

**INDUSTRIAL DEVELOPMENT AGENCY
CITY OF POUGHKEEPSIE, NY**

APPLICATION FOR FINANCIAL ASSISTANCE

Industrial Development Agency (IDA) – City of Poughkeepsie, NY
IDA Mailing Address as Listed on IDA Webpage: www.cityofpoughkeepsie.com/ida/
IDA Email Address: ida@cityofpoughkeepsie.com

[FOR AGENCY USE ONLY]

Application Received Date:
Fees Received Date:
Received By:

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After completing the Application, REPLACE page numbers in above “Table of Contents” to correspond correctly with ALL Application sections and subsections

Instructions and Guidelines

Thank you for your interest in investing in a Development Project (here after referred to as “Project”) in the City of Poughkeepsie, NY (here after referred to as “City”) in Dutchess County, NY (here after referred to as “County”). Attached is the Application for Financial Assistance from the City of Poughkeepsie, NY Industrial Development Agency (here after referred to as “IDA” or “Agency”). The Application will be used to determine for the proposed project, owners, and applicants, the assistance:

- **Eligibility***
- **Need**
- **Type**
- **Amount**
- **Value** (contribution, revenue, benefit, and return-on-investment to the City)

* *Note:*

- *Approvals from Historic District and Landmark Preservation Commission, Planning Board, Zoning Board of Appeals, and Building Department must be obtained and available.*
- *Phase I Environmental Determination and SEORA report must be obtained and available.*
- *All Taxes must be current and any and all other liabilities or obligations to The City must be met and fulfilled to The City’s satisfaction.*
- *Pursuant to the Agency’s policies, any and all Project activity commenced and any and all associated cost and expense incurred prior to the Agency’s provision of assistance are ineligible for Agency assistance unless otherwise determined by the Agency.*
- *For the proposed Project, Owner(s) must hold fee title and deed or have legally enforceable contract of sale for all land, structures, and facilities of the proposed development site.*
- *All provisions set forth in the Agency’s policies regarding assistance eligibility or qualification apply to all Applicant(s), Owner(s), and proposed Project(s) on behalf of whom or which the Application is being made.*

Instructions and steps necessary to pursue and apply for Agency Assistance

A. To apply for Agency Assistance, The Applicant should:

- (1) **Read the Agency’s current Uniform Tax Exemption Policy (UTEP)**, found in the “IDA Bylaws and Policies” document on the IDA’s webpage within The City of Poughkeepsie, NY official website, to determine:
 - Types and amounts of Agency assistance available (with any applicable restrictions)
 - Aspects of the proposed Project or its Owner(s) that may disqualify the Project for some or all types of assistance
 - Alignment with the Agency’s purpose, intent, mission, goals and boundaries
- (2) **Complete the Agency Application for Assistance**, including all Application Sections I, II, III, and IV with all Required Exhibits and the Project Application Summary (the Project Application Summary should be completed LAST after first completing Application Sections I – IV).

Note:

- *The IDA’s Application and Uniform Tax Exemption Policy (UTEP) can be accessed and/or downloaded from the Agency’s webpage found in the “City Departments” section on the City of Poughkeepsie, NY official website cityofpoughkeepsie.com*
- *All Application questions must be answered accurately and completely by the Owner, Officer, or Other Employee of the Applicant’s firm, who is thoroughly familiar with the business and affairs of the Applicant’s firm, and who also is thoroughly familiar with the proposed Project.*
- *All required documentation must be included with the Application (Incomplete Applications will not be considered by the Agency without ALL required and requested information and documentation).*

- *Make entries in the Application only in designated blank white spaces provided for Applicant answers, responses, and explanations. DO NOT ALTER ANY text, content and portion of black or gray shaded areas of the Application; alteration of any original text, content, and/or stated requests for information or data in the Applicant's application submission will invalidate the Applicant's application. Applicant may replicate and/or insert additional space, cells, columns, rows where space provided may be insufficient for applicant to provide complete answers and information; and Applicant may also provide (with proper reference) additional, more detailed information and explanations in Exhibits inserted into the "Additional Applicant Exhibits (AAE)" Section.*
 - *The Project Owner(s) or Applicant, on behalf of Owner(s), must sign an officially notarized completed Application.*
- (3) **Submit to the Agency a SINGLE Electronic File** containing ALL completed Application Materials, including (in the following order):

- Project Application Summary
- Application Sections I, II, III, and IV
- Copies of Original Paper Executed Notarized Signature Pages (Application Section IV)
- Agency Required Exhibits
- Additional Applicant Exhibits

Note: Any and all Exhibits that exist only on paper and the original executed, notarized paper Signature Pages must be electronically scanned in and inserted directly into the Single Electronic Application File.

- (4) **Submit to the Agency Chairperson 2 Paper Copies of the EXACT SAME Single Electronic File**, presented in binders with labeled section tab dividers along with **ALL Original Executed Notarized Paper Signature Pages** and a **\$500 Check for the Application Processing Fee**.

Note:

- *The Application processing fee is non-refundable.*
- *Both binders must be delivered to the Agency Chairperson at his/her preferred delivery address.*
- *When submitting the Application, the Applicant agrees that all legal fees, other direct expenses of the Agency (such as publication costs and stenographer fees) and any Agency Third Party fees are payable separately from the Application processing fee.*

B. After the Application is submitted and received, The Agency will:

- (1) **Send the Applicant an Engagement Letter** confirming receipt of the Application and \$500 fee.
- (2) **Establish an Escrow Account** with \$5,000 in funds provided by the Applicant to cover any expenses incurred in relation to the Application by the Agency, Agency Counsel, and/or Agency Third Parties prior to closing.

Note:

- *All invoiced fees and expenses will be deducted from the escrow account.*
- *The escrow account may need to be replenished depending on costs incurred before closing.*
- *If the Applicant withdraws the Application, terminates the Agency agreement, or abandons the Project, or if the Agency declines the provision of assistance or the Project does not proceed to closing, any unused funds held in escrow will be returned to the Applicant.*
- *If the Agency approves provision of assistance and the Project proceeds to closing, the remaining balance of the escrow account will be applied to costs due at the time of closing.*
- *Any and all remaining fees owed to the Agency, Agency Counsel, or Agency Third Parties, incurred in relation to the Application, must be paid by the Applicant at the closing.*

- (3) **Send Invoices to the Applicant** for any services rendered in relation to the Application and any related expenses (on a monthly or hourly rate basis).

Note:

- *All invoiced fees and expenses will be deducted from the escrow account.*
- *The escrow account may need to be replenished by the Applicant depending on costs incurred and/or invoiced before closing.*

- (4) **Convene an Agency/Applicant Review Meeting** for the Agency to meet the Owners and/or Principals and discuss the Application.
- (5) **Schedule and conduct a Public Hearing** for the Applicant to make a presentation describing the Project and its community impact and to answer any questions the Agency or Community Members have about the proposed Project.
- (6) **Evaluate Project Eligibility** for types, amounts, and terms of Agency assistance, if any.
- (7) **Approve a Resolution** to grant or deny tax assistance for the Project.
Note: Agency Resolution will be made ONLY after the Agency has received complete information and satisfactory answers to ANY and ALL questions or clarifications it requires or which have been requested.
- (8) **Establish a Contract between the Project Owner(s) and the Agency**, through legal Counsel of both parties, detailing the terms of Agency assistance and setting a date and location for closing of contract, given the Agency has approved a Resolution to grant assistance.

Additional Agency Guidelines and Clarifications

- A. The Agency is under no obligation to act favorably on any Application, and when making the Application, the Applicant agrees to release the Agency, its members, its staff, its successors and assigns from any claim against the Agency that may arise from the Agency's processing the Application or by the Agency either granting or denying the Application.
- B. All fees are outlined in the Agency Fee Schedule. Note that the Agency may at its sole discretion have independent third party property market value appraisals conducted on its behalf paid for by the Applicant.
- C. The Agency will not give final approval to an Application until the Agency receives all information requested in the Application or by the Agency.
- D. The Agency is not empowered to lend money. The Agency's participation in the financing of the Project will require the Agency to acquire a fee or leasehold interest in the Project and to either sell or lease (with option to purchase) the Project to the company.
- E. Because the Agency is an exempt organization under the Internal Revenue Code of 1986, be advised further that certain benefits will accrue during construction, such as the nonpayment of sales taxes on goods purchased for either initial construction or start-up equipment. In accordance with New York State regulations, be advised that the Agency is obligated to include a "Recapture of Benefit Provision" in its Uniform Tax Exemption Policy.
- F. Please note that Article 6 of the Public Officers Law regarding Freedom of Information (FOIL) declares that all records in the possession of the Agency (with certain limited exceptions) are open to public inspection and copying. If 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, the Applicant must identify such elements in writing and request that such elements be kept confidential in accordance with Article 6 of the Public Officers Law. Applicant understands that such data may otherwise be disclosed to the extent that the Agency determines is necessary or proper for compliance with any law, order or decree of any court or Agency of competent jurisdiction, or necessary or proper in the Agency's view to show compliance with any law, order or decree of any court or Agency of competent jurisdiction.
- G. The Company shall provide any and all information and/or data to the Agency it requires or requests, in its sole discretion, of any project granted Agency financial assistance promptly before, during or after the entire duration of Agency granted assistance. Failure to immediately provide the Agency (or its designee(s)) with

required or requested information and/or data, and/or as directed to its satisfaction, may result in: (i) an Event of Default; (ii) Recapture of Agency benefits (including but not limited to loss of sales and use tax exemption and PILOT assistance); (iii) denial or nullification of any future Agency assistance and/or exemptions; and/or (iv) ineligibility for any Agency assistance on any other existing, proposed, prospective, or future projects, related or unrelated to the subject project for which information and/or data is required or requested by the Agency.”

