



Guide for Submitting Campus Plan for Designation of Tax-Free NY Area(s)

The Tax Free NY Area plan shall be developed by the Campus Team and must include the following information:

1. Campus Name, Contact Person and Address
2. Mapping identifying the space and/or land being designated that includes:
 - scaled campus map and/or campus map shaded to indicate building containing proposed tax-free space
 - a clear boundary of each proposed site drawn. Two versions should be created, one which includes an imbedded layer from Google Earth or other aerial photograph of the property. The second without the photographic imagery. Each parcel under consideration must have a unique identifier clearly labeled on each plan.
 - Campus map with each building proposed to be designated as a tax free space shaded.
 - Floor plan of space of building (floor, suite, etc.) outlining/shading proposed space and indicated precise square footage.
3. A description of the type of business or businesses that the campus is intending to be located on the area to be designated. Include a description of the academic mission of the Sponsor and how the anticipated businesses will align with or further the academic mission of the campus or college. In assessing how a tax-free business aligns with the mission of a campus or college in knowledge creation, knowledge diffusion, and formation of values, the college or campus may consider these factors or a combination thereof in its consideration to sponsor the tax-free business:
 - Comprehensive undergraduate, graduate education and professional education
 - Research
 - Leadership
 - Diversity
 - Culture
 - Regional economic development
 - Internship and training opportunities
 - Direct job opportunities for campus graduates
 - Internationalization
 - Specific area specialization of the campus (IT, ceramics, business education, professional and vocational postsecondary programs etc.)
 - Any other factors which the college or campus deems to be appropriate in determining the alignment of mission to the business.

4. A description of how participation by the types of businesses sought to occupy space in the campus tax-free zone would generate positive community and economic benefits. The criteria which a college or campus may use in establishing how a business would have a positive community and economic benefits may include the following:
 - i. Increased employment opportunities; Opportunities for internship, vocational training and learning experiences for undergraduate and graduate study; Diversification of local economy; Environmental sustainability; Entrepreneurship; Positive linkages to existing business not in competition with START-UP businesses, especially small scale businesses; Boost to local economy; and Magnet for economic and social growth.
5. A description of the process the campus or college will follow to select businesses to participate in the Tax-Free NY Program.
6. Include the following as attachments to the campus plan:
 - i. conflict of interest guidelines adopted pursuant to section four hundred thirty-nine of Article 21 of the Economic Development Law;
 - ii. 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.
 - iii. A statement signed by the President of the campus or college certifying that at least 30 days prior to submitting final plan, the campus/college provided required submissions as outline below:
 - a. SUNY/CUNY/community colleges:** At least 30 days prior to submitting final plan, the campus/college must provide the municipality or municipalities in which the proposed Tax-Free NY Area is located, local economic development entities, the applicable campus or college faculty senate, union representatives and the campus student government with a copy of the plan. If the plan of the campus/college includes land or space located outside of the campus boundaries, the campus/college must consult with the municipality or municipalities in which such land or space is located prior to including such space or land in the proposed Tax-Free NY Area and shall give preference to underutilized properties.
 - b. Private colleges or universities:** At least thirty (30) days prior to submitting the Plan to the Commissioner, the campus/college must consult with the chief executive officer of the municipality or municipalities and notify a local economic development entity representing the area, when the proposed Tax-Free NY Area is located outside of the campus boundaries.