

**North Country Regional Economic Development Council
Request for Priority Project Nomination
2012 Regional Council Plan**

Overview

The North Country Regional Economic Development Council put great importance on its general understanding of the terms “transformative and transformational”.

While specific project sponsors may see the projects they champion as being “transformative” or “transformational”, for the purposes of the North Country Regional Economic Development Council’s *Five Year Strategic Plan* as it relates to the priority project selection criteria the following guidance is provided and this will be the first requirement for consideration of a project as one of our priority projects.

Transformative and Transformational Projects shall exhibit a majority of the following attributes:

- The project will unlock barriers to economic progress ;
- The project capitalizes on a unique regional asset(s) ;
- The project can demonstrate a positive regional impact ;
- If a project is a pilot, the project must be able to demonstrate that it can be replicated and is scalable for potential regional results , and
- The projects represents an innovative solution
- Projects that demonstrate a multi-country or regional impact shall be most highly valued.

Any project selected by NCREDC as a priority project and expecting funding from NYS in 2012 must also complete a Consolidated Funding Application (CFA). Please refer to the CFA homepage at <https://apps.cio.ny.gov/apps/cfa> for more information. The website will explain the CFA process and timeline, provide information on the various CFA programs, provide questions & answers on CFA programs and process, and offer dates for CFA training throughout NYS.

Priority Project Form Overview

- I. **Company/Organization Information:** In this section, please supply background information on your company/organization. If there are more than one legal entity involved in the project or if the company/organization has multiple locations and/or products, please provide a clear explanation of the roles and responsibilities of the various entities in relation to the project including exactly what activities will occur at the North Country project location.

- II. **Project Location:** Use this section to describe the North Country location for the project. Provide the exact building or site address if available. If the project is at a Greenfield site or industrial park that does not yet have a street address, please provide the name of the industrial park or description of the site location. If there are multiple sites under

consideration and/or a final decision has not yet been made, provide as much information as possible on the various options and the factors that will be considered in the selection process, including the timeframe for a site location decision.

- III. **Project Information:** Please describe the project, including a **brief** overview of the specific activities the company is planning to undertake that will directly result in job creation or retention in the North Country Region over a one to five year time period. Also describe what issues and/or events are driving this project and what benefits will result. Project readiness should be indicated. Training project descriptions must include a minimum; a project budget, training schedule, nature of the training to be undertaken, and number of employees to be trained.

- IV. **Project Finances:** Each agency will have different rules concerning eligible expenses for the project and for reimbursement. Applicants need to consult with agencies and review what are eligible expenses and under what timeframe the eligibility covers for your project. For instance, if a project begins incurring expenses in December and the contracts are not issued until the next February, costs incurred prior to the date of your acceptance may not be considered eligible for reimbursement.

- V. **Strategic Plan Implementation:** Explain how the project advances the Regional Plan, has significant community and stakeholder support, how the project supports sustainability, what is the project's environmental impact and how the project support principles of smart growth.

- VI. **Project Affirmation:** Please sign and date the **Worksheet** where indicated.

Project Name: _____

I. Company/Organization Information:

Company/Organization Name: _____

Contact Name: _____

Contact Title: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Tel: _____ Fax: _____

Email: _____

Name & Location of Company if different from above:

Year Company or Organization was established: _____

Type of Business (Corp, LLC, Partnership, Etc.): _____

Publicly Traded: Yes No **Privately Held:** Yes No

Ownership Structure:

Please describe the company/organization's ownership structure. If the company is a parent, subsidiary and/or affiliate of another company, please provide a description. If available, please include an organization chart.

Product(s) or Service(s) at project location: _____

Company/Organization's Employment Figures: _____

Worldwide

NYS*: _____

North Country: _____

*If more than one NYS facility, please attach a list showing each location, facility address, number of full-time or full-time equivalent employees. Total should equal above NYS figure.

Major Customers: _____

Primary Market Served: _____

**Company's Annual Sales
Or Organization's Net**

Worth: _____
What share of the company's product or service is sold within NYS? _____ %

Major Competitors & Locations: _____

II. Project Location*:

Project Site Address: _____

Municipality & County: _____

III. Project Information:

Please describe the project. (See Instructions)

Estimated project commencement date (start of construct or other project activity):

Statement of Need: This section should clearly state why the North Country Regional Economic Development Council is being asked to consider this as one of its priority projects and endorse requests for financial support for NYS for this project. Also, present a **compelling argument** why that assistance is necessary to encourage the company to undertake this project.

