Applicant Name	

APPLICATION FORM

Southern Tier Regional Infrastructure Fund for Shovel Ready Sites 2013

Southern Tier Region

Economic Development Corporation

SOUTHERN TIER REGIONAL INFRASTRUCTURE FUND
FOR SHOVEL READY SITES
2013

LOAN APPLICATION

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Exhibit A. LIST OF APPROVED APPRAISERS

Part A: Application Checklist and Certification

Applicants will submit an application and required documentation according to the following checklist. Include this completed checklist and signed Certification as the first two pages of the application.

Form/Map/Documentation	Yes	N/A
1. Completed Application Form and $250 Application Fee payable to Southern Tier Region Economic Development Corporation. * Place application fee in an envelope and insert inside front pocket of the *"Original"* application binder.	☐	☐
2. Certification signed by applicant official	☐	☐
3. Resolution from governing board of applicant agency authorizing submission of application (include as ***Attachment A. Resolutions***)	☐	☐
4. Resolution of support from local municipality (if not applicant) (include as ***Attachment A. Resolutions***)	☐	☐
5. Detailed description of the project (include as ***Attachment B. Project Description***)	☐	☐
6. Evidence of property ownership or pending acquisition (include as ***Attachment C. Property Ownership***)	☐	☐
7. Current appraisal of property conducted by a qualified appraisal firm (include as ***Attachment D. Appraisal***) See Exhibit A. List Approved Appraisers	☐	☐
8. Documentation of financing from all sources (i.e., commitment letter, contract with government agency, resolution from municipality) (include as ***Attachment E. Financing Commitments***)	☐	☐
9. Evidence of cash equity commitments by applicant (include as ***Attachment F. Cash Equity Commitments***)	☐	☐
10. Documentation of compliance with zoning and other applicable ordinances, or status of zoning process (include as ***Attachment G. Compliance with Zoning***)	☐	☐
11. Preliminary bids or cost estimates from a qualified architect, engineer and/or contractor for all construction and equipment (include as ***Attachment H. Cost Estimate***)	☐	☐
12. Written commitment from prospective business tenants (include as ***Attachment I. Tenant Commitments***)	☐	☐
13. Market study documenting clear and substantial demand (include as ***Attachment J. Market Study***)	☐	☐
14. Project Timeline (include as ***Attachment K. Project Timeline***)	☐	☐
15. Documentation of environmental approvals received, or letters of status (SHPO, NYSDEC, Army Corp etc.) (include as ***Attachment L. Environmental Reviews and Permit Approvals***)	☐	☐
16. Narrative description of the project's impact (include as ***Attachment M. Project Impact***)	☐	☐
17. NYS Shovel Ready Self-Evaluation Checklist form (include ***as Attachment N. Self-Evaluation Checklist***) Go to the following website to download the Checklist form: http://www.esd.ny.gov/BusinessPrograms/Data/BuildNow/Applications.htm	☐	☐

18. NYS Shovel Ready Certification Application form (include as ***Attachment O. Shovel Ready Certification Application***) Go to the following website to download the application form: http://www.esd.ny.gov/BusinessPrograms/Data/BuildNow/Applications.htm It is understood that the applicant may not be able to complete all of the information requested in the NYS Shovel Ready Certification Application form; **however**, the applicant is required to complete each section of the form and may respond with information about the current status or proposed activity that will successfully meet the requirements.	☐	☐
19. Attach all of the following documents that are currently available and include them as ***Attachment P. Additional Documentation***. Note that these same documents are required for the NYS Shovel Ready Certification Application, so duplication is not necessary. • Conceptual site plan • Site Survey • Soils Survey Map • Large scale boundary survey map • NY State road map with site location marked. Indicate 30-, 60- and 90-mile radii circles around site • County highway map with site outlined • USGS Quad Map with site outlined • FEMA Flood Plain Map with boundaries of proposed site shown • Aerial photograph if proposed site boundary, and major highways, interstate, surrounding land usage/business, etc. • Topographic map of site • Site map showing existing roads (by name, access points, and traffic lights • Site transportation infrastructure map with existing and proposed ingress/egress routes for both truck and passenger vehicle traffic into site • Map showing existing and proposed rail lines serviceable to site • Map showing existing and proposed location of each utility line servicing the site • Traffic impact study • Description and letter indicating degree of commitment of any proposed transportation/access improvements or required right-of-way • Special district approval (Agriculture District, etc.) • List of existing property owners of the site • List of surrounding/adjacent property owners, including section, block and lot information • Executive Summary of Phase 1 Assessment • Executive Summary of Phase II Assessment • Zoning designation required	☐	☐

Certification: The undersigned solemnly affirms that to the best of my knowledge, information and belief, the application is complete and that all statements, including all schedules, attachments and additional information submitted in connection herewith, are true and accurate. I hereby authorize the Southern Tier Region Economic Development Corporation and Empire State Development Corporation to order credit reports or other financial background information on the applicant, and any individual or entity proposed as a guarantor, as may be necessary to provide the assistance requested.

