

**BUILD NYC RESOURCE CORPORATION**  
**PROJECT COST/BENEFIT ANALYSIS**  
**September 17, 2020**

**APPLICANT**

**Friends of Hellenic Classical Charter Schools, Inc.**

646 Fifth Avenue  
Brooklyn, NY 11215

1641 Richmond Avenue  
Staten Island, NY 10314

**A. Project Description:**

Friends Of Hellenic Classical Charter Schools, Inc., a New York not-for-profit corporation (“Borrower”), which is affiliated with Hellenic Classical Charter Schools (“HCCS” or the “School”), a New York not-for-profit education corporation, both of whose applications for exemption from federal taxation pursuant to section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”) are pending before the Internal Revenue Service (“IRS”), is seeking approximately \$44,428,000 in aggregate principal amount of tax-exempt revenue bonds (the “Bonds”). The Bonds will be issued as qualified 501(c)(3) bonds, subject to and following the receipt of IRS letters determining the Borrower and HCCS are exempt from federal taxation as described in Code Section 501(c)(3). Proceeds from the Bonds will be used in the following ways (the “Project”): Bonds in the approximate principal amount of \$10,500,000 will be used to (i) refinance a loan incurred by HCCS to finance leasehold improvements to a four-story, approximately 46,000 square foot building located on a 23,244 square foot parcel of land at 646 Fifth Avenue, Brooklyn, New York, which is the site of HCCS’s Park Slope branch (the “Park Slope Facility”), (ii) pay all or a portion of the cost of the construction, furnishing, and equipping of additional leasehold improvements to the Park Slope Facility and (iii) fund a ratable portion of the debt service reserve fund, capitalized interest and costs of issuance with respect to the Bonds. The Park Slope Facility includes or will include approximately 21 classrooms, 14 private rooms for offices or specialized learning, locker areas, a cafeteria, gymnasium, library, administrative offices and serves students from kindergarten through Grade eight. Bonds in the approximate principal amount of \$30,500,000 will be used to (i) finance the construction, furnishing, and equipping of a four-story, approximately 48,000 square foot building located on an approximately 100,000 square foot parcel of leased land at 1641 Richmond Avenue, Staten Island, New York, which shall serve as HCCS’s new Staten Island branch (the “Staten Island Facility,” together with the Park Slope Facility, the “Facilities”), (ii) fund a ratable portion of the debt service reserve fund, capitalized interest and costs of issuance with respect to the Bonds. The Staten Island Facility is expected to include 24 classrooms, 17 private rooms for offices or specialized learning, locker areas, a cafeteria, auditorium, library, and administrative offices and serve students from kindergarten through Grade five. HCCS is assigning its leasehold interests in the Facilities to the Borrower, which is subleasing the Facilities to HCCS. HCCS operates the Park Slope Facility, and will operate the Staten Island Facility, as public charter schools.

**B. Costs to City** (New York City taxes to be exempted):

Estimated NYC Forgone Income Tax on Bond Interest (estimated NPV 25 years @ 6.25%)	\$373,528
Mortgage Recording Tax Benefit	\$721,955
<b>Total Cost to NYC</b>	<b>\$1,095,483</b>

\*The exact amount of personal income tax revenue that will be lost as a result of this transaction depends on factors including (but not limited to) the percentage of bond bought by entities subject to New York City personal income taxes, the interest income generated from the bonds and the tax rate applied to bond purchasers.

**C. Benefit to City from Operations and**

**Renovation** (Estimated NYC direct and indirect taxes to be generated by Company) (estimated NPV 25 years @ 6.25%):

**\$11,855,240**

**D. Benefit to City from Jobs to be Created**

(Estimated NYC direct and indirect taxes to be generated by Company) (estimated NPV 25 years @ 6.25%):

**\$2,693,178**



Build NYC Resource Corporation

# Build NYC CORE APPLICATION

Submit your electronically completed Core Application via email to your assigned Project Manager as a Word Document file or a Word Document saved as a PDF.