- H. Any applicant seeking any “financial assistance” must submit any and all lender (bank, investor, and funder) appraisal(s) of the real property involved in the project (“Appraisal”) along with the Agency’s application. In the event there is no Appraisal or the Appraisal is insufficient in sole determination of the Agency, then at the sole cost of the applicant, the Agency will hire a third party independent appraiser to perform an independent appraisal of the real property involved in the project (“Independent Appraisal”). No application for “financial assistance” will be considered or reviewed until such time as the Appraisal is filed and accepted by the Agency or the Agency has waived this requirement

Any questions regarding the completion or submission of an Application and/or the Application process or any other IDA related issues should be directed to the current IDA Chairperson listed on the City of Poughkeepsie, NY website.

Industrial Development Agency Fee Schedule

- **Agency Application Fees**

- > Application Fee: \$500
- > Cost/Benefit Analysis Fee: \$1,000 - \$3,000

Note: Cost/Benefit analysis fee will be determined after initial Application review, based on Project size and complexity.

- **Agency, Agency Counsel, and Agency Third Party Fees Held in Escrow**

- > Initial Escrow Amount: \$5,000
- > Charges may include but are not limited to fees for:
 - Public Hearings and Notices
 - Agency Processing and Administration
 - Agency's General Counsel, Special Counsel and Bond Counsel
 - Independent Property Value Appraisal

Note:

- *The escrow account must be replenished by the Applicant when account balance is insufficient to cover any incurred or anticipated fees in relation to the Application.*
- *In cases where no closing occurs, all expenses incurred in relation to the Application will be deducted from the escrow account.*

- **Agency Administrative Fees Due at Closing**

- > One percent (1%) of the first \$2.5 million of the estimated Project cost and one-quarter of one percent (.25%) for the estimated Project in excess of \$2.5 million.
- > Projects that do not include relief from property tax will be discounted (.5%) on the first \$2.5 million of the estimated Project cost.

- **Agency Annual Administrative Fees**

- > 0.10 percent of the following:
 - In the case of a straight lease with a PILOT, the maximum total Project Cost;
 - In the case of a straight lease without a PILOT, the maximum Benefit determined by the Agency pursuant to its cost benefit analysis; and
 - The aggregate principal amount of the bonds issued with respect to the Project
- > Such fee(s) shall be payable annually on January 1 of each year from the closing until all of the financing documents are terminated, discharged and satisfied.

- **Counsel Fees Due at Closing**

- > Agency Counsel Fees are determined on a case-by-case basis based on the legal complexity of the Applicant's Project.

Note: The New York State Public Authorities Law imposes certain reporting requirements on all authorities in New York State. The statute requires that all industrial development agencies must complete and submit an annual (electronic) report on its activities in the previous program year to the NYS Authorities Budget Office and Office of the State Comptroller by March 31st of a current year. The failure to do so can result in the decertification of an Agency and the loss of the ability to provide all tax abatements. The City of Poughkeepsie Agency requires all required information by January 15th each year or tax assistance benefits will be suspended.

Project Application Summary

| APPLICANT - Project Applicant Information | | | | | |
|---|----------------------------|--------------|--------------|----------|------------------|
| Project Name | Project Street Address(es) | Company(ies) | Applicant(s) | Owner(s) | Application Date |
| | | | | | |

| CONTACT - Primary Contact | | | | |
|---------------------------|-------|-------|-------|-------------------------------------|
| Name | Title | Phone | Email | (P.O. or Street Address) / Zip Code |
| | | | | |

| PROJECT - General Project Description |
|---------------------------------------|
| |

| REQUEST - IDA Assistance Request | | | | | | |
|----------------------------------|----------------|-------------|--------------------------|---------------------|---------|----------|
| Straight Lease Tax Exemptions | | | | Bond Issuance (\$M) | | Other |
| Property (Yes or No)* | Mortgage (\$K) | Sales (\$K) | Public Improvement (\$K) | Tax Exempt | Taxable | Specify: |
| | | | | | | |

| JUSTIFICATION - Benefits to City | | | | | | | | | | | |
|----------------------------------|---------|-----------|---------------------------|------|----------|-----------|----------|------------------------|---------------|----------------|--|
| Jobs (# Full Time Equivalents) | | | Annual City Revenue (\$K) | | | | | | Miscellaneous | | |
| Permanent | | Temporary | Property Tax | | | Sales Tax | | Other Revenue and Fees | | Other Benefits | |
| Retained | Created | Created | Existing | New* | Retained | Created | Retained | Created | Tangible | Intangible | |
| | | | | | | | | | | | |

| CONSTRUCTION - Site (SQFT or Acres), Building Area (SQFT), and Incremental Construction Cost | | | | | | | |
|--|---------------------|-------------------------------|---------------------------|---------------------------|--------------------------------------|------------------------------------|----------------------------------|
| Total Land Area (SQFT or Acres) | Number of Buildings | Total Building Footprint Area | Total Building Floor Area | Total Rentable Floor Area | Number of Floors of Tallest Building | Height of Tallest Structure (Feet) | Full Construction Cost (\$/SQFT) |
| | | | | | | | |

| USE - Usage (% of Total Building Floor Area) | | | | | | | |
|--|--------|--------|-------------|--------|--------|----------|----------|
| Commercial | | | Residential | | Public | | Other |
| Industrial | Office | Retail | Lodging | Rented | Owned | Specify: | Specify: |
| | | | | | | | |

| CONFIGURATION - Property Unit Number, Type, Size (SQFT) and Income* | | | | | | | | | | | | | | | |
|---|-------------|------------------|-------------|--------|-------------|--------|------------|--------|------------------|--------------------------|--------|-------------|--------|-------|--------|
| Unit Type | Total Units | Unit Rentals | | | | | | | | Condo or Coop Unit Sales | | | | | |
| | | Unit Size (SQFT) | Market Rate | | Affordable* | | | | Unit Size (SQFT) | Market Rate | | Affordable* | | | |
| | | | County AMI | | City AMI | | County AMI | | | City AMI | | | | | |
| | | | Units | Income | Units | Income | Units | Income | | Units | Income | Units | Income | Units | Income |
| Studio | | | | | | | | | | | | | | | |
| 1 Bedroom | | | | | | | | | | | | | | | |
| 2 Bedroom | | | | | | | | | | | | | | | |
| 3+ Bedroom | | | | | | | | | | | | | | | |
| SRO | | | | | | | | | | | | | | | |
| Lodging Room | | | | | | | | | | | | | | | |
| Commercial | | | | | | | | | | | | | | | |

| FINANCIALS - Financial Profile Without Agency Assistance | | | | | | | | | | | | | |
|--|--|--------------|--|--------------------|--|---------------------|--|-----------------------------|--|--|--|--|--|
| Costs (\$M) | | Funds (\$M) | | Income/Year (\$M)* | | Expense/Year (\$M)* | | Financial Metrics* | | | | | |
| Site | | Equity | | Unit Rentals | | Debt Service | | Finished Value (\$M) | | | | | |
| Hard | | - Site | | - Residential | | Operation | | Loan-To-Value Ratio | | | | | |
| Soft | | - Soft | | - Commercial | | Taxes & Fees | | Debt Coverage Ratio | | | | | |
| Other | | - Cash | | Unit Sales | | Insurance | | Capitalization Rate (%) | | | | | |
| | | Loans | | Fees | | Vacancy | | Cash-On-Cash Return (%) | | | | | |
| | | Other | | Other | | Other | | Break Even Year | | | | | |
| TOTAL | | TOTAL | | TOTAL | | TOTAL | | NET OP INCOME (\$M)* | | | | | |

| TIMELINE - Approvals, Clearances and Completions (Past or Expected Dates – MM/YY) | | | | | | | | | | | | | |
|---|----------|----------|--------|----------|---------|---------------|-------|-----------|--------------|--------|--------|-----------|--------|
| City Boards, Commissions, and Departments | | | | | | Environmental | | Financing | Construction | | | Occupancy | |
| Deeds | Historic | Planning | Zoning | Building | Finance | Phase I | SEQRA | Closing | Start | Finish | C of O | Start | Finish |
| | | | | | | | | | | | | | |

| ELIGIBILITY - Agency Assistance Determination [FOR AGENCY USE ONLY]* | | | | | | | |
|--|--------------|-------|--------------|-----------|------------------------|------------------|---------------|
| UTEP Score | Cost/Benefit | PILOT | Mortgage Tax | Sales Tax | Public Improvement Tax | Tax Exempt Bonds | Taxable Bonds |
| | | | | | | | |

* Note: **Property Tax Assistance Amount (PILOT) and all other assistance granted** will be determined by Agency. **New Property Tax** = Additional Year-1 Property Tax for completed Project assuming NO Agency assistance. **Unit Income** = Monthly Unit Rent (\$) for Unit Rentals; \$/SQFT for Unit Sales; Average Daily Room Rate for Lodging; Average Annual \$/SQFT for Commercial. **Affordable** = 30% of Area Median Income (AMI). **Income & Expense** = Year 1 annual amounts.

