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CITY OF ALBANY INDUSTRIAL DEVELOPMENT AGENCY

AND

VALUSPACE ALBANY, L.L.C.

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UNIFORM AGENCY PROJECT AGREEMENT

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DATED AS OF FEBRUARY 1, 2017

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RELATING TO FINANCIAL ASSISTANCE GRANTED BY THE  
AGENCY WITH RESPECT TO A CERTAIN PROJECT LOCATED  
AT 40 NORTH RUSSELL ROAD IN THE CITY OF ALBANY,  
ALBANY COUNTY, NEW YORK.

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and is for convenience of reference only.)

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## UNIFORM AGENCY PROJECT AGREEMENT

THIS UNIFORM AGENCY PROJECT AGREEMENT dated as of February 1, 2017 (the "Uniform Agency Project Agreement") by and between CITY OF ALBANY INDUSTRIAL DEVELOPMENT AGENCY, a public benefit corporation organized and existing under the laws of the State of New York (the "State") having an office for the transaction of business located at 21 Lodge Street, Albany, New York 12207 (the "Agency") and VALUSPACE ALBANY, L.L.C., a limited liability company duly organized and validly existing under the laws of the State of Delaware having an office for the transaction of business located at c/o Rosenblum Companies, 300 Great Oaks Boulevard, Suite 310, Albany, New York (the "Company");

### WITNESSETH:

WHEREAS, Title 1 of Article 18-A of the General Municipal Law of the State of New York (the "Enabling Act") was duly enacted into law as Chapter 1030 of the Laws of 1969 of the State of New York, as amended; and

WHEREAS, the Enabling Act authorizes and provides for the creation of industrial development agencies for the benefit of the several counties, cities, villages and towns in the State of New York and empowers such agencies, among other things, to acquire, construct, reconstruct, lease, improve, maintain, equip and dispose of land and any building or other improvement, and all real and personal properties, including, but not limited to, machinery and equipment deemed necessary in connection therewith, whether or not now in existence or under construction, which shall be suitable for manufacturing, warehousing, research, commercial or industrial purposes, in order to advance the job opportunities, health, general prosperity and economic welfare of the people of the State and to improve their standard of living; and

WHEREAS, the Enabling Act further authorizes each such agency, for the purpose of carrying out any of its corporate purposes, to lease or sell any or all of its facilities, whether then owned or thereafter acquired; and

WHEREAS, the Agency was created, pursuant to and in accordance with the provisions of the Enabling Act, by Chapter 325 of the Laws of 1974 of the State, as amended, codified as Section 903-a of the General Municipal Law of the State (said Chapter and the Enabling Act being hereinafter collectively referred to as the "Act") and is empowered under the Act to undertake the Project (as hereinafter defined) in order to so advance the job opportunities, health, general prosperity and economic welfare of the people of the State and improve their standard of living; and

WHEREAS, in December, 2016, the Company, presented an application (the "Application") to the Agency, which Application requested that the Agency consider undertaking a project (the "Project") for the benefit of the Company, said Project to include the following: (A) (1) the acquisition of an interest in an approximately 2.0 acre parcel of land (tax map number 53.67-1-5.1) currently with an address of 40 North Russell Road in the City of Albany, Albany County, New York (the "Land"), (2) the construction on the Land of an approximately 90,000 square foot building and related parking (collectively the "Facility"), and (3) the acquisition and installation therein and thereon of related fixtures, machinery, equipment and other tangible personal property (collectively, the "Equipment") (the Land, the Facility and the Equipment being hereinafter collectively referred to as the "Project Facility"), all of the foregoing to constitute a temperature controlled self-storage facility to be owned by the Company and any other directly and indirectly related activities; (B) the granting of certain "financial assistance" (within the meaning of Section 854(14) of the Act) with respect to the foregoing, including potential exemptions

from certain sales and use taxes, real property transfer taxes and mortgage recording taxes (collectively, the “Financial Assistance”); and (C) the lease (with an obligation to purchase) or sale of the Project Facility to the Company or such other person as may be designated by the Company and agreed upon by the Agency; and

WHEREAS, by resolution adopted by the members of the Agency on December 15, 2016 (the “Public Hearing Resolution”), the Agency authorized a public hearing to be held pursuant to Section 859-a of the Act with respect to the Project.

WHEREAS, pursuant to the authorization contained in the Public Hearing Resolution, the Chief Executive Officer of the Agency (A) caused notice of a public hearing of the Agency (the “Public Hearing”) pursuant to Section 859-a of the Act, to hear all persons interested in the Project and the financial assistance being contemplated by the Agency with respect to the Project, to be mailed on December 21, 2016 to the chief executive officers of the county and of each city, town, village and school district in which the Project Facility is to be located, (B) caused notice of the Public Hearing to be posted on December 22, 2016 on a bulletin board located at Albany City Hall located at 24 Eagle Street in the City of Albany, Albany County, New York, as well as on the Agency’s website, (C) caused notice of the Public Hearing to be published on December 26, 2016 in the Albany Times Union, a newspaper of general circulation available to the residents of City of Albany, Albany County, New York, (D) conducted the Public Hearing on January 18, 2017 at 12:00 p.m., local time at offices of the Agency located at 21 Lodge Street in the City of Albany, Albany County, New York, and (E) prepared a report of the Public Hearing (the “Public Hearing Report”) fairly summarizing the views presented at such Public Hearing and caused copies of said Public Hearing Report to be made available to the members of the Agency; and

WHEREAS, pursuant to Article 8 of the Environmental Conservation Law, Chapter 43-B of the Consolidated Laws of New York, as amended (the “SEQR Act”) and the regulations (the “Regulations”) adopted pursuant thereto by the Department of Environmental Conservation of the State of New York (collectively with the SEQR Act, “SEQRA”), by resolution adopted by the members of the Agency on January 26, 2017 (the “Confirming SEQR Resolution”), the Agency (A) concurred in the determination that the City of Albany Planning Board (the “Planning Board”) is the “lead agency” with respect to SEQRA and (B) acknowledged receipt of a negative declaration from the Planning Board issued on September 15, 2016 (the “Negative Declaration”), in which the Planning Board determined that the Project would not have a significant adverse environmental impact on the environment, and therefore, that an environmental statement need not be proposed with respect to the Project; and

WHEREAS, by further resolution adopted by the members of the Agency on January 26, 2017 (the “Commercial/Retail Finding Resolution”), the Agency (A) determined that the Project constituted a “commercial project” within the meaning of the Act, (B) found that although the Project Facility appears to constitute a project where facilities or properties that are primarily used in making the retail sales of goods or services to customers who personally visit such facilities may constitute more than one-third of the costs of the Project, the Agency is authorized to provide financial assistance in respect of the Project pursuant to Section 862(2)(a) of the Act because the Project Facility is located in a highly distressed area, (C) determined, following a review of the Public Hearing Report, that the Project would serve the public purposes of the Act by preserving permanent private sector jobs in the State of New York and (D) determined that the Agency would proceed with the Project and the granting of the Financial Assistance; provided however, that no financial assistance would be provided to the Project by the Agency unless and until the Mayor of City of Albany, as chief executive officer of City of Albany, New York, pursuant to Section 862(2)(c) of the Act, confirmed the proposed action of the Agency with respect to the Project; and

WHEREAS, by further resolution adopted by the members of the Agency on January 26, 2017 (the “Approving Resolution”), the Agency determined to grant the Financial Assistance and to enter into a

lease agreement dated as of February 1, 2017 (the "Lease Agreement") between the Agency and the Company and certain other documents related thereto and to the Project (collectively with the Lease Agreement, the "Basic Documents"); and

WHEREAS, by certificate dated February 2, 2017 (the "Public Approval"), the Mayor, as chief executive officer of the City of Albany, New York, approved the proposed action to be taken by the Agency with respect to the Project for purposes of Section 862(2)(c) of the Act; and

WHEREAS, pursuant to the terms of the Lease Agreement, (A) the Company will agree (1) to cause the Project to be undertaken and completed, and (2) as agent of the Agency, to undertake and complete the Project and (B) the Agency has leased the Project Facility to the Company for a lease term ending on the earlier to occur of (1) December 31, 2021 or (2) the date on which the Lease Agreement is terminated pursuant to the optional termination provisions thereof; and

WHEREAS, the Lease Agreement grants to the Company certain options to acquire the Project Facility from the Agency; and

WHEREAS, simultaneously with the execution and delivery of the Lease Agreement (the "Closing"), (A) the Company will execute and deliver to the Agency (1) a certain lease to agency dated as of February 1, 2017 (the "Lease to Agency") by and between the Company, as landlord, and the Agency, as tenant, pursuant to which the Company will lease to the Agency a portion of the Land and all improvements now or hereafter located on said portion of the Land (collectively, the "Leased Premises"); and (2) a certain bill of sale dated as of February 1, 2017 (the "Bill of Sale to Agency"), which conveys to the Agency all right, title and interest of the Company in the Equipment, (B) the Company and the Agency will execute and deliver (1) a certain recapture agreement (the "Section 875 GML Recapture Agreement") by and between the Company and the Agency, required by the Act, regarding the recovery or recapture of certain sales and use taxes and (2) a certain uniform agency project agreement dated as of February 1, 2017 (the "Uniform Agency Project Agreement") relating to the granting of the Financial Assistance by the Agency to the Company, (B) the Agency will execute and deliver to the Company a sales tax exemption letter (the "Sales Tax Exemption Letter") to ensure the granting of the sales tax exemption which forms a part of the Financial Assistance and (C) the Agency will file with the New York State Department of Taxation and Finance the form entitled "IDA Appointment of Project Operator or Agent for Sales Tax Purposes" (the form required to be filed pursuant to Section 874(9) of the Act) (the "Thirty-Day Sales Tax Report"); and

WHEREAS, (A) the Agency has established certain policies allowing denial of Financial Assistance to any project which does not deliver the public benefits promised at the time said project was approved by the Agency (the "Public Benefits"), (B) the Agency is unwilling to grant Financial Assistance to a project unless the beneficiary of such project agrees that the amount of Financial Assistance to be received by such beneficiary with respect to such project shall be contingent upon, and shall bear a direct relationship to, the success or lack of success of such project in delivering the promised Public Benefits, and (C) the Agency has created this Uniform Agency Project Agreement in order to establish the conditions under which the Agency will be entitled to recapture some or all of the Financial Assistance that has been granted to the Company under the Basic Documents if the Project is unsuccessful in whole or in part in delivering the promised Public Benefits; and

WHEREAS, the Company desires to receive certain Financial Assistance from the Agency with respect to the Project, and accordingly is willing to enter into this Uniform Agency Project Agreement in order to secure such Financial Assistance from the Agency; and

WHEREAS, all things necessary to constitute this Uniform Agency Project Agreement a valid and binding agreement by and between the parties hereto in accordance with the terms hereof have been done and performed, and the creation, execution and delivery of this Uniform Agency Project Agreement have in all respects been duly authorized by the Agency and the Company;

NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE PREMISES AND THE MUTUAL COVENANTS HEREINAFTER CONTAINED, THE PARTIES HERETO HEREBY FORMALLY COVENANT, AGREE AND BIND THEMSELVES AS FOLLOWS TO WIT:

ARTICLE I  
DEFINITIONS

SECTION 1.01. DEFINITIONS. All capitalized terms used herein and not otherwise defined herein shall have the same meanings as set forth in the Lease Agreement. The following words and terms used in this Uniform Agency Project Agreement shall have the respective meanings set forth below unless the context or use indicates another or different meaning or intent.

“Application” means the application submitted by the Company to the Agency in December, 2016 with respect to the Project, a copy of which is attached as Schedule D, in which the Company (A) described the Project, (B) requested that the Agency grant certain Financial Assistance with respect to the Project, and (C) indicated the Public Benefits that would result from approval of the Project by the Agency.

“Basic Documents” shall have the meaning set forth in the Lease Agreement, and includes this Uniform Agency Project Agreement.

“Completion Date” means the earlier to occur of (A) February 28, 2018 or (B) such date as shall be certified by the Company to the Agency as the date of completion of the Project pursuant to Section 4.2 of the Lease Agreement, or (C) such earlier date as shall be designated by written communication from the Company to the Agency as the date of completion of the Project.

“Contract Employee” means (A) a full-time, private-sector employee (or self-employed individual) that is not on the Company’s payroll but who has worked for the Company at the Project Facility for a minimum of 35 hours per week for not less than 4 consecutive weeks providing services that are similar to services that would otherwise be performed by a Full Time Equivalent Employee, or (B) 2 part-time, private-sector employees (or self-employed individuals) that are not on the Company’s payroll but who have worked for the Company at the Project Facility for a combined minimum of 35 hours per week for not less than 4 consecutive weeks providing services that are similar to services that would otherwise be performed by a Full Time Equivalent Employee.

“Conveyance Documents” shall have the meaning set forth in the Lease Agreement.

“Equipment” shall have the meaning set forth in the Lease Agreement.

“Facility” shall have the meaning set forth in the Lease Agreement.

“Financial Assistance” means exemptions from certain sales and use taxes, real property transfer taxes and mortgage recording taxes as more particularly described in the Basic Documents.

“Full Time Equivalent Employee” means (A) a full-time, permanent, private-sector employee on the Company’s payroll, who has worked at the Project Facility 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 Company to other employees with comparable rank and duties; or (B) two part-time, permanent, private-sector employees on Company’s payroll, who have worked at the Project Facility for a combined minimum of 35 hours per week for not less than 4 consecutive weeks and who are entitled to receive the usual and customary fringe benefits extended by the Company to other employees with comparable rank and duties; or (C) a Contract Employee.



“Initial Employment Plan” means the initial plan, based on the employment projections contained in the Application, regarding the number of people expected to be employed at the Project Facility and certain other matters, in substantially the form attached as Exhibit F to the Lease Agreement.

“Land” means an approximately 2 acre parcel of land located at 40 North Russell Road in the City of Albany, Albany County, New York.

“Lease Agreement” means the lease agreement dated as of February 1, 2017 by and between the Agency, as landlord, and the Company, as tenant, pursuant to which, among other things, the Agency has leased the Project Facility to the Company, as said lease agreement may be amended or supplemented from time to time.

“Project” shall have the meaning set forth in the Lease Agreement.

“Project Facility” means, collectively, the Land, the Facility, and the Equipment.

“Recapture Events” shall mean the following:

- (1) failure to complete the acquisition, construction, and installation of the Project Facility;
- (2) failure by the Company to meet at least eighty percent (80%) of the Employment Level requirements contained in Section 3.02(E) hereof and in the Application or Initial Employment Plan;
- (3) liquidation of substantially all of the Company’s operating assets and/or cessation of substantially all of the Company’s operations;
- (4) relocation of all or substantially all of Company’s operations at the Project Facility to another site, or the sale, lease or other disposition of all or substantially all of the Project Facility;
- (5) transfer of jobs equal to at least fifteen percent (15%) of the Company’s Employment Level out of the City of Albany, New York;
- (6) failure by the Company to comply with the annual reporting requirements or to provide the Agency with requested information;
- (7) sublease of all or part of the Project Facility in violation of the Basic Documents;
- (8) a change in the use of the Project Facility, other than as self-storage facility and other directly and indirectly related uses; or
- (9) failure by the Company to make an actual investment in the Project by the Completion Date equal to or exceeding 90% of the Total Project Costs as set forth in the Application.

“Recapture Period” means the approximate five (5) year period ending on December 31, 2021.

SECTION 1.2. INTERPRETATION. In this Uniform Agency Project Agreement, unless the context otherwise requires:

(A) the terms “hereby”, “hereof”, “herein”, “hereunder” and any similar terms as used in this Uniform Agency Project Agreement, refer to this Uniform Agency Project Agreement, and the term “heretofore” shall mean before, and the term “hereafter” shall mean after, the date of this Uniform Agency Project Agreement;

(B) words of masculine gender shall mean and include correlative words of feminine and neuter genders;

(C) words importing the singular number shall mean and include the plural number, and vice versa;

(D) any headings preceding the texts of the several Articles and Sections of this Uniform Agency Project Agreement, and any table of contents or marginal notes appended to copies hereof, shall be solely for convenience of reference and shall neither constitute a part of this Uniform Agency Project Agreement nor affect its meaning, construction or effect; and

(E) any certificates, letters or opinions required to be given pursuant to this Uniform Agency Project Agreement shall mean a signed document attesting to or acknowledging the circumstances, representations, opinions of law or other matters therein stated or set forth or setting forth matters to be determined pursuant to this Uniform Agency Project Agreement.