## A. APPLICANT OVERVIEW

Applicant Name (the "Applicant"): Friends of Hellenic Classical Charter Schools, Inc.	Name of operating company (if different from Applicant):
Operating company address: 646 5 <sup>th</sup> Avenue, Brooklyn, NY	Website address: hccs-nys.org
EIN #: [REDACTED]	NAICS Code:
State and date of incorporation or formation: NY July 2020	Qualified to conduct business in NY? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Applicant is (check one of the following, as applicable): <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> Other:	
Is the Applicant affiliated with a publicly traded company? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, name the affiliated company:	

## B. APPLICANT CONTACT INFORMATION

	Name/Title	Company	Address	Email	Phone	Primary <sup>1</sup>
<b>Applicant Contact Person</b>	Charles Capetanakis, Chairman	Davidoff, Hutcher, Citron LLP	605 Third Avenue, New York, NY 10158	[REDACTED]	[REDACTED]	<input type="checkbox"/>
<b>Attorney</b>	Michele Arbeeney, Esq. Partner	Windels Marx Lane & Mittendorf, LLP	156 West 56 <sup>th</sup> Street New York, NY 10019	[REDACTED]	[REDACTED]	<input type="checkbox"/>
<b>Accountant</b>	Gus Saliba, Partner	PKF O'Connor Davies, LLP	300 Tice Boulevard, Suite 315, Woodcliff Lake, NJ 07677	[REDACTED]	[REDACTED]	<input type="checkbox"/>
<b>Consultant/Other</b>	Joy Petrakos, Chief of Operations	Hellenic Classical Charter Schools	646 5 <sup>th</sup> Ave Brooklyn, NY 11215	[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/>

## C. APPLICABLE FINANCIAL ASSISTANCE

Provide the estimated value of each of the following types of Project Financial Assistance being requested. Discuss the estimation of the Requested Financial Assistance with your assigned Project Manager, if needed.

Requested Financial Assistance	Estimated Value of Requested Financial Assistance
Mortgage Recording Tax Benefit	\$N/A
Build NYC Bond Financing	\$44.3 million

## D. APPLICANT BACKGROUND

Provide a brief description of Applicant's history and the nature of its business. Feel free to include information from the Applicant's website or other official documentation describing the Applicant. Include information such as when the Applicant was founded, who founded the Applicant, a brief history of the

<sup>1</sup> Select the individual to whom questions should be directed and who may speak on behalf of the Applicant.

Applicant, the Applicant's primary services and market, and the number of the Applicant's employees in NYC and elsewhere. **Limit the description to 250 words.**

Friends of Hellenic Classical Charter Schools, Inc. (the "Applicant") was formed to support the mission of Hellenic Classical Charter Schools ("HCCS"), a charter school committed to providing a diverse student body with a rigorous education in a dynamic environment. HCCS uses a standards-based curriculum, enriched with the Greek and Latin languages, and the classics woven throughout, to engage students in dialogue using the Socratic method to become critical thinkers. Students become college and career ready and well-prepared to succeed and contribute to the global community as responsible citizens.

HCCS has been fulfilling its mission at its first campus in Park Slope, Brooklyn ("HCCS-PS"), which was established in 2005 as a charter school located in NYC Community School District 15. HCCS-PS has a long and consistent history of success, and has been designated a National Blue Ribbon School in 2019, and is a High Performing Reward School by the NYS Education Department for four consecutive years.

HCCS opened a second campus in Staten Island in 2019 ("HCCS-SI"). HCCS was originally two schools, one at each of the campuses, but the two schools were merged into HCCS as of July 1, 2020. The two campuses are now part of one school, which shares one Board of Trustees, a Superintendent, a Chief of Operations and Director of Finance & Operations. Each campus has its own principal and instructional leadership teams.

At HCCS-SI, students gain a global perspective as they build core skills in all academic areas and develop the social-emotional skills necessary to sustain them throughout their lives, with a rigorous classical education that is rich in challenging content. Supplementing instruction with classical study of the Greek and Latin languages, as well as history, art and other cultural and classical studies and lastly, preparing students for long-term academic success.