(Attach additional sheets if necessary)

Estimated project completion date (date of occupancy or when project is ready for use, completion of training, etc): _____

Existing year round full-time jobs at the project site: _____
Existing full –time contract jobs at the project site: _____

New Year full-time jobs created by the project: _____ over _____ years
New full –time contract jobs created by project: _____ over _____ years

Retained* year round full-time jobs resulting from project: _____ over _____ years
Retained* full-time contract jobs resulting from project: _____ over _____ years
If contract period is less than 1 year, average length of contract is _____ months
**Jobs that are at risk of relocating out of New York State.*

Average Annual Wage at Project Site (excluding bonus & benefits)

New Job Annual Avg. Wage/Salary: Permanent \$ _____ Contract \$ _____
Retained Job Annual Avg. Wage/Salary: Permanent \$ _____ Contract \$ _____
**Total Annual Payroll at
Project facility:** _____

NY State Residency of Project Employment: _____ %

Workforce knowledge, skills, and capacity building > Please show how the project will achieve one or all points below, if at all.

Project will lead to improved job skills and/or career enhancing opportunities to new or existing employees.

Project provides on-the-job-training or specialized training opportunities to new or existing employees.

Project supports region’s educational institutions in building programs and enrollment and/or requires significant investment in education programs.

Project supports higher education research and use of regional R&D resources and/or will provide the opportunity for start-up ventures to help support its plan.

Project supports entrepreneurial activity.

Project Site

Size of Existing Facility: _____ SF

New Facility Construction: _____ SF

Space Renovated: _____ SF

Use of Facility: _____

Expanded Facility Construction: _____ SF

PROJECT READINESS

Permits and Approvals (pick one)

Project sponsor has site control and has secured all necessary permits and approvals.

Project sponsor has the capacity to obtain all necessary permits and approvals.

Project sponsor does **not** have site control and has not started permitting or approval process

IV. Eligible Expenses:

Project Budget: If these budget categories do not fit your project insert categories that do fit your project parameters.

Project Item	Total Cost	Source of Funds-please indicate if these are public or private funds & commitment letters or term sheets if available
Real estate Purchase*		
Construction Costs: <ul style="list-style-type: none"> • New site prep • New construction • Renovation • Utilities & Infrastructure • Telecom • Renovations/leasehold improvements • Transportation access • Other(specify) • Other _____ • Other _____ • Other _____ • Other _____ 		
Machinery and Equipment (attach M&E purchase list-new or used equipment is eligible)		
Training		
Soft Costs (specify) design and engineering, legal, construction management, etc.		
Other (specify) including relocation and moving expenses.		
Total		

List any New York State, Local or Federal Government or Public Authority assistance that will be provided if this project will be located in New York State.

Assistance Type	Amount	Source (municipality)	Schedule of Benefits
Sales Tax Exemption	\$		
Property Tax Abatement (indicated total & annual savings)	\$		
Energy Cost Savings	\$		
Mortgage Recording Tax Waiver	\$		
Grants or loans	\$		

Is the company currently subject to any job creation employment level obligations, capital investments or other commitments resulting from *previous* public (state, local or federal) funding?

- YES NO

If yes, indicate source of the funds, amount of loan or grant, date disbursed, any capital investment requirements, and job retention or creation commitment using the following charts and attaching additional sheets as necessary.

Previous NYS Assistance Received by the Company

Project #	Type of Assistance (purpose or use of funds)	Amount	Status (pending, approved, disbursed, terminated)

V. REGIONAL PLAN IMPLEMENTATION, please describe how:

- How does the Project advance the Vision described by the Strategic Plan?
- What Regional Plan Strategy(s) does the project address?
- What Regional benefit does the project advance?
- What is the project outcome?

Is there significant community and stakeholder support for the Project? Please attach letters of support and explain how.