## ARTICLE II

### REPRESENTATIONS AND WARRANTIES

SECTION 2.01. REPRESENTATIONS OF AND WARRANTIES BY THE AGENCY. The Agency does hereby represent, warrant, and covenant as follows:

(A) Power. The Agency is a public benefit corporation of the State, has been duly established under the provisions of the Act, is validly existing under the provisions of the Act and has the power under the laws of the State to enter into this Uniform Agency Project Agreement and to carry out the transactions contemplated hereby and to perform and carry out all covenants and obligations on its part to be performed under and pursuant to this Uniform Agency Project Agreement.

(B) Authorization. The Agency is authorized and has the corporate power under the Act, its by-laws and the laws of the State to enter into this Uniform Agency Project Agreement and the transactions contemplated hereby and to perform and carry out all the covenants and obligations on its part to be performed under and pursuant to this Uniform Agency Project Agreement. By proper corporate action on the part of its members, the Agency has duly authorized the execution, delivery, and performance of this Uniform Agency Project Agreement and the consummation of the transactions herein contemplated.

(C) Conflicts. The Agency is not prohibited from entering into this Uniform Agency Project Agreement and discharging and performing all covenants and obligations on its part to be performed under and pursuant to this Uniform Agency Project Agreement by the terms, conditions or provisions of any order, judgment, decree, law, ordinance, rule or regulation of any court or other agency or authority of government, or any agreement or instrument to which the Agency is a party or by which the Agency is bound.

SECTION 2.02. REPRESENTATIONS OF AND WARRANTIES BY THE COMPANY. The Company does hereby represent, warrant, and covenant as follows:

(A) Power. The Company is a limited liability company duly organized and validly existing under the laws of the State of Delaware, is duly authorized to do business in the State and has the power under the laws of the State of New York to enter into this Uniform Agency Project Agreement and to perform and carry out the transactions contemplated hereby and to perform and carry out all covenants and obligations on its part to be performed under and pursuant to this Uniform Agency Project Agreement, and by proper action of its members has been duly authorized to execute, deliver and perform this Uniform Agency Project Agreement.

(B) Authorization. The Company is authorized and has the power under its certificate of formation, operating agreement and the laws of the State of New York to enter into this Uniform Agency Project Agreement and the transactions contemplated hereby and to perform and carry out all covenants and obligations on its part to be performed under and pursuant to this Uniform Agency Project Agreement. By proper action of its members, the Company has duly authorized the execution, delivery, and performance of this Uniform Agency Project Agreement and the consummation of the transactions herein contemplated.

(C) Conflicts. The Company is not prohibited from entering into this Uniform Agency Project Agreement and discharging and performing all covenants and obligations on its part to be performed under and pursuant to this Uniform Agency Project Agreement by (and the execution, delivery and performance of this Uniform Agency Project Agreement, the consummation of the transactions

contemplated hereby and the fulfillment of and compliance with the provisions of this Uniform Agency Project Agreement will not conflict with or violate or constitute a breach of or a default under) the terms, conditions or provisions of its certificate of formation, operating agreement or any other restriction, law, rule, regulation or order of any court or other agency or authority of government, or any contractual limitation, restriction or outstanding indenture, deed of trust, mortgage, loan agreement, other evidence of indebtedness or any other agreement or instrument to which the Company is a party or by which it or any of its property is bound, and neither the Company's entering into this Uniform Agency Project Agreement nor the Company's discharging and performing all covenants and obligations on its part to be performed under and pursuant to this Uniform Agency Project Agreement will be in conflict with or result in a breach of or constitute (with due notice and/or lapse of time) a default under any of the foregoing, or result in the creation or imposition of any lien of any nature upon any of the property of the Company under the terms of any of the foregoing, and this Uniform Agency Project Agreement is the legal, valid and binding obligation of the Company enforceable in accordance with its terms, except as enforceability may be limited by applicable bankruptcy, insolvency, reorganization, moratorium and other laws relating to or affecting creditors' rights generally and by general principles of equity (regardless of whether enforcement is sought in a proceeding in equity or at law).

(D) Governmental Consent. No consent, approval or authorization of, or filing, registration or qualification with, any governmental or public authority on the part of the Company is required as a condition to the execution, delivery, or performance of this Uniform Agency Project Agreement by the Company or as a condition to the validity of this Uniform Agency Project Agreement.

## ARTICLE III

### COVENANTS AND AGREEMENTS

SECTION 3.01. FINANCIAL ASSISTANCE. (A) Financial Assistance. In the Application or Initial Employment Plan, the Company certified to the Agency employment information with respect to the Project Facility, and the operations of the Company. In reliance on the certifications provided by the Company in the Application or Initial Employment Plan, the Agency agrees to provide the Company with the following Financial Assistance related to the Project:

- |   |           |
|---|-----------|
| (1) sales and use tax exemptions:       | \$353,147 |
| (2) a mortgage recording tax exemption: | \$ 63,062 |

(B) Description of Project and Public Purpose of Granting Financial Assistance to the Project. In the Application and in the discussions had between the Company and the Agency with respect to the Company's request for Financial Assistance from the Agency with respect to the Project, the Company has represented to the Agency as follows:

(1) That the Project is described as follows: (1) the acquisition of an interest in an approximately 2.0 acre parcel of land (tax map number 53.67-1-5.1) currently with an address of 40 North Russell Road in the City of Albany, Albany County, New York (the "Land"), (2) the construction on the Land of an approximately 90,000 square foot building and related parking (collectively the "Facility"), and (3) the acquisition and installation therein and thereon of related fixtures, machinery, equipment and other tangible personal property (collectively, the "Equipment") (the Land, the Facility and the Equipment being hereinafter collectively referred to as the "Project Facility"), all of the foregoing to constitute a temperature controlled self-storage facility to be owned by the Company and any other directly and indirectly related activities.

(2) That the Project will furnish the following benefits to the residents of the City of Albany, New York (the "Public Benefits"): as described in Exhibit A to the Approving Resolution.

(C) Reserved.

(D) Contingent Nature of the Financial Assistance. Notwithstanding the provisions of Section 3.01(A) of this Uniform Agency Project Agreement, the Agency and the Company agree that the amount of Financial Assistance to be received by the Company with respect to the Project shall be contingent upon, and shall bear a direct relationship to, the success or lack of success of the Project in delivering the promised Public Benefits.

SECTION 3.02. COMPANY AGREEMENTS. The Company hereby agrees as follows:

(A) Filing – Initial. To file with the Agency, prior to the Closing Date, the Initial Employment Plan.

(B) Filing – Annual. To file with the Agency, on an annual basis, within sixty (60) days after the end of each calendar year, a report regarding the number of people employed at the Project Facility and certain other matters as required under Applicable Law, an annual employment

verification/compliance report (the "Annual Verification Report," in substantially the form attached hereto as Schedule E).

(C) Employment Listing. To list new employment opportunities created as a result of the Project with the following entities (hereinafter, the "JTPA Entities"): (1) the New York State Department of Labor Community Services Division and (2) the administrative entity of the service delivery area created by the Federal Job Training Partnership Act (P.L. No. 97-300) in which the Project Facility is located (while currently cited in Section 858-b of the Act, the Federal Job Training Partnership Act was repealed effective June 1, 2000, and has been supplanted by the Workplace Investment Act of 1998 (P.L. No. 105-220)).

(D) Employment Consideration. Except as otherwise provided by collective bargaining agreement, the Company agrees, where practicable, to first consider for such new employment opportunities persons eligible to participate in federal job training partnership programs who shall be referred by the JTPA Entities.

(E) Employment Level. (1) To maintain, as described in the Application, the following employment level (the "Employment Level") during the term of the Uniform Agency Project Agreement, beginning no later than one (1) year after the Completion Date:

<b>Year</b>	<b>Total Employees</b>
2017 and thereafter	1.5 Full Time Equivalent Employees

(2) (a) To verify that Employment Level is being achieved at the Project Facility and the information contained in the Annual Verification Report, the Company is required to submit, or cause to be submitted, within sixty (60) days after the end of each calendar year; a form NYS-45 as of the last payroll date in the month of December (the "Quarterly Report", a copy of which is attached hereto as Schedule A and, together with the Annual Verification Report described in Section 3.02(B) above, being collectively referred to as the "Employment Affidavits") or some other form that is explicitly approved by the Agency. Full Time Equivalent Employees for each calendar year during the term of this Uniform Agency Project Agreement shall be the number reported in the Employment Affidavits delivered by the Company pursuant to Section 3.02(B) and this Section 3.02(E)(2).

(b) In the event that some or all of the Full Time Equivalent Employees employed at the Project Facility constitute Contract Employees, it shall be the responsibility of the Company to deliver, or cause to be delivered, the Quarterly Reports of the employers relating to such Contract Employees. The Company hereby agrees to provide such Quarterly Reports in accordance with the terms contained in Section 3.02(E)(2)(a) above.

(F) Non-Discrimination. (1) At all times during the term of this Uniform Agency Project Agreement, the Company shall not discriminate against any employee or applicant for employment because of race, color, creed, age, sex or national origin. The Company shall use its best efforts to ensure that employees and applicants for employment with the Company or any subtenant of the Project Facility are treated without regard to their race, color, creed, age, sex, or national origin. As used herein, the term "treated" shall mean and include, without limitation, the following: recruited, whether by advertising or other means; compensated, whether in the form of rates of pay or other forms of compensation; selected for training, including apprenticeship; promoted; upgraded; downgraded; demoted; transferred; laid off; and terminated.

(2) The Company agrees that, in all solicitations or advertisements for employees placed by or on behalf of the Company during the term of this Uniform Agency Project Agreement, the Company will state in substance that all qualified applicants will be considered for employment without regard to race, color, creed or national origin, age or sex.

(G) Community Benefits - No Cost Storage Units. To provide to Equinox Inc. ("Equinox"), for its use pursuant to its corporate purpose and at no cost for a term of at least five (5) years, the following storage units at the Project Facility:

(1) One (1) 10' x 20' storage unit, wholly dedicated to Equinox; and

(2) Up to three (3) additional storage units of similar size for short-term overflow storage, subject to availability.

The use by Equinox of the storage units will be subject to the terms and requirements of the Company's standard rental agreement for storage units at the Project Facility.

## ARTICLE IV

### EVENTS OF DEFAULT AND REMEDIES

SECTION 4.01. EVENTS OF DEFAULT DEFINED. (A) The following shall be "Events of Default" under this Uniform Agency Project Agreement, and the terms "Event of Default" or "default" shall mean, whenever they are used in this Uniform Agency Project Agreement, any one or more of the following events:

- (1) A default in the performance or observance of any of the covenants, conditions or agreements on the part of the Company in this Uniform Agency Project Agreement and the continuance thereof for a period of thirty (30) days after written notice thereof is given by the Agency to the Company, provided that, if such default is capable of cure but cannot be cured within such thirty (30) day period, the failure of the Company to commence to cure within such thirty (30) day period and to prosecute the same with due diligence.
- (2) The occurrence of an "Event of Default" under any other Basic Document.
- (3) Any representation or warranty made by the Company herein or in any other Basic Document proves to have been false at the time it was made.

SECTION 4.02. REMEDIES ON DEFAULT. (A) Whenever any Event of Default hereunder shall have occurred, the Agency may, to the extent permitted by law, take any one or more of the following remedial steps:

- (1) declare, by written notice to the Company, to be immediately due and payable, whereupon the same shall become immediately due and payable, (a) all amounts payable pursuant to Section 5.3 of the Lease Agreement, and (b) all other payments due under this Uniform Agency Project Agreement or any of the other Basic Documents; or
- (2) terminate the Lease Agreement and convey to the Company all the Agency's right, title and interest in and to the Project Facility (the conveyance of the Agency's right, title and interest in and to the Project Facility shall be effected by the delivery by the Agency of the Termination of Lease to Agency and the Bill of Sale to Company. The Company hereby agrees to pay all expenses and taxes, if any, applicable to or arising from any such transfer of title); or
- (3) take any other action at law or in equity which may appear necessary or desirable to collect any amounts then due or thereafter to become due hereunder and to enforce the obligations, agreements, or covenants of the Company under this Uniform Agency Project Agreement.

(B) No action taken pursuant to this Section 4.02 (including repossession of the Project Facility) shall relieve the Company from its obligations to make any payments required by this Uniform Agency Project Agreement and the other Basic Documents.

SECTION 4.03. RECAPTURE OF FINANCIAL ASSISTANCE. (A) General. Upon the occurrence of a Recapture Event that occurs during the Recapture Period, the Agency may require the Company to provide for the recapture of the project financial assistance provided as of the date of determination (the "Project Financial Assistance"), all in accordance with the terms of this Section 4.03. The Company



hereby agrees, if requested by the Agency, to pay within thirty (30) days to the Agency the recapture of the Project Financial Assistance, as provided in this Section 4.03.

(B) Project Financial Assistance to be Recaptured. The Project Financial Assistance to be recaptured, as adjusted by the provisions of Section 4.03(C) below, by the Agency from the Company upon the occurrence of a Recapture Event during a Recapture Period shall be an amount equal to a percentage (as provided in subsection (C) below) multiplied by the sum of the following:

(1) the portion of the amount of New York State sales and use taxes allocable to Albany County that the Company would have paid as of the date of determination in connection with the undertaking of the Project if the Project Facility was privately owned by the Company and not deemed owned or under the jurisdiction and control of the Agency; and

(2) the amount of any mortgage recording tax exemption provided by the Agency to the Company in connection with the undertaking of the Project.

(C) Amount of Project Financial Assistance to be Recaptured. Upon the occurrence of a Recapture Event, the Company shall pay to the Agency the following amounts as recapture:

Year	Amount of Recapture
2017	100% of the Project Financial Assistance
2018	100% of the Project Financial Assistance
2019	75% of the Project Financial Assistance
2020	50% of the Project Financial Assistance
2021	25% of the Project Financial Assistance

(D) Redistribution of Project Financial Assistance to be Recaptured. Upon the receipt by the Agency of any amount of Project Financial Assistance pursuant to this Section 4.03, the Agency shall redistribute such amount within thirty (30) days of such receipt to the Taxing Entity that would have received such amount but for the granting by the Agency of the Project Financial Assistance.

(E) Survival of Obligations. The Company acknowledges that the obligations of the Company in this Section 4.03 shall survive the conveyance of the Project Facility to the Company and the termination of the Lease Agreement.

(F) Agency Review of Recapture Determination. The Agency's determination to recapture all or a portion of the Project Financial Assistance shall be made by the Agency after an evaluation of the criteria for recapture set forth in the Agency's "Recapture Benefits Policy" as in effect as of the Closing Date (a copy of which policy is attached hereto as Schedule B). If the Agency determines that a Recapture Event has occurred, it shall give notice of such determination to the Company. The Company shall have thirty (30) days from the date the notice is deemed given to submit a written response to the Agency's determination and to request a written and/or oral presentation to the Agency why the proposed recapture amount should not be paid to the Agency. The Company may make its presentation at a meeting of the Agency. The Agency shall then vote on a resolution recommending (i) a termination of Financial Assistance, (ii) a recapture of Financial Assistance, (iii) both a termination and a recapture of Financial Assistance, (iv) a modification of Financial Assistance or (v) no action.

SECTION 4.04. LATE PAYMENTS. (A) One Month. If the Company shall fail to make any payment required by this Uniform Agency Project Agreement within thirty days of the date that written notice of such payment is sent from the Agency to the Company at the address provided in Section 5.05 of this

Uniform Agency Project Agreement, the Company shall pay the amount specified in such notice together with a late payment penalty equal to five percent (5%) of the amount due.