Official Signature			
Type Name			
Title		Date	

Part B: Applicant Information

Applicant Legal Name:

Street Address:

City: County: State: NY Zip Code:

Contact Person: Title:

Phone: E-mail:

Type of agency: ☐ Municipality ☐ Municipal Authority ☐ Economic Development Organization

☐ Public Development Authority ☐ Redevelopment Authority

☐ Industrial Development Agency ☐ Chamber of Commerce

☐ Local Development Corporation ☐ Other:

NYS Unemployment Insurance Tax #:

Part C: Project Information

Project Name

Project Name:

Project Location: Municipality: County:

Address:

Is at least 50% of the project located within a Brownfield Opportunity Area? Yes ☐ No ☐

Developer Entity (Provide the following information if a developer entity is other than the applicant.)

Type of Entity: Individual ☐ Non-profit Organization ☐ Private Business ☐ Other ☐

Developer Legal Name:

Address: City: State: Zip Code:

Contact Person: Title:

Phone: E-mail:

Loan Fund Request

Total Project Cost	$
Total **Southern Tier Regional Infrastructure Fund** Loan Request	$

Note: The maximum amount of a loan is 80% of the total project cost. The applicant must demonstrate evidence of its 20% equity.

Did the applicant receive funding under the CFA process in 2011-12 for this or any portion of the proposed project?	Yes No
If YES, provide the amount and explain why funding through the Southern Tier Regional Infrastructure Fund for Shovel Ready Sites is being requested.	

Project Narrative

Prepare a project narrative that provides the following information. Include with the application materials as **Attachment B. Project Description.**

Description of Project: Describe the site location, the type of project and the proposed project activities that will position the site for Shovel Ready Certification and Promotion through Build Now-NY. This narrative should be based on the deficiencies identified by completing the Empire State Development Corporation (ESDC) Shovel Ready Certification and Shovel Ready Self Evaluation Checklist. Note that both of these documents must be attached to this application at the time of submission.

Development Entity: Describe the role of any development entity that is not the applicant.

Infrastructure Development: Describe how the proposed loan activities will complement existing infrastructure and/or other facilities in or adjacent to the site, and will respond to clear and substantial demand based on move-in tenants and/or the project's current market analysis study. Also describe how the project will follow green development practices if applicable.

Leveraging Resources: Attach a narrative stating how the project will leverage other resources such as federal grants, and investments by municipalities, economic development agencies, and private sector.

Brownfields and Un/underutilized Properties: Identify and describe if the site is a greenfield, an existing building, in-fill , a former brownfield, or an un/underutilized property.

Property Ownership: If applicant does not own the property at the time of application, describe the current status and plan for final acquisition.

Project Timeline: Provide a detailed project timeline.

Expected Outcomes: Describe the measurable project outcomes and why funding is necessary.

Part D: Project Financing

Financing Sources

Provide the following information for all state and federal funding applied for or received for this project.

NYS or Federal Agency and Program Name	Amount of Funds	Status of Application	Status of Funds		
			Received	Committed	Requested
	$				
	$				
	$				
	$				
	$				

Provide the following information for all local public, private and not-for-profit funding applied for or received for this project.

Source	Amount of Funds	Status of Application	Status of Funds		
			Received	Committed	Requested
	$				
	$				
	$				
	$				
	$				

Financing: Sources and Uses

	Sources of Funding					
Use of Funds	**ST Infrastructure Fund for Shovel Ready Sites Loan**	**Federal Grants**	**Agency Cash**	**Private Investment**	**In-kind Property Value** (based on appraisal)	**Total**
Environmental remediation	$	$	$	$	$	$
Demolition	$	$	$	$	$	$
Infrastructure (water, sewer, stormwater, utilities, telecommunications)	$	$	$	$	$	$
Access roads or other necessary on-site and off-site transportation improvements, including rail	$	$	$	$	$	$
Other	$	$	$	$	$	$
Total	$	$	$	$	$	$

Note: The Southern Tier Shovel Ready Site Loan may not exceed 80% of the total project cost.

Describe Other as Necessary:

Sources of Cash and In-kind Contribution

Describe the source and type of all private investments.

Describe all sources and types of agency cash, including bank financing.

Describe the property being used as an in-kind contribution.

Part E: Project Readiness

Has the applicant and/or developer entity ever been or is currently delinquent under the terms of any agreements with Empire State Development Corporation?	Yes ☐ No ☐
If YES, explain circumstances.	