HCCS-SI started the 2019-2020 school year with 75 students in grades K-1 and will add a grade each year throughout the charter term until the school includes 450 students in grades K-5 during the 2023-2024 school year. After successful completion of our first term, HCCS-SI will then request to expand during a second charter term to include grades 6, 7, and 8 in the same yearly pattern until, in school year 2026-2027, HCCS-SI will serve 675 students in grades K-8.

## E. PROPOSED PROJECT ACTIVITIES

Describe the proposed Project, including its purpose and Project Location, in the text box below. Refer to the example below.

The Applicant is expected to be exempt from federal taxation pursuant to Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and its purpose is to support the mission of HCCS, which is a school that serves NYC Public School students. Applicant is seeking approximately \$44.3 million in tax-exempt revenue bonds (the "Bonds"). Proceeds of the Bonds, will be used to:

- i. refinance a loan incurred by HCCS to finance leasehold improvements to 646 Fifth Avenue in Brooklyn for HCCS's Park Slope campus;
- ii. pay all or a portion of the cost of the construction, furnishing, and equipping of additional leasehold improvements to the Park Slope campus;
- iii. finance the construction, furnishing, and equipping of a new four-story approximately 48,000 square foot state-of-the-art school facility (approximately 37,000 of which will be used for instructional purposes) on an approximately 100,000 square foot parcel of land located at 1641 Richmond Avenue in Staten Island for HCCS's Staten Island campus; and/or
- iv. fund a portion of the debt service reserve fund, capitalized interest and costs of issuance with respect to the Bonds (i, through iv, collectively, the "Project").

The anticipated closing date is fall 2020. The Project is anticipated to be completed in 18 months.

The Project will allow Applicant to obtain cost-effective financing to refinance a portion of the School's maturing debt and improve and build the School's campuses so that the School can provide its faculty and students the dynamic and enriching environment in which to pursue their educational goals.

## F. PROJECT LOCATION DETAIL

Complete this table for *each* Project Location with a distinct Block/Lot. For Projects with more than one Block/Lot, copy the Project Location table below and paste it directly underneath to complete it.

Project Location Information		
Project Address: 1641 Richmond Avenue		Location # 1 of 2
Borough/Block/Lot: Staten Island/1560/15	Community Board #: 2	Neighborhood: Bulls Head
Square footage of land: 99,338	Square footage of existing building: N/A	Number of Floors: N/A
How is the anticipated Project Location currently used and what percentage is currently occupied? The location is currently being used as parking lot.		
In the case of relocation, what will happen with Applicant's current facility? <input checked="" type="checkbox"/> N/A		
Does the Project Location have access to rail and/or maritime infrastructure? No.		
Is there any space at the Project Location that is currently being/will be occupied and/or used by any entity other than the Applicant or operating company, whether Affiliates or otherwise? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Currently, HCCS leases the Project Location with Greek Orthodox Community Holy Trinity Church of Staten Island. HCCS will assign this lease to the Applicant and the Applicant will sublease the entire Project Location to HCCS.		
Construction Information		
Facility Operations Start Date (as defined in the Policies and Instructions): Expected school occupancy is September 2022.		
Does the Project involve the construction of a new building or an expansion/renovation of an existing building? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete the following questions and attach a separate page and provide drawings, plans, or a description of the proposed work.		
Does the Project involve subsurface disturbance or excavation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Anticipated square footage of Facility after construction and/or renovation: 48,559		
Anticipated square footage of <i>non-building improvements</i> after construction and/or renovation (e.g. parking lot construction): 36,200 sq ft		
Square feet of wet lab space created: 0 Square feet of wet lab space preserved:		
Percentage of total building size dedicated to wet lab space: 0		
Are energy efficiency improvements or the installation of a renewable energy system anticipated as part of the Project? <sup>2</sup> Yes		
Which of the below statements best reflects your current stage in the contractor procurement process? <input type="checkbox"/> A contractor has been selected and the procurement process is complete. <input checked="" type="checkbox"/> The procurement process has begun but a contractor has not been selected. Selection is anticipated by: May 20, 2020 <input type="checkbox"/> The procurement process has not begun. Procurement is anticipated to begin by: <input type="checkbox"/> Other: <input type="checkbox"/> Not applicable		
Zoning Information		
Current zoning of Project Location:		
Is a zoning variance or special permit required for the Project to proceed at Project Location? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, attach a separate page and describe the zoning variance or special permit required, which agencies are involved, and the anticipated schedule for zoning approval.		
Is the Project subject to any other city, state or federal approvals? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No The facility is licensed by and receives subsidies from the State's Department of Education If yes, attach a separate page and describe the approval required, and if applicable, list any other environmental review that may be required.		
Is the Project Location a designated historic landmark or located in a designated historic district? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Is the Project Location within the NYC Coastal Zone Boundary? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Intended use(s) of site (check all that apply): <input type="checkbox"/> Retail % <input type="checkbox"/> Manufacturing/Industrial % <input checked="" type="checkbox"/> Commercial Office 100% <input type="checkbox"/> Residential % % If Residential, what percentage of units will be affordable? %		