(B) Thereafter. If the Company shall fail to make any payment required by this Uniform Agency Project Agreement when due and such delinquency shall continue beyond the thirty days after such notice, the Company's obligation to make the payment so in default shall continue as an obligation of the Company to the Agency until such payment in default shall have been made in full, and the Company shall pay the same to the Agency together with (1) a late payment penalty of one percent (1%) per month for each month, or part thereof, that the payment due hereunder is delinquent beyond the first month, plus (2) interest thereon, to the extent permitted by law, at the greater of (a) one percent (1%) per month, or (b) the rate per annum which would be payable if such amount were delinquent taxes, until so paid in full.

SECTION 4.05. PAYMENT OF ATTORNEY'S FEES AND EXPENSES. If the Company should default in performing any of its obligations, covenants or agreements under this Uniform Agency Project Agreement and the Agency should employ attorneys or incur other expenses for the collection of any amounts payable hereunder or for the enforcement of performance or observance of any obligation, covenant or agreement on the part of the Company herein contained, the Company agrees that it will, on demand therefor, pay to the Agency within thirty (30) days not only the amounts adjudicated due hereunder, together with the late payment penalty and interest due thereon, but also the reasonable fees and disbursements of such attorneys and all other expenses, costs and disbursements so incurred, whether or not an action is commenced.

SECTION 4.06. REMEDIES; WAIVER AND NOTICE. (A) No Remedy Exclusive. No remedy herein conferred upon or reserved to the Agency is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Uniform Agency Project Agreement or now or hereafter existing at law or in equity or by statute.

(B) Delay. No delay or omission in exercising any right or power accruing upon the occurrence of a Recapture Event or an Event of Default hereunder shall impair any such right or power or shall be construed to be a waiver thereof, but any such right or power may be exercised from time to time and as often as may be deemed expedient.

(C) Notice Not Required. In order to entitle the Agency to exercise any remedy reserved to it in this Uniform Agency Project Agreement, it shall not be necessary to give any notice, other than such notice as may be expressly required in this Uniform Agency Project Agreement.

(D) No Waiver. In the event any provision contained in this Uniform Agency Project Agreement should be breached by any party and thereafter duly waived by the other party so empowered to act, such waiver shall be limited to the particular breach so waived and shall not be deemed to be a waiver of any other breach hereunder. No waiver, amendment, release, or modification of this Uniform Agency Project Agreement shall be established by conduct, custom, or course of dealing.

ARTICLE V  
MISCELLANEOUS

SECTION 5.01. TERM. This Uniform Agency Project Agreement shall become effective and the obligations of the Company shall arise absolutely and unconditionally upon the execution and delivery of this Uniform Agency Project Agreement by the Company and the Agency. Unless otherwise provided by amendment hereof, this Uniform Agency Project Agreement shall continue to remain in effect until December 31, 2021.

SECTION 5.02. FORM OF PAYMENTS. The amounts payable under this Uniform Agency Project Agreement shall be payable in such coin and currency of the United States of America as at the time of payment shall be legal tender for the payment of public and private debts.

SECTION 5.03. COMPANY ACTS. Where the Company is required to do or accomplish any act or thing hereunder, the Company may cause the same to be done or accomplished with the same force and effect as if done or accomplished by the Company.

SECTION 5.04. AMENDMENTS. This Uniform Agency Project Agreement may not be effectively amended, changed, modified, altered, or terminated except by an instrument in writing executed by the parties hereto.

SECTION 5.05. NOTICES. (A) General. All notices, certificates or other communications hereunder shall be in writing and may be personally served, telecopied or sent by courier service or United States mail and shall be sufficiently given and shall be deemed given when (1) delivered in person or by courier to the applicable address stated below, (2) when received by telecopy or (3) three business days after deposit in the United States, by United States mail (registered or certified mail, postage prepaid, return receipt requested, property addressed), or (4) when delivered by such other means as shall provide the sender with documentary evidence of such delivery, or when delivery is refused by the addressee, as evidenced by the affidavit of the Person who attempted to effect such delivery.

(B) Addresses. The addresses to which notices, certificates and other communications hereunder shall be delivered are as follows:

IF TO THE COMPANY:

ValuSpace Albany, L.L.C.  
c/o Rosenblum Companies, 300 Great Oaks Boulevard, Suite 310  
Albany, New York  
Attention: Seth D. Rosenblum

WITH A COPY TO:

Bond Schoeneck & King PLLC  
One Lincoln Center  
Syracuse, New York  
Attention: Edwin J. Kelley, Jr., Esq.  
Attention: Sarah Lewis Belcher, Esq.

IF TO THE AGENCY:

City of Albany Industrial Development Agency  
21 Lodge Street  
Albany, New York 12207  
Attention: Chairman

WITH A COPY TO:

Office of Corporation Counsel  
City Hall, Eagle Street - Room 106  
Albany, New York 12207  
Attention: William Kelly, Esq.

and

Hodgson Russ LLP  
677 Broadway, Suite 301  
Albany, New York 12207  
Attention: A. Joseph Scott, III, Esq.

(C) Change of Address. The Agency and the Company may, by notice given hereunder, designate any further or different addresses to which subsequent notices, certificates and other communications shall be sent.

SECTION 5.06. BINDING EFFECT. This Uniform Agency Project Agreement shall inure to the benefit of, and shall be binding upon, the Agency, the Company and their respective successors and assigns. The provisions of this Uniform Agency Project Agreement are intended to be for the benefit of the Agency.

SECTION 5.07. SEVERABILITY. If any article, section, subdivision, paragraph, sentence, clause, phrase, provision or portion of this Uniform Agency Project Agreement shall for any reason be held or adjudged to be invalid or illegal or unenforceable by any court of competent jurisdiction, such article, section, subdivision, paragraph, sentence, clause, phrase, provision or portion so adjudged invalid, illegal or unenforceable shall be deemed separate, distinct and independent and the remainder of this Uniform Agency Project Agreement shall be and remain in full force and effect and shall not be invalidated or rendered illegal or unenforceable or otherwise affected by such holding or adjudication.

SECTION 5.08. COUNTERPARTS. This Uniform Agency Project Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

SECTION 5.09. APPLICABLE LAW. This Uniform Agency Project Agreement shall be governed by and construed in accordance with the laws of the State.

SECTION 5.10. SURVIVAL OF OBLIGATIONS. The obligations of the Company to make the filings and listings required by Section 3.02 hereof shall survive the termination of this Uniform Agency Project Agreement, and all such filings and reports after such termination shall be made upon demand of the party to whom such filings and reports are due.

IN WITNESS WHEREOF, the Agency and the Company have caused this Uniform Agency Project Agreement to be executed in their respective names by duly authorized officers thereof, all being done as of the date first above written.

CITY OF ALBANY INDUSTRIAL  
DEVELOPMENT AGENCY

BY: T. Metzger  
(Vice) Chair

VALUSPACE ALBANY, L.L.C.

BY: \_\_\_\_\_  
Authorized Officer

#### SPECIAL PROJECT CERTIFICATION

As required under Section 859-a(6) of the Act, the Company hereby certifies, under penalty of perjury, that the Company is in substantial compliance with all local, state and federal tax, worker protection and environmental laws, rules and regulations.

VALUSPACE ALBANY, L.L.C.

BY: \_\_\_\_\_  
Authorized Officer

IN WITNESS WHEREOF, the Agency and the Company have caused this Uniform Agency Project Agreement to be executed in their respective names by duly authorized officers thereof, all being done as of the date first above written.

CITY OF ALBANY INDUSTRIAL  
DEVELOPMENT AGENCY

BY: \_\_\_\_\_  
(Vice) Chair

VALUSPACE ALBANY, L.L.C.

BY:  \_\_\_\_\_  
Authorized Officer

SPECIAL PROJECT CERTIFICATION


As required under Section 859-a(6) of the Act, the Company hereby certifies, under penalty of perjury, that the Company is in substantial compliance with all local, state and federal tax, worker protection and environmental laws, rules and regulations.

VALUSPACE ALBANY, L.L.C.

BY:  \_\_\_\_\_  
Authorized Officer

STATE OF NEW YORK                    )  
  ) ss.:  
COUNTY OF ALBANY                    )

On the 24<sup>th</sup> day of February, in the year 2017, before me, the undersigned, a notary public in and for said state, personally appeared TRACY L. METZGER, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her capacity, and that by her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

  
\_\_\_\_\_  
Notary Public

Pamella Weisberg  
Notary Public, State of New York  
Qualified in Rensselaer County  
No. 01WE4943734  
Commission Expires October 31, 2018

STATE OF NEW YORK

)

) ss.:

COUNTY OF ALBANY

)

On the 27<sup>th</sup> day of February, in the year 2017, before me, the undersigned, a notary public in and for said state, personally appeared Seth S. Rosenblum, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Cheryl L. Stock  
Notary Public

CHERYL L. STOCK  
NOTARY PUBLIC-STATE OF NEW YORK  
No. 01ST6193482  
Qualified In Albany County  
My Commission Expires 09-15-2020



**SCHEDULE A**

**NYS-45**

**QUARTERLY REPORT**

## 012001.00156 Business 15747026v2



41329429

Use Part D **only** for corrections/additions for the quarter being reported in Part B of **this** return. To correct original withholding information reported on Form(s) NYS-1, complete columns a, b, c, and d. To report additional withholding information not previously submitted on Form(s) NYS-1, complete **only** columns c and d. Lines 12 through 15 on the front of this return **must** reflect these corrections/additions.

<b>a</b> <b>Original</b> <b>last payroll date reported</b> <b>on Form NYS-1, line A (mmdd)</b>	<b>b</b> <b>Original</b> <b>total withheld</b> <b>reported on Form NYS-1, line 4</b>	<b>c</b> <b>Correct</b> <b>last payroll date</b> <b>(mmdd)</b>	<b>d</b> <b>Correct</b> <b>total withheld</b>
01/01/2018	\$1,200.00	01/01/2018	\$1,200.00
01/01/2018	\$1,200.00	01/01/2018	\$1,200.00
01/01/2018	\$1,200.00	01/01/2018	\$1,200.00
01/01/2018	\$1,200.00	01/01/2018	\$1,200.00
01/01/2018	\$1,200.00	01/01/2018	\$1,200.00
01/01/2018	\$1,200.00	01/01/2018	\$1,200.00
01/01/2018	\$1,200.00	01/01/2018	\$1,200.00
01/01/2018	\$1,200.00	01/01/2018	\$1,200.00

**22.** This line is not in use for this quarter.

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$$m \leq \frac{1}{2} \sqrt{2n} \ln n, \quad \beta^{(m)} = \frac{1}{2} \sqrt{2n} \ln n, \quad \gamma^{(m)} = \frac{1}{2} \sqrt{2n} \ln n, \quad \text{and } \delta^{(m)} = \frac{1}{2} \sqrt{2n} \ln n.$$

|            |     |
|------------|-----|
| Legal name | EIN |
| Address    |     |

|                            |   |         |            |                       |                        |   |
|----------------------------|---|---------|------------|-----------------------|------------------------|---|
| <b>Paid preparer's use</b> | Preparer's signature                              |         | Date       | Preparer's NYTPRIN    | Preparer's SSN or PTIN | Mark an X if self-employed <input type="checkbox"/> |
|                            | Preparer's firm name (or yours, if self-employed) | Address | Firm's EIN |                       | Telephone number ( )   |   |
| Payroll service's name     |   |         |            | Payroll service's EIN |                        |   |

- File original return and keep a copy for your records.
- Complete lines 9 and 19 to ensure proper credit of payment.
- Enter your withholding ID number on your remittance.
- Make remittance payable to **NYS Employment Contributions and Taxes**.
- Enter your telephone number in boxes below your signature.
- See *Need help?* on Form NYS-451 if you need forms or assistance.

**NYS EMPLOYMENT  
CONTRIBUTIONS AND TAXES  
PO BOX 4119  
BINGHAMTON NY 13902-4119**

## SCHEDULE B

### RECAPTURE BENEFITS POLICY

#### PART 25

#### POLICY RESPECTING RECAPTURE OF PROJECT BENEFITS

SECTION 2501. PURPOSE AND JUSTIFICATION. (A) The purpose of this Policy is to outline the procedures utilized by City of Albany Industrial Development Agency (the “Agency”) to review compliance with (1) the requirements of the Agency relating to job creation and/or retention, other expected public benefits and reporting and (2) the requirements of the State of New York (the “State”) relating to sales tax exemptions and reporting.

(B) The Agency was created pursuant to Section 903-a of Title 2 of Article 18-A of the General Municipal Law and Title 1 of Article 18-A the General Municipal Law (collectively, the “Act”) for the purpose of promoting employment opportunities for, and the general prosperity and economic welfare of, residents of the City of Albany and the State. Under the Act, the Agency was created in order to advance the job opportunities, health, general prosperity, and economic welfare of the residents of the City of Albany, New York (the “City”) and of the State.

(C) The Agency has been advised that a number of other industrial development agencies have adopted policies that (1) contain provisions allowing the industrial development agency to recapture certain financial benefits provided by said agency to a project applicant if said project applicant does not fulfill certain job creation promises contained in its application or fails to fulfill certain other promises made to said agency and (2) allow said agency to take into account exigent circumstances in deciding whether to exercise these provisions respecting the recapture of said financial benefits.

(D) Chapter 59 of the Laws of 2013 (Part J), effective March 28, 2013 (the “2013 Budget Law”), enacted March 28, 2013, established new recordkeeping, reporting, and recapture requirements for industrial development agency projects that receive sales tax exemptions.

(E) The new sales tax recording and reporting requirements required by the 2013 Budget Law include the following: (1) a requirement to keep records of the amount of sales tax benefits provided to each project and make those records available to the State upon request; (2) a requirement to report to the State, within 30 days after providing financial assistance, the amount of sales tax benefits intended to be provided to a project; and (3) a requirement that the Agency post on the internet and make available without charge copies of its resolutions and agreements appointing an agent or project operator or otherwise related to any project it establishes. A project operator (“Project Operator”) is appointed by the Agency through the filing of form ST-60 with the New York State Department of Taxation and Finance.

(F) The 2013 Budget Law requires that the Agency recapture State sales tax benefits where: (1) the project is not entitled to receive those benefits; (2) the exemptions exceed the amount authorized or are claimed for unauthorized property or services; or (3) the Project Operator failed to use property or services in the manner required by its agreements with the Agency.

(G) For purposes of this Policy, with respect to a particular calendar year and a particular project, the term “financial assistance” shall include the following:

(1) Proceeds of debt obligations issued by the Agency with respect to said project have been disbursed during the calendar year in question.

(2) Any tax exemption or abatement (a) which may have directly or indirectly benefitted the project or Project Operator shall during such calendar year and (b) which resulted from (i) the Agency's title to, possession of or, control of or other interest in said project, or (ii) the designation by the Agency of said project occupant (or any sublessee, contractor, supplier or other operator of the project) as an agent of the Agency.

(3) Any grant made by the Agency with respect to said project or Project Operator shall during such calendar year.

(4) Any loan made by the Agency with respect to said project or Project Operator shall during such calendar year.

(H) For purposes of this Policy, with respect to a particular project, the term "Project Agreements" shall mean the project documents between the Agency and an applicant with respect to the applicant's project. In addition to a lease agreement or installment sale agreement between the Agency and the applicant, the Project Agreements may also include a payment in lieu of tax agreement, a project agreement, and one or more recapture agreements, as well as security agreements intended to ensure compliance by the applicant with the requirements of the Project Agreements.

SECTION 2502. REQUIREMENTS FOR APPLICANTS. (A) Under the Act, the Agency is required to submit certain annual reports relating to Agency projects to the New York State Office of the Comptroller. In order to satisfy its annual reporting requirements and other requirements under the Act and certain other requirements imposed by the Act, as well as the new requirements imposed upon the Agency by the 2013 Budget Law, the Agency will require each applicant for financial assistance from the Agency agree to satisfy the following requirements as a condition to the receipt of such financial assistance:

(1) Any applicant requesting a sales tax exemption from the Agency must include in the application a realistic estimate of the value of the savings anticipated to be received by the applicant. Each applicant is hereby warned to provide a realistic estimate in the application, as the 2013 Budget Law and the regulations expected to be enacted thereunder are expected to require that the Agency recapture any benefit that exceeds the greater of (a) the amount listed in said application or (b) authorized by the Agency in a separate resolution.