Answer all questions in Sections I, II, III, and IV as instructed, and provide all Required Exhibits. Use “None” or “Not Applicable (N/A)” where necessary. The Agency expressly reserves the right to require the submission of additional information and documentation as the Agency may determine, in its sole discretion, to be necessary or appropriate regarding any of the following questions.

Section I: Applicant Information

A. Company Information

(1) Name and Location

| | |
|-----------------------------|--|
| a. Company Name | |
| b. Street Address / Suite # | |
| c. City | |
| d. State | |
| e. Zip Code | |
| f. Website | |

(2) Ownership

| | |
|------------------------|--|
| a. Owner (Ownership %) | |
| b. Owner (Ownership %) | |
| c. Owner (Ownership %) | |
| d. Owner (Ownership %) | |
| e. Owner (Ownership %) | |

(3) Primary Contact

| | |
|-------------------------|--|
| a. Contact Name (Title) | |
| b. Phone | |
| c. Email | |

(4) Legal Counsel

| | |
|--------------------------|--|
| a. Firm Name | |
| b. Attorney Contact Name | |
| c. Address | |
| d. Phone | |
| e. Email | |

Include Proof of Ownership in Required Exhibit I. A. (2)

B. Company Business Information

(1) Company Identifiers

| | |
|---|--|
| a. Federal EIN and Tax ID | |
| b. State and Year of Incorporation | |
| c. Company’s Bank and Bank Account Number | |
| d. Indicate whether the company or legal entity is (i) <u>publicly held</u> , (ii) <u>privately held</u> , or (iii) <u>non-profit</u> | |

Provide Proof of Federal EIN # and Tax ID # and Last 3 Years Financial Statements for Company in Required Exhibit I. B. (1)

(2) Other Ownership Entities

| | |
|--|--|
| Is the company a Subsidiary or Related Entity of any other entity or holding company that will be utilized to own the Project property and facilities or receive any financial assistance provided by the Agency for this Project? <i>(Yes or No)</i> | |
| If “Yes”, list all Other Ownership Entities or entities receiving benefits of Agency assistance for which the Applicant is applying. | |

Provide all information in Sections I, Section IV C. and Section IV D. for all other Owners identified above in Required Exhibit I. B. (2)

C. Qualification for IDA Assistance

(1) Company Owner(s) and Related Entities

| Collectively, for any and all persons listed as Owners and/or Applicants above in Section I. A. or any related entity (the company, subsidiaries, and or/ affiliates), answer the following questions: | Answer (Yes or No) |
|--|-----------------------|
| a. Has any person and/or related entity listed above ever been convicted of a criminal offense (other than a minor traffic violation)? | |
| b. Has any person and/or related entity listed above or any concern with whom such person has been connected ever been in receivership or been adjudicated a bankruptcy ? | |
| c. Is any person or related entity, delinquent in the payment of any tax liability - federal, state or local? | |
| d. Does any person and/or related entity listed above have any outstanding unmet obligations to the City of Poughkeepsie (including but not limited to unpaid taxes, financial liabilities, violations and/or citations)? | |
| e. Has any person and/or related entity listed above, been cited by any regulatory authority for environmental violations ? | |
| f. Has any person and/or related entity listed above, been cited by any regulatory authority for labor law violations ? | |
| g. Has any person and/or related entity listed above, now or in the past been, the beneficiary of industrial development revenue bond financing in the City of Poughkeepsie or any other jurisdiction in the United States? | |
| h. Has any person and/or related entity listed above and/or any principal of the Company and/or of any affiliate or subsidiary thereof commenced any administrative and/or judicial actions or proceedings pending against the City of Poughkeepsie, the City of Poughkeepsie School District and/or Dutchess County? | |
| i. Is the company and/or any affiliate or subsidiary thereof a party to any significant pending or recently concluded litigation ? | |
| j. Does any person and/or related entity listed above have any conflict of interest with any board member of the City of Poughkeepsie Industrial Development Agency? | |
| k. Has any person and/or related entity listed above been granted previous Agency assistance by the City of Poughkeepsie IDA where the previous project failed to meet its agreed to objectives (e.g., number of permanent jobs created)? | |

(2) Project Site Ownership

| Collectively, for any and all persons listed as Owners and/or Applicants above in Section I. A. or any related entity (the company, subsidiaries, and or/ affiliates), answer the following questions: | Answer (Yes or No) |
|--|-----------------------|
| a. Does/Do Owner(s) and/or company making an Application currently hold sole and exclusive deed and fee title to property upon which proposed improvements will be made and for which Application is being made? | |
| b. Does/Do Owner(s) and/or company making Application currently have legal, current enforceable contract of sale to purchase property upon which proposed improvements will be made and for which Application is being made? | |
| c. Does/Do Owner(s) and/or company making Application currently have legal, current enforceable contractual option to purchase property upon which proposed improvements will be made and for which Application is being made? | |
| d. Does/Do Owner(s) and/or company making Application currently have legal, current enforceable lending commitment from all lending institution(s) and/or investor(s) for purchasing site upon subject Development Project and its improvements will be made and for which Application is being made? | |

For all questions above answered “Yes”, provide supporting documentation as proof in Required Exhibit I. C. (2)

(3) Project Qualification

| Answer the following questions regarding the Project’s basic qualification to be considered for assistance. | Answer (Yes or No) |
|---|-----------------------|
| a. Has the Project already commenced construction, reconstruction, renovation, erection, equipping or installation, as the case may be, or been undertaken prior to the provision of financial assistance from the Agency? | |
| b. Does the Project have all current, valid approvals, permits, variances and reports from Historic District and Landmark Preservation Commission, Planning Board, Zoning Board of Appeals, Building Department and Environmental Regulatory Bodies required to commence construction? | |
| c. Does the proposed Project development include 30% or more retail trade square footage ? | |

Provide proof of final current, valid approvals, permits, variances and reports from Historic District and Landmark Preservation Commission, Planning Board, Zoning Board of Appeals, and Building Department and Phase I Environmental Determination and SEQRA report (Part I EAF for the proposed Project). If another Agency such as the Planning Board has already begun review of the Project, under the State Environmental Quality Review Act (“SEQR”), please provide a copy of the Environmental Assessment Form and all related Resolutions and correspondence) in Required Exhibit I. C. (3)

(4) Other Additional Approvals Required

Please identify any other additional or special required approvals know to the applicant, including any city,

county and other political subdivision of the State of New York and all state departments, agencies, boards, public benefit corporations, public authorities or commissions involved in approving or funding or directly undertaking action with respect to the Project.

Section II: Financial Assistance

A. Industrial Development Agency Assistance Request

| (1) Payment In Lieu of Taxes (PILOT) Assistance | |
|---|-------------|
| Is the Applicant requesting Payment In Lieu of Taxes (PILOT) assistance from the Agency for the proposed Project? <i>(Answer Yes or No)</i> | |
| (2) Other Agency Assistance | |
| What amounts of other tax exemption assistance is the Applicant requesting from the Agency in total for each of the following? | Amount (\$) |
| (1a) Straight Lease | |
| a. Sales Tax | |
| b. Mortgage Tax | |
| c. Public Improvement Tax | |
| (1b) Bond Issuance | |
| a. Tax Exempt | |
| b. Taxable | |
| TOTAL OTHER AGENCY ASSISTANCE REQUESTED | |
| | |

Note:

- o *The estimate for sales and mortgage tax provided above will be provided to the New York State Department of Taxation and Finance.*
- o *The Applicant acknowledges that the transaction documents may include a covenant by the Applicant to undertake the total amount of investment as proposed within this Application, and that the estimate, above, represents the maximum amount of sales and use tax benefit that the Agency may authorize with respect to this Application.*
- o *The Agency may utilize the estimate, above, as well as the proposed total Project costs as contained within this Application, to determine the Financial Assistance that will be offered.*

B. Justification for Industrial Development Agency Assistance

| Need for Assistance Justification | |
|---|--|
| Is it likely that the Project would not be undertaken but for the Financial Assistance provided by the Agency? <i>(Yes or No)</i> | |
| Provide an explanation of the following in the space provided below: | |
| (1) The need and/or justification for assistance from the Agency (2) Why the Project cannot be undertaken without financial assistance from the Agency and impact to Applicant's Project without Agency assistance (3) If the Project could be undertaken without financial assistance provided by the Agency, rationale for why the Agency should provide assistance | |
| | |

Section III: Development Project Information

A. Existing Development Site

| (1) Location | |
|--|--|
| a. Commonly or Historically Known Property Name (if any) | |
| b. Street Address(es) | |
| c. City | |
| d. State | |
| e. Zip Code | |
| f. Lot / Block / Parcel Number(s) | |
| g. IDA UTEP Target Location* | |

* *Note: IDA UTEP Target Locations*

- o *Main Street Center* – Main Street between Market Street and Grand Avenue
- o *City Core* - Areas between Eastbound and Westbound arterial bordered by Western Arterial and Grand Street, excluding the Main Street Center (above)
- o *Industrial Zone* – Smith Street from Mansion Street to Salt Point Turnpike. All of Cottage Street, all of Oakley Street, all of Pershing Avenue
- o *Walkway-Over-The-Hudson Area* – Washington Street between Brookside Avenue and Taylor Avenue, Parker Avenue between Washington Street and Clinton Street
- o *All Other City Areas* – Any area within the City of Poughkeepsie not included in locations listed above