### Project Location Information

<sup>2</sup> More information on free energy efficiency advisory services can be found: [here](#)  
{40886864:1}

Project Address: 646 Fifth Avenue		Location # 2 of 2
Borough/Block/Lot: Brooklyn/634/34	Community Board #: 7	Neighborhood: Park Slope
Square footage of land: 23,224 sqft	Square footage of existing building: 46,000	Number of Floors:4
How is the anticipated Project Location currently used and what percentage is currently occupied? The location is currently 100% occupied by the School		
In the case of relocation, what will happen with Applicant's current facility? <input checked="" type="checkbox"/> N/A		
Does the Project Location have access to rail and/or maritime infrastructure? No.		
Is there any space at the Project Location that is currently being/will be occupied and/or used by any entity other than the Applicant or operating company, whether Affiliates or otherwise? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Currently, HCCS leases the Project Location with Greek Orthodox Community of Kimisis Theotokou, Inc. HCCS will assign this lease to the Applicant and the Applicant will sublease the entire Project Location to HCCS.		
<b>Construction Information</b>		
Facility Operations Start Date (as defined in the Policies and Instructions): September 2005.		
Does the Project involve the construction of a new building or an expansion/renovation of an existing building? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, complete the following questions and attach a separate page and provide drawings, plans, or a description of the proposed work.		
Does the Project involve subsurface disturbance or excavation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Anticipated square footage of Facility after construction and/or renovation: 46,000		
Anticipated square footage of <i>non-building improvements</i> after construction and/or renovation (e.g. parking lot construction): N/A		
Square feet of wet lab space created: 0 Square feet of wet lab space preserved: 0		
Percentage of total building size dedicated to wet lab space: 0		
Are energy efficiency improvements or the installation of a renewable energy system anticipated as part of the Project? <sup>3</sup> Yes		
Which of the below statements best reflects your current stage in the contractor procurement process?		
<input type="checkbox"/> A contractor has been selected and the procurement process is complete.		
<input type="checkbox"/> The procurement process has begun but a contractor has not been selected. Selection is anticipated by: May 20, 2020		
<input type="checkbox"/> The procurement process has not begun. Procurement is anticipated to begin by:		
<input type="checkbox"/> Other:		
<input type="checkbox"/> Not applicable		
<b>Zoning Information</b>		
Current zoning of Project Location:		
Is a zoning variance or special permit required for the Project to proceed at Project Location? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, attach a separate page and describe the zoning variance or special permit required, which agencies are involved, and the anticipated schedule for zoning approval.		
Is the Project subject to any other city, state or federal approvals? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No The facility is licensed by and receives subsidies from the State's Department of Education		
If yes, attach a separate page and describe the approval required, and if applicable, list any other environmental review that may be required.		
Is the Project Location a designated historic landmark or located in a designated historic district? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Is the Project Location within the NYC Coastal Zone Boundary? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Intended use(s) of site (check all that apply): <input type="checkbox"/> Retail % <input type="checkbox"/> Manufacturing/Industrial % <input checked="" type="checkbox"/> Commercial Office 100% <input type="checkbox"/> Residential % % If Residential, what percentage of units will be affordable? %		