(2) Any applicant requesting a sales tax exemption from the Agency must agree to annually file (and cause any sublessee, contractor, supplier or other operator of the project to file annually) with the State, on a form and in such manner as is prescribed by the State, a statement of the value of all sales and use tax exemptions claimed by the applicant and all contractors, subcontractors, consultants and other agents of the applicant under the authority granted to the applicant by the Agency.

(3) Any applicant requesting a sales tax exemption from the Agency must agree to furnish to the Agency a copy of each such annual report submitted to the State by the applicant or any sublessee, contractor, supplier or other operator of the project.

(4) As required by the 2013 Budget Law, the Project Agreements will provide that any sales tax benefits determined by the Agency to be subject to recapture pursuant to the 2013

Budget Law must be remitted by the applicant to the Agency within 20 days of a request therefor by the Agency.

(5) The applicant agrees that, as required by the 2013 Budget Law, the resolutions of the Agency with respect to the project and the Project Agreements will now be publicly available on the Agency's website. As provided in the New York Freedom of Information Law ("FOIL"), the applicant may request that certain information contained therein be redacted and, if the applicant can demonstrate to the satisfaction of the Agency that release of said information would result in substantial harm to the applicant's competitive position, the Agency may comply with such request.

(6) Except as otherwise provided by collective bargaining agreements, new employment opportunities created as a result of the Project will be listed with the New York State Department of Labor Community Services Division (the "DOC") and with the administrative entity (collectively with the DOC, the "JTPA Entities") of the service delivery area created by the federal job training partnership act (Public Law 97-300) ("JTPA"), as replaced by the Workforce Investment Act of 1998 (Public Law 105-220), in which the Project is located.

(7) Except as otherwise provided by collective bargaining agreements, where practicable, the applicant will first consider persons eligible to participate in JTPA programs who shall be referred by JTPA Entities for new employment opportunities created as a result of the Project.

(8) The applicant agrees, whenever requested by the Agency, to provide and certify or cause to be provided and certified such information concerning the Applicant, its finances and other topics as the Agency from time to time reasonably considers necessary or appropriate, including, but not limited to, such information as to enable the Agency to make any reports required by law or governmental regulation.

(9) Within sixty (60) days after the end of each calendar year, the applicant shall furnish to the Agency a certificate of an Authorized Representative of the applicant stating that no event of default under the Project Agreements has occurred or is continuing or, if any Event of Default exists, specifying the nature and period of existence thereof and what action the applicant has taken or proposes to take with respect thereto, and setting forth the unpaid principal balance of the Bonds and accrued but unpaid interest thereon and that no defenses, offsets or counterclaims exist with respect to the indebtedness evidenced thereby.

(10) The applicant shall insure that all employees and applicants for employment with regard to the Project are afforded equal employment opportunities without discrimination.

(11) The applicant agrees to file with the Agency, no later than sixty (60) days after the end of each calendar year, reports regarding the number of people employed at the project and certain other matters.

(B) In order to ensure that the project will create the public benefits anticipated by the Agency accruing to the residents and taxpayers of the City, the Project Agreements will require that each Agency Project Operator agree that, annually, within 60 days of the end of each calendar year during which a project has received any financial assistance from the Agency, such Agency Project Operator will complete and file with the Agency an annual report (the "Operator Annual Report") describing the status of the project during the calendar year just completed, including such information as: jobs projected to be created/retained; estimated salary of jobs to be created/retained; current number of jobs; construction jobs

created through the year; exemptions from taxes and payments in lieu of tax made; status of local labor; and status of bond financing related to the project.

SECTION 2503. ENFORCEMENT.(A) The Agency will use the information contained in the Operator Annual Report, and may use site visits and follow-ups, to gauge the status of a project in relation to the original commitment of the applicant as stated in the project application.

(B) Should the staff or board members of the Agency find significant deficiencies in any area; the project will be further reviewed. Examples of situations that may trigger review and/or action by the Agency include:

(1) If the Project Operator shifts production activity to a facility outside of the City and, as a result, fails to achieve the economic benefits projected;

(2) If the Project Operator moves all operations outside the City, neglects to move operations to the City, or the project does not otherwise conform to the project described in the Project Agreements;

(3) If a significant shortfall in economic benefits is identified, as compared with the application, such as a significant shortfall in new job creation/retention and/or expected major investments in the business;

(4) Failure to comply with annual reporting requirements or provide the Agency with requested information; or

(5) Closure of a project within the time period the applicant receives Agency financial assistance.

(C) Should the staff or board members of the Agency find significant deficiencies in the achievement of the economic benefits promised as described in the application and the Project Agreements, the Project Operator will be asked to provide justification for said shortfalls. The board members of the Agency will compare these statements against industry standards, as well as the current market and economic conditions, to determine whether the Project Operator did all that it could to meet its obligations as outlined in the application and the Project Agreements.

(D) The board members of the Agency will determine on a case by case basis whether a hearing is appropriate to allow a Project Operator to be heard on the issue regarding said Project Operator's failure to achieve the projected economic benefits.

(E) Should the board members of the Agency find that (1) significant deficiencies in the achievement of the economic benefits promised as described in the application and the Project Agreements have occurred and (2) there appears to be no justification satisfactory to the Agency to explain these deficiencies, the Agency may determine to undertake any enforcement action available to the Agency under the Agency Agreements to seek redress for these deficiencies.

(F) Enforcement action taken by the Agency under the Agency Documents may include, but shall not be limited to, the following:

(1) Requesting cure of the deficiency by a final notice letter.

(2) Forwarding an event of default notice under the Project Agreements.

(3) Notifying appropriate New York State agencies of the Project Operator's failure to comply with such requirements.

(4) Terminating any or all of the Project Agreements early.

(5) Reducing the value of financial assistance moving forward.

(6) Terminating any future financial assistance.

(7) Requiring that the value of all the financial assistance utilized to date to be repaid in full or in part.

(G) In connection with the undertaking of a Project and/or the preparation of Project Agreements, the Agency also reserves the right to negotiate the terms and conditions of these recapture provisions.

SECTION 2504. EFFECTIVE DATE. This policy shall be effective with respect to any project undertaken by the Agency where receipt of the application for the project occurs after the date of approval of this Policy.



SCHEDULE C

RESERVED

SCHEDULE D  
COPY OF APPLICATION



300 Great Oaks Boulevard • Suite 310 • Albany, New York 12203  
tel 518.869.9302 • fax 518.869.9341 • info@rosenblumcompanies.com  
www.rosenblumcompanies.com

December 1, 2016

Tracy Metzger  
Chair, City of Albany Industrial Development Agency  
21 Lodge Street  
Albany, NY 12207

**Re: Request for IDA Assistance - 40 North Russell Road, Albany**

Dear Ms. Metzger:

Please find enclosed a completed application, as well as the appropriate supplementary material required by the City of Albany Industrial Development Agency for the consideration of financial assistance associated with our proposed project at 40 North Russell Road, and payment of the \$1,500 application fee (check #5017).

We propose an adaptive reuse of the site at 40 North Russell Road to construct a new, attractive +/- 90,000 SF, three-story, temperature controlled self storage facility with a clean, well-lit rental office and retail space for the sale of moving and packing supplies. The site will be landscaped, and fenced and gated to control access.

ValuSpace Albany, LLC ("Applicant") is respectfully requesting exemptions in the amount of \$353,147 for N.Y.S. Sales and Compensating Use Tax and \$63,062 for Mortgage Recording Taxes.

The proposed project at 40 North Russell Road aligns with the City of Albany's strategic focus on new multifamily housing development in downtown and surrounding neighborhoods by providing a critical amenity for existing and prospective residents. While there are several storage facilities within the City, none provide the modern design, accessibility, temperature control and security features that align with customer expectations of a retail storage experience. Furthermore, the project will reverse blight at a long-distressed and difficult property sandwiched between two important retail centers while generating significant additional property tax revenues immediately upon completion.

Applicant is requesting IDA assistance because the higher expense of new construction that must conform with the latest, more stringent energy codes revised in October 2016 and the challenging location of the facility on a parcel with limited access or visibility from local roads, coupled with the project being an unproven prototype for the City, will result in an extended stabilization period compared to typical commercial projects.

Please note, the Application includes materials and information that are identified as confidential, proprietary or commercially sensitive information of Applicant that has commercial or competitive value to the competitors of the Applicant that are exempt from disclosure under Section 87(2)(d) of the Public Officers Law. Please hold all such identified materials and information in confidence and not available for public inspection or copying in accordance with Section 87 of the Public Officers Law.

Please do not hesitate to contact us if you should have any questions or find additional information is needed. We look forward to working with the Agency on this project.

Sincerely,

Seth Rosenblum  
Chief Executive Officer

Enclosure(s)

**CITY OF ALBANY INDUSTRIAL DEVELOPMENT AGENCY**

**APPLICATION**

-----  
IMPORTANT NOTICE: The answers to the questions contained in this application are necessary to determine your firm's eligibility for financing and other assistance from the City of Albany Industrial Development Agency. These answers will also be used in the preparation of papers in this transaction. Accordingly, all questions should be answered accurately and completely by an officer or other employee of your firm who is thoroughly familiar with the business and affairs of your firm and who is also thoroughly familiar with the proposed project. This application is subject to acceptance by the Agency.  
-----

TO: CITY OF ALBANY INDUSTRIAL DEVELOPMENT AGENCY  
c/o Department of Economic Development  
21 Lodge Street  
Albany, New York 12207

This application by applicant respectfully states:

APPLICANT: ValuSpace Albany, L.L.C.

APPLICANT'S ADDRESS: c/o The Rosenblum Companies, 300 Great Oaks Blvd., Suite 310

CITY: Albany STATE: NY ZIP CODE: 12203

PHONE NO.: 518-869-9302 FAX NO.: E-MAIL: seth@rosenblumcompanies.com

NAME OF PERSON(S) AUTHORIZED TO SPEAK FOR APPLICANT WITH RESPECT TO  
THIS APPLICATION: Seth Rosenblum; Jeff Mirel

IF APPLICANT IS REPRESENTED BY AN ATTORNEY, COMPLETE THE FOLLOWING:

NAME OF ATTORNEY: Edwin Kelley, Bond Schoeneck & King

ATTORNEY'S ADDRESS: One Lincoln Center

CITY: Syracuse STATE: NY ZIP CODE: 13202-1355

PHONE NO.: 315-218-8123 FAX NO.: E-MAIL: ekelley@bsk.com

NOTE: PLEASE READ THE INSTRUCTIONS ON PAGE 2 HEREOF BEFORE FILLING  
OUT THIS FORM.  
-----

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### INSTRUCTIONS

1. The Agency will not approve any application unless, in the judgment of the Agency, said application and the summary contains sufficient information upon which to base a decision whether to approve or tentatively approve an action.
2. Fill in all blanks, using "none" or "not applicable" or "N/A" where the question is not appropriate to the project which is the subject of this application (the "Project").
3. If an estimate is given as the answer to a question, put "(est)" after the figure or answer which is estimated.
4. If more space is needed to answer any specific question, attach a separate sheet.
5. When completed, return one (1) copy of this application to the Agency at the address indicated on the first page of this application.
6. The Agency will not give final approval to this application until the Agency receives a completed environmental assessment form concerning the Project which is the subject of this application.
7. Please note that Article 6 of the Public Officers Law declares that all records in the possession of the Agency (with certain limited exceptions) are open to public inspection and copying. If the applicant feels that there are elements of the Project which are in the nature of trade secrets or information, the nature of which is such that if disclosed to the public or otherwise widely disseminated would cause substantial injury to the applicant's competitive position, the applicant may identify such elements in writing and request that such elements be kept confidential in accordance with Article 6 of the Public Officers Law.
8. The applicant will be required to pay to the Agency all actual costs incurred in connection with this application and the Project contemplated herein (to the extent such expenses are not paid out of the proceeds of the Agency's bonds issued to finance the Project). The applicant will also be expected to pay all costs incurred by general counsel and bond counsel/special counsel to the Agency. The costs incurred by the Agency, including the Agency's general counsel and bond counsel, may be considered as a part of the Project and included as a part of the resultant bond issue.
9. The Agency has established an application fee of One Thousand Five Hundred Dollars (\$1,500) to cover the anticipated costs of the Agency in processing this application. A check or money order made payable to the Agency must accompany each application. **THIS APPLICATION WILL NOT BE ACCEPTED BY THE AGENCY UNLESS ACCOMPANIED BY THE APPLICATION FEE.**
10. The Agency has also established an administrative fee equal to (A) one percent (1%) of the cost of the Project in the case of an Agency Straight Lease Transaction, and (B) one percent (1%) of the aggregate principal amount of the

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bonds to be issued by the Agency in the case of an Agency Bond Transaction. The Agency has also established an administrative fee for the issuance of refunding bonds for Agency Bond Transactions. The formula for the calculation of the administrative fee for the issuance of refunding bonds is outlined in the Agency's Policy Manual. THESE FEES ARE PAYABLE ON THE CLOSING DATE.

FOR AGENCY USE ONLY

|   |             |
|---|-------------|
| 1. Project Number                                       | _____       |
| 2. Date application Received by Agency                  | _____, 20__ |
| 3. Date application referred to attorney for review     | _____, 20__ |
| 4. Date copy of application mailed to members           | _____, 20__ |
| 5. Date notice of Agency meeting on application posted  | _____, 20__ |
| 6. Date notice of Agency meeting on application mailed  | _____, 20__ |
| 7. Date of Agency meeting on application                | _____, 20__ |
| 8. Date Agency conditionally approved application       | _____, 20__ |
| 9. Date scheduled for public hearing                    | _____, 20__ |
| 10. Date Environmental Assessment Form ("EAF") received | _____, 20__ |
| 11. Date Agency completed environmental review          | _____, 20__ |
| 12. Date of final approval of application               | _____, 20__ |

SUMMARY OF PROJECT

Applicant: **ValuSpace Albany, L.L.C.**

Contact Person: **Seth Rosenblum or Jeff Mirel**

Phone Number: **518-869-9302**

Occupant: **ValuSpace Albany, L.L.C.**

Project Location: **40 North Russell Road, Albany, NY 12206**

Approximate Size of Project Site: **1.93+/- acres**

Description of Project: **Construction of a new, attractive +/- 90,000 SF, 3-story, temperature controlled self storage facility with a clean, well-lit rental office and retail space for the sale of moving and packing supplies. The site will be landscaped, and fenced and gated to control access.**

Type of Project: ☐ Manufacturing ☐ Warehouse/Distribution  
☐ Commercial ☐ Not-For-Profit  
☒ Other-Specify: Multistory self storage facility

Employment Impact: Existing Jobs **0**

New Jobs **1.5 FTE (1 FT; 1 PT)**

Project Cost: \$ **6,306,193 (est.)**

Type of Financing: ☐ Tax-Exempt ☐ Taxable ☒ Straight Lease

Amount of Bonds Requested: \$ **N/A**

Estimated Value of Tax-Exemptions:

|  |  |
|--|--|
| N.Y.S. Sales and Compensating Use Tax: | <u>\$ 353,147 (est)</u>                                  |
| Mortgage Recording Taxes:              | <u>\$ 63,062 (est)</u>                                   |
| Real Property Tax Exemptions:          | <u>\$ N/A</u>  |
| Other (please specify):                | <u>\$ Applicant is seeking 485-b from City of Albany</u> |

Provide estimates for the following:

|  |                             |
|--|-----------------------------|
| Number of Full Time Employees at the Project Site before IDA Status: | <u>0</u>                    |
| Estimate of Jobs to be Created:                                      | <u>1.5 FTE (1 FT; 1 PT)</u> |
| Estimate of Jobs to be Retained:                                     | <u>0</u>                    |
| Average Estimated Annual Salary of Jobs to be Created:               | <u>\$33,667</u>             |

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Annualized Salary Range of Jobs to be Created:  
Estimated Average Annual Salary of Jobs to be Retained:

\$25,000 - \$38,000 (est)  
\$33,667 (est)

I. INFORMATION CONCERNING THE PROPOSED OCCUPANT OF THE PROJECT (HEREINAFTER, THE "COMPANY").

A. Identity of Company:

1. Company Name: **ValuSpace Albany, L.L.C.**

Present Address: **c/o The Rosenblum Companies, 300 Great Oaks Blvd, Ste 310,  
Albany**

Zip Code: **12203**

Employer's ID No.: **14-1809735**

2. If the Company differs from the Applicant, give details of relationship:

3. Indicate type of business organization of Company:

a.          Corporation (If so, incorporated in what country?  
What State?                                  Date Incorporated?                  Type of  
Corporation?                                  Authorized to do business in New York?  
Yes       ; No       ).

b.          Partnership (if so, indicate type of partnership                         ,  
Number of general partners       , Number of limited partners       ).

c.   X   Limited liability company,  
Date created?   3/28/16  .

d.          Sole proprietorship

4. Is the Company a subsidiary or direct or indirect affiliate of any other organization(s)? If so, indicate name of related organization(s) and relationship:

**Subsidiary of Rosenblum Properties, L.L.C.**

B. Management of Company:

1. List all owners, officers, members, directors and partners (complete all columns for each person):

| NAME<br>(First, Middle, Last)<br>HOME ADDRESS | OFFICE HELD | OTHER PRINCIPAL<br>BUSINESS |
|---|-------------|-----------------------------|
| See attached                                  |             |                             |

2. Is the Company or management of the Company now a plaintiff or a defendant in any civil or criminal litigation? Yes \_\_\_\_; No X.