Provide Map and/or Survey of Project Site in Required Exhibit III. A. (1)

| (2) Characteristics and Condition | |
|--|--|
| (2a) Land | |
| a. Identify any and each parcel (listed above in Section III.A.(1).f.) that is open land or vacant infill | |
| b. Land area (SQFT or ACRES) for each parcel (listed above in Section III.A.(1).f.) | |
| c. Total combined land area (SQFT or ACRES) for entire Project | |
| d. List any known contaminants or any other hazardous conditions present on the Project site land | |
| (2b) Existing Structures | |
| a. Identify all existing structures or features on Project site | |
| b. Indicate current use of all existing structures | |
| c. Identify any and all existing structures that are blighted or abandoned | |
| d. Identify all existing structures with historic / landmark designation | |
| e. Floor area for each existing structure on Project site (SQFT) | |
| f. Total combined floor area of all existing structures on Project site (SQFT) | |
| g. List any known contaminants or any other hazardous conditions present in any existing structures | |

Provide photos of Project site and all existing structures and features in Required Exhibit III. A. (2)

(3) Current Annual Taxes for Each Parcel Included in Project Site

| Parcels | A | B | C | D | E |
|--|---|---|---|---|---|
| a. Street Address | | | | | |
| b. Lot/Block/Parcel Number | | | | | |
| c. Tax Assessment Year | | | | | |
| d. Tax Assessment Value (\$) | | | | | |
| e. Tax Rate per \$1,000 of Assessed Value (\$) | | | | | |
| f. Real Property Taxes (\$) | | | | | |
| g. County Taxes (\$) | | | | | |
| h. School Taxes (\$) | | | | | |
| i. Library Taxes (\$) | | | | | |
| Total Annual Parcel Taxes (\$) | | | | | |

| | |
|---|--|
| TOTAL OVERALL ANNUAL TAXES FOR ALL PARCELS COMBINED (\$) | |
|---|--|

Include copy of tax bills for all taxes on all and each existing properties and parcels that are part of Project site in Required Exhibit III. A. (3)

B. Proposed Development Project

(1) Description

Describe the type of Project, proposed location and purpose of the Project, use(s), Size of land area and building(s), physical relationship to and impact on immediate surrounding area, value to the City of Poughkeepsie, major encumbrances to Project completion, time to complete Project.

Provide site configuration, map, and renderings of all structures and street scenes and, if available, third party feasibility study for finished Project in Required Exhibit III. B. (1)

(2) Scope and Size

(2a) Project Phasing

| | |
|---|--|
| a. Is the Project part of a larger multiphase Project? <i>(Yes or No)</i> | |
| b. Is the Project itself an aggregate multiphase Project? <i>(Yes or No)</i> | |

(2b) Disposition and Modification of Existing Buildings / Structures / Facilities

| | |
|---|--|
| a. Will the Project entail significant historic restoration? <i>(Yes or No)</i> | |
| b. Will the Project preserve and make adaptive re-use of existing structures? <i>(Yes or No)</i> | |
| c. Identify all existing structures or features that will be preserved or adapted | |
| d. Identify all existing structures or features that will be demolished | |
| e. Indicate floor area and number of floors for each existing structure that will be preserved or adapted | |
| f. Identify all other exiting site facilities and features on the development site that will be preserved or adapted | |

| | |
|--|--|
| g. Indicate total combined floor area of all existing structures that will be preserved or adapted | |
| h. Indicate total additional floor area and number of floors to be added to each existing structure | |

(2c) Buildings / Structures / Facilities

| For each Project Building, Structure or Facility (BSF), provide the following: | BSF 1 | BSF 2 | BSF 3 | BSF 4 | BSF 5 |
|--|-------|-------|-------|-------|-------|
| a. BSF Name / Identifier | | | | | |
| b. Description / Use | | | | | |
| c. Footprint Area (SQFT) | | | | | |
| d. Floor Area (SQFT) | | | | | |
| e. Number of Floors | | | | | |
| f. Height (Feet) | | | | | |

| | |
|---|--|
| TOTAL FOOTPRINT FOR ALL BSFs COMBINED (SQFT) | |
|---|--|

| | |
|--|--|
| TOTAL FLOOR AREA FOR ALL BSFs COMBINED (SQFT) | |
|--|--|

(2d) Project Usage Portions (SQFT)

| Types of Use | Total Floor Area | Percent Total Floor Area | Percent Total Project Cost (%) | Total Rentable/Sellable Floor Area | Owner Operated Floor Area | Floor Area Leased to Independent Operator(s) |
|-----------------------|------------------|--------------------------|--------------------------------|------------------------------------|---------------------------|--|
| a. Industrial | | | | | | |
| b. Office | | | | | | |
| c. Retail* | | | | | | |
| d. Lodging | | | | | | |
| e. Residential Rental | | | | | | |
| f. Condo/Coop | | | | | | |
| g. Other | <i>Specify:</i> | | | | | |

| | | | | | | |
|--------------|--|--|--|--|--|--|
| TOTAL | | | | | | |
|--------------|--|--|--|--|--|--|

(2e) Size and Number of Unit Types

| Unit Types | Total Units | Rental | | | | Condo or Coop | | | |
|------------------|-------------|------------------|-----------------|-------------|--|------------------|-----------------|-------------|--|
| | | Unit Size (SQFT) | Number of Units | | | Unit Size (SQFT) | Number of Units | | |
| | | | Market Rate | Affordable* | | | Market Rate | Affordable* | |
| | | | County | City | | County | City | | |
| a. Studios | | | | | | | | | |
| b. 1 Bedrooms | | | | | | | | | |
| c. 2 Bedrooms | | | | | | | | | |
| d. 3+ Bedrooms | | | | | | | | | |
| e. SROs | | | | | | | | | |
| f. Lodging Rooms | | | | | | | | | |
| g. Commercial | | | | | | | | | |

| | | | | | | | | |
|--------------|--|--|--|--|--|--|--|--|
| TOTAL | | | | | | | | |
|--------------|--|--|--|--|--|--|--|--|

(2f) Indoor Shared Facilities and Features

| Facility / Feature Name | Description | Total Square Footage |
|-------------------------|-------------|----------------------|
| a. | | |
| b. | | |
| c. | | |
| d. | | |
| e. | | |

(2g) Outdoor Facilities and Features

| Facility / Feature Name | Description | Total Land Area |
|-------------------------|-------------|-----------------|
| a. | | |
| b. | | |
| c. | | |
| d. | | |
| e. | | |

(2h) Public Improvements

| Facility / Feature Name | Description | Total Land Area |
|-------------------------|-------------|-----------------|
| a. | | |
| b. | | |
| c. | | |

* *Note:*

- o *Affordable Housing = US Federal Department of Housing and Urban Development Definition of Housing Affordability – Defined as 30% of Area Medium Income (AMI) with specific AMIs established as of the date of the Applicant’s Application. AMI = Area Median Income. Affordable = Affordability based on both Dutchess County, NY AMI and separately based on the City of Poughkeepsie, NY Median Income.*
- o *For purposes of the question regarding Retail portions of proposed Project, the term “retail sales” means (i) sales by a registered vendor under Article 28 of the Tax Law of the State of New York (the “Tax Law”) primarily engaged in the retail sale of tangible personal property (as defined in Section 1101(b)(4)(i) of the Tax Law), or (ii) sales of a service to customers who personally visit the Project.*

Provide building interior floor plans and schematics of exteriors indicating types of use, total floor area, total rentable or sellable unit floor area, and schematics showing land area, dimensions, and placement of all outdoor features and structures; and explanations of any project phasing or modification of existing buildings, structures and facilities in Required Exhibit III. B. (2)

(3) Costs (\$)

(3a) Project Site

| | |
|---|--|
| a. Market Value of Land and/or Land with Existing Buildings & Structures Included in Project, already owned by Project Owner(s) | |
| b. Equipment and Furnishings | |
| c. Cost of Acquisition of Land and/or Land and Existing Buildings & Structures | |

(3b) Construction

| | |
|------------------------------|--|
| a. Environmental Remediation | |
|------------------------------|--|

| | |
|--|--|
| b. Site Preparation | |
| c. Reconstruction and Renovation of Existing Buildings & Structures | |
| d. Additions to Existing Buildings & Structures | |
| e. New Buildings & Structures | |
| f. Infrastructure (if not included in other construction line items) | |
| g. Outdoor Facilities (e.g., Pool, Parking Garage, Walking Paths etc.) | |
| h. Landscaping | |
| i. Public Improvements | |

(3c) Equipment

| | |
|----------------------------------|--|
| a. Manufacturing Equipment Costs | |
| b. Non-Manufacturing Costs | |

