

County of Oswego Industrial Development Agency

**44 W. Bridge St.
Oswego, NY 13126
(315) 343-1545**

Application for Financial Assistance

2002



Application for Financial Assistance

Please answer all questions either by filling in blanks or by attachment. Please file application in duplicate. Information provided herein will not be made public by the Agency prior to the passage of an Official Action Resolution, but may be subject to disclosure under the New York Freedom of Information Act.

A. COMPANY INFORMATION

1. **Company Name:** _____
Address: _____

Telephone: _____ **Fax:** _____

2. **Business Type**
Sole proprietorship _____
Partnership _____
Privately held corporation _____
Public corporation listed on _____ Exchange.

3. **State of incorporation** _____ **Date incorporated (Yr.)** _____
Tax ID# _____

4. **Officer that the Agency should contact:**
Name: _____
Position: _____
Address: _____
Telephone: _____ **Fax:** _____

5. **Company's Counsel:**
Firm Name: _____
Individual Attorney: _____
Address: _____
Telephone: _____ **Fax:** _____

6. **Principal stockholders or partners, if any (owners of 5% or more of equity in Company):**

Name	Percent Owned
_____	_____
_____	_____
_____	_____
_____	_____

7. **If any of the above persons or a group of them owns more than a 50% interest in the Company, list all other organizations which are related to the Company by virtue of such persons having more than a 50% interest in such organizations.**

8. **Is the Company related to any other organization by reason of more than 50% common ownership? If so, indicate name of related organization and relationship.**

9. **List parent corporation, sister corporations and subsidiaries, if any.**

10. Has the Company (or any related corporation or person) been involved in or benefitted by any prior industrial development financing in the municipality in which this Project is located whether by this Agency or another issuer ("municipality" herein means city, town or village or, if the Project is not in an incorporated city, town or village, to the unincorporated areas of the county in which it is located). If so, explain in full.

11. Has the Company (or any related corporation or person) made a public offering or private placement of its stock within the last year? If so, please provide Offering Statement used.

B. PROJECT DESCRIPTION

1. Project Site (Land)

- (a) Indicate approximate size (in acres or square feet) of Project site:

- (b) Are there building now on the Project site?

Yes _____ No _____

- (c) Indicate the present use of the Project site:

(d) Indicate relationship to present user of Project:

2. Does the Project involve acquisition of an existing building or buildings? Yes _____ No _____.

If yes, indicate number and size of building(s):

3. Does the Project consist of the construction of a new building or buildings? Yes _____ No _____.

If yes, indicate number and size of new building(s):

4. Does the Project consist of additions and/or renovations to existing buildings? Yes _____ No _____.

If yes, indicate nature of expansion and/or renovation:

5. What will the building or buildings to be acquired, constructed or expanded be used for by the Company? (Include description of products to be manufactured, assembled or processed and services to be rendered.)

6. If any space in the Project is to be leased to third parties, indicate total square footage of the Project, amount to be leased to each tenant, and proposed use by each tenant.

7. List principal items or categories of equipment to be acquired as part of the Project:

8. Has construction work on this Project begun? Yes ____ No ____.
If yes, complete the following:

(a) site clearance	yes ____	no ____	____ % complete
(b) foundation	yes ____	no ____	____ % complete
(c) footings	yes ____	no ____	____ % complete
(d) steel	yes ____	no ____	____ % complete
(e) masonry work	yes ____	no ____	____ % complete
(f) other	yes ____	no ____	____ % complete

(describe below)

9. Describe (pollution abatement project only):

(a) Type of pollution to be abated:

(b) Existing orders of environmental agencies:

(c) Description of method of abatement and construction to be financed:

(d) Major equipment to be acquired:

10. Location of Project:

a. Are there other plants of the Company (or a related company or person) within New York State?

b. If there are other plants within New York State, is it expected that any of these other plants will close or be subject to reduced activity?

Yes _____ No _____.

If yes, explain in detail on a separate sheet of paper.

c. If the answer to 10(b) is yes, please indicate whether the Project is reasonably necessary for the Company to maintain its competitive position in its industry. If so, please explain in detail.

d. Has the Company thought about moving to another state? Yes _____ No _____. If yes, please explain in detail.

e. Will the Project meet zoning requirements at proposed location?

11. Attach copies of preliminary plans or sketches of proposed construction or rehabilitation or both.

12. Does Company or any related corporation or person have a lease on the Project site?

Yes _____ No _____ If yes, attach a copy of the lease.

