

THE AGENCY

BROOME COUNTY IDA / LDC

SMALL BUSINESS INCENTIVE PROGRAM APPLICATION

The Small Business Incentive Program can provide eligible applicants the following: an eight percent (8%) NYS sales tax exemption on all construction materials, machinery & equipment and FF&E.

Applicants seeking assistance must complete this application and provide additional documentation if required. A **non-refundable** application fee of \$250.00 must be included with this application. Make check payable to The Agency Broome County IDA.

The Applicant requesting a sales tax exemption from the Agency/IDA must include in the application a realistic estimate of the value of the savings anticipated to be received. As per NYS 2013 Budget Law and the regulations expected to be enacted thereunder are expected to require that the Agency/IDA recapture any benefit that exceeds the amount listed in the application.

Please answer all questions. Use "None" or "Not Applicable" where necessary.

APPLICANT

Name PM Property Matters LLC
Address 115 E. State Street
City/State/Zip Ithaca, NY, 14850
Tax ID No. 26-1259690
Contact Name Andrew J. Pragacz
Title Operations Manager
Telephone 651-747-6316
E-Mail andy@pmpress.org

Owners of 20% or more of Applicant Company

Name	%	Corporate Title
<u>Ramsey Kanaan</u>	<u>50</u>	<u>Co-owner</u>
<u>Craig O'Hara</u>	<u>50</u>	<u>Co-owner</u>
_____	_____	_____
_____	_____	_____

Benefit Requested

Sales Tax Exemption

Description of project (check all that apply)

New Construction

Existing Facility

Acquisition

Expansion

Renovation/Modernization

Acquisition of machinery/equipment

Other (specify) _____



GENERAL DESCRIPTION OF THE PROJECT
(Attached additional sheets as necessary)

See attached narrative

TAX MAP ID NUMBER: 143.67-2-21



PROJECT TIMELINE

Decemeber 2021

Start Date

Decemeber 2022

End Date

21 Emma St. Binghamton NY

Project Address

Contractor(s) *please refer to required Local Labor Policy

State Environmental Quality Review (SEQR) Act Compliance

The Agency, in granting assistance to the Applicant, is required to comply with the New York State Environmental Quality Review Act (SEQR). This is applicable to projects that require the state or local municipality to issue a discretionary permit, license or other type of Approval for that project.

Does the proposed project require discretionary permit, license or other type of approval by the state or local municipality?

YES – Include a copy of any SEQR or other documents related to this project including Environmental Asscssment Form, Final Determination, Local Municipality Negative Declaration.

NO



LOCAL LABOR POLICY

It is the goal of the The Agency to maximize the use of local labor for each project that receives benefits from The Agency. This policy applies to general contractors, subcontractors, trade professionals, and their employees. The Agency's Local Labor Area consists of the following New York State counties: Broome, Chemung, Chenango, Cortland, Delaware, Otsego, Schuyler, Steuben, Tioga and Tompkins.

APPLICANT PROJECT COSTS

- A. Estimate the costs necessary for the construction, acquisition, rehabilitation, improvement and/or equipping of the project by the APPLICANT.

Building Construction or Renovation

- a. MATERIALS a. \$ 5,000
 b. LABOR b. \$ 5,000

Site Work

- c. MATERIALS c. \$ 107,000
 d. LABOR d. \$ 182,000
 e. Non-Manufacturing Equipment e. \$ 29,500
 f. Furniture and Fixtures f. \$ 30,000
 g. LAND and/or BUILDING Purchase g. \$ 490,000
 h. Soft Costs (Legal, Architect, Engineering) h. \$ 20,000
 Other (specify) i. shipping i. \$ 50,000
 j. _____ j. \$ 26,000
 k. _____ k. \$ _____

TOTAL PROJECT COSTS \$ 944,500

- B. Sources of Funds for Project Costs.

- a. Bank Financing a. \$ 264,600
 b. Public Sources b. \$ 176,000

Identify each state and federal grant/credit

_____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

c. Equity \$ 503,900

TOTAL SOURCES \$ 944,500

- C. Has the applicant made any arrangements for the financing of this project?

Yes No

If so, please specify bank, underwriter, etc.