Documentation of Project Readiness

Provide evidence of property ownership or control.	Included as Attachment C. ☐
An appraisal of the property(s)has been completed.	Included as Attachment D. ☐
Has the Project Development Plan been analyzed by a financial institution? The Plan should be analyzed by any participating financial institutions.	Yes ☐ No ☐
Financial participation by sources other than the applicant's cash equity in the project must be demonstrated with letters of commitment and/or resolutions for all sources, including banks and other financing institutions, federal and state agencies, municipalities, economic development agencies, private sources, etc. Note: If the cash match includes bank financing, then original signature written commitments from all financing institutions must be in included in the application packet. ***A letter of interest does not constitute a firm commitment for financing or property acquisition.*** The written commitment may be contingent upon an applicant receiving a program award.	Included as Attachment E. ☐ Not Applicable ☐
Documentation for the applicant's cash equity commitments.	Included as Attachment F. ☐ Not Applicable ☐
Letter from the Local Planning/Zoning official stating that the project is in compliance with local zoning and other applicable ordinances. If rezoning is required, include statement of the procedures and timeline required.	Attachment G. ☐

Third party estimates for construction and equipment project costs.	Included as Attachment H. ☐
Written commitments from prospective business tenants.	Included as Attachment I. ☐
Market study documenting clear and substantial demand.	Included as Attachment J. ☐
A detailed project timeline and supporting narrative describing the proposed project activities, target date for submission of final application for Shovel Ready Certification, and sale or lease of parcels.	Included as Attachment K. ☐

Environmental Reviews

1. Does the project require any environmental reviews or approvals such as SHPO and SEQRA? If so, describe required approval(s) and current status.

Permits and Approvals

List all State, Federal and local permits/approvals that are required for the project and their status.		
Agency Name	**Permit Name**	**Status**

Include documentation of status or approvals as ***Attachment L. Environmental Reviews and Permit Approvals***.

Part F: Project Impact

Attach a narrative include as ***Attachment M. Project Impact***. Include the following type of information.

- Development of un/underutilized property
- Energy efficiencies
- Leveraging resources (other than cash). Example: existing building/equipment, collaboration with colleges and universities, etc.)
- Estimated number of construction jobs created by this project
- Plan to promote the site to prospective tenants
- Expected results and measurable return on investment based on recommendations contained in the market feasibility studies, tenant commitments, etc.
    - Number of business tenants (move-in commitments and demand based on market research)
    - Description of number and type of jobs to be created/retained. Include timeline.
    - Increase in property taxes
    - Other measurable results

Job Impact: Indicate the number of full time or full time equivalents to be created or retained by this project. Please differentiate "new" versus "retained" jobs.

				FTE's	FTE's	FTE's	FTE's	FTE's	FTE's
Job Title	**# New**	**# Retained**	**Pay Range**	**In 1 Year**	**In 2 Years**	**In 3 Years**	**In 4 Years**	**In 5 Years**	**Total**
			$						
			$						
			$						
			$						
			$						
			$						
			$						
			$						
			$						
			$						
			$						

Exhibit A – LIST OF APPROVED APPRAISERS

	Contract Number	Selected Firm	NYSDOT Region
/	C030719	Alvey & Dimura, Inc.	1
2	C030720	Barnett Appraisal Services, Inc,	10
3	C03072/	Bauer Appraisai Group, Inc.	1
4	C030722	Beckmann Appraisals, Inc.	8
5	C030723	Berger & Associates Appraisers, LIC	10
6 _	C030724	Blake & laccio, LLC	11
7	C030725	BSG Inc.	10
8	C030726	Congdon & Co.	1,2,3A5,6,7,8,9
9	C030727	Conti Appraisal & Consulting, LLC	1 (WBE)
10	C030728	Edmunds Enterprises	4,5,5
11	C030729	Emminger, Hyatt, Pigeon & Magyar, Inc.	2,3,4,5,6,7,9
12	C030730	Farm Credit of Western New York, ACA -	3
13	0030731	Given Associates, LLC	10, 11
14	C030732 –	Hubbell Realty Services, Inc.	8
15	C030733	Hudson Vailey Appraisal Corp,	8
16	C030734	Jerome Halms Realty, Inc.	11
17	C030735	John S. Goess Realty Appraisal, Inc.	10
18	C030736	L. B. Berdan & Co., Inc.	2,9
19	C030737	Lawrence Indimine Consulting Corp	10
20	C030738	Michael Haberman Associates, inc.	10
21	C030739	Nico Valuation Services, Ltd.	10,11
22	C030740	Patio Appraisal Services, Inc.	10 (MBE)
23	C030741	Pomeroy Appraisal Associates Inc.	3,7
24	C030742	Robert W. Jones and Associates, Inc.	11 (MBE)
25	C030743	Snowdon Valuation •	1
26	C030744	Standard Valuation Services	10
27	0030745	Klauk, Lloyd & Wilhelm, Inc. The LKW Group)	2,3,4,5,6,7,9
28	C030746	The Weitzman Group, Inc.	8 (WBE)
29	C030747	Thurston, Casale & Ryan, LLC	2,3,4,5,6,7,9
30	C030748	Wicker Appraisal Associates, Inc	3

NYSDOT

September 18, 2009