(3d) Non-Construction

| | |
|--|--|
| a. Soft Costs (e.g., architect, legal fees etc.) | |
| b. Carrying Costs | |
| c. Other Pre and Post Construction Costs | |
| d. Contingency | |

| | |
|---------------------------------|--|
| TOTAL PROJECT COSTS (\$) | |
|---------------------------------|--|

(4) Source of Funds (\$)

| Sources | Provider(s) | Amount (\$) |
|---|-----------------|-------------|
| a. Owner(s) Cash Equity (excluding grants/tax credits) | | |
| b. Owner(s) Equity in Development Site | | |
| c. Bank Financing | | |
| d. Private Sector Financing | | |
| e. Other Real Property Tax Exemptions (not from City IDA) | | |
| f. Grants (Federal, State, County, and Local) | | |
| g. Tax Credits (Federal, State, County and Local) | | |
| h. Taxable Bond Issuance (not Provided by City IDA) | | |
| i. Tax-Exempt Bond Issuance (not Provided by City IDA) | | |
| j. Other Sources | <i>Specify:</i> | |

| | |
|---------------------------------|--|
| TOTAL PROJECT FUNDS (\$) | |
|---------------------------------|--|

Provide documentation of approvals or commitment for all source of funds and financial assistance and proof of valuation and Owner equity of all property currently owned that is to be included in Project in Required Exhibit III. B. (3-4)

(5) Annual Property Taxes for Finished Project (Without Agency Assistance) – Year 1*

| | |
|---------------------------|--|
| a. Assessment Year | |
| b. Tax Assessment (\$) | |
| c. Real Property Tax (\$) | |
| d. County Tax (\$) | |

| | |
|---|--|
| e. School Tax (\$) | |
| TOTAL ANNUAL PROPERTY TAXES (\$) | |

* *Note: Obtain ALL actual, projected or estimated tax information directly from the City Tax Assessor.*

Provide documented projection of assessment and annual taxes for finished Project from the City Tax Assessor in Required Exhibit III. B. (5)

(6) Financial Proforma Projections (Without Agency Assistance)

(6a) Input and Assumptions

(i) Rental Unit Income Projections – Year 1

| Unit Types | Number of Units | Monthly Unit Rent (\$) | | | Annual Unit Rent (\$K) | | |
|------------------|-----------------|------------------------|----------------|-------|------------------------|----------------|-------|
| | | Market Rate | AMI Affordable | | Market Rate | AMI Affordable | |
| | | | County* | City* | | County* | City* |
| a. Studios | | | | | | | |
| b. 1 Bedrooms | | | | | | | |
| c. 2 Bedrooms | | | | | | | |
| d. 3+ Bedrooms | | | | | | | |
| e. SROs | | | | | | | |
| f. Lodging Rooms | | | | | | | |
| g. Commercial | | | | | | | |
| TOTAL | | | | | | | |

(ii) Assumptions by Unit Type

| Estimates and Assumptions | Apartment Rental | SRO | Condo/Coop | Lodging | Commercial |
|---|------------------|-----|------------|---------|------------|
| a. Months to Full Occupancy after CoFo Issued | | | | | |
| b. Annual Rental Income (\$/SQFT) | | | | | |
| c. Condo/Coop Sales Proceeds (\$/SQFT) | | | | | |
| d. Annual Other Fees—e.g., Vending (\$/SQFT) | | | | | |
| e. Annual Change in Rental Income (%) | | | | | |
| f. Annual Change in Other Fee Income (%) | | | | | |
| g. Vacancy Rate (%) | | | | | |

(iii) Assumptions for Overall Project

| | |
|---|--|
| a. Direct Construction Hard Costs (\$/SQFT) | |
| b. Total Project Hard and Soft Costs (\$/SQFT) | |
| c. Annual Operating and Maintenance Expense (\$/SQFT) | |
| d. Mortgage/Loan/Debt Interest Rate(s) (%) | |
| e. Mortgage/Loan/Debt Term(s) (Years) | |
| f. Amortization Schedule Type | |
| g. Depreciation Method | |
| h. Total Real Property Tax – Year 1 (\$) | |
| i. Annual Change in Property Value (%) | |
| j. Annual Change in Real Property Taxes (%) | |

(6b) Project Financial Summary

Key Financial Metrics

| | |
|---|--|
| a. Market Value of Finished Project Property (\$)* | |
| b. Debt Coverage Ratio (DCR) - Year-1 | |
| c. Debt Coverage Ratio (DCR) - Year-5 | |
| d. Loan-To-Value (LTV) Ratio | |
| e. Annual Cash-On-Cash Return (%) | |
| f. Capitalization Rate (%) | |
| g. Annual Net Operating Income (NOI) in Year-1 (\$) | |
| h. Break Even Year | |

* *Note:*

- o *Affordable Housing = US Federal Department of Housing and Urban Development Definition of Housing Affordability – Defined as 30% of Area Medium Income (AMI) with specific AMIs established as of the date of the Applicant’s Application. AMI = Area Median Income. Affordable = Affordability based on both Dutchess County, NY AMI and separately based on the City of Poughkeepsie, NY Median Income.*
- o *Property Market Value should be based on: (1) ANY and ALL Independent Appraisals conducted on behalf of ANY and ALL lenders to which Applicant(s) and/or Owner(s) make application for funding and from which Applicant(s) and/or Owner(s) receive funding; and (2) ANY and ALL Independent Appraisals conducted on behalf of the Agency.*

Provide proforma annual financial projections, without Agency Assistance, for Project income, cash flow and balance sheet over 15-year period in Required Exhibit III. B. (6a)

Provide Market Value Appraisals for the finished Project including: (1) ANY and ALL Independent Appraisals conducted on behalf of ANY and ALL lenders to which Applicant(s) and/or Owner(s) make application for funding and from which Applicant(s) and/or Owner(s) receive funding; and (2) ANY and ALL Independent Appraisals conducted on behalf of the Agency. All Appraisal documentation must be included in Required Exhibit III. B. (6b)

(7) Employment and Jobs Projections

(7a) Full and Part Time Jobs Retained and Created*

| Job Type | Number of Jobs (Year 1) | Number of Jobs (Year 2) | % Filled by Local Residents | Average Annual Salary (\$) | Annual Benefits Value (\$) |
|------------------------------------|-------------------------|-------------------------|-----------------------------|----------------------------|----------------------------|
| a. Retained “Real Full-Time” Jobs* | | | | | |
| b. New “Real Full-Time” Jobs* | | | | | |
| c. Retained Permanent FTEs | | | | | |
| d. New Permanent FTEs | | | | | |
| e. Retained Part-Time PTEs | | | | | |
| f. New Part-Time PTEs | | | | | |
| g. Construction Period FTEs | | | | | |

(7b) Classification of Jobs to be Retained and Created*

| Job Type | Number of Jobs (Year 1) | Number of Jobs (Year 2) | % Filled by Local Market Residents | Average Annual Salary (\$) | Annual Benefits Value (\$) |
|----------|-------------------------|-------------------------|------------------------------------|----------------------------|----------------------------|
| | | | | | |

| | | | | | |
|---------------------------|----------|--|--|--|--|
| a. Management | | | | | |
| b. Professional | | | | | |
| c. Administrative | | | | | |
| d. Hourly Wage Labor | | | | | |
| e. Independent Contractor | | | | | |
| f. Other | Specify: | | | | |

(7c) Current Employment at All Other Locations and Facilities Owned in New York State

| Identify name, address, number of current employees, and anticipated employment changes at each location | Facility 1 | Facility 2 | Facility 3 |
|--|------------|------------|------------|
| a. Facility Name | | | |
| b. Facility Address | | | |
| c. Number of Current Full Time Employees | | | |
| d. Number of Current Part Time Employees | | | |
| TOTAL CURRENT NUMBER OF EMPLOYEES | | | |
| Indicate for each facility whether employment will be: (i) <u>Unchanged</u> , (ii) <u>Reduced</u> , or (iii) <u>Ceased</u> , after proposed Project is completed and fully operational | | | |
| TOTAL NUMBER OF EMPLOYEES AFTER PROJECT | | | |

* *Note:*

- o “Real Full-Time” Jobs (RFTs) = Employment position at New York State official minimum wage or greater at 35 or more hours per week on annual payroll for 52 weeks per year.
- o FTEs = Full-Time Equivalents and PTEs = Part-Time Equivalents.
- o Projected number of jobs retained or created in the local labor market area includes both the City of Poughkeepsie and Dutchess County.
- o The Agency may utilize the foregoing employment projections, among other items, to determine the Financial Assistance that will be offered by the Agency to the Applicant.
- o The Applicant acknowledges that the transaction documents may include a covenant by the Applicant to retain and create the number of jobs with respect to the Project as set forth in this Application.
- o By statute, the Agency must Project the number of Full Time Equivalent (FTE) jobs that would be retained and created if the request for Financial Assistance is granted.
- o The Agency will Project such jobs over the two-year time period following Project completion.
- o The Agency converts Part Time Equivalent (PTE) jobs into Full Time Equivalent (FTE) jobs by dividing the number of PTE jobs by 2.