13. Does the Company now own the Project site?

Yes _____ No _____ If yes, indicate the following:

(a) Date of purchase: _____

(b) Purchase price _____

(c) Balance of existing mortgage _____

(d) Holder of mortgage _____

14. If the Company is not now the Owner of the Project site, does the Company or any related person or corporation have an option to purchase the site and any buildings on the site?

Yes _____ No _____ If yes, indicate the following:

(a) Date signed: _____.

(b) Purchase price: _____.

(c) Settlement date: _____.

15. Has the Company or any related person or corporation entered into a contract to purchase the site?

Yes _____ No _____ If yes, indicate the following:

(a) Date signed: _____.

(b) Purchase price: _____.

(c) Settlement date: _____.

16. If the Company is not the owner of Project site, does the Company now lease the site or any buildings on the site?

Yes _____ No _____.

If yes, describe the lease terms.

17. Is there a relationship legally or by virtue of common control or ownership between the Company (and/or its shareholders) and the seller of the Project (and/or its shareholders)?

Yes _____ No _____

If yes, describe this relationship:

C. MEASURE OF ECONOMIC DEVELOPMENT BENEFITS OF PROPOSED PROJECT

1. If Company presently operates in Agency's jurisdiction, give current employment:

Full Time Employees _____ Part Time Employees _____.

2. Estimate total Company employment in Agency's jurisdiction after completion of the Project:

	Employees First Year	Employees Second Year	Employees Third Year
Full Time	_____	_____	_____
Part Time	_____	_____	_____

3. Annual payroll in Agency's jurisdiction:

Present annual payroll: \$ _____.

Expected annual payroll the first year after completion of the Project: \$ _____.

Second year after completion: \$ _____.

Third year after completion: \$ _____.

4. What, if any, is the dollar amount of your current annual sales?

\$ _____.

What will be your projected sales after the first year of Project completion? \$ _____.

after the second year? \$ _____.

after the third year? \$ _____.

5. Please complete the Projected Employment Plan (Appendix A).

D. PROJECT COSTS

1. Give an accurate estimate of cost of all items:

<u>Description</u>	<u>Amount</u>
Land Acquisition	\$ _____.
New Construction	\$ _____.
Building Renovations	\$ _____.
Site Work	\$ _____.
Legal Fees	\$ _____.
Engineering Fees	\$ _____.
Financing Costs	\$ _____.
Machinery & Equipment	\$ _____.
Recording Fees	\$ _____.
Other (specify)	\$ _____.

TOTAL	\$ _____.

2. Amount of project costs to be financed with bonds:

\$ _____ Term _____.

3. Estimate of total project costs that would normally be subject to a New York State Sales/Use tax (if not exempted by the IDA):

\$ _____.

4. Have any of the above costs been paid or incurred (including contracts of sale or purchase orders) as of the date of this application? Yes _____ No _____.
If yes, give particulars on separate sheet.

5. Are costs of working capital, moving expenses, work in process, or stock in trade included in the proposed uses of the bond proceeds?

6. Will any of the bond proceeds to be borrowed through the Agency be used to repay or refinance an existing mortgage or outstanding loan? Yes _____ No _____. If yes, explain:

7. What portion, if any, of the cost of the Project is to be financed from funds of the Company other than from the proposed bond issue?

8. List the proposed sources of funds to be used to finance the project, including Company equity:

<u>Source</u>	<u>Amount</u>	<u>% Project Cost</u>
_____	_____	_____.
_____	_____	_____.
_____	_____	_____.
_____	_____	_____.
Totals	_____	100%

[Complete questions 9 and 10 only if the proposed financing requires an industrial development revenue bond financing in excess of \$1 million.]

9. List capital expenditures with respect to this Project:

	<u>Past 3 Years</u>	<u>Next 3 Years</u>	<u>Total</u>
Land	\$ _____	\$ _____	_____
Buildings	_____	_____	_____.
Equipment	_____	_____	_____.
Engineering	_____	_____	_____.
Architecture	_____	_____	_____.
Research and Development	_____	_____	_____.
Interest during Construction	_____	_____	_____.
Other (please explain)	_____	_____	_____.

Research and development expenses with respect to a facility must be treated as capital expenditures with respect to products to be produced at the facility and with respect to equipment to be used there. Research and development expenses allocable to the project under the foregoing rule must be treated as capital expenditures with respect to it even though the research and development work takes place in a different municipality or state.

Costs of molds, etc., to be used at a facility are capital expenditures even if paid by the customer.

Costs of Equipment to be moved to a facility are capital expenditures even if the purchase and initial use of the equipment occurred outside the municipality.