60% of the mortgage is carried by Elmira Savings

The remaining 40% is carried by BFA, a New York State Development Corporation

PM is putting 10% down. The rest of the project is self-financed

VALUE OF INCENTIVES

A. Sales Tax Exemption Benefit

Estimated value of goods that will be exempt from New York State and local sales tax (materials, non-manufacturing equipment, furniture and fixtures - **line a,c,e,f from Project Costs**) \$ 171,500

Estimated value of New York State and local sales tax exemption (8% of value of eligible goods) \$ 13,720

Estimated duration of sales tax exemption (The sales tax letter shall be valid for a period of twelve (12) months.) 12 months

PROJECTED EMPLOYMENT

Will this investment result in the creation of new jobs? If so, how many? 3 FTE

Current number of full time employees: 10 FTE

Estimated annual salary range of jobs to be created:

Annual Salary range from: 40,000 to 50,000

Estimated annual salary range of current jobs:

Annual Salary range from: 40,000 to 50,000

****Upon approval of this application, the business agrees to provide FTE and all construction job information, along with its NYS 45 in all years that a sales tax benefit is claimed.***

APPLICATION & ADMINISTRATIVE FEES

A. Application Fee:

A non-refundable application fee of \$250.00 shall be charged to each applicant and accompany the completed application.

\$ 250.00

B. Administrative Fee:

A non-refundable administrative fee is due and payable prior to the issuance of a Sales Tax Letter. The administrative fee is based on the size and scope of the project, and is determined on a case by case basis.

\$ 500.00

TOTAL TAX EXEMPTION FEES

\$ 750.00

This Application, including without limitation, information regarding the amount of New York State and local sales and use tax exemption benefits, is true, accurate and complete.

The Agency reserves the right to terminate, modify, or recapture Agency benefits if :

- (i) an applicant or its sub-agency (if any) authorized to make purchases for the benefit of the project is not entitled to the sales and use tax exemption benefits;*
- (ii) sales and use tax exemption benefits are in excess of the amounts authorized by the Agency to be taken by the applicant or its sub-agents;*
- (iii) sales and use tax exemption benefits are for property or services not authorized by the Agency as part of the project;*
- (iv) the applicant has made material, false, or misleading statements in its application for financial assistance;*
- (v) the applicant has committed a material violation of the terms and conditions of a Project Agreement.*
- (vi) As of the date of the Application this project is in substantial compliance with all provisions of GML Article 18-A, including but not limited to, the provisions of GML Section 859-a and GML Section 862(1) (the anti-raid provision) and if the project involves the removal or abandonment of a facility or plant within the state, notification by the IDA to the chief executive officer or officers of the municipality or municipalities in which the facility or plant was located.*

APPLICANT COMPANY

Andrew J Prayac
CAAF op. Manager 12.6.2021
 Signature Title Date

Sworn to before me this

6 day of Dec, 2021.

[Signature]

(Notary Public)
 LILLIAN L. LEVY
 Notary Public, State of New York
 No. 02114802893
 Residing in Broome County
 My Commission Expires November 30, 2025

LABOR POLICY

Local General Contractor, Subcontractor, Trades and Labor Policy

It is the goal of the The Agency/**IDA** to maximize the use of local labor for each project that receives benefits from the Agency/**IDA**. This policy applies to general contractors, subcontractors, trade professionals, and their employees. The Agency/**IDA**'s Local Labor Area consists of the following New York State counties: Broome, Chemung, Chenango, Cortland, Delaware, Otsego, Schuyler, Steuben, Tioga and Tompkins.

Every applicant is obligated to provide written proof and data (see attached ... forms) to the Agency/**IDA** as to the physical location of all the contractors who worked on the project.

The Agency/**IDA** will review the data provided and determine, on a case-by-case basis and in a fully-transparent manner, whether the Applicant has substantially conformed to the policy.

An Applicant **will not be deficient** if the proposed project requires specifically skilled labor that is unavailable in the Local Labor Area.

An Applicant **will not be deficient** if the proposed project utilizes parts and supplies assembled elsewhere because no such assembly is available in the Local Labor Area.

An Applicant **will be held non-compliant** with the Labor Policy if it imports labor from outside the Local Labor Area when equal labor that is ready, willing, cost-competitive, etc. resides in the Local Labor Area.

*The Agency/**IDA** may determine on a case-by-case basis to waive any portion of this policy for a project or a portion of a project where consideration of warranty issues, necessity of specialized skills, significant cost differentials between local and non-local services, documented lack of workers meeting the Local Labor Requirement or if other compelling circumstances exist.*

In consideration of the extension of financial assistance by the Agency/**IDA** PM Property Matters _____ (the Applicant) understands the Local Labor Policy and agrees to submit either or both a Local Labor Utilization Report or a Non Local Labor Utilization Report at the time that construction ends on the project to the Agency.

The Applicant understands an Agency/**IDA** tax-exempt certificate is valid for one year from the effective date of the project inducement. If an Applicant wishes to request an extension, a letter must be sent 30 days prior to the end date to the Executive Director, on company letterhead, explaining the necessity for the extension.

The Applicant further understands any request for a waiver to this policy must be submitted in writing and approved by the Agency/**IDA** before a tax-exempt certificate is issued or extended.

The Applicant further understands that if the required forms are not submitted to the Agency/**IDA**, the Agency/**IDA** shall have the authority to immediately terminate any and all Financial Assistance being provided to the Project.

I agree to the conditions of this agreement and certify all information provided regarding the construction and employment activities for the Project as of _____ (Suomission date).

APPLICANT: PM Property Matters

REPRESENTATIVE FOR CONTRACT BIDS/AWARDS: Andrew J Pragacz

ADDRESS: 115 E. State Street

CITY: Ithaca

STATE: NY

ZIP: 14850

PHONE: 651-747-63616

EMAIL: andy@pmpress.org

PROJECT ADDRESS: 21 Emma Street, Binghamton NY 13905

AUTHORIZED REPRESENTATIVE: Andrew J Pragacz

TITLE: Operations Manager

SIGNATURE: _____



Sworn to before me this

6th day of Dec, 2021

(Notary Public)

LILLIAN L. LEVY
Notary Public, State of New York
No. 02154302893
Residing in Broome County
My Commission Expires November 30, 2025

The following organizations must be solicited in writing for the purpose of meeting the requirements of this Agreement:

****Documentation of solicitation MUST be provided to the Agency.**

The Builders Exchange of the Southern Tier, Inc.
15 Belden Street
Binghamton, NY 13903
brad@bxstier.com
(607) 771-7000

Southern Tier Building Trades Council
1200 Clemens Center Parkway
Elmira, NY 14901
ibew139ba@aol.com
(607) 732-1237

Binghamton/Oneonta Building Trades Council
11 Griswold Street
Binghamton, NY 13904
raikens@iuoe158.org
(607) 723-9593

Dodge Reports
<http://construction.com/dodge/submit-project.asp>
830 Third Ave., 6th Floor
New York, NY 10022
support@construction.com

(877) 784-9556
Tompkins-Cortland Building Trades Council
622 West State Street
Ithaca, NY 14850
tbrueribew241@gmail.com
(607) 272-3122

Building Trades
Katie Fairbrother, Secretary
kfairbrother@ualocal112.org
607-723-9593



LOCAL LABOR UTILIZATION REPORT

To be completed for all contractors residing within the Broome County IDA Local Labor Area

APPLICANT:

PROJECT ADDRESS:

CITY:

STATE:

ZIP:

EMAIL:

PHONE:

GENERAL CONTRACTOR/CONSTRUCTION MANAGER:

CONTACT:

ADDRESS:

CITY:

STATE:

ZIP:

EMAIL:

PHONE:

ITEM	CONTRACT/SUB	ADDRESS	EMAIL	PHONE	AMOUNT
Site/Demo					
Foundation/Footings					
Building					
Masonry					
Metals					
Wood/Casework					
Thermal/Moisture					
Doors, Windows & Glazing					
Finishes					
Electrical					
HVAC					
Plumbing					
Specialties					
M&E					
FF & E					
Utilities					
Paving/Landscaping					

CHECK IF CONSTRUCTION IS COMPLETE

CHECK IF THIS IS YOUR FINAL REPORT

I CERTIFY THAT THIS IS AN ACCURATE ACCOUNTING OF THE CONTRACTORS THAT ARE WORKING AT THE PROJECT SITE.