(8) Annual City Revenue Potential — Year 1 (\$)

| | |
|---|----------|
| a. Total Annual Property Taxes (\$)—Same Amount as Indicated in Section III. B. (5) | |
| b. Sales Tax (\$) | |
| c. Other Taxes (\$) | Specify: |
| d. Fees (\$) | Specify: |

TOTAL ANNUAL CITY REVENUE POTENTIAL

(9) Project Timeline — Past or Expected Dates (MM/YY)

| | |
|---|--|
| a. Property Site Title(s) / Deed(s) | |
| b. Approvals from all City Departments, Commissions, Boards | |
| c. Environmental Reports and Approvals (Phase I and SEQRA) | |
| d. All Financing Finalized and Closed | |
| e. Construction Contracts Executed | |

| | |
|---|--|
| f. Construction Start | |
| g. Construction Completion | |
| h. Certificate of Occupancy | |
| i. Occupancy and Operation Commencement | |
| j. Full Occupancy | |

(10) Builders and Contractors

| |
|---|
| List Principal Builder(s) / Contractor(s) below: |
| |

(11) Utility Providers

| | |
|---|-----------------|
| Identify the entities or companies that will provide the Project's utility services. | |
| a. Water | |
| b. Sewer | |
| c. Gas | |
| d. Electricity | |
| e. Garbage Removal | |
| f. Other | <i>Specify:</i> |

(12) IDA UTEP Project Evaluation Criteria

For each of the 9 Evaluation Criteria listed below, indicate (with an "X" mark in the right-hand column) which items apply to the proposed Project. See APPENDIX (last 2 pages of this document) for reference.

| | |
|--|--|
| 1. DIRECT PERMANENT FULL-TIME JOBS | |
| a. High (Over 40) | |
| b. Moderate (15 – 40) | |
| c. Low (5 – 14) | |
| 2. TARGET LOCATION | |
| a. Main Street Center * | |
| b. Primary Target Areas ** | |
| c. All Other City Areas | |
| 3. PROJECT SQUARE FOOTAGE SIZE | |
| a. Large (Over 50,000) | |
| b. Medium (20,000 – 50,000) | |
| c. Small (5,000 – 19,999) | |
| 4. BUILDING DENSITY (Total Building SQF/Total Lot SQFT) | |
| a. High (Over 8) | |
| b. Medium (4.6 – 8) | |
| c. Low (2 – 4.5) | |
| 5. AVERAGE ANNUAL INCOME OF NEW PERMANENT JOBS CREATED*** | |
| a. High (Over \$75,000) | |
| b. Medium (\$50,000 – \$75,000) | |
| c. Low (\$32,000 – \$49,000) | |
| 6. COMMERCIAL-RESIDENTIAL BUILDING SQUARE FOOTAGE USAGE | |
| a. Industrial/Commercial (Over 75% Commercial) | |
| b. Mixed Use (25% – 75% Industrial/Commercial) | |
| c. Residential (Less Than 25% Industrial/Commercial) | |
| 7. BUILDING SITE CONDITION | |
| a. Brownfield with Complications | |
| b. Abandoned or Blighted Building(s) | |
| c. Undeveloped Open Vacant Land or Infill | |
| 8. HOUSING AFFORDABILITY **** | |
| a. High (Over 60% Affordable Units) | |
| b. Moderate (35% – 60% Affordable Units) | |
| c. Low (20% – 34% Affordable Units) | |
| 9. EXISTING STRUCTURE PRESERVATION | |
| a. Adaptive Reuse | |
| b. Historic Restoration | |
| c. All Other Structures | |

* Main Street Center = Main Street Between Market Street and Grand Avenue

** Primary Target Areas Include:

- City Core = Area Between Eastbound Arterial and Westbound Arterial Bordered by Western Arterial and Grand Street, Excluding Main Street Between Market Street and Grand Avenue
- Industrial Zone = Smith Street from Mansion to Salt Point Turnpike; All of Cottage Street; All of Oakley Street; All of Pershing Avenue
- Walkway Area = Washington Street Between Brookside Avenue and Taylor Avenue; Parker Avenue Between Washington Street and Clinton Street

*** Annual Income Minimum = State Minimum Wage at 40 Hours Per Week

**** Affordable Housing = US Federal Department of Housing and Urban Development Definition of Housing Affordability – Defined as 30% of Area Medium Income

Section IV: New York State Legally Required Forms

This section of the Application contains documents that are legally required by New York State. Answer all questions and execute the documents as instructed. Insert electronic scanned copy of all executed signature pages.

- A. Retail Questionnaire**
- B. Municipal Move Determination**
- C. Representations and Indemnifications**
- D. Certification**

A. Retail Questionnaire

To ensure compliance with Section 862 of the New York General Municipal Law, the Agency requires additional information if the proposed Project is one where customers personally visit the Project site to undertake either a retail sale transaction or to purchase services.

Retail Usage Compliance

| Please answer the following: | Answer (Yes or No) |
|---|-----------------------|
| A) Will any portion of the Project (including that portion of the cost to be financed from equity or other sources) consist of facilities or property that are or will be primarily used in making sales of goods or services to customers who personally visit the Project site? (Yes or No). If “Yes”, answer remaining questions below. If “No”, proceed to Legally Required Form B. Inter-Municipal Move Determination. | |
| B) What percentage of the cost of the Project will be expended on such facilities or property primarily used in making sales of goods or services to customers who personally visit the Project? %. If the answer is less than 33% do not complete the remainder of the retail determination and proceed to “Inter-Municipal Move Determination” form. Exceptions. If the answer to A) is Yes AND the answer to Question B) is greater than 33.33%, answer the remaining questions 1-5 below. | |
| 1. Will the Project be operated by a not-for-profit corporation? (Yes or No) | |
| 2. Is the Project location or facility likely to attract a significant number of visitors from outside the economic development region? Yes or No list specific County or ED region) in which the Project will be located | |
| 3. Is the Project location or facility likely to attract a significant number of visitors from outside the economic development region (list specific County or ED region) in which the Project will be located? (Yes or No). If “Yes”, please provide a third-party market analysis or other documentation supporting your response in an Exhibit in the “Required Exhibits” section. | |
| 4. Will the Project preserve permanent, private sector jobs or increase the overall number of permanent, private sector jobs in the State of New York? (Yes or No) | |
| 5. Is the Project located in a Highly Distressed Area? ** (Yes or No) | |
| If “Yes” to question 4 above, provide explanation below | |
| | |
| If “Yes” to question 5 above, provide explanation below | |
| | |

* For purposes of Question A, the term “retail sales” means (i) sales by a registered vendor under Article 28 of the Tax Law of the State of New York (the “Tax Law”) primarily engaged in the retail sale of tangible personal property (as defined in Section 1101(b)(4)(i) of the Tax Law), or (ii) sales of a service to customers who personally visit the Project.

** Highly Distressed Area for purposes of this section includes (i) an area designed as an economic development zone pursuant to Article 18-B of the General Municipal Law; or (ii) a census tract or block numbering area (or census tract or block numbering area contiguous thereto) which, according to the most recent census data, has (x) a poverty rate of at least 20% for the year in which the data relates, or at least 20% of households receiving public assistance, and (y) an unemployment rate of at least 1.25 times the statewide unemployment rate for the year to which the data relates.

Provide a third-party market analysis or other documentation, supporting Applicant response, in Required Exhibit IV. A.

A. Inter-Municipal Move Determination

A. Relocation or Abandonment of Industrial or Manufacturing Plant

| | |
|---|--|
| a. Location of Current Operations. List municipality or municipalities where Company has current operations | |
| b. Will the Project result in the removal of an industrial or manufacturing plant of the Project occupant from one area of the state to another area of the state? <i>(Yes or No)</i> | |
| c. Will the Project result in the abandonment of one or more plants or facilities of the Project occupant located within the state? <i>(Yes or No)</i> | |

If Yes to question 2 or 3 above, explain below how, notwithstanding the aforementioned closing or activity reduction, the Agency’s Financial Assistance is required to prevent the Project from relocating out of the State, or is reasonably necessary to preserve the Project occupant’s competitive position in its respective industry

B. Relocation or Consolidation

| | |
|---|--|
| 1.a. Does the Project involve relocation or consolidation of a Project occupant from another municipality within New York State? <i>(Yes or No)</i> | |
| 1.b. Does the Project involve relocation or consolidation of a Project occupant from another municipality within City of Poughkeepsie? <i>(Yes or No)</i> | |

2. If Yes to either question 1.a. or 1.b. above, please explain below

| | |
|--|--|
| 3. Is the Project reasonably necessary to prevent the Project occupant from moving out of New York State? <i>(Yes or No)</i> | |
|--|--|

4. If Yes to question 3 above, please explain below and identify out-of-state locations investigated, type of assistance offered and provide supporting documentation in “Required Exhibits”

5. What competitive factors led you to inquire about sites outside of New York State?

Note: The Agency is required by state law to make a determination that, if “completion of a Project benefiting from Agency Financial Assistance results in the removal of an industrial or manufacturing plant of the Project occupant from one area of the state to another area of the state or in the abandonment of one or more plants or facilities of the Project occupant located within the state.” Or in the event that such Project moves intrastate, “The completion of this entire Project will result in the removal of an industrial or manufacturing plant of the Project occupant from one area of the State to another area of the State or in the abandonment of one or more plants or facilities of the Project occupant located within the State because the Project is reasonably necessary to discourage the Project occupant from removing such other plant or facility to a location outside the State or is reasonably necessary to preserve the competitive position of the Project occupant in its respective industry. Agency Financial Assistance is required to prevent the Project occupant from relocating out of the state, or is reasonably necessary to preserve the Project occupant’s competitive position in its respective industry.

Provide Proof of Project Necessity to Prevent Occupant Leaving New York State in Required Exhibit IV. B. B. 4.