10. List capital expenditures with respect to other facilities of the Company or any related corporation or person, if the facilities are located in the same municipality:

	<u>Past 3 Years</u>	<u>Next 3 Years</u>	<u>Total</u>
Land	\$ _____	\$ _____	_____
Buildings	_____	_____	_____.
Equipment	_____	_____	_____.
Engineering	_____	_____	_____.
Architecture	_____	_____	_____.
Research and Development	_____	_____	_____.
Interest during Constructing	_____	_____	_____.
Other (please explain)	_____	_____	_____.

11. Has the Company made any arrangements for the marketing or the purchase of the bond or bonds?

E. PROJECT CONSTRUCTION SCHEDULE

1. What is the proposed date for commencement of construction or acquisition of the Project? _____
2. Give an accurate estimate of time schedule to complete the Project and when the first use of Project is expected to occur (use additional sheets if necessary).

_____.

_____.

_____.

_____.

3. At what time or times and in what amount or amounts is it estimated that funds will be required?

<u>Estimated Date (month/yr)</u>	<u>Estimated Amount</u>
_____	_____.
_____	_____.
_____	_____.

F. ENVIRONMENTAL ASSESSMENT FORM

1. Please complete the "Short Environmental Assessment Form," which is provided as Appendix B. You may be required to complete the "Long Form" in order to comply with the New York State Environmental Review Act (SEQRA).

G. ATTACH FOLLOWING FINANCIAL INFORMATION OF THE COMPANY

1. Financial statements for last two fiscal years (unless included in Company's Annual Reports).
2. Company's Annual Reports (or Form 10-K's) for the two most recent fiscal years.
3. Quarterly reports (Form 10-Q's) and current reports (Form 8-K's since the most recent Annual Report, if any).
4. In addition, please attach the financial information described above in items 1, 2 and 3 of any expected Guarantor of the proposed bond issue if different than the Company.

H. FEE REQUIREMENTS

The Agency requires the following fees to be paid by the Applicant:

1. **Application Fee of \$500 to be submitted with the completed application.**
2. **Administrative Fee based upon the following Schedule A:**

Schedule A	
County of Oswego IDA Administrative Fees	
Relative to Bonding and Straight Lease Transactions	
Where IDA Exemptions are Provided	
Project Financing:	.005 (5/10 of 1%) based upon the amount of project cost and not limited to the amount of bonds issued (if any).
Refunding of Bonds:	.0025 (2.5/10 of 1%) based upon the amount of bonds issued to retire prior bond issue.
Refinancing:	.00125 (1.25/10 of 1%) based upon amount refinanced.
All Legal Fees associated with any of the transactions (including bond counsel and IDA counsel) are the responsibility of the Applicant.	
Adopted 4/6/95	

3. **Annual Administrative Reporting Fee of \$500 to cover administrative reporting requirements to comply with New York State reporting regulations on IDA assisted projects (only for Projects where the Agency holds title to the Project).**

I. CERTIFICATION

The Applicant must submit a completed certification (Corporate or Individual) executed and notarized along with the Application. Certifications are attached as Appendix C (Corporate) and Appendix D (Individual).

J. SUBMISSION OF APPLICATION

Please submit the completed Application along with the required \$500 Application Fee to:

**County of Oswego Industrial Development Agency
44 West Bridge Street
Oswego, NY 13126
(315) 343-1545**

**ATTN: L. Michael Treadwell
Secretary/Treasurer**

APPENDIX A Projected Employment Plan

Company Name: _____

Address: _____

Telephone No.: _____ **Fax No.:** _____

Please complete the following chart describing your projected employment plan following receipt of IDA assistance. Employment numbers relate to the Project only, current (if any) and new jobs to be created.

Permanent Occupations in Company	Current Jobs by Occupation			Projection of New Jobs to be Created Annually							
	Base Annual Salary or Hourly Wage	No. of Employees		1st Year		2nd Year		3rd year		Total New Jobs for 3 Yr. Period	
		Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Professional											
Clerical											
Sales											
Service											
Construction											
Manufacturing:											
Skilled											
Semi-Skilled											
Unskilled											
Other (Describe)											
	TOTAL										
TOTAL:											

The employees of our firm are not _____ are _____ currently covered by a collective bargaining agreement with (name of international union and Local union number):

Union Contact Person (address/phone number): _____

Contract expiration date: _____ **No. of employees covered:** _____

Prepared by: _____ **Title:** _____

Date: _____ **Signature:** _____

**APPENDIX B
SHORT ENVIRONMENTAL ASSESSMENT FORM**

**State Environmental Quality Review
For UNLISTED ACTIONS Only**

PART I Project information (To be completed by Applicant or Project sponsor)