3. Has any person listed above ever been convicted of a criminal offense (other than a minor traffic violation)? Yes \_\_\_\_; No X.

4. Has any person listed above or any concern with whom such person has been connected ever been in receivership or been adjudicated a bankrupt? Yes \_\_\_\_; No X. (If yes to any of the foregoing, furnish details in a separate attachment).

5. If the answer to any of questions 2 through 4 is yes, please, furnish details in a separate attachment.

C. Principal Owners of Company:

1. Principal owners of Company: Is Company publicly held? Yes \_\_\_\_; No X. If yes, list exchanges where stock traded:

2. If no, list all stockholders having a 5% or more interest in the Company:

| NAME         | ADDRESS | PERCENTAGE OF<br>HOLDING |
|--------------|---------|--------------------------|
| See attached |         |                          |

D. Company's Principal Bank(s) of account: M&T Bank, 300 Great Oaks Blvd, Albany, NY

**I(B)(1) Management of Company**

| <b>NAME (First, Middle, Last) HOME ADDRESS</b>              | <b>OFFICE HELD</b>   | <b>OTHER PRINCIPAL BUSINESS</b> |
|---|----------------------|---------------------------------|
| Seth Rosenblum<br>524 West Lawrence St.<br>Albany, NY 12208 | Manager/Member       | Real Estate Development         |
| Jack Rosenblum Irrev. Tr.<br>c/o Seth Rosenblum             | Member (non-control) | n/a                             |
| Jack Rosenblum Irrev. Tr.<br>c/o Seth Rosenblum             | Member (non-control) | n/a                             |

**I(C)(2) Management of Company**

| <b>NAME</b>              | <b>ADDRESS</b>  | <b>PERCENTAGE OF HOLDING</b> |
|--------------------------|---|------------------------------|
| Seth Rosenblum           | Seth Rosenblum<br>524 West Lawrence St.<br>Albany, NY 12208 | 0.0049%                      |
| Jack Rosenblum           | Jack Rosenblum<br>517 Sir Charles Way<br>Albany, NY 12203   | 0.0051%*                     |
| Jack Rosenblum Irrev. Tr | Jack Rosenblum Irrev. Tr.<br>c/o Seth Rosenblum             | 49.50%                       |
| Jack Rosenblum Irrev. Tr | Jack Rosenblum Irrev. Tr.<br>c/o Seth Rosenblum             | 49.50%                       |

\* Jack Rosenblum intends to transfer this share to Seth Rosenblum effective 12/31/2016

II. DATA REGARDING PROPOSED PROJECT

A. Summary: (Please provide a brief narrative description of the Project.)

**Construction of a new, attractive +/- 90,000 SF, 3-story, temperature controlled self storage facility to include +/- 15 parking spaces and a clean, well-lit rental office with retail space for the sale of moving/packing supplies. Site will be landscaped, and fenced and gated to control access. An existing commercial building in poor condition has been abated and demolished.**

B. Location of Proposed Project:

1. Street Address **40 North Russell Road**
2. City of **Albany**
3. Town of
4. Village of
5. County of **Albany**

C. Project Site:

1. Approximate size (in acres or square feet) of Project site:  
Is a map, survey, or sketch of the project site attached? Yes **x**; No \_\_\_\_.
2. Are there existing buildings on project site? Yes \_\_\_\_; No **x**\*.
  - a. If yes, indicate number and approximate size (in square feet) of each existing building:  
**\*One (1) existing commercial structure, +/- 27,200 SF, in poor condition, has been abated and removed by applicant as of November 2016**
  - b. Are existing buildings in operation? Yes \_\_\_\_; No **x**.  
If yes, describe present use of present buildings:
  - c. Are existing buildings abandoned? Yes \_\_\_\_; No **x**\*. About to be abandoned? Yes \_\_\_\_; No \_\_\_\_\_. If yes, describe:  
**\*building was fully vacant at close of purchase by applicant**
  - d. Attach photograph of present buildings.

3. Utilities serving project site:  
 Water-Municipal: **City of Albany**  
 Other (describe)  
 Sewer-Municipal: **City of Albany**  
 Other (describe)  
 Electric-Utility: **National Grid**  
 Other (describe)  
 Heat-Utility: **National Grid (natural gas)**  
 Other (describe)
  4. Present legal owner of project site:
    - a. If the Company owns project site, indicate date of purchase: **January 11, 2016**; Purchase price: **\$825,000**.
    - b. If Company does not own the Project site, does Company have option signed with owner to purchase the Project site? Yes \_\_\_\_; No \_\_\_\_\_. If yes, indicate date option signed with owner: \_\_\_\_\_, 20\_\_\_\_; and the date the option expires: \_\_\_\_\_, 20\_\_\_\_\_.
    - c. If the Company does not own the project site, is there a relationship legally or by common control between the Company and the present owners of the project site? Yes \_\_\_\_; No \_\_\_\_\_. If yes, describe:
  5.
    - a. Zoning District in which the project site is located: **M-1**
    - b. Are there any variances or special permits affecting the site? Yes **x**; No \_\_\_\_\_. If yes, list below and attach copies of all such variances or special permits: **Variances have been approved by Albany BZA as follows:**  
**§375-76 D(4): front yard setback of five (5) feet (20 feet required)**  
**§375-185: eighteen (18) space parking lot (104 spaces required)**  
**§307-12(A)(1): wall signs above second (2nd) level of building**
- D. Buildings:
1. Does part of the Project consist of a new building or buildings? Yes **x**; No \_\_\_\_\_. If yes, indicate number and size of new buildings:  
**One (1) new building; +/- 90,000 SF, three (3) stories**
  2. Does part of the Project consist of additions and/or renovations to the existing buildings? Yes \_\_\_\_; No **x**. If yes, indicate the buildings to be expanded or renovated, the size of any expansions and the nature of expansion and/or renovation:
  3. Describe the principal uses to be made by the Company of the building or buildings to be acquired, constructed, or expanded:  
**Temperature controlled self storage facility with clean, well-lit retail space for the sale of moving and packing supplies.**

E. Description of the Equipment:

1. Does a part of the Project consist of the acquisition or installation of machinery, equipment or other personal property (the "Equipment")? Yes x; No \_\_\_\_\_. If yes, describe the Equipment:
2. With respect to the Equipment to be acquired, will any of the Equipment be Equipment which has previously been used? Yes \_\_\_\_; No x. If yes, please provide detail:
3. Describe the principal uses to be made by the Company of the Equipment to be acquired or installed: N/A  
**Computer and peripherals, video monitors, rental office furniture, moving carts for customer use**

F. Project Use:

1. What are the principal products to be produced at the Project?  
N/A
2. What are the principal activities to be conducted at the Project?  
**Rental of indoor personal self storage units.**
3. Does the Project include facilities or property that are primarily used in making retail sales of goods or services to customers who personally visit such facilities? Yes x; No \_\_\_\_\_. If yes, please provide detail:  
**Rental of storage units (varied sizes) plus sales of moving and packing supplies.**
4. If the answer to question 3 is yes, what percentage of the cost of the Project will be expended on such facilities or property primarily used in making retail sales of goods or services to customers who personally visit the Project? 100 %
5. If the answer to question 3 is yes, and the answer to question 4 is more than 33.33%, indicate whether any of the following apply to the Project:
  - a. Will the Project be operated by a not-for-profit corporation? Yes \_\_\_\_; No x. If yes, please explain:

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b. Is the Project likely to attract a significant number of visitors from outside the economic development region in which the Project will be located? Yes\_\_\_\_; No x. If yes, please explain:

c. Would the Project occupant, but for the contemplated financial assistance from the Agency, locate the related jobs outside the State of New York? Yes\_\_\_\_; No x. If yes, please explain:

d. Is the predominant purpose of the Project to make available goods or services which would not, but for the Project, be reasonably accessible to the residents of the city, town or village within which the Project will be located, because of a lack of reasonably accessible retail trade facilities offering such goods or services? Yes\_\_\_\_; No x. If yes, please provide detail:

However, while there are several storage facilities within the City, none provide the modern design, accessibility, temperature control and security features that align with user expectations of a retail storage experience.

e. Will the Project be located in one of the following: (i) an area designed as an economic development zone pursuant to Article 18-B of the General Municipal Law; or (ii) a census tract or block numbering area (or census tract or block numbering area contiguous thereto) which, according to the most recent census data, has (x) a poverty rate of at least 20% for the year in which the data relates, or at least 20% of households receiving public assistance, and (y) an unemployment rate of at least 1.25 times the statewide unemployment rate for the year to which the data relates? Yes x; No\_\_\_\_. If yes, please explain: Census Tract 3

6. If the answers to any of subdivisions c. through e. of question 5 is yes, will the Project preserve permanent, private sector jobs or increase the overall number of permanent, private sector jobs in the State of New York? Yes x; No\_\_\_\_. If yes, please explain:

**Please see Section IV - "Employment Impact"**

7. Will the completion of the Project result in the removal of a plant or facility of the Company or another proposed occupant of the Project (a "Project Occupant") from one area of the State of New York to another area of the State of New York? Yes\_\_\_\_; No x. If yes, please explain:

8. Will the completion of the Project result in the abandonment of one or more plants or facilities of the Company located in the State of New York? Yes\_\_\_\_; No x. If yes, please provide detail:



9. If the answer to either question 7 or question 8 is yes, indicate whether any of the following apply to the Project: N/A

- a. Is the Project reasonably necessary to preserve the competitive position of the Company or such Project Occupant in its industry? Yes\_\_\_\_; No\_\_\_\_. If yes, please provide detail:
- b. Is the Project reasonably necessary to discourage the Company or such Project Occupant from removing such other plant or facility to a location outside the State of New York? Yes\_\_\_\_; No\_\_\_\_. If yes, please provide detail:

G. Other Involved Agencies:

1. Please indicate all other local agencies, boards, authorities, districts, commissions or governing bodies (including any city, county and other political subdivision of the State of New York and all state departments, agencies, boards, public benefit corporations, public authorities or commissions) involved in approving or funding or directly undertaking action with respect to the Project. For example, do you need a municipal building permit to undertake the Project? Do you need a zoning approval to undertake the Project? If so, you would list the appropriate municipal building department or planning or zoning commission which would give said approvals.

**City of Albany BZA**

**City of Albany Planning Board**

**City of Albany Department of Building and Regulatory Compliance**

2. Describe the nature of the involvement of the federal, state, or local agencies described above:

**City of Albany BZA: variances as described in 5(b) above.**

**City of Albany Planning Board: SEQR (negative declaration), site plan approval, approval of demolition of existing structure.**

**Dept. Building & Regulatory Compliance: permits for construction, inspections.**

H. Construction Status:

1. Has construction work on this Project begun? Yes X; No \_\_\_\_\_. If yes, please discuss in detail the approximate extent of construction and the extent of completion. Indicate in your answer whether such specific steps have been completed as site clearance and preparation; completion of foundations; installation of footings; etc.:

**Abatement and demolition of existing structure is complete.**

2. Please indicate amount of funds expended on this Project by the Company in the past three (3) years and the purposes of such expenditures:  
**\$1,315,000+ for acquisition, carrying costs, legal, consulting, design and engineering, permitting, abatement and demolition.**

3. Please indicate the date the applicant estimates the Project will be completed:  
**September 2017**

I. Method of Construction After Agency Approval:

1. If the Agency approves the Project which is the subject of this application, there are two methods that may be used to construct the Project. The applicant can construct the Project privately and sell the Project to the Agency upon completion. Alternatively, the applicant can request to be appointed as "agent" of the Agency, in which case certain laws applicable to public construction may apply to the Project. Does the applicant wish to be designated as "agent" of the Agency for purposes of constructing the Project? Yes X; No \_\_\_\_.

2. If the answer to question 1 is yes, does the applicant desire such "agent" status prior to the closing date of the financing? Yes X; No \_\_\_\_.

III. INFORMATION CONCERNING LEASES OR SUBLEASES OF THE PROJECT. (PLEASE COMPLETE THE FOLLOWING SECTION IF THE COMPANY INTENDS TO LEASE OR SUBLEASE ANY PORTION OF THE PROJECT).

A. Does the Company intend to lease or sublease more than 10% (by area or fair market value) of the Project? Yes \_\_\_\_; No X. If yes, please complete the following for each existing or proposed tenant or subtenant:

1. Sublessee name:  
Present Address:  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Employer's ID No.: \_\_\_\_\_  
Sublessee is: \_\_\_\_ Corporation: \_\_\_\_ Partnership: \_\_\_\_ Sole Proprietorship  
Relationship to Company: \_\_\_\_\_  
Percentage of Project to be leased or subleased: \_\_\_\_\_  
Use of Project intended by Sublessee: \_\_\_\_\_  
Date of lease or sublease to Sublessee: \_\_\_\_\_  
Term of lease or sublease to Sublessee: \_\_\_\_\_  
Will any portion of the space leased by this sublessee be primarily used in making retail sales of goods or services to customers who personally visit the Project? Yes \_\_\_\_; No \_\_\_\_\_. If yes, please provide on a separate attachment (a) details and (b) the answers to questions II(F)(4) through (6) with respect to such sublessee.

2. Sublessee name:

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Present Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer's ID No.:

Sublessee is:

\_\_\_\_\_ Corporation: \_\_\_\_\_ Partnership: \_\_\_\_\_ Sole Proprietorship

Relationship to Company:

Percentage of Project to be leased or subleased:

Use of Project intended by Sublessee:

Date of lease or sublease to Sublessee:

Term of lease or sublease to Sublessee: \_\_\_\_\_

Will any portion of the space leased by this sublessee be primarily used in making retail sales of goods or services to customers who personally visit the Project? Yes\_\_\_\_; No\_\_\_\_. If yes, please provide on a separate attachment (a) details and (b) the answers to questions II(F)(4) through (6) with respect to such sublessee.

3. Sublessee name:

Present Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer's ID No.:

Sublessee is: \_\_\_\_\_ Corporation: \_\_\_\_\_ Partnership: \_\_\_\_\_ Sole Proprietorship

Relationship to Company:

Percentage of Project to be leased or subleased:

Use of Project intended by Sublessee:

Date of lease or sublease to Sublessee:

Term of lease or sublease to Sublessee:

Will any portion of the space leased by this sublessee be primarily used in making retail sales of goods or services to customers who personally visit the Project? Yes\_\_\_\_; No\_\_\_\_. If yes, please provide on a separate attachment (a) details and (b) the answers to questions II(F)(4) through (6) with respect to such sublessee.