B. Representations and Indemnification

_____ (name of CEO or other authorized representative of Applicant)
confirms and says that s/he is the

_____ (title)

_____ (name of corporation or other entity)

named in the attached Application (the "Applicant"), that he/she has read the foregoing Application and knows the contents thereof, and hereby represents, understands, and otherwise agrees with the Agency and as follows:

- i. 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, 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 with 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.
- ii. 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, 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.
- iii. 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, in accordance with Section 874(8) of the General Municipal Law, the Applicant agrees to 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 all sales tax exemptions claimed by the Applicant and all consultants or subcontractors retained by the Applicant. Copies of all filings shall be provided to the Agency.
- iv. Employment Reports: The Applicant understands and agrees that, if the Project receives any Financial Assistance from the Agency, the Applicant agrees to file, or cause to be filed, with the Agency, at least annually or as otherwise required by the Agency, reports regarding the number of people employed at the Project site, salary levels, contractor utilization and such other information (collectively, "Employment Reports") that may be required from time to time on such appropriate forms as designated by the Agency. Failure to provide Employment Reports within 30 days of an Agency request shall be an Event of Default under the PILOT Agreement between the Agency and Applicant and, if applicable, an Event of Default under the Agent Agreement between the Agency and Applicant. In addition, a Notice of Failure to provide the Agency with an Employment Report may be reported to Agency board members, said report being an agenda item subject to the Open Meetings Law.

- v. The Applicant acknowledges that certain environmental representations will be required at closing. The Applicant shall provide with this Representation, Certification and Indemnification Form copies of any known environmental reports, including any existing Phase I Environmental Site Assessment Report(s) and/or Phase II Environmental Investigations. The Agency may require the Company and/or Owner of the premises to prepare and submit an environmental assessment and audit report, including but not necessarily limited to, a Phase I Environmental Site Assessment Report and a Phase II Environmental Investigation, with respect to the Premises at the sole cost and expense of the Owner and/or the Applicant. All environmental assessment and audit reports shall be completed in accordance with ASTM Standard Practice E1527 -05, and shall be conformed over to the Agency so that the Agency is authorized to use and rely on the reports. The Agency, however, does not adopt, ratify, confirm or assume any representation made within reports required herein.
- vi. The Applicant and/or the Owner, and their successors and assigns, hereby release, defend and indemnify the Agency from any and all suits, causes of action, litigations, damages, losses, liabilities, obligations, penalties, claims, demands, judgments, costs, disbursements, fees or expenses of any kind or nature whatsoever (including, without limitation, attorneys', consultants' and experts' fees) which may at any time be imposed upon, incurred by or asserted or awarded against the Agency, resulting from or arising out of any inquiries and/or environmental assessments, investigations and audits performed on behalf of the Applicant and/or the Owner pursuant hereto, including the scope, level of detail, contents or accuracy of any environmental assessment, audit, inspection or investigation report completed hereunder and/or the selection of the environmental consultant, engineer or other qualified person to perform such assessments, investigations, and audits.
- vii. Hold Harmless Provision: The Applicant acknowledges and agrees that the Applicant shall be and is responsible for all costs of the Agency incurred in connection with any actions required to be taken by the Agency in furtherance of the Application including the Agency's costs of general Counsel and the Agency's bond and special transaction Counsel whether or not the Application, the proposed Project it describes, the attendant negotiations, or the issue of bonds or other transactions or agreement are ultimately ever carried to successful conclusion and agrees that the Agency shall not be liable for and agrees to indemnify, defend, and hold the Agency harmless from and against any and all liability arising from or expense incurred by: (i) the Agency's examination and processing of, and action pursuant to or upon, the Application, regardless of whether or not the Application or the proposed Project described herein or the tax exemptions and other assistance requested herein are favorably acted upon by the Agency; (ii) the Agency's acquisition, construction and/or installation of the proposed Project described herein; (iii) the provision of financial assistance including the issuance of bonds for the proposed Project; and (iv) any further action taken by the Agency with respect to the proposed Project including, without limiting the generality of the foregoing, all causes of action and attorney's fees and any other expenses incurred in defending any suits or actions which may arise as a result of any of the foregoing. Applicant hereby understands and agrees, in accordance with Section 875(3) of the New York General Municipal Law and the policies of the Agency that any New York State and local sales and use tax exemption claimed by the Applicant and approved by the Agency, any mortgage recording tax exemption claimed by the Applicant and approved by the Agency, and/or any real property tax abatement claimed by the Applicant and approved by the Agency, in connection with the Project, may be subject to recapture and/or termination by the Agency under such terms and conditions as will be established by the Agency and set forth in transaction documents to be entered into by and between the Agency and the Applicant. The Applicant further represents and warrants that the information contained in this Application, including without limitation information regarding the amount of the New York State and local sales and use tax exemption benefit, the amount of the mortgage recording tax exemption benefit, and the amount of the real

property tax abatement, if and as applicable, to the best of the Applicant's knowledge, is true, accurate and complete.

- viii. This obligation includes an obligation to submit an Agency Fee Payment to the Agency in accordance with the Agency Fee policy effective as of the date of this Application.
- ix. By executing and submitting this Application, the Applicant covenants and agrees to pay the fees to the Agency and the Agency's general Counsel and/or the Agency's bond/transaction Counsel as indicated in the Application. The Applicant and Company, if any, are jointly and severally responsible for paying the fees and expenses of the Agency in connection with the Project.
- x. If the Applicant fails to conclude or consummate the 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 Applicant is unable to find buyers willing to purchase the bond issue requested, or if the Applicant is unable to facilitate the sale/leaseback or lease/leaseback transaction, then, upon the presentation of an invoice, Applicant shall pay to the Agency, its agents, or assigns all actual costs incurred by the Agency in furtherance of the Application, up to that date and time, including but not necessarily limited to, fees of the Agency's general Counsel and/or the Agency's bond/transaction Counsel.
- xi. The Applicant acknowledges and agrees that all payment liabilities to the Agency and the Agency's general Counsel and/or the Agency's bond and/or transaction Counsel as expressed in Sections H and I are obligations that are not dependent on final documentation of the transaction contemplated by this Application.
- xii. The cost incurred by the Agency and paid by the Applicant, the Agency's general Counsel and/or bond/transaction Counsel fees and the processing fees, may be considered as a cost of the Project and included in the financing of costs of the proposed Project, except as limited by the applicable provisions of the Internal Revenue Code with respect to tax-exempt bond financing.
- xiii. The Applicant acknowledges that the Agency is subject to New York State's Freedom of Information Law (FOIL). **Applicant understands that all Project information and records related to this Application are potentially subject to disclosure under FOIL subject to limited statutory exclusions.**
- xiv. The Applicant acknowledges that it has been provided with a copy of the Agency's Uniform Tax Exemption Policy including the Agency's Recapture of Benefits Policy (the "Termination and Recapture Policy"). The Applicant covenants and agrees that it fully understands the Uniform Tax Exemption Policy including the Termination and Recapture Policy, acknowledges that the Termination and Recapture Policy is applicable to the Project that is the subject of this Application, and acknowledges that the Agency will implement the Termination and Recapture Policy if and when it is so required to do so. The Applicant further covenants and agrees that its Project is potentially subject to termination of Agency financial assistance and/or recapture of Agency financial assistance so provided and/or previously granted.
- xv. The Applicant represents and agrees that the provisions of Section 862(1) of the New York General Municipal Law, as provided below, will not be violated if Financial Assistance is provided for the proposed Project: § 862. Restrictions on funds of the Agency. (1) No funds of the Agency shall be used in respect of any Project if the completion thereof would result in the removal of an industrial or manufacturing plant of the Project occupant from one area of the state to another area of the state or in the abandonment of one or more plants or facilities of

the Project occupant located within the state, provided, however, that neither restriction shall apply if the Agency shall determine on the basis of the Application before it that the Project is reasonably necessary to discourage the Project occupant from removing such other plant or facility to a location outside the state or is reasonably necessary to preserve the competitive position of the Project occupant in its respective industry.

- xvi. The Applicant confirms and acknowledges that the Owner, occupant, or operator receiving Financial Assistance for the proposed Project is in substantial compliance with applicable local, state and federal tax, worker protection and environmental laws, rules and regulations.
- xvii. The Applicant confirms and acknowledges that the submission of any knowingly false or knowingly misleading information may lead to the immediate termination of any Financial Assistance and the reimbursement of an amount equal to all or part of any tax exemption claimed by reason of the Agency's involvement the Project.
- xviii. The Applicant confirms and hereby acknowledges that as of the date of this Application, the Applicant is in substantial compliance with all provisions of Article 18-A of the New York General Municipal Law, including, but not limited to, the provision of Section 859-a and Section 862(1) of the New York General Municipal Law, in substantial compliance with all the requirements of Chapter 563 of the Laws of 2015 and subdivision (1) of section 862 of the General Municipal Law and certifies, under penalty of perjury, is in substantial compliance with all local, State and Federal tax, worker protection and environmental laws, rules and regulations.
- xix. The Applicant and the individual executing this Application on behalf of Applicant acknowledge that the Agency and its Counsel will rely on the representations and covenants made in this Application when acting hereon and hereby represents 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.

STATE OF _____)

COUNTY OF _____) ss.:

_____ (Name)

being first duly sworn, deposes and says:

1. That I am the _____ (Corporate Office) of _____ (Applicant) and that I am duly authorized on behalf of the Applicant to bind the Applicant.
2. That I have read the attached Application, I know the contents thereof, and that to the best of my knowledge and belief, this Application and the contents of this Application are true, accurate and complete.
3. The reason this verification is made by me and not by the Applicant is because the said Applicant is a corporation, partnership or limited liability company. The grounds of my belief relative to all matters in the said Application which are not stated upon my own personal knowledge are investigations which I have caused to be made concerning the subject matter of this Application as well as information acquired by me in the course of my duties as an officer of and from the books and papers of said corporation, partnership or limited liability company.

