

# IMAGINE MONROE

POWERED BY COMIDA

## APPLICATION FOR ASSISTANCE

Each applicant seeking assistance must complete this application and provide required supplemental form/documentation. A non-refundable application fee of \$350.00 must be included with this application. Make check payable to COMIDA. Please see page 10 for additional information on costs and fees.

Please answer all questions. Use "None" or "Not Applicable" where necessary. Information in this application may be subject to public review under New York State Law, except for information that is considered deniable by the Freedom of Information Law. This form is available at [www.comida.org](http://www.comida.org).

### I. APPLICANT

A. Name C&P Equities LLC.  
 Address 225 Gibbs St.  
 City/State/Zip Rochester, NY 14605  
 Tax ID No. 16-1512477  
 Contact Name Peter E. Pape  
 Title Managing Partner  
 Telephone 585-317-3795  
 E-Mail ppape6@gmail.com

#### B. Owners of 20% or more of Applicant Company

Name	%	Corporate Title
<u>Peter E. Pape</u>	<u>50%</u>	<u>Managing partner</u>
<u>Henry C. Pape</u>	<u>50%</u>	<u>Partner</u>

#### C. Applicant's Legal Counsel

Name IGU  
 Firm \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Email \_\_\_\_\_

### II. PROJECT

A. Address of proposed project facility  
655 Driving Park Ave.  
Rochester NY 14613  
 Tax Map Parcel Number \_\_\_\_\_  
 City/Town/Village Rochester  
 School District City of Rochester  
 Current Legal Owner of Property  
C&P Equities LLC.

#### B. Proposed User(s)/Tenant(s) of the Facility

If there are multiple Users/Tenants, please attach additional pages.

Company Name See Attachment A  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Tax ID No. \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 E-Mail \_\_\_\_\_

% of facility to be occupied by company \_\_\_\_\_

#### C. Owners of 20% or more of User/Tenant Company

Name	%	Corporate Title
<u>See Attachment A</u>		

#### D. Benefits Requested (Check all that apply)

- Sales Tax Exemption  
 Industrial Revenue Bond Financing  
 Mortgage Recording Tax Exemption  
 Real Property Tax Abatement

E. 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 AND BACKGROUND ON USER(S) OF THE FACILITY**  
(Attached additional sheets as necessary)

655 Driving Park is a 100,000 SQ. FT. building that has been the home of The Riverside Group since 1996. They close their doors at the end of 2017.

Our plan is to divide the building into smaller tenant spaces for manufacturing and warehouse. At present we have two tenants that are interested in moving in early 2nd quarter 2018

The renovations will include office build out, Security Systems Updates, HVAC updates, factory dividing walls, Paint, dock installation and exterior improvement.

With these two tenants we will have 47% of the space occupied and room to add several more small Business

**II. PROJECT (cont'd)**

F. Are other facilities or related companies located within New York State?

Yes  No

Location:

Archival methods

230-2 Middle Road Henrietta NY 14467

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?

Yes  No

Will the Project result in the abandonment of one or more plants or facilities of the Project occupant located within the state?

Yes  No

If Yes to either question, explain 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:

Both companies need to increase their space and control their costs.

The existing spaces they are in do not acheive those goals.

G. Please confirm by checking the box, below, if there is likelihood that the Project would not be undertaken but for the Financial Assistance provided by the Agency?

Yes  No

If the Project could be undertaken without Financial Assistance provided by the Agency, then provide a statement in the space provided below indicating why the Project should be undertaken with the Financial Assistance to be provided by the Agency:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*To be completed with Agency assistance.

**H. PROJECT TIMELINE**

Proposed Date of Acquisition

Proposed Commencement Date of Construction

April 1, 2018

Anticipated Completion Date

December 31, 2018

**I. Contractor(s)**

C&P Equities LLC. will be the General

Contractor

**J. State Environmental Quality Review (SEQR) Act Compliance**

COMIDA, 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 documents related to this Project, including Environmental Assessment Form, Final Determination, Local Municipality Negative Declaration, etc.

NO

**III. PROPERTY TAX ABATEMENT/PAYMENT IN LIEU OF TAX AGREEMENT (PILOT)**

Check One:

**JOBSPPLUS**

Requirements:

- Company must commit to a 10% increase in full-time equivalent employment, measured on the existing impacted employee base, over a 3 year period. The required number of jobs is \_\_\_\_\_.