B. What percentage of the space intended to be leased or subleased is now subject to a binding written lease or sublease? N/A

IV. Employment Impact

- A. Indicate the number of people presently employed at the Project site and the additional number that will be employed at the Project site at the end of the first and second years after the Project has been completed, using the tables below for (1) employees of the Applicant, (2) independent contractors, and (3) employees of independent contractors. (Do not include construction workers). Also indicate below the number of workers employed at the Project site representing newly created positions as opposed to positions relocated from other project sites of the applicant. Such information regarding relocated positions should also indicate whether such positions are relocated from other project sites financed by obligations previously issued by the Agency.

| TYPE OF EMPLOYMENT<br>Employees of Applicant |                               |         |              |            |        |
|--|-------------------------------|---------|--------------|------------|--------|
|  | Professional or<br>Managerial | Skilled | Semi-Skilled | Un-Skilled | Totals |
| Present Full Time                            |                               |         |              |            |        |
| Present Part Time                            |                               |         |              |            |        |
| Present Seasonal                             |                               |         |              |            |        |
| First Year Full Time                         |                               |         |              |            |        |
| First Year Part Time                         |                               |         |              |            |        |
| First Year Seasonal                          |                               |         |              |            |        |
| Second Year Full Time                        |                               |         |              |            |        |
| Second Year Part Time                        |                               |         |              |            |        |
| Second Year Seasonal                         |                               |         |              |            |        |

| <b>TYPE OF EMPLOYMENT</b><br><b>Independent Contractors</b> |                               |         |              |            |        |
|---|-------------------------------|---------|--------------|------------|--------|
|   | Professional or<br>Managerial | Skilled | Semi-Skilled | Un-Skilled | Totals |
| Present Full Time   |                               |         |              |            |        |
| Present Part Time   |                               |         |              |            |        |
| Present Seasonal  |                               |         |              |            |        |
| First Year Full Time  |                               |         |              |            |        |
| First Year Part Time  |                               |         |              |            |        |
| First Year Seasonal   |                               |         |              |            |        |
| Second Year Full Time                                       |                               |         |              |            |        |
| Second Year Part Time                                       |                               |         |              |            |        |
| Second Year Seasonal  |                               |         |              |            |        |

| <b>TYPE OF EMPLOYMENT</b><br><b>Employees of Independent Contractors</b> |                               |         |              |            |        |
|--|-------------------------------|---------|--------------|------------|--------|
|  | Professional or<br>Managerial | Skilled | Semi-Skilled | Un-Skilled | Totals |
| Present Full Time  |                               |         |              |            |        |
| Present Part Time  |                               |         |              |            |        |
| Present Seasonal   |                               |         |              |            |        |

|                       |  |         |  |  |         |
|-----------------------|--|---------|--|--|---------|
| First Year Full Time  |  | 1 (est) |  |  | 1 (est) |
| First Year Part Time  |  | 1 (est) |  |  | 1 (est) |
| First Year Seasonal   |  |         |  |  |         |
| Second Year Full Time |  | 1 (est) |  |  | 1 (est) |
| Second Year Part Time |  | 1 (est) |  |  | 1 (est) |
| Second Year Seasonal  |  |         |  |  |         |

- B. Indicate below (1) the estimated salary and fringe benefit averages or ranges and (2) the estimated number of employees residing in the Capital Region Economic Development Region for all the jobs at the Project site, both retained and created, listed in the tables described in subsection A above for each of the categories of positions listed in the chart below.

| RELATED EMPLOYMENT INFORMATION  |                            |  |              |            |
|---|----------------------------|--|--------------|------------|
|   | Professional or Managerial | Skilled                                    | Semi-Skilled | Un-Skilled |
| Estimated Salary and Fringe Benefit Averages or Ranges  | N/A                        | \$25,000 (PT) - \$38,000 (FT) annual (est) |              |            |
| Estimated Number of Employees Residing in the Capital Region Economic Development Region <sup>1</sup> |                            | 2  |              |            |

- C. Please describe the projected timeframe for the creation of any new jobs with respect to the undertaking of the Project:  
**Managers will be hired by third party management company just prior to the completion and opening of project (Q3 2017)**

<sup>1</sup> The Capital Region Economic Development Region consists of the following counties: Albany, Schenectady, Rensselaer, Greene, Columbia, Saratoga, Warren and Washington.

- D. Please prepare a separate attachment describing in detail the types of employment at the Project site. Such attachment should describe the activities or work performed for each type of employment.

**See attachment.**

V. Project Cost and Financing Sources

- A. Anticipated Project Costs. State the costs reasonably necessary for the acquisition of the Project site, the construction of the proposed buildings and the acquisition and installation of any machinery and equipment necessary or convenient in connection therewith, and including any utilities, access roads or appurtenant facilities, using the following categories:

| <u>Description of Cost</u>                          | <u>Amount</u>                  |
|---|--------------------------------|
| Land  | \$ <u>825,000</u>              |
| Buildings   | \$ <u>4,870,252 (est.)</u>     |
| Machinery and equipment costs                       | \$ <u>Incl. in "Buildings"</u> |
| Utilities, roads and appurtenant costs              | \$ <u>N/A</u>                  |
| Architects and engineering fees                     | \$ <u>183,800 (est.)</u>       |
| Costs of Bond Issue (legal, financial and printing) | \$ <u>N/A</u>                  |
| Construction loan fees and interest (if applicable) | \$ <u>163,798 (est.)</u>       |
| Other (specify)                                     |                                |
| <b>Other acquisition and soft costs</b>             | \$ <u>263,343 (est.)</u>       |
|   | \$ _____                       |
|   | \$ _____                       |
| <b>TOTAL PROJECT COSTS</b>                          | \$ <u>6,306,193 (est.)</u>     |

- B. Anticipated Project Financing Sources. State the sources reasonably necessary for the financing of the Project site, the construction of the proposed buildings and the acquisition and installation of any machinery and equipment necessary or convenient in connection therewith, and including any utilities, access roads or appurtenant facilities, using the following categories:

| <u>Description of Sources</u>                    | <u>Amount</u>             |
|--|---------------------------|
| Private Sector Financing                         | \$ <u>5,044,954 (est)</u> |
| Public Sector                                    |                           |
| Federal Programs                                 | \$ _____                  |
| State Programs                                   | \$ _____                  |
| Local Programs                                   | \$ _____                  |
| Applicant Equity                                 | \$ <u>1,261,239 (est)</u> |
| Other (specify, e.g., tax credits)               |                           |
| _____  | \$ _____                  |
| _____  | \$ _____                  |
| _____  | \$ _____                  |
| <b>TOTAL AMOUNT OF PROJECT FINANCING SOURCES</b> | \$ <u>6,306,193 (est)</u> |

- C. Have any of the above expenditures already been made by the applicant?  
Yes x; No \_\_\_\_\_. If yes, indicate particulars.

**\$1,315,000+ for acquisition, carrying costs, legal, consulting, design and engineering, permitting, abatement and demolition.**

- D. Amount of loan requested: \$ 5,044,954 (est) \_\_\_\_\_;

Maturity requested: 10 years.

- E. Has a commitment for financing been received as of this application date, and if so, from whom?

Yes \_\_\_\_; No x. Institution Name: \_\_\_\_\_

Provide name and telephone number of the person we may contact.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

- F. The percentage of Project costs to be financed from public sector sources is estimated to equal the following: 0 % (not including requested IDA assistance)



- G. The total amount estimated to be borrowed to finance the Project is equal to the following: \$ 5,044,954 (est)

VI. BENEFITS EXPECTED FROM THE AGENCY

A. Financing

1. Is the applicant requesting that the Agency issue bonds to assist in financing the Project? Yes \_\_\_\_; No x. If yes, indicate:
  - a. Amount of loan requested: \_\_\_\_ Dollars;
  - b. Maturity requested: \_\_\_\_ Years.
2. Is the interest on such bonds intended to be exempt from federal income taxation? Yes \_\_\_\_; No N/A
3. If the answer to question 2 is yes, will any portion of the Project be used for any of the following purposes:
  - a. retail food and beverage services: Yes \_\_\_\_; No \_\_\_\_
  - b. automobile sales or service: Yes \_\_\_\_; No \_\_\_\_
  - c. recreation or entertainment: Yes \_\_\_\_; No \_\_\_\_
  - d. golf course: Yes \_\_\_\_; No \_\_\_\_
  - e. country club: Yes \_\_\_\_; No \_\_\_\_
  - f. massage parlor: Yes \_\_\_\_; No \_\_\_\_
  - g. tennis club: Yes \_\_\_\_; No \_\_\_\_
  - h. skating facility (including roller skating, skateboard and ice skating): Yes \_\_\_\_; No \_\_\_\_
  - i. racquet sports facility (including handball and racquetball court): Yes \_\_\_\_; No \_\_\_\_
  - j. hot tub facility: Yes \_\_\_\_; No \_\_\_\_
  - k. suntan facility: Yes \_\_\_\_; No \_\_\_\_
  - l. racetrack: Yes \_\_\_\_; No \_\_\_\_
4. If the answer to any of the above questions contained in question 3 is yes, please furnish details on a separate attachment.
5. Is the Project located in the City's federally designated Enterprise Zone? Yes \_\_\_\_; No x.
6. Is the applicant requesting the Agency to issue federally tax-exempt Enterprise Zone bonds? Yes \_\_\_\_; No x.

B. Tax Benefits

1. Is the applicant requesting any real property tax exemption that would not be available to a project that did not involve the Agency? Yes \_\_\_\_; No x.
2. Is the applicant expecting that the financing of the Project will be secured by one or more mortgages? Yes x; No \_\_\_\_\_. If yes, what is the approximate amount of financing to be secured by mortgages? \$5,044,954 (est).

3. Is the applicant expecting to be appointed agent of the Agency for purposes of avoiding payment of N.Y.S. Sales Tax or Compensating Use Tax? Yes x; No \_\_\_\_\_. If yes, what is the approximate amount of purchases which the applicant expects to be exempt from the N.Y.S. Sales and Compensating Use Taxes? \$4,414,335 (est).

4. What is the estimated value of each type of tax-exemption being sought in connection with the Project? Please detail the type of tax-exemption and value of the exemption.

|    |   |                        |
|----|---|------------------------|
| a. | N.Y.S. Sales and Compensating Use Taxes:              | <u>\$353,147 (est)</u> |
| b. | Mortgage Recording Taxes:                             | <u>\$63,062 (est)</u>  |
| c. | Real Property Tax Exemptions:                         | <u>\$N/A</u>           |
| d. | Other (please specify):                               |                        |
|    | <u>Applicant is seeking 485-b from City of Albany</u> | <u>\$</u>              |
|    |   | <u>\$</u>              |

5. Are any of the tax-exemptions being sought in connection with the Project inconsistent with the Agency's Uniform Tax Exemption Policy? Yes \_\_\_\_; No \_\_\_\_\_. If yes, please explain. N/A

6. Is the Project located in the City's state designated Empire Zone? Yes \_\_\_\_; No x.

C. Project Cost/Benefit Information. Complete the attached Cost/Benefit Analysis so that the Agency can perform a cost/benefit analysis of undertaking the Project. Such information should consist of a list and detailed description of the benefits of the Agency undertaking the Project (e.g., number of jobs created, types of jobs created, economic development in the area, etc.). Such information should also consist of a list and detailed description of the costs of the Agency undertaking the Project (e.g., tax revenues lost, buildings abandoned, etc.).

VII. REPRESENTATIONS BY THE APPLICANT. The applicant understands and agrees with the Agency as follows:

A. Job Listings. Except as otherwise provided by collective bargaining agreements, new employment opportunities created as a result of the Project will be listed with the New York State Department of Labor Community Services Division (the "DOC") and with the administrative entity (collectively with the DOC, the "JTPA Entities") of the service delivery area created by the federal job training partnership act (Public Law 97-300) ("JTPA"), as replaced by the Workforce Investment Act of 1998 (Public Law 105-220), in which the Project is located.

B. First Consideration for Employment. In accordance with Section 858-b(2) of the New York General Municipal Law, the applicant understands and agrees that, if the Project receives any Financial Assistance from the Agency, except as otherwise provided by collective bargaining agreements, where practicable, the applicant will first consider persons eligible to participate in JTPA programs who shall be referred by the JTPA Entities for new employment opportunities created as a result of the Project.

C. City Human Rights Law. The applicant has reviewed the provisions of Chapter 48, Article III of the City Code, entitled "The Omnibus Human Rights Law" and agrees to comply with such provisions to the extent that such provisions are applicable to the applicant and the Project.

D. Annual Sales Tax Filings. In accordance with Section 874(8) of the New York General Municipal Law, the applicant understands and agrees that, if the Project receives any sales tax exemptions as part of the Financial Assistance from the Agency, in accordance with Section 874(8) of the General Municipal Law, the applicant agrees to file, or cause to be filed, with the New York State Department of Taxation and Finance, the annual form prescribed by the Department of Taxation and Finance, describing the value of all sales tax exemptions claimed by the applicant and all consultants or subcontractors retained by the applicant.

E. Annual Employment Reports. The applicant understands and agrees that, if the Project receives any Financial Assistance from the Agency, the applicant agrees to file, or cause to be filed, with the Agency, on an annual basis, reports regarding the number of people employed at the Project site, including (1) the NYS-45 – Quarterly Combined Withholding, Wage Reporting and Unemployment Insurance Return – for the quarter ending December 31 (the "NYS-45"), and (2) the US Dept. of Labor BLS 3020 Multiple Worksite report if applicable. The applicant also agrees, whenever requested by the Agency, to provide and certify or cause to be provided and certified such information concerning the participation of individuals from minority groups as employees or applicants for employment with regard to the project.

F. Local Labor Information. The applicant is aware of and understands the provisions of Part 24 of the Policy Manual of the Agency. Pursuant to Part 24 of the Policy Manual of the Agency, the applicant agrees to provide information, in form and substance satisfactory to the Agency, relating to construction activities for projects; specifically: (i) the Company's contact person responsible and accountable for providing information about the bidding for and awarding of construction contracts relative to this Application and the Project, (ii) the nature of construction jobs created by the Project, including the number, type, and duration of construction positions; and (iii) submit to the Agency a "Construction Completion Report" listing the names and business locations of prime contractors, subcontractors, and vendors who were engaged in the construction phase of the Project.

G. Additional Fee for Low Income Housing/Tax Credit (9% only) Projects. An annual administrative fee equal to \$10,000 shall be payable annually by the applicant on each January 1 for a term equal to ten (10) years. This annual administrative fee is in addition to the standard administrative fee for Agency Straight Lease Transactions and Agency Bond Transactions and is applicable to Projects which provide for low income housing/tax credit (9% only) projects.

H. Project Benefits Agreement. The applicant agrees to enter into a project benefits agreement with the Agency where the applicant agrees that (1) the amount of Financial Assistance to be received shall be contingent upon, and shall bear a direct relationship to the success or lack of success of such project in delivering certain described public benefits (the "Public Benefits") and (2) the Agency will be entitled to recapture some or all of the Financial Assistance granted to the applicant if the project is unsuccessful in whole or in part in delivering the promised Public Benefits.

I. Assignment of Agency Abatements. In connection with any Agency Straight Lease Transaction or Agency Bond Transaction, the Agency may grant to the applicant certain exemptions from mortgage recording taxes, sales and use taxes and real property taxes. The

applicant understands that the grant of such exemptions by the Agency is intended to benefit the applicant. Subsequently, if the applicant determines to convey the Project and, in connection with such conveyance to assign such exemptions to the purchaser, the applicant understand that any such assignment is subject to review and consent by the Agency, together with the satisfaction of any conditions that may be imposed by the Agency.

J. Post Closing Cost Verification. The applicant agrees (1) the scope of the Project will not vary significantly from the description in the public hearing resolution for the project and (2) to deliver to the Agency within sixty (60) days following the completion date of a project an affidavit providing the total costs of the project. In the event that the amount of the total project costs described in the affidavit at the completion date exceeds the amount described in an affidavit provided by the applicant on the closing date of the project, the applicant agrees to adjust the amounts payable by the applicant to the Agency by such larger amount and to pay to the Agency such additional amounts. In the event that the amount described is less, there shall not be any adjustment to the Agency fees.

K. Representation of Financial Information. Neither this Application nor any other agreement, document, certificate, project financials, or written statement furnished to the Agency or by or on behalf of the applicant in connection with the project contemplated by this Application contains any untrue statement of a material fact or omits to state a material fact necessary in order to make the statements contained herein or therein not misleading. There is no fact within the special knowledge of any of the officers of the applicant which has not been disclosed herein or in writing by them to the Agency and which materially adversely affects or in the future in their opinion may, insofar as they can now reasonably foresee, materially adversely affect the business, properties, assets or condition, financial or otherwise, of the applicant.

