDC a list of the members, officers, and employees of the OCDC (Appendix A). No member, officer, or employee of the OCDC has an interest, whether direct or indirect, in any transaction contemplated by this Application, except as hereinafter described:

Initial

C. Fees: The OCDC Application should be submitted with a non-refundable $500.00 Application Fee to the Onondaga Civic Development Corporation 335 Montgomery Street, 2nd Floor, Syracuse, New York 13202. The OCDC will collect a 1% (.01) administrative fee at the time of closing based on the value of the bonds issued. Initial

D. The OCDC reserves the right to ask for additional information as it deems necessary to complete its review of your application. Initial

The Applicant and the individual executing this Application on behalf of the Applicant acknowledge that the OCDC 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.

☐ I have read paragraph 6 of the instructions and understand that the applicant must identify in writing to OCDC any information it deems proprietary and requests not be made publicly available.

☐ Please check here if you have marked information as confidential/proprietary.

Name of Organization: _____ Name: _____

By: _____ Date: _____

IV. Hold Harmless Agreement

Applicant hereby releases Onondaga Civic Development Corporation and the members, board of directors, officers, servants, agents and employees thereof (the "OCDC") from, agrees that the OCDC shall not be liable for and agrees to indemnify, defend and hold the OCDC harmless from and against any and all liability arising from or expense incurred by (A) the OCDC'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 OCDC, (B) the OCDC's acquisition, construction and/or installation of the Project described therein and (C) any further action taken by the OCDC 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 OCDC 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 OCDC, its agents or assigns, all costs incurred by the OCDC in the process of the Application, including attorneys' fees, if any.

Name of Organization: _____

By: _____

Name: _____

Title: _____

Date: _____

Appendix A

CONFLICT OF INTEREST STATEMENT

List of Corporation Board Members and Staff:

Corporation Board Members

1. Mitch Latimer
2. Virginia Biesiada O'Neill
3. Vincent Cioci
4. Christopher Daniel
5. Janice Herzog
6. Kimberly Townsend
7. Marcus Davis-El

Corporation Officers/Staff

1. Nathaniel Stevens – President/CEO
2. Alexis Rodriguez – Secretary
3. Robert Schoeneck – Treasurer

Corporation Legal Counsel and Auditor

1. Joseph Frateschi, Esq., Harris Beach Murtha
2. Michael Lisson, CPA, Grossman St. Amour CPAs, PLLC