**LEASEPLUS**

Requirements:

- University and/or medical related facilities in which a 501(c)3 entity leases from a for-profit entity.
- Company must commit to a 10% increase in full-time equivalent employment, measured on the existing impacted employee base, over a 3 year period. The required number of jobs is \_\_\_\_\_.

**ENHANCED JOBSPPLUS**

Requirements:

- A minimum \$15 million investment in new plant, machinery and equipment or renovation of existing building(s) AND
- A minimum of 100 new jobs from new companies locating in Monroe County, or existing companies expanding operations here.

**GREEN JOBSPPLUS**

Requirements:

- LEED® Certification – Project must be rated as Certified, Gold, Silver or Platinum by the United States Green Building Council's Leadership in Energy and Environmental Design (LEED®) Green Building Rating System
- Company must commit to a 10% increase in full-time equivalent employment, measured on the existing impacted employee base, over a 3 year period. The required number of jobs is \_\_\_\_\_.

**SHELTER RENTS**

for student housing or affordable housing projects.

**Local Tax Jurisdiction Sponsored PILOT**

**NO PROPERTY TAX ABATEMENT IS SOUGHT FOR THIS PROJECT**

**IV. 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 \$ 350,000
- b. LABOR b \$ 150,000

**Site Work**

- c. MATERIALS c \$ 250,000
- d. LABOR d \$ 100,000
- e. Non-Manufacturing Equipment e \$ \_\_\_\_\_
- f. Furniture and Fixtures f \$ \_\_\_\_\_
- g. LAND and/or BUILDING Purchase g \$ \_\_\_\_\_
- h. Manufacturing Equipment h \$ \_\_\_\_\_
- i. Soft Costs (Legal, Architect, Engineering) i \$ 40,000
- Other (specify) j. carrying costs j \$ 60,000
- k. \_\_\_\_\_ k \$ \_\_\_\_\_
- l. \_\_\_\_\_ l \$ \_\_\_\_\_
- m. \_\_\_\_\_ m \$ \_\_\_\_\_

Total Project Costs \$ 950,000

B. Sources of Funds for Project Costs:

- a. Tax-Exempt Industrial Revenue Bond a \$ \_\_\_\_\_
- b. Taxable Industrial Revenue Bond b \$ \_\_\_\_\_
- c. Tax-Exempt Civic Facility Bond c \$ \_\_\_\_\_
- d. Bank Financing d \$ 950,000
- e. Public Sources e \$ \_\_\_\_\_

Identify each state and federal grant/credit

- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_

- f. Equity \$ \_\_\_\_\_
- TOTAL SOURCES** \$ 950,000

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

- Yes  No

If so, please specify bank, underwriter, etc.

We are using our cash as a bridge loan and  
will be going to market at the end  
of the project

**IV. COMPLETE FOR EACH USER/TENANT THAT IS SEEKING SALES TAX EXEMPTION USER(S)/TENANT(S) PROJECT COSTS**

Use additional sheets as necessary

Company Name \_\_\_\_\_

A. Estimate the costs necessary for the construction, acquisition, rehabilitation, improvement and/or equipping of the project by the user(s)/tenant(s) for which a sales tax exemption is requested.

**Estimated Costs Eligible for Sales Tax Exemption Benefit**

- a. MATERIALS a \$ \_\_\_\_\_
- b. LABOR b \$ \_\_\_\_\_
- c. Non-Manufacturing Equipment c \$ \_\_\_\_\_
- d. Furniture and Fixtures d \$ \_\_\_\_\_
- Other (specify) e. \_\_\_\_\_ e \$ \_\_\_\_\_
- f. \_\_\_\_\_ f \$ \_\_\_\_\_
- g. \_\_\_\_\_ g \$ \_\_\_\_\_
- h. \_\_\_\_\_ h \$ \_\_\_\_\_

Total \$ 0

A non-refundable fee of 1/2% on TOTAL(e) above is due and payable upon issuance of a Sales Tax Letter to User(s)/Tenant(s)

\_\_\_\_\_  
User/Tenant Company

\_\_\_\_\_, Title Date

For Office Use Only	
Total Assessment Value	
Land	Building
Applicant 2602- <u>18-008A</u>	
User/Tenant 2602-	
RM	

**VI. Value of Incentives**

Project name: C & P Equities

**A. IDA PILOT Benefits:**

Current Land Assessment	875,000	Taxes on Land	42,263
Dollar Value of New Construction & Renovation Costs	850,000		
Estimated New Assessed Value of Project Subject to IDA	1,725,000		

County Tax rate/\$1,000	10.54
Local Tax Rate* Tax Rate/\$1,000	0.00
School Tax Rate /\$1,000	37.76
<b>Total Tax Rate</b>	<b>48.30</b>

PILOT Year	% Payment	County PILOT Amount	Local PILOT Amount	School PILOT Amount	Total PILOT Amount	Full Tax Payment w/o PILOT	Net Exemption
1	90%	1,818	0	6,514	8,332	125,580	74,986
2	80%	3,636	0	13,027	16,664	125,580	66,654
3	70%	5,454	0	19,541	24,995	125,580	58,322
4	60%	7,273	0	26,054	33,327	125,580	49,991
5	50%	9,091	0	32,568	41,659	125,580	41,659
6	40%	10,909	0	39,082	49,991	125,580	33,327
7	30%	12,727	0	45,595	58,322	125,580	24,995
8	20%	14,545	0	52,109	66,654	125,580	16,664
9	10%	16,363	0	58,622	74,986	125,580	8,332
10	0%	18,182	0	65,136	83,318	125,580	0
<b>Total</b>		<b>99,998</b>	<b>0</b>	<b>358,248</b>	<b>458,246</b>	<b>1,255,800</b>	<b>374,929</b>

\* Local Tax Rate for Town/City/Village

<b>B. Sales Tax Exemption Benefit:</b>	48,000
Estimated value of Sales Tax exemption for faculty construction:	0
Estimated Sales Tax exemption for fixtures and equipment:	48,000
Estimated duration of Sales Tax exemption:	1 year

<b>C. Mortgage Recording Tax Exemption Benefit:</b>	
Estimated Value of Mortgage Recording Tax exemption:	\$7,125

<b>D. Industrial Revenue Bond Benefit</b>	
IRB inducement amount, if required:	\$0

**E. Percentage of Project Costs financed form Public Sector sources:**

Total Value of Incentives:	\$430,053.75	45.27%
Sources of Funds (Section IV.B.)	\$950,000.00	

\*\* All estimates are based on current tax rates.

## Attachment A.

### Tenant 1

- B) Archival Methods  
230-2 Middle Road  
Henrietta, NY 14467  
Tax # 16-1614821  
Contact: Dennis Inch  
President  
585-233-6638  
[dinch@archivalmethods.com](mailto:dinch@archivalmethods.com)  
Occupancy % of building = 26%

- C) Owners of Archival Methods
- |               |     |
|---------------|-----|
| Dennis Inch   | 40% |
| Peter Freund  | 30% |
| Peter E. Pape | 30% |

### Tenant 2

- B) Book1One LLC.  
655 Driving Park Ave.  
Rochester NY. 14613  
Tax# 20-2034529  
Contact: Peter E. Pape  
Owner  
585-317-3795  
[Ppape6@gmail.com](mailto:Ppape6@gmail.com)  
Occupancy % of building = 20%

- C. Owners of Book1One
- |              |      |       |
|--------------|------|-------|
| Peer E. Pape | 100% | Owner |
|--------------|------|-------|

**VII. PROJECTED EMPLOYMENT**

Complete for each Applicant or User/Tenant

Archival Methods

**Company Name:** \_\_\_\_\_

**Applicant:**  **or** **User/Tenant:**

You must include a copy of the most recent NYS-456 Quarterly Combined Withholding, Wage Reporting and Unemployment Insurance Return OR if you have multiple locations within New York State, the Bureau of Labor -- BLS 3020 -- Multiple Worksite Report