L. Agency Financial Assistance Required for Project. The Project would not be undertaken but for the Financial Assistance provided by the Agency or, if the Project could be undertaken without the Financial Assistance provided by the Agency, then the Project should be undertaken by the Agency for the following reasons:

**The proposed project at 40 North Russell Road aligns with the City of Albany's strategic focus on new multifamily housing development in downtown and surrounding neighborhoods by providing a critical amenity for existing and prospective residents. It will reverse blight at a long-distressed and difficult property sandwiched between two important retail centers while generating significant additional property tax revenues immediately upon completion. Applicant, however, will bear the higher expense of new construction that must conform with the latest, more stringent energy codes that were revised in October 2016. These higher construction costs, the challenging location of the facility on a parcel with limited access or visibility from local roads, coupled with the project being an unproven prototype for the City, will result in an extended stabilization period compared to typical commercial projects, requiring additional financial assistance.**

M. Compliance with Article 18-A of the General Municipal Law: The Project, as of the date of this Application, is in substantial compliance with all provisions of article 18-A of the General Municipal including, but not limited to, the provisions of Section 859-a and subdivision one of Section 862; and the provisions of subdivision one of Section 862 of the General Municipal Law will not be violated if Financial Assistance is provided for the Project.

N. Compliance with Federal, State, and Local Laws: The applicant is in substantial compliance with applicable local, state, and federal tax, worker protection, and environmental laws, rules, and regulations.


O. False or Misleading Information: The applicant understands 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 exemptions claimed by reason of Agency involvement in the Project.

P. Absence of Conflicts of Interest: The applicant acknowledges that the members, officers and employees of the Agency are listed on the Agency's website. No member, officer or employee of the Agency has an interest, whether direct or indirect, in any transaction contemplated by this Application, except as hereinafter described: N/A

Q.

Additional Information: Additional information regarding the requirements noted in this Application and other requirements of the Agency is included the Agency's Policy Manual which can be accessed at [www.albanyida.com](http://www.albanyida.com).

I affirm under penalty of perjury that all statements made on this application are true, accurate and complete to the best of my knowledge.

  
Applicant

By: Seth Rosenblum  
Title: President, Rosenblum Development Corporation, its Manager

NOTE: APPLICANT MUST ALSO COMPLETE THE APPROPRIATE VERIFICATION APPEARING ON PAGES 26 THROUGH 29 HEREOF BEFORE A NOTARY PUBLIC AND MUST SIGN AND ACKNOWLEDGE THE HOLD HARMLESS AGREEMENT APPEARING ON PAGE 30



**II(C)(2)(d) 40 North Russell Road, Albany - Photograph(s)**



**Existing commercial building prior to abatement and removal by Applicant (east side)**



**Site after abatement and removal of commercial building (west side)**



(If applicant is limited liability company)

STATE OF New York )  
COUNTY OF Albany ) SS.:

\_\_\_\_\_, deposes and says  
(Name of Individual)  
that he is one of the members of the firm of Rosenblum Properties, LLC, sole member  
of WilSpace Albany, LLC  
(Limited Liability Company)

*[Signature]*

Sworn to before me this  
1<sup>st</sup> day of December, 2016


*Cheryl L. Stock*  
(Notary Public)

CHERYL L. STOCK  
NOTARY PUBLIC-STATE OF NEW YORK  
No. 01ST6193482  
Qualified In Albany County  
My Commission Expires 09-15-2020

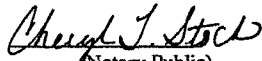
HOLD HARMLESS AGREEMENT

Applicant hereby releases City of Albany Industrial Development Agency and the members, officers, servants, agents and employees thereof (hereinafter collectively referred to as the "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 (i) the Agency's examination and processing of, and action pursuant to or upon, the attached Application, regardless of whether or not the application or the project described therein or the issue of bonds requested therein are favorably acted upon by the Agency, and (ii) the Agency's financing of the Project described therein; 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. If, for any reason, the Applicant fails to conclude or consummate necessary negotiations, or fails, within a reasonable or specified period of time, to take reasonable, proper or requested action, or withdraws, abandons, cancels or neglects the Application, or if the Agency or the Applicant are unable to find buyers willing to purchase the total bond issue requested, then, and in that event, upon presentation of an invoice itemizing the same, the Applicant shall pay to the Agency, its agents or assigns, all actual costs incurred by the Agency in the processing of the Application, including attorneys' fees, if any.

(Applicant)

BY: 

Sworn to before me this  
1 day of December, 2016

  
(Notary Public)

CHERYL L. STOCK  
NOTARY PUBLIC-STATE OF NEW YORK  
No. 01ST6193482  
Qualified In Albany County  
My Commission Expires 08-15-2020

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TO: Project Applicants  
 FROM: City of Albany Industrial Development Agency  
 RE: Cost/Benefit Analysis

In order for the City of Albany Industrial Development Agency (the "Agency") to prepare a Cost/Benefit Analysis for a proposed project (the "Project"), the Applicant must answer the questions contained in this Project Questionnaire (the "Questionnaire") and complete the attached Schedules. This Questionnaire and the attached Schedule will provide information regarding various aspects of the Project, and the costs and benefits associated therewith.

This Questionnaire must be completed before we can finalize the Cost/Benefit Analysis, please complete this Questionnaire and forward it to us at your earliest convenience.

#### **PROJECT QUESTIONNAIRE**

|  |  |
|--|--|
| 1. Name of Project Beneficiary ("Company"):                                      | ValuSpace Albany, L.L.C.   |
| 2. Brief Identification of the Project:  | Construct new +/- 90,000 SF, 3-story, temperature controlled self storage facility   |
| 3. Estimated Amount of Project Benefits Sought:                                  |  |
| A. Amount of Bonds Sought:   | \$ N/A   |
| B. Value of Sales Tax Exemption Sought   | \$ 353,147 (est)   |
| C. Value of Real Property Tax Exemption Sought                                   | \$ N/A   |
| D. Value of Mortgage Recording Tax Exemption Sought                              | \$ 63,062 (est)  |
| 4. Likelihood of accomplishing the Project in a timely fashion (please explain): | Yes <input checked="" type="checkbox"/> No<br>All approvals have been received; existing building has been removed; start of site work imminent for shovel-readiness; bids underway. |

#### **PROJECTED PROJECT INVESTMENT**

|  |                                |
|--|--------------------------------|
| <b>A. Land-Related Costs</b>                 |                                |
| 1. Land acquisition                          | \$825,000                      |
| 2. Site preparation                          | \$450,000 (est)                |
| 3. Landscaping                               | \$ 25,000 (est)                |
| 4. Utilities and infrastructure development  | \$ 20,000 (est)                |
| 5. Access roads and parking development      | \$ 70,000 (est)                |
| 6. Other land-related costs (describe)       | \$ 40,000 (est)                |
| Fencing and gates                            |                                |
| <b>B. Building-Related Costs</b>             |                                |
| 1. Acquisition of existing structures        | \$ Incl. in "Land acquisition" |
| 2. Renovation of existing structures         | \$ N/A                         |
| 3. New construction costs                    | \$4,230,252 (est)              |
| 4. Electrical systems                        | \$ Incl. in above              |
| 5. Heating, ventilation and air conditioning | \$ Incl. in above              |
| 6. Plumbing                                  | \$ Incl. in above              |
| 7. Other building-related costs (describe)   | \$ Incl. in above              |

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|    |  |                    |
|----|--|--------------------|
| C. | Machinery and Equipment Costs                  |                    |
| 1. | Production and process equipment               | \$ N/A             |
| 2. | Packaging equipment                            | \$ N/A             |
| 3. | Warehousing equipment                          | \$ N/A             |
| 4. | Installation costs for various equipment       | \$ N/A             |
| 5. | Other equipment-related costs (describe)       | \$ N/A             |
| D. | Furniture and Fixture Costs                    |                    |
| 1. | Office furniture                               | \$ 20,000 (est)    |
| 2. | Office equipment                               | \$ 10,000 (est)    |
| 3. | Computers                                      | \$ 5,000 (est)     |
| 4. | Other furniture-related costs (describe)       | \$                 |
| E. | Working Capital Costs                          |                    |
| 1. | Operation costs                                | \$ N/A             |
| 2. | Production costs                               | \$ N/A             |
| 3. | Raw materials                                  | \$ N/A             |
| 4. | Debt service                                   | \$ 60,224 (est)    |
| 5. | Relocation costs                               | \$ N/A             |
| 6. | Skills training                                | \$ N/A             |
| 7. | Other working capital-related costs (describe) | \$ N/A             |
| F. | Professional Service Costs                     |                    |
| 1. | Architecture and engineering                   | \$ 183,800 (est)   |
| 2. | Accounting/legal                               | \$ 55,000 (est)    |
| 3. | Other service-related costs (describe)         | \$                 |
| G. | Other Costs                                    |                    |
| 1. | Other acquisition and soft costs               | \$ 208,343 (est)   |
| 2. | Finance costs                                  | \$ 103,574 (est)   |
| H. | Summary of Expenditures                        |                    |
| 1. | Total Land-Related Costs                       | \$ 1,430,000 (est) |
| 2. | Total Building-Related Costs                   | \$ 4,230,252 (est) |
| 3. | Total Machinery and Equipment Costs            | \$                 |
| 4. | Total Furniture and Fixture Costs              | \$ 35,000 (est)    |
| 5. | Total Working Capital Costs                    | \$ 60,224 (est)    |
| 6. | Total Professional Service Costs               | \$ 238,800 (est)   |
| 7. | Total Other Costs                              | \$ 311,917 (est)   |

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**PROJECTED PROFIT\***

- I. Please provide projected profit as defined by earnings after income tax but before depreciation and amortization:

| YEAR | Without IDA benefits | With IDA benefits |
|------|----------------------|-------------------|
| 1    | \$(260,731) (est)    | \$(245,203) (est) |
| 2    | \$15,992 (est)       | \$39,406 (est)    |
| 3    | \$79,816 (est)       | \$103,779 (est)   |
| 4    | \$85,805 (est)       | \$110,343 (est)   |
| 5    | \$92,002 (est)       | \$117,144 (est)   |

**PROJECTED CONSTRUCTION EMPLOYMENT IMPACT**

- I. Please provide estimates of total construction jobs and the total annual wages and benefits of construction jobs at the Project:

| Year         | Number of Construction Jobs | Total Annual Wages and Benefits | Estimated Additional NYS Income Tax |
|--------------|-----------------------------|---------------------------------|-------------------------------------|
| Current Year | 8 (est)                     | \$354,705 (est)                 | \$14,188 (est)                      |
| Year 1       | 31 (est)                    | \$1,418,818 (est)               | \$56,753 (est)                      |
| Year 2       |                             | \$                              | \$                                  |
| Year 3       |                             | \$                              | \$                                  |
| Year 4       |                             | \$                              | \$                                  |
| Year 5       |                             | \$                              | \$                                  |

**PROJECTED PERMANENT EMPLOYMENT IMPACT**

- I. Estimates of the total number of existing permanent jobs to be preserved or retained as a result of the Project are described in the tables in Section IV of the Application.
- II. Estimates of the total new permanent jobs to be created at the Project are described in the tables in Section IV of the Application.
- III. Please provide estimates for the following:
- A. Creation of New Job Skills relating to permanent jobs. Please complete Schedule A.
- IV. Provide the projected percentage of employment that would be filled by City of Albany residents:  
N/A - see note in "A" below
- A. Provide a brief description of how the project expects to meet this percentage:  
Applicant is utilizing a third party management company that specializes in operating self storage facilities. All hiring will be at the sole discretion of the management company and therefore, outside the Applicant's control.

*\*[i]n accordance with Section 87(2)(d) of the Public Officers Law the Applicant requests that this information be treated as a confidential record exempt from disclosure.*

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### PROJECTED OPERATING IMPACT

I. Please provide estimates for the impact of Project operating purchases and sales:

|   |                 |
|---|-----------------|
| Additional Purchases (1 <sup>st</sup> year following project completion)  | \$ 17,748 (est) |
| Additional Sales Tax Paid on Additional Purchases   | \$ 1,420 (est)  |
| Estimated Additional Sales (1 <sup>st</sup> full year following project completion)   | \$ 23,001 (est) |
| Estimated Additional Sales Tax to be collected on additional sales (1 <sup>st</sup> full year following project completion) | \$ 1,840 (est)  |

II. Please provide estimates for the impact of Project on existing real property taxes and new payments in lieu of taxes ("Pilot Payments"): N/A

| Year         | Existing Real Property Taxes<br>(Without IDA involvement) | New Pilot Payments<br>(With IDA) | Total<br>(Difference) |
|--------------|---|----------------------------------|-----------------------|
| Current Year |   |                                  |                       |
| Year 1       |   |                                  |                       |
| Year 2       |   |                                  |                       |
| Year 3       |   |                                  |                       |
| Year 4       |   |                                  |                       |
| Year 5       |   |                                  |                       |
| Year 6       |   |                                  |                       |
| Year 7       |   |                                  |                       |
| Year 8       |   |                                  |                       |
| Year 9       |   |                                  |                       |
| Year 10      |   |                                  |                       |

III. Please provide a detailed description for the impact of other economic benefits and all anticipated community benefits expected to be produced as a result of the Project (attach additional pages as needed for a complete and detailed response):  
See attached.

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### **Project Questionnaire - Project Operating Impact**

**III.** The project site at 40 North Russell Road is the end parcel on the west side of North Russell Road opposite the Price Chopper in Westgate Plaza; Home Depot is located immediately to the west. A paved ingress/egress easement on the property connects North Russell Road to the Home Depot parking lot. The property contained a single one-story commercial building constructed circa 1950. Originally a roller skating rink, the building was later subdivided and fell into extreme disrepair, which resulted in ongoing vacancies and transient tenancies. The Applicant determined that the existing building was unsalvageable due to its condition and hazardous materials within, and has since remediated and removed it.

Prior to the Applicant acquiring the property in June 2016, the former ownership was unsuccessfully attempting to redevelop the property into a retail development. The site has little-to-no visibility from Central Avenue, and limited accessibility due to the existing road infrastructure, which limits the site's potential for traditional retail or other commercial uses that would generate significant retail or peak commercial traffic. It was therefore important to identify an alternative infill use with limited parking requirements. Applicant proposes an adaptive reuse of the site for a new-construction, multistory, temperature controlled self-storage facility.

One in ten U.S. households utilizes self-storage space and demand is growing, driven by some 40 million individuals moving each year according to U.S. Census data, and by various lifestyle transitions such as marriage, divorce, a death in the family, or retirement. The Baby Boomer generation in particular has accumulated more possessions than any previous generation; as these empty nesters downsize their homes and seek more walkable lifestyles, they require places to store possessions and family keepsakes they will pass down to the next generation(s). **As such, clean, safe self storage is an increasingly important neighborhood amenity, complementing the nearby retail and varying housing types available in the surrounding area.**

The primary trade area for self-storage is typically a three-mile radius. Hundreds of new apartment units have been constructed in the City of Albany over the past five years **within three miles or less** of the project site, among them the Lofts at 733 Broadway in downtown and Park South Apartments adjacent to Albany Medical Center, and additional developments such as the The Wilson at 191 North Pearl Street and 760 Broadway are proposed or under construction in the trade area.

While there are several storage facilities within the City, **none provide the modern design, accessibility, temperature control and security features** that align with customer expectations of a retail storage experience. In keeping with the Applicant's focus on best-in-class properties (see enclosed "About The Rosenblum Companies"), the proposed project will reverse the blight at 40 North Russell Road, which adjoins other important retail services, and **address the growing community-driven need** for convenient, quality storage featuring:

- High-tech security including code-controlled access, high-resolution IP camera system, and alarmed exterior doors. Because self storage is **generally accessed during off-peak hours** (nights and weekends), industry research indicates personal safety at storage facilities is another important consideration, particularly amongst women, who comprise up to 66% of self-storage users.
- A mix of unit sizes and amenities designed to appeal to homeowners and renters, as well as small businesses; e.g. solopreneurs and independent contractors.
- A welcoming office professionally staffed six to seven days a week.

