

PRIVATE UNIVERSITIES/COLLEGES
Submission of Designation Plan
StartUp NY

START-UP NY allows for up to 2.4 million sq. ft. of land or space to be used at Independent campuses located north of Westchester. An additional 600,000 sq. ft. may be designated in Westchester, Long Island, and New York City.

Sponsoring private colleges and universities will be responsible for bringing the businesses to the campus and coordinating the siting, application, and review process.

The first step in this process is to designate the Tax-Free Areas. The sponsoring University or College submits a draft designation plan to Empire State Development (ESD). ESD reviews the plan for adherence to all regulatory and statutory requirements and upon approval, submits to the StartUp NY Approval Board for review and consideration.

The Checklist below is being provided to guide the sponsor in developing a draft plan for submission. As always, ESD is available to help.

CHECKLIST

- **Cover letter** - signed by campus President
- **Campus Contact Information** (include phone and email)
- **Identification of Space**
 - Mapping -
 1. A PDF version of proposed tax-free area on a scaled campus map, shaded to clearly indicate building containing proposed tax-free space, or detailed boundary of proposed parcel(s) and labeled.
 2. Maps of various scale are to be provided to show overall campus boundary and location of parcels or buildings being offered, along with zoomed in versions to provide greater detail (include labeling). Two versions should be created, one with satellite imagery and a second without the satellite imagery. Each parcel or building under consideration must be clearly labeled on each plan. If AutoCAD is used, a pdf version of the plan must also be submitted for review by those without AutoCAD capability.
 3. Or - Provide digital files containing Point shapefiles that provide locations of area of designation (if available) and polygon of campus boundary. If Point Shape Files are used, a pdf version of the plan must also be submitted for review by those without GIS capability which provide the same relational information to the campus boundary as indicated above.

- Property designation submission Excel spreadsheet
- Include description of physical characteristics of Proposed Tax-Free NY Area and how space is currently being used as part of narrative within plan
- Include total square footage of the space and/or acreage of land proposed for designation as a Tax-Free NY Area
 - Only VACANT space can be proposed for designation

- **Types of Businesses**
 - Targeted businesses
 - Describe the type of business or businesses that may locate in the area identified above.
 - Downstate sponsors may only solicit high-tech businesses or those in the formative stage of development.

- **Academic mission/alignment**
 - Provide description of the campus academic mission
 - Explain how the businesses identified above (Types of Businesses) will align or further the academic mission of the university or college

- **Community & Economic benefits**
 - How will the business generate positive community and economic benefits?
 - increased employment opportunities
 - increased opportunities for internships, vocational training and learning experiences for undergraduate and graduate study
 - diversification of the local economy
 - environmental sustainability
 - entrepreneurship;
 - positive, non-competitive and/or synergistic links to existing businesses; effect on the local economy;
 - opportunities as a magnet for economic and social growth

- **Business Selection Process**
 - Provide a description of the process the Sponsor (campus) will follow to select participating businesses. The description should identify the membership of any group or committee that may make recommendations, the final decision-maker, and the specific criteria that will be used to make

decision. This group or committee must include representation from faculty governance.

- **SEE THE BUSINESS SELECTION GUIDELINES DOCUMENT**

- **Additional documents**

- Conflict of Interest Policy (to include Board of Trustees members) Pursuant to Econ. Dev. L. § 439 and 5 NYCRR § 220.20, the university must adopt a conflict of interest policy. This conflict of interest policy must prohibit persons from participating in any activity related to the START-UP NY program that would cause those persons to experience a conflict of interest.

- **SEE CONFLICT OF INTEREST GUIDELINES DOCUMENT**

- **Attestation tax-exempt bond use limitation**

- Pursuant to 5 NYCRR §220.8(a)(8) - requiring each sponsor to provide an attestation that the proposed Tax-Free NY Area has not been financed with any tax-exempt bonds, or where the proposed Tax-Free NY Area has been financed with any tax-exempt bonds, a formal opinion from counsel with expertise and experience in bond tax matters, or other documentation deemed acceptable by the Commissioner, that designation of the Tax-Free NY Area will not jeopardize or conflict with any existing tax-exempt bonds used to finance any property of the Sponsor.

- **Attestation** to the effect that the information contained in the plan is accurate and complete.

- **Off-Campus land or space:**

- Pursuant to 5 NYCRR §220.8(b), if the plan includes off-campus land or space, the sponsor must consult with the CEO of the local municipality and notify a local economic development entity representing the area in which the proposed Tax-Free NY Area is located at least 30 days prior to submitting the plan to the Commissioner and submit an attestation to that effect. (along with any comments received as a result of the consultation).

- **Excel File Property Listing** (required in Excel Format)