	Current # of jobs at proposed project location or to be relocated to project location	IF FINANCIAL ASSISTANCE IS GRANTED -- project the number of FTE and PTE jobs to be RETAINED	IF FINANCIAL ASSISTANCE IS GRANTED -- project the number of FTE and PTE jobs to be CREATED upon THREE Years after Project completion	Estimate number of residents of the Labor Market Area in which the Project is located that will fill the FTE and PTE jobs to be created upon THREE Years after Project Completion **
Full time (FTE)	11	11	3	3
Part Time (PTE)	2	2		
Total	13	13	3	03

\*\* For purposes of this question, please estimate the number of FTE and PTE jobs that will be filled, as indicated in the third column, by residents of the Labor Market Area, in the fourth column. The Labor Market Area includes: Monroe County, Orleans County, Genesee County, Wyoming County, Livingston County, Ontario County, Wayne County, Yates County, and Seneca County chosen at the Agency's discretion.

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**VII. PROJECTED EMPLOYMENT**

Complete for each Applicant or User/Tenant

Book 1 One

**Company Name:** \_\_\_\_\_

**Applicant:**  **or** **User/Tenant:**

You must include a copy of the most recent NYS-455 Quarterly Combined Withholding, Wage Reporting and Unemployment Insurance Return OR if you have multiple locations within New York State, the Bureau of Labor – BLS 3020 – Multiple Worksite Report

	Current # of jobs at proposed project location or to be relocated to project location	IF FINANCIAL ASSISTANCE IS GRANTED – project the number of FTE and PTE jobs to be RETAINED	IF FINANCIAL ASSISTANCE IS GRANTED – project the number of FTE and PTE jobs to be CREATED upon THREE Years after Project completion	Estimate number of residents of the Labor Market Area in which this Project is located that will fill the FTE and PTE jobs to be created upon THREE Years after Project Completion **
Full time (FTE)	8	8	4	4
Part Time (PTE)	2	2		
Total	10	10	4	4

\*\* For purposes of this question, please estimate the number of FTE and PTE jobs that will be filled, as indicated in the third column, by residents of the Labor Market Area, in the fourth column. The Labor Market Area includes: Monroe County, Orleans County, Genesee County, Wyoming County, Livingston County, Ontario County, Wayne County, Yates County, and Seneca County chosen at the Agency's discretion.

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## X. CERTIFICATION

The undersigned company officer and/or user/tenant officer each hereby certifies, on behalf of the company and/or user/tenant, respectively (each singularly and together, the "Applicant"), as follows:

- A. The information contained in this Application, including employment information, is true and correct. The Applicant is aware that any material misrepresentation made in this Application constitutes an act of fraud, resulting in revocation of COMIDA benefits.
- B. The undersigned, on behalf of the Applicant, hereby certifies that the Applicant, and all parties which own a minimum of 20% of the Applicant are current and will remain current on all real property, federal, state, sales, income and withholding taxes throughout the term of any agreements made in connection with this Application.
- C. Compliance with N.Y. GML Sec. 862(1): Applicant understands 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.

- D. Compliance with Applicable Laws: 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.
- E. False and Misleading Information: 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 in the Project.
- F. Recapture: Should the Applicant not expend as projected or hire as presented, the Agency may view such information/status as failing to meet the established standards of economic performance. In such events, some or all of the benefits taken by the Applicant will be subject to recapture.
- G. Applicant hereby releases the County of Monroe Industrial Development Agency ("Agency") from, 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 (A) the Agency's examination and processing of, and action pursuant to or upon, this Application, regardless of whether or not this Application or the Project described herein or the tax exemptions and other assistance requested herein are favorably acted upon by the Agency, (B) the Agency's acquisition, construction, renovation and/or equipping of the Project described herein; and (C) any further action taken by the Agency with respect to the Project; including, without limiting the generality of the foregoing, all causes of action and attorneys' 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, that any New York State and local sales and use tax exemption claimed by the Applicant and approved by the Agency in connection with the Project may be subject to recapture by the Agency under such terms and conditions as will be set forth in the Agent Agreement 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 New York State and local sales and use tax exemption benefits, is true, accurate and complete.

**APPLICANT COMPANY**

**USER/TENANT COMPANY**

C+P EQUITIES LLC  
Peter G. Ryan PARTNER 2-28-18  
Signature , Title Date

\_\_\_\_\_  
\_\_\_\_\_  
Signature , Title Date