## G. ANTICIPATED OWNERSHIP

1. Check the accurate description of the Project Location's anticipated ownership.

<input type="checkbox"/> Applicant or an Affiliate is/expects to be the Project Location's fee simple owner.	(Projected) Acquisition date:
<input checked="" type="checkbox"/> Applicant or an Affiliate leases/expects to lease the Project Location. <input checked="" type="checkbox"/> Lease is for an entire building and property. <input type="checkbox"/> Lease is for a portion of the building and/or property.	(Projected) Lease signing dates: March 2012 for Park Slope for original Lease in Park Slope; June 2020 for original Lease in Staten Island; and subleases to be entered into simultaneously with the closing of the Bonds.

<sup>3</sup> More information on free energy efficiency advisory services can be found: [here](#)  
{40886864:1}

Neither of the above categories fully describes Applicant's interest or intended interest in the Project Location.

Describe the anticipated ownership of the Project Location premises: Each Project Location is owned by a separate church, will be leased to the Applicant, and will be subleased by the Applicant to the School.

2. Does/will an Affiliate own/control the Project Location?  Yes  No  
If yes, complete the table below:

Name of Affiliate: Hellenic Classical Charter School	Address of Affiliate: 646 Fifth Avenue, Brooklyn, NY		
Affiliate is a:	<input type="checkbox"/> General Partnership	<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> C Corporation
educational corporation	<input type="checkbox"/> S Corporation	<input type="checkbox"/> Limited Liability Company	<input checked="" type="checkbox"/> Other
		<input type="checkbox"/> Natural Person	:

## H. PROJECT FINANCING

1. **Sources of Financing.** Provide amounts as aggregates for all Project Locations. Add table rows, if needed.

Sources	Total Amount	Percent of Total Financing
Equity	\$	%
Commercial Loan (Bank Name: RBC)	\$	%
Capital Campaign	\$	%
New York City Public Funds	\$	%
Source:	\$	%
Source:	\$	%
New York State Public Funds	\$	%
Other: Tax exempt bonds	\$44,428,000	100%
<b>Total</b>	<b>\$44,428,000</b>	<b>100%</b>

2. Mortgage amount on which tax is levied (exclude SBA 504 financing<sup>1</sup>): TBD  
3. Anticipated closing date between the Issuer and the Applicant October 2020

4. **Uses of Financing.** Provide amounts as aggregates for all Project Locations.

Uses	Total Amount	Percent of Total Financing
<b>Land and Building Acquisition</b>	\$9,075,000	20%
<b>Construction Hard Costs</b> (i.e. site excavation, building materials, labor, landscaping, construction materials, etc.)	\$23,833,000	53.5%
<b>Construction Soft Costs</b> (i.e. pre-planning, legal, financing, design, etc.)	\$3,835,000	8.5%
<b>Furnishings, Fixtures, &amp; Equipment (FF&amp;E) and Machinery &amp; Equipment (M&amp;E)</b> (i.e. generators, desks, chairs, electronic equipment, specialized manufacturing equipment, assembly equipment, etc.)	\$810,000	2%
FF&E purchased in NYC	\$810,000	
M&E purchased in NYC	\$	
<b>Closing Fees</b> (costs associated the execution of deal, i.e debt service reserve fund, financing fees, loan origination fees, attorney fees, pre-payment penalties, etc.)	\$4,250,000	10%
<b>Other (describe):</b> capitalized interest during construction	\$2,625,000	6%
<b>Total</b>	<b>\$44,428,000</b>	<b>100%</b>

- 4a. Indicate anticipated budgeting of Hard Costs: Electrical: % Carpentry: % Painting: % Plumbing: %  
Excavation or Demolition: % Other: %

- 4b. Indicate anticipated budgeting of Soft Costs: Architecture: % Engineering: % Design: % Other: %

<sup>1</sup> The SBA 504 Loan Program, administered by the Small Business Administration, is designed to provide small businesses with long-term financing to acquire and improve major fixed assