

THE AGENCY

BROOME COUNTY IDA / LDC

SMALL BUSINESS INCENTIVE PROGRAM APPLICATION

The Small Business Incentive Program can provide eligible applicants any of the following: an eight percent (8%) NYS sales tax and one percent (1%) mortgage recording tax exemption (if applicable).

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

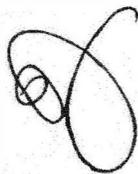
Name Upstate Hi-Tech Properties, LLC
Address 12 Nadine Way
City/State/Zip Johnson City, NY 13790
Tax ID No. 85-2017807
Contact Name Dave Jones
Title Member
Telephone (607) 343-2334
E-Mail dave.jones@customsi.com

Owners of 20% or more of Applicant Company

Name	%	Corporate Title
<u>Dave Jones</u>	<u>100%</u>	<u>Member</u>
_____	_____	_____
_____	_____	_____

Benefits Requested (Check all that apply)

- Sales Tax Exemption
 ~~Mortgage Recording 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 project description.

PROJECT TIMELINE

Q2 2021

Start Date

Q4 2021

End Date

100 Commercial Drive, Town of Maine

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 Assessment 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.

100 Commercial Drive, Town of Maine

Building Project

Upstate Hi-Tech Properties, LLC (UHTP) is a real estate holding company that is purchasing a vacant parcel of land (~4+ acres) situated at 100 Commercial Drive, Town of Maine, where it will erect a 18,000 sf custom building (with 16,000 expansion capability) that will house the New York operations of Custom Systems Integration, Inc. (CSI), an engineering and manufacturing company that has operated in Broome County for over 18 years. CSI has been actively looking for a new location to rent for over 3 years but has been unable to find a suitable location that would accommodate the high-tech company's needs without substantial business work-arounds and costs. It is important that the building be tailored to the business rather than the business adjusting to fit the building. This new location will have an additional compacted 10-20k sf area for the business's future growth.

The building will be a 190 ft x 200 ft metal structure that will house 100% of CSI's New York operations. The interior of the building will primarily have an open layout consisting of several functional areas, including offices, production, integration and test, receiving, lobby, fabrication, stock for manufacturing and miscellaneous storage. There will be some 6-foot walls that will separate some of these functional areas. Ceiling height will be 21' front to 16' back. The only enclosed areas within the building will be the restrooms, utility closets and conference rooms.

The exterior of the building will be a two-tone grey and blue (see rendering) and landscaping to be aesthetically pleasing to visitors. The building is being designed for future utilization of both renewable energy and green technologies, including solar and reclaiming water. For example, the roof will be sloped front to back to take full advantage of the building's sun exposure throughout the day. Accommodations will also be made during construction to account for reclaimed roof water for internal plumbing sometime down the road. Additional features of the building include a bump-out dock with crating room that will be located towards the back of the building and an exterior cement pad for dumpsters next to the dock.

UHTP is working closely with the Town of Maine to assure compliance with Town Code. As part of compliance, the project will include the construction of a retention pond to control stormwater runoff into the sewer system. The site will also have approximately 20-25 parking spots which includes 2 handicap and 2 visitor slots.

CSI, the company that will operate in this building, is a custom test engineering and manufacturing company that designs and manufactures one-off test systems for Department of Defense (DoD) and Commercial Original Equipment Manufacturers (OEMs). Some of its customers include Lockheed Martin (multiple locations), BAE (multiple locations), IBM, ViaSat, Telephonics, Moog, NASA (multiple locations), Continental and Ansen, as well as many others. CSI operates in a very custom but stable market. Because of the sensitive nature of some of the work and customer-driven quick turnaround times, the majority of work in this business segment cannot be performed overseas. CSI utilizes hi-tech hand equipment and production tools to perform its tasks. Other equipment includes, fab equipment, a UV printer for silk screening and precision inspection products.

CSI currently employs 21 people – 20 in Broome County and one in Chicago, IL. Its employees are a mix of Engineers, Assembly Technicians and operations staff. CSI has and will continue to manage a steady

10% - 15% growth per year. Some years were much more but CSI's objective is to perform -and focus first- on its long-standing relationships, some nearly 20+ years old. CSI generates between \$8,000,000 and \$10,000,000 on average in revenue, depending on the amount of equipment that gets integrated into the systems in any given year. CSI conducts a significant amount of local business, having relationships with many local vendors, keeping money local. CSI also supports several local organizations.

CSI was established in 2001 after another business, Symtx, closed its Broome County operations. Originally, Dave Jones – CSI General Manager/Owner, worked for IBM-Owego where, at the time, Symtx, a manufacturer of custom test equipment, was a major vendor for him. After leaving IBM, Mr. Jones put together a strong business plan and presented it to Symtx to establish a location in Broome County, touting the area's experience, skilled workforce, strong work ethic, and the access to the NE region's strategic location for Electronic Manufacturers. He was successful and Symtx-NY successfully ran operations in NY and TX for 6-7 years until Symtx headquarters made the decision to close NY's doors and condense its operations to Texas with the down turn in the telecom industry. During the 6-7 years, the NY operation became the recognized office for technical operation and lead the sales operation that grew the whole company to over 200 people. Numerous people from the NY Operation were asked to move to Texas due to the experience and technical expertise that possessed. It was then when Mr. Jones moved ahead with a plan to establish CSI, leveraging the same experienced resources that made Symtx-NY successful. The creation of CSI retained many employees formerly employed by Symtx, preventing a migration of people from the area. CSI has continued operate and grow for over 19 years.

Estimated total project cost remains in the \$1,580,000 area.

More on CSI can be found at customsi.com.

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) \$ 1,060,000.00

Estimated value of New York State and local sales tax exemption (8% of value of eligible goods) \$ 84,800.00

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

~~B. Mortgage Recording Tax Exemption Benefit~~

~~Estimated value of Mortgage Recording Tax Exemption (1% of value of mortgage) \$ 12,000.00~~

~~TOTAL SALES AND MORTGAGE RECORDING TAX EXEMPTION BENEFIT~~ \$ ~~96,800.00~~ **84,800.00**

PROJECTED EMPLOYMENT *CSI employment figures*

Will this investment result in the creation of new jobs? If so, how many? 4.00

Current number of full time employees: 20.00

Estimated annual salary range of jobs to be created:

Annual Salary range from: \$30,000 to 85,000

Estimated annual salary range of current jobs:

Annual Salary range from: \$33,000 to \$180,000

***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 and/or mortgage recording tax benefit is claimed.**

APPLICATION & ADMINISTRATIVE FEES

A. Application Fee:

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

B. Administrative Fee:

A non-refundable fee of **\$500.00** is due and payable prior to the issuance of a Sales Tax Letter or a Mortgage Tax Exemption Form if the benefit is **under \$100,000**. A non-refundable fee of **1% of the total project cost** is due and payable prior to the issuance of a Sales Tax Letter or a Mortgage Tax Exemption Form if the benefit is **over \$100,000**. \$ 500.00

TOTAL TAX EXEMPTION FEES \$ 750.00

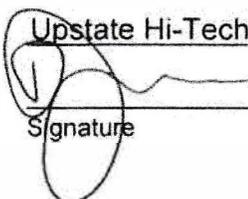
This Application, including without limitation, information regarding the amount of New York State and local sales and use tax exemption benefits, is true, accurate and complete.

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

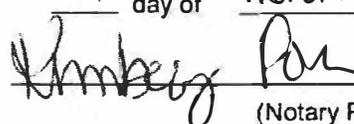
- (i) an applicant or its sub-agency (if any) authorized to make purchases for the benefit of the project is not entitled to the sales and use tax exemption benefits;***
- (ii) sales and use tax exemption benefits are in excess of the amounts authorized by the Agency to be taken by the applicant or its 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

Upstate Hi-Tech Properties, LLC _____
 _____
 Signature Title Date
 GML 3-4-21

Sworn to before me this

4th day of March, 20 21.


 (Notary Public)

KIMBERLY A. POTTER
 Notary Public - State of New York
 No. 03PD6131780
 Qualified in Broome County
 My Commission Expires August 15, 21

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 will work 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** UPSTATE HI-TECH PROPERTIES, LLC (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 begins on the project to the Agency and as part of a request to extend the valid date of the Agency/**IDA**'s tax-exempt certificate for the 100 COMMERCIAL DRIVE (TOWN OF MAINE) (the project).

The Applicant understands an Agency/**IDA** tax-exempt certificate is valid for 90 days effective the date of the project inducement and extended for 90 day periods thereafter upon request by the Applicant.

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 February 3, 2021 (date).

APPLICANT: Upstate Hi-Tech Properties, LLC

REPRESENTATIVE FOR CONTRACT BIOS/AWARDS: Dave Jones

ADDRESS: 12 Nadine Way

CITY: Johnson City STATE: NY ZIP: 13790 PHONE: 607-343-2334

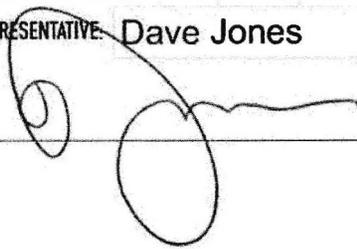
EMAIL: dave.jones@customsi.com

PROJECT ADDRESS: 100 Commercial Drive, Town of Maine

AUTHORIZED REPRESENTATIVE: Dave Jones

TITLE: Member

SIGNATURE:



Sworn to before me this

4th day of March, 2021


(Notary Public)

KIMBERLY A. POTTER
Notary Public - State of New York
No. 01PO6131700
Qualified in Broome County
Commission Expires August 15, 21

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/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

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Name of Action or Project: 100 Commercial Drive - Custom Systems Integration New Building Construction			
Project Location (describe, and attach a location map): 100 Commercial Drive , Town of Maine, NY 13802 Tax Map # 075.04-2-33			
Brief Description of Proposed Action: This project will create the new CSI headquarters location at 100 Commercial Drive in the Town of Maine. This will involve all site work and new building construction to create the 18,000 square feet building, parking area, loading dock and paved access drives necessary to operate the business. The site work will include all grading/ drainage, storm water, utility paving and landscaping work necessary for the new CSI headquarters building.			
Name of Applicant or Sponsor: Custom Systems Integration, Inc. David Jones, General Manager		Telephone: 607-757-0200 x500 E-Mail: dave.jones@customsi.com	
Address: 1020 Perimeter Road West, Building 1			
City/PO: Binghamton		State: NY	Zip Code: 13760
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO <input type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: NYDEC SWPPP		NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		4.29 acres	
b. Total acreage to be physically disturbed?		2.50 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		4.29 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
<input type="checkbox"/> Urban <input checked="" type="checkbox"/> Rural (non-agriculture) <input checked="" type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input checked="" type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input type="checkbox"/> Parkland			

	NO	YES	N/A
5. Is the proposed action,			
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation services available at or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ Private Well be installed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ Private Septic System will be installed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____			

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ Storm Water will be collected and treated on site with Storm water detention basin. _____	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: <u>Custom Systems Integration, Inc. David Jones</u> Date: <u>2/15/21</u> Signature: <u>David Jones</u> Title: <u>General Manager</u>		