Company Representative

Date

NON LOCAL LABOR UTILIZATION REPORT

To be completed for all contractors not residing within the Broome County IDA Local Labor Area

APPLICANT:

PROJECT ADDRESS:

CITY:

STATE:

ZIP:

EMAIL:

PHONE:

GENERAL CONTRACTOR/CONSTRUCTION MANAGER:

CONTACT:

ADDRESS:

CITY:

STATE:

ZIP:

EMAIL:

PHONE:

ITEM	CONTRACT/SUB	ADDRESS	EMAIL	PHONE	AMOUNT
Site/Demo					
Foundation/Footings					
Building					
Masonry					
Metals					
Wood/Casework					
Thermal/Molsture					
Doors, Windows & Glazing					
Finishes					
Electrical					
HVAC					
Plumbing					
Specialties					
M&E					
FF & E					
Utilities					
Paving/Landscaping					

CHECK IF CONSTRUCTION IS COMPLETE

CHECK IF THIS IS YOUR FINAL REPORT

I CERTIFY THAT THIS IS AN ACCURATE ACCOUNTING OF THE CONTRACTORS THAT ARE WORKING AT THE PROJECT SITE.

Company Representative

Date

General Project Description

PM Press is transitioning its global distribution center, event space, and headquarters from Oakland, CA, to upstate New York. 21 Emma Street will be the new shipping/receiving center, processing over \$1 million in book orders annually, and event and book fair space. PM Press is also acquiring Autumn Leaves on the Ithaca Commons as a retail outlet. We anticipate the full cost of the transition to be approximately \$1 million. (Building acquisition, new construction/improvements, and equipment purchase and associated costs total 853,500. The remainder is shipping costs and added employee costs and accommodations.)

Upgrades and additions are needed on the property to create a safe, attractive environment for core operations. The current 21 Emma Street property also requires safety upgrades, minor repairs, and extensive cleaning (the facility was unused for almost a decade). PM Press will need to purchase equipment for the warehouse operations and maintenance in addition to office equipment.

We expect at least three FTE to operate in the facility. Two will be stationed at the facility full time, while we expect another one person within PM to be at the facility either assisting with core operations during busy times, retrieving books for out-of-area tabling, and working at events held at the warehouse. At least one other FTE will be located in Ithaca, NY.

New construction/remodeling is oriented toward book sales/fairs and author events. Book sales/fairs will feature indoor and outdoor sections, with book sellers and buyers coming from around the US to attend. The indoor event space (approx. 3,000 sf) will also be used to host book talks by authors, which we intend to stream on-line for a global audience. Major additions include resurfacing the 21 Emma Street parking lot, landscaping the currently overgrown areas surrounding the parking lot and abutting the railroad tracks, painting the facility's interior and exterior, inviting in a well-known artist to mural a street-facing portion of the facility, installing street signage, and adding awnings to the building and covered spaces within the parking lot as needed.

As part of our transition from Oakland, we will need to purchase equipment to operate the warehouse and office facilities. We will also need to install a new phone system and wifi network.

After almost a decade without daily use, the facility has fall behind in its maintenance schedule, safety compliance, and cleanliness. The entire facility requires extensive

cleaning, including mold abatement. We will install a new CO and fire monitoring system, upgrade the dry fire suppression system, and add new emergency exits (signage and doors). We will also fix two step cracks, the ramp, and the roof (relatively minor). The office will require remodeling as well.

After taking possession of the building PM Press must work with the City of Binghamton, New York State, and private contractors to repair/improve or remove the concrete wall abutting the 21 Emma Street property. The wall was built in the 1930s and has deteriorated over time. It is owned by New York State. It is unclear what resources we will need to expend in fixing this dangerous eyesore, but we are committed to working with government partners in arriving at a positive solution for us and the surrounding neighborhood.

Further anticipated costs include shipping our inventory from Oakland to Binghamton, new employee costs, and paying for new employees to come to Binghamton for assistance during the set-up process.