(Signature of Officer)

Subscribed and affirmed to me under penalties or perjury
this _____ (day) of _____ (month), _____ (year).

(Notary Public)

Attachments: SEQRA Documents: EAF and, if completed or in process, Municipal approval of:
 SEQRA proceedings
 Financial Statements (Proforma, Bank Statements, Costs, Financing)
 Feasibility study (Appraisal, Marketing Plan, Project Proforma) at Agency request Lessee Responses if applicable
 Map of Property
 Current Tax Bills
 Supporting Information for PILOT Type: None, A, B, C, and D

C. Certification

I certify that I have prepared the responses provided in the Application and Questionnaires.

I understand that the foregoing information and attached documentation will be relied upon, and constitute inducement for the Agency in providing financial assistance to the Project. I certify that I am familiar with the Project and am authorized by the Company to provide the foregoing information, and such information is true and complete to the best of my knowledge. I further agree that I will advise the Agency of any changes in such information, and will answer any further questions regarding the Project prior to the closing.

The submission of any knowingly false or knowingly misleading information may lead to the immediate termination of any financial assistance and the reimbursement of an amount equal to all or part of any tax exemptions claimed by reason of Agency or authority involvement in the Project as well as may lead to other possible enforcement actions.

I affirm **under penalty of perjury** that all statements made in this Application and Questionnaires are true, accurate and complete to the best of my knowledge.

IN WITNESS WHEREOF, the Applicant has duly executed the Application and Questionnaires this

_____ (day) of _____ (month), _____ (year).

Applicant Signature:

By: _____

Print Name: _____

Title: _____

Notary Public Signature:

EXHIBITS

| B. Agency Required Exhibits (ARE) | | |
|--|---|-------------|
| ARE Number | Exhibit Name | Page |
| I. A. (2) | Proof of Company Ownership | |
| I. B. (1) | Proof of Property Site Ownership, Contract of Sale, or Lending Commitment(s) | |
| I. B. (2) | Other Ownership Entity(ies) Information | |
| I. C. (3) | Historic District and Landmark Preservation Commission, Planning Board, Zoning Board of Appeals, Building Department, Phase I Environmental Determination and SEQRA Reports | |
| III. A. (1) | Map and/or Survey of Project Site | |
| III. A. (2) | Photos of Project Site and All Existing Structures and Features | |
| III. A. (3) | Tax Bills for All Existing Properties and Parcels Part of Project Site | |
| III. B. (1) | Site Configuration, Map, and Renderings of All Structures and Street Scenes for Finished Project | |
| III. B. (2) | Indoor Floor Plans and Outside Schematics Showing Use Type, Unit Rentable or Sellable Floor Area, Unit Non-Rentable or Sellable Floor Area, and Outdoor Schematics Showing Area Size and Placement of Outdoor Features and Structures | |
| III. B. (3-4) | Documentation of Approvals or Commitment for all Source of Funds | |
| III. B. (5) | Projection of Property Assessment and Annual Taxes for Finished Project from The City of Poughkeepsie Tax Assessor | |
| III. B. (6a) | Proforma Annual Financial Projections for Project Income, Cash Flow and Balance Sheet Over 15-Year Period | |
| III. B. (6b) | Independent Finished Project Property Market Value Appraisals from all Lenders | |
| IV. A. | Third-Party Market Analysis / Documentation Supporting Retail Questionnaire | |
| IV. B. B. 4 | Proof of Project Necessity to Prevent Occupant Leaving New York State | |

TABLE and INSERT all Agency Required Exhibits (as electronic or scanned electronic copies within this Application document file, not as separate physical paper attachments to the Application) and insert page numbers (in above tables) corresponding to each Exhibit.

C. Additional Applicant Exhibits (AAE)

Insert, number and reference in Application any Additional Exhibits with information, documentation, or explanations the Applicant deems useful and/or necessary for accuracy, clarity and/or completeness.

| AAE Number | Exhibit Name | Page |
|-------------------|---------------------|-------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |

TABLE and INSERT all Additional Exhibits (as electronic or scanned electronic copies within this Application document file, not as separate physical paper attachments to the Application) and insert page numbers (in above tables) corresponding to each Exhibit.

APPENDIX

Supporting Information for IDA Assistance Determination

A. City of Poughkeepsie, NY Industrial Development Agency Uniform Tax Exemption Policy (UTEP) Project Scoring Criteria

1. DIRECT PERMANENT FULL-TIME JOBS

- a. High (Over 40)
- b. Moderate (15 – 40)
- c. Low (5 – 14)

2. TARGET LOCATION

- a. Main Street Center *
- b. Primary Target Areas **
- c. All Other City Areas

3. PROJECT SQUARE FOOTAGE SIZE

- a. Large (Over 50,000)
- b. Medium (20,000 – 50,000)
- c. Small (5,000 – 19,999)

4. BUILDING DENSITY (Total Building SQF/Total Lot SQFT)

- a. High (Over 8)
- b. Medium (4.6 – 8)
- c. Low (2 – 4.5)

5. AVERAGE ANNUAL INCOME OF NEW PERMANENT JOBS CREATED ***

- a. High (Over \$75,000)
- b. Medium (\$50,000 – \$75,000)
- c. Low (\$32,000 – \$49,000)

6. COMMERCIAL-RESIDENTIAL BUILDING SQUARE FOOTAGE USAGE

- a. Industrial/Commercial (Over 75% Commercial)
- b. Mixed Use (25% – 75% Industrial/Commercial)
- c. Residential (Less Than 25% Industrial/Commercial)

7. BUILDING SITE CONDITION

- a. Brownfield with Complications
- b. Abandoned or Blighted Building(s)
- c. Undeveloped Open Vacant Land or Infill

8. HOUSING AFFORDABILITY ****

- a. High (Over 60% Affordable Units)
- b. Moderate (35% – 60% Affordable Units)
- c. Low (20% – 34% Affordable Units)

9. EXISTING STRUCTURE PRESERVATION

- a. Adaptive Reuse
- b. Historic Restoration
- c. All Other Structures

* *Main Street Center = Main Street Between Market Street and Grand Avenue*

** *Primary Target Areas Include:*

- *City Core = Area Between Eastbound Arterial and Westbound Arterial Bordered by Western Arterial and Grand Street, Excluding Main Street Between Market Street and Grand Avenue*
- *Industrial Zone = Smith Street from Mansion to Salt Point Turnpike; All of Cottage Street; All of Oakley Street; All of Pershing Avenue*
- *Walkway Area = Washington Street Between Brookside Avenue and Taylor Avenue; Parker Avenue Between Washington Street and Clinton Street*

*** *Annual Income Minimum = State Minimum Wage at 40 Hours Per Week*

**** *Affordable Housing = US Federal Department of Housing and Urban Development Definition of Housing Affordability – Defined as 30% of Area Medium Income.*

**B. City of Poughkeepsie, NY Industrial Development Agency
 UTEP Payment In Lieu of Taxes (PILOT) Tax Exemption Schedules**

**City of Poughkeepsie, NY
 IDA Real Property Tax UTEP Schedules for
 Percent Tax Exemption of Annual Incremental Tax Increase Amount for
 Completed Improved Property**

| Standard UTEP Tax Exemption Schedule Eligibility | |
|--|------------------------------------|
| Tax Exemption Schedules* | Corresponding Project Score Ranges |
| D | 100—85 |
| C | 84—65 |
| B | 64—45 |
| A | 44—35 |
| None | 34—0 |

| Standard UTEP Tax Exemption Schedules for Annual Exemptions (%) on Incremental New Taxes | | | | | |
|--|----|-----|----|----|------|
| Year | D | C | B | A | None |
| 1 | 95 | 100 | 70 | 20 | 0 |
| 2 | 90 | 100 | 60 | 20 | 0 |
| 3 | 85 | 85 | 50 | 20 | 0 |
| 4 | 80 | 75 | 40 | 20 | 0 |
| 5 | 75 | 65 | 30 | 20 | 0 |
| 6 | 70 | 55 | 10 | 0 | 0 |
| 7 | 65 | 45 | 10 | 0 | 0 |
| 8 | 60 | 35 | 10 | 0 | 0 |
| 9 | 55 | 25 | 10 | 0 | 0 |
| 10 | 50 | 15 | 10 | 0 | 0 |
| 11 | 45 | 0 | 0 | 0 | 0 |
| 12 | 40 | 0 | 0 | 0 | 0 |
| 13 | 35 | 0 | 0 | 0 | 0 |
| 14 | 30 | 0 | 0 | 0 | 0 |
| 15 | 25 | 0 | 0 | 0 | 0 |
| 16 | 0 | 0 | 0 | 0 | 0 |
| 17 | 0 | 0 | 0 | 0 | 0 |
| 18 | 0 | 0 | 0 | 0 | 0 |
| 19 | 0 | 0 | 0 | 0 | 0 |
| 20 | 0 | 0 | 0 | 0 | 0 |

* *Note: The Agency retains the right, in its sole discretion, to determine and provide Assistance that deviates from the Agency's Standard PILOT in terms, amount, duration, and timing.*