1. Applicant/sponsor	2. Project Name
3. Project Location. Municipality: _____ County: _____	
4. Is proposed action [] New [] Expansion [] Modification/alteration	
5. Describe project briefly: 	
6. Precise location (road intersections, prominent landmarks, etc. or provide map) 	
7. Amount of land affected Initially _____ acres Ultimately _____ acres	
8. Will proposed action comply with existing zoning or other existing land use restrictions? [] Yes [] No If no, describe briefly:	
9. What is present land use in vicinity of project? [] Residential [] Industrial [] Commercial [] Agriculture [] Park land/open space [] Other	
10. Does action involve a permit/approval or funding now or ultimately from any other governmental agency (Federal, state or local)? [] Yes [] No If yes, list agency(s) and permit/approvals	
11. Does any aspect of the action have a currently valid permit or approval? [] Yes [] No If yes, list agency and permit/approval type:	
12. As result of proposed action, will existing permit/approval require modification? [] Yes [] No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE	
Applicant/sponsor name: _____ Date: _____.	
Signature: _____.	

APPENDIX C
County of Oswego Industrial Development Agency
Corporate Certification

_____ deposes and says that he/she is the
(Name of Chief Executive Officer of Company submitting application)

_____ of _____,
(Title) (Company)

the corporation named in the attached application; that he/she has read the foregoing application and knows the contents thereof; that the same is true to his/her knowledge.

Deponent further says that the reason this verification is being made by the deponent and not by _____ is because the
(Company Name)

said company is a corporation. The grounds of deponent's belief relative to all matters in the 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 information acquired by deponent in the course of his/her 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 County of Oswego 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 Agency's financing and assistance. 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 Applicant is unable to consummate the financing arrangements required to carryout the Project, then upon presentation of invoice, 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 of bond counsel for the Agency and fees of general counsel for the Agency. Upon successful conclusion of the closing for the financing of the Project and the execution of a PILOT Agreement (if applicable), the Applicant shall pay to the Agency an administrative fee set by the Agency not to exceed an amount equal to Schedule A, provided in Section H of the application, which amount, at the option of the Agency, shall be payable at closing. The Applicant also shall pay an Annual Administrative Reporting Fee of \$500.00 to be billed annually by the Agency (if applicable). Fees of bond counsel and the general counsel of the Agency are the responsibility of the Applicant.

An application fee of \$500., payable to the County of Oswego Industrial Development Agency, is due uupon submission of the application to the Agency.

Corporate Seal

(Chief Executive Officer of Company)

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, _____, before me personally came _____, to be personally known, who being by me duly sworn did depose and say that he/she resides in _____; that he/she is the _____ of _____, the corporation described in and which executed the above instrument; that he/she knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the members of the Board of Directors of said corporation and he/she signed his/her name thereto by like order.

_____ .

Notary Public

APPENDIX D
County of Oswego Industrial Development Agency
Individual Certification

_____ deposes and says that he/she is
(Name)
submitting this application on behalf of _____
(Company)

(hereinafter referred to as the "Applicant"); that he/she has read the foregoing and knows the contents thereof; that the same are true to his/her knowledge, or are the result of investigation, which deponent has caused to be made concerning the subject matter of the application.

Deponent acknowledges and agrees that Applicant shall be an is responsible for all costs incurred by the County of Oswego 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 Agency's financing and assistance. 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 Applicant is unable to consummate the financing arrangements required to carryout the Project, then upon presentation of invoice, 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 of bond counsel for the Agency and fees of general counsel for the Agency. Upon successful conclusion of the closing for the financing of the project and the execution of a PILOT Agreement (if applicable), the Applicant shall pay to the Agency an administrative fee set by the Agency not to exceed an amount equal to Schedule A, provided in Section H of the application, which amount, at the option of the Agency, shall be payable at closing. The Applicant also shall pay an Annual Administrative Reporting Fee of \$500. to be billed annually by the Agency (if applicable). Fees of bond counsel and the general counsel of the Agency are the responsibility of the Applicant.

An application fee of \$500., payable to the County of Oswego Industrial Development Agency, is due upon submission of the application to the Agency.

(Company)

(Signature)

STATE OF _____)
COUNTY OF _____) SS.:

On _____, _____, before me personally came _____ to me known to be the individual described in, and who executed the foregoing instrument, and acknowledged that he executed the same.

_____.

Notary Public