- The Project is supported by a local, county, or regional government and/or is a project reflected in an approved local or regional plan and/or project is part of a multi-jurisdictional/regional effort.
- The Project falls into one of the regions strategic clusters as defined by the strategic plan and/or builds on or taps into the region's connection with Canada.

SUSTAINABILITY, ENVIRONMENTAL IMPACT & INFRASTRUCTURE

___ Project is located in a distressed area as defined by the Census and/or HUB Zone as defined by SBA

___ Project is located in the Adirondack Park and is consistent with the Adirondack Land Use and Dev. Plan.

___ Project protects or enhances environmentally significant areas or is located in a designated growth area.

___ Project uses Low Impact Development, Conservation Subdivision and/or innovative water supply/wastewater treatment/storm water treatment practices.

___ Project is more than 1,000 feet from any environmentally sensitive area.

___ Project utilizes green energy or energy efficient technologies.

___ Project promotes the use of technology in economic development, including but not limited to, access to high-speed telecommunications.

VI. AFFIRMATIONS:

I affirm that I have reviewed the information provided by Company, Organization or its third-party consultants in this Request for Priority Project Status from the North Country Regional Economic Development Council and hereby represent that such information is true and complete in all material respects.

Official's signature

And date: _____

Print Name: _____

Title: _____

Definitions:

In the jobs and employment section, please note the definitions to be used when completing this section:

Full-time Year Round Employee is a full-time permanent, private sector employee on the grantor's payroll and who works at the project location for a minimum of 35 hours per week for not less than 4 consecutive weeks and who is entitled to receive the usual and customary fringe benefits extended by the grantee to other employees of comparable rank and duties. Full-time equivalency will not be considered.

Full-time Contract Employee is a full-time private sector employee (or self-employed person) who works for the grantee for a minimum of 35 hours per week for not less than 4 consecutive weeks. The position held by a Full-time Contract Employee is a year round position.

Retained Jobs are defined as those at risk of being lost or moved out of the state should the Project not proceed. In the above section, please report only those retained jobs that are truly at risk and the time period over which these jobs would be lost without NYS assistance.

Project Budget you will provide will be used to determine whether this project can be considered as a priority project of the North Country Regional Development Council.

Consolidated Funding Application (CFA): Projects may involve the construction, renovation or improvement of real property, acquisition of machinery and equipment, employee training, upgrading of operations, and other activities. Please refer to the 2012 CFA RESOURCES AVAILABLE for details on the program requirements for various CFA programs. The CFA Application Manual as well as additional CFA related documents can be found on the CFA home page at <https://apps.cio.ny.gov/apps/cfa/>

Equity: Please note that some agencies will require contribution of at least **10%** of the total project cost in the form of equity contributed after the company's written acceptance of our offer. Please refer to the CFA home page at <https://apps.cio.ny.gov/apps/cfa> for more information on this requirement.

Fees: The Consolidated Funding application represents programs from various agencies. Some agencies require applicants to pay commitment and/or other fees. Applicants need to review the program materials for the individual agencies to be aware of the potential fees they will be expected to pay on a project that is awarded funding through this Consolidated Funding Application Process. Please refer to the CFA home page at <https://apps.cio.ny.gov/apps/cfa/> for more information.

NYS Smart Growth, Public Infrastructure Policy Act Standard

- Project utilizes, maintains or improves existing infrastructure
- Project is located in a municipal center
- Project is located in a developed area or an area designated for concentrated infill development in a municipally approved comprehensive land use plan, local waterfront revitalization plan and/or Brownfield opportunity plan
- Project protects, preserves and enhances NYS resources, including agricultural lands, forest, surface and groundwater, air quality, recreation and open space, scenic areas, and significant historic and archeological resources
- Project fosters mixed land uses and compact development revitalization, Brownfield redevelopment, the enhancement of beauty in public spaces, the diversity of housing in proximity to places of employment, recreation and commercial development and the integration of all income and age group
- Project provides mobility through transportation choices including public transportation and reduced automobile dependency
- Project involves participation in community-based planning and collaboration
- Project ensures predictability and land uses codes
- Project promotes sustainability by strengthening existing and creating new communities which reduce greenhouse gas emissions and do not compromise the need of future generations, by among other means encouraging broad based public involvement in developing and implementing a community plan and ensuring the governance structure is adequate to sustain its implementation