The proposed project will create **virtually no parking requirement or impact on traffic volume** based on the low number of trips typical for self-storage operations, and will **reduce demand on municipal sewer and water systems** relative to the former use. The site will be well lit and landscaped. Further, the Applicant will repave the easement road and continue to allow through traffic between Westgate Plaza and Home Depot to the benefit of neighboring businesses and consumers.

Finally, this project will support dozens of jobs during construction, and generate **significant additional property tax revenues**.





## About The Rosenblum Companies

**The Rosenblum Companies** is one of the largest developers and full service owner-operators of premier commercial properties in the Capital Region totaling over **one million square feet**. For nearly four decades, Rosenblum has provided better spaces and real estate services to Fortune 500 corporations, regional businesses, medical practices, government agencies and nonprofit institutions alike. Founded in 1979, The Rosenblum Companies was the first to construct office space on Washington Avenue Extension in Albany, New York, ultimately completing ten new buildings, eight of which comprised the *Corporate Plaza* campus. Rosenblum sold Corporate Plaza in 2016 after successfully operating the property for over 30 years. In 1990, the company developed another unique parcel at the nexus of the region's main transportation routes into *Great Oaks*, today **one of the most desirable office parks** in the Albany area.

The Rosenblum Companies has long focused on offering healthier, more productive workplaces through ongoing investment and innovation. Rosenblum is **one of only two private commercial property owners in the Capital Region to achieve ENERGY STAR certification for five or more buildings**; commercial buildings that earn EPA's ENERGY STAR are verified to perform in the top 25 percent of similar facilities nationwide for energy efficiency. Other sustainability practices the company has implemented include utilizing all-green cleaning products, porous pavement parking lots to mitigate storm water runoff, construction material and carpet tile recycling, as well as annual e-cycling days and installing electric vehicle charging stations, both of which are free to tenants. In 2015, Rosenblum was awarded both the **Town of Guilderland Green Award** and the **TOBY** ("The Office Building of the Year") **Earth Award** from The Building Owners and Managers Association (BOMA). Rosenblum's novel "Re-envisioning the Workplace" Initiative assists companies with the creation of custom spaces that uniquely meet their particular corporate culture, workflow and staff needs.

In 2009, The Rosenblum Companies expanded into multifamily residential with the adaptive reuse of a derelict former car dealership built in 1928 for 24 customized residences called *17 Chapel Boutique Condominiums*. Downtown Albany's first and only luxury condo building, 17 Chapel was a catalyst for the City's urban housing renaissance, with over 200 new units following into development. 17 Chapel has received numerous accolades including a 2012 *Sustainable Cities Award* from the Historic Albany Foundation and in 2014, the *Albany Business Review* recognized 17 Chapel as one of "50 Projects That Are Reshaping Life and Business in the Capital Region."



*The Rosenblum Companies – Great Oaks Office Park*



*17 Chapel Boutique Condominiums*

The Rosenblum Companies is actively pursuing new, diversified ground-up and adaptive reuse projects as well as strategic acquisitions; in 2016, Rosenblum acquired 14 well located warehouse and office building properties in the Karner Road/Central Avenue and Wolf Road/Winners Circle areas of the Town of Colonie respectively.

The Rosenblum Companies also provides comprehensive property management and related services to investors and end-users delivered by an in-house staff of experts in property operations, real estate transactions, project management and marketing.


Rev 11.16

### CERTIFICATION

I certify that I have prepared the responses provided in this Questionnaire and that, to the best of my knowledge; such responses are true, correct, and complete.

I understand that the foregoing information and attached documentation will be relied upon, and constitute inducement for, the Agency in providing financial assistance to the Project. I certify that I am familiar with the Project and am authorized by the Company to provide the foregoing information, and such information is true and complete to the best of my knowledge. I further agree that I will advise the Agency of any changes in such information, and will answer any further questions regarding the Project prior to the closing.

I affirm under penalty of perjury that all statements made on this application are true, accurate and complete to the best of my knowledge.

|   |   |
|---|---|
| <b>Date Signed:</b> <u>December 1, 2016</u> | <b>Name of Person Completing Project Questionnaire on behalf of the Company.</b><br><br><b>Name:</b> <u>Seth D Rosenblum</u><br><b>Title:</b> <u>Resident, Rosblum Development Corp, its Manager</u><br><b>Phone Number:</b> <u>518 869 9302</u><br><b>Address:</b> <u>300 Grand Oaks Blvd, Ste 310,</u><br><u>Albany, NY 12203</u><br><br><b>Signature:</b>  |
|---|---|

## SCHEDULE A

## CREATION OF NEW JOB SKILLS

Please list the projected new job skills for the new permanent jobs to be created at the Project as a result of the undertaking of the Project by the Company.

[illegible]

Should you need additional space, please attach a separate sheet.

## CHAPTER 2

*CONFIDENTIAL - [i]n accordance with Section 87(2)(d) of the Public Officers Law the Applicant requests that this document be treated as a confidential record exempt from disclosure.*

### Manager's Job Description

#### Specific Duties

The following are brief descriptions and topics of information. Each procedure and policy will be explained in more detail as you complete the manual.

*Remember that you only get one chance to make a good first impression.*

1. Implement, follow and enforce any procedures set forth in the Operations and Policy & Procedure Manual on file in the office and any other memo or instruction given to you by your District Manager.
2. Operate the facility at its highest and best potential.
  - a. Renting all available units to qualified customers and making sure that all units are clean prior to rental.
  - b. Timely collection of rent, deposits and assessed fees.
  - c. Selling accessory merchandise, such as locks, packing materials, and any other merchandise or services that may be available at your storage location.
  - d. Making past due call to delinquent accounts.
  - e. Marketing the facility according to guidelines requested by the home office or your District Manager
3. Visually inspect the facility twice daily, observe and respond promptly to any potential breach of security problems, such as unsecured locks, unsecured gates, fencing, units, any evidence of tampering with anything anytime, or suspicious activity by any person or persons on or around the facility. Be watchful and suspicious of unidentified substances, which could be drugs, or toxic or flammable chemicals. You should make sure every unit is locked on a daily basis.
4. Perform a lock audit weekly. Also pick up trash and note any repairs and/or maintenance that may be needed.
5. You should be thoroughly familiar with emergency procedures dealing with fires, criminal activity, accidents and natural or "man-made" disasters.
6. Handle all customer inquiries or problems in a timely, courteous manner. Satisfied customers are our biggest asset. It is best to contact a customer 10 minutes after their call with the call center, leaving a voicemail or third party such as Sparefoot. If the customer spoke with you directly, follow up the next business day unless otherwise discussed.
7. Be sure to take detailed notes anytime you speak with current or potential customers.

8. At Supervisor's direction, assist in inventorying the content of storage units and with all steps necessary to impose and collect delinquent rent owed, including proper retention of lien sale files in accordance with the Company policy.
9. Train and supervise your assistant manager with your District Manager, which includes familiarizing the assistant manager with all the policies and procedures needed to perform all the management duties and policies in your absence. (Manager Only)
10. Prepare in a timely and professional manner such management, marketing, operational or other reports as required in this Manual or as requested from time to time by the Supervisor.
11. Make daily bank deposits and deliveries to the Post Office. You will be instructed on night drop-off procedures, if necessary.
12. You will be responsible for accurate computer accounting records and petty cash funds or company use credit cards. Utilize the Expense Report each time the company card is used. Send the Expense report to [expenses@storageasset.com](mailto:expenses@storageasset.com) and your District Manager on Mondays.
13. Follow proper dress attire, good grooming, and hygiene habits. Smoking by employees is prohibited in the office and in front of or around any customers. Proper dress attire is black or khaki dress pants or shorts (no jeans). Shorts cannot be shorter than 2" above your knees. If your pants/shorts have belt loops, a belt must be worn. Shirt should be a tucked in polo with your company name and/or logo. Ask your District Manager about ordering polo's for your store if you do not have any. Must wear closed toe shoes, sneakers should be in good condition and not too dirty. If logo shirts are not available, polo, button down, or business attire dress shirts may be worn.
14. The physical condition of the facility is your responsibility. Non-emergency requests should be submitted to the Home Office. Keep the premises in a neat and clean condition, the grounds free of debris, and the landscaped areas free of weeds. Advise District Manager of any construction defects or subsequent maintenance items as soon as you are aware of them and supervise the work of subcontractors authorized by the Company on the facility.
15. Prepare, as requested, your marketing/sales plan for the facility (i.e., sales calls, apartment and/or business promotions, seasonal specials, etc.). Once adopted, you will be responsible for the implementation of the plan. Your District Manager will assist you in creating the plan. Update the Monthly Marketing Report in Google Drive.
16. Participate in training programs or seminars at management's request.
17. Perform any other managerial duties which may from time to time be requested by

the Company.

18. We strongly encourage our managers to be actively involved in local professional associations, the Chamber of Commerce and/or community functions that promote your professional position at the property.

19. The property has a petty cash fund and/or a company use credit card. You may use this fund to purchase supplies for day-to-day operation of your facility.

**You are NOT authorized to sign contracts on behalf of your facility;**  
as such, all contracts must be submitted to your supervisor for approval and signature.

20. You must follow the strict schedule for auction procedures. See the Auction Timeline Calculator in Google Drive under SAM Forms, Manuals, Training Info, then click on Auction Related Forms. There are different tabs for each state at the bottom of the form, make sure you click on your state.

21. Keep in mind that rentals can be made online.

***Good Luck and Good Renting!***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*CONFIDENTIAL - [i]n accordance with Section 87(2)(d) of the Public Officers Law the Applicant requests that this document be treated as a confidential record exempt from disclosure.*

## **ASSISTANT MANAGER'S JOB DESCRIPTION**

### **Specific Duties**

The following are brief descriptions and topic of information. Each procedure and policy will be explained in more detail as you complete the manual.

*Remember that you only get one chance to make a good first impression.*

1. Implement, follow and enforce any procedures set forth in the Operations and Policy & Procedure Manual on file in the office and any other memo or instruction given to you by your Supervisor or Manager.

2. The property has a petty cash fund and/or company use credit card. With permission, you may use this fund to purchase supplies for day-to-day operation of your facility. **You are NOT authorized to sign contracts on behalf of your facility;** as such, all contracts must be submitted to your supervisor for approval and signature.

3. Operate the facility at it highest and best potential.

Rent units and make sure that all units are clean prior to rental  
Timely collection of rent, assessed fees and other fees  
Selling accessory merchandise, such as lock, packing materials and boxes  
Make past due calls  
Ensure that all leases that are out for signature, are being followed up with  
Conduct daily visual audit of entire complex twice a day  
Overlooking and unlocking of units  
Prepare and process daily, weekly and monthly reports  
Prepare and make bank daily bank deposits  
Maintain cleanliness and organization of rental office  
Maintain cleanliness of any public or employee restrooms  
Maintain cleanliness of site  
Consistent and regular attendance and punctuality  
May be required to work other sites as needed  
Follow proper attire and grooming habits  
Participate in training programs or seminars at management's request  
Perform other managerial duties requested by the site Manager or Home Office

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

SCHEDULE E

ANNUAL EMPLOYMENT VERIFICATION/COMPLIANCE REPORT

This Annual Employment Verification/Compliance Report and all applicable attachments must be completed and provided to the Agency by **(INSERT DATE)**. Kindly provide the following information for calendar year (January 1, YEAR - December 31, YEAR).

Project or Company Name: \_\_\_\_\_

1. Original Estimate of Jobs to be Created and Retained (from the project Application or Initial Employment Plan)..... \_\_\_\_\_

2. Number of Current Full Time Employees (as of 12/31/xx).....  
\_\_\_\_\_

3. Number of Full Time Construction Jobs During Fiscal Year (20xx)..... \_\_\_\_\_

4. If "Original Estimate of Jobs to be Created and Retained" does not equal "Number of Current Full Time Employees (as of 12/31/xx)," please explain:  
\_\_\_\_\_  
\_\_\_\_\_

5. Did the Company receive a mortgage recording tax exemption in 20xx (Y/N)? ..... \_\_\_\_\_  
If yes, indicate the amount (\$) of mortgage recording tax exemption received in 20xx ..... \_\_\_\_\_

6. Did the Company receive a real property tax exemption in 20xx (Y/N)? ..... \_\_\_\_\_  
If yes, indicate if the Company has paid its annual PILOT payments in 20xx (Y/N) ..... \_\_\_\_\_  
If outstanding 20xx PILOT payments remain due, please explain:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Did the Company receive a sales tax exemption in 20xx (Y/N)? ..... \_\_\_\_\_  
If yes, *please attach* a copy of a filed NYS Dept. of Taxation and Finance Form **ST-340** Annual Report of Sales and Use Tax Exemptions for 20xx (applicable to projects with sales tax exemption letters for construction phase).

8. Does the Company have a Project Benefit Agreement (Y/N)? ..... \_\_\_\_\_



If yes, ***please attach*** a copy of a filed 20xx **NYS-45** Quarterly Combined Withholding, Wage Reporting, and Unemployment Insurance Return for the last payroll date in the month of December 20xx (applicable to project applicants that submitted a project application after **March 19, 2015** and that have a Project Benefit Agreement).

9. **Attach** an updated Certificate of Insurance naming the Agency as “Additional Insured.” Please refer to your Project Documents for information about required insurance.
10. Has an event of default under the Project Documents occurred or is continuing during FY 20xx?  
(Y/N) \_\_\_\_\_ If yes, please explain: \_\_\_\_\_
- \_\_\_\_\_

#### CERTIFICATION

I hereby certify that I am the owner of the project site or am the duly authorized representative and may sign this data submission on behalf of the owner(s) of said project site. I have read and understand all of the requirements contained within the Project Documents and I have read the foregoing Annual Employment Verification/Compliance Report and know the contents thereof; and that the same is true and complete and accurate to the best of my knowledge.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Company Address

**NOTE:** The following must be completed for all Projects closed on or after **June 15, 2016:**

**RETAINED JOBS**

|                                | Professional | Skilled | Semi-Skilled | Un-Skilled | Total |
|--------------------------------|--------------|---------|--------------|------------|-------|
| <b>Full Time</b>               |              |         |              |            |       |
| <b>Part Time</b>               |              |         |              |            |       |
| <b>Seasonal</b>                |              |         |              |            |       |
| <b>Independent Contractors</b> |              |         |              |            |       |
| <b>Contract Employees</b>      |              |         |              |            |       |

**CREATED JOBS**

|                                | Professional | Skilled | Semi-Skilled | Un-Skilled | Total |
|--------------------------------|--------------|---------|--------------|------------|-------|
| <b>Full Time</b>               |              |         |              |            |       |
| <b>Part Time</b>               |              |         |              |            |       |
| <b>Seasonal</b>                |              |         |              |            |       |
| <b>Independent Contractors</b> |              |         |              |            |       |
| <b>Contract Employees</b>      |              |         |              |            |       |

**SALARY AND FRINGE BENEFITS**

Is the salary and fringe benefit averages or ranges for categories of jobs retained and jobs created described in the Application or the Initial Employment Plan still complete, true, and accurate:

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If not, please provide the revised amounts using the table below and attach an explanation of the changes:

| <b>RELATED EMPLOYMENT INFORMATION</b>   |                            |         |              |            |
|---|----------------------------|---------|--------------|------------|
|   | Professional or Managerial | Skilled | Semi-Skilled | Un-Skilled |
| Estimated Salary and Fringe Benefit Averages or Ranges  |                            |         |              |            |
| Estimated Number of Employees Residing in the Capital Region Economic Development Region <sup>1</sup> |                            |         |              |            |

<sup>1</sup> The Capital Region Economic Development Region consists of the following counties: Albany, Schenectady, Rensselaer, Greene, Columbia, Saratoga, Warren, and Washington.

### **Officer's Certification**

I further certify that to the best of my knowledge and belief all of the information under the headings "Retained Jobs," "Created Jobs," and "Salary and Fringe Benefits" above is complete, true, and accurate. I also understand that failure to report completely and accurately may result in enforcement of provisions of the Uniform Agency Project Agreement dated as of February 1, 2017 by and between the Company and City of Albany Industrial Development Agency (the "Project Agreement"), including but not limited to the suspension, discontinuance, and potential claw back of financial assistance provided for the project.

Signed: \_\_\_\_\_  
(Authorized Company Representative)

Date: \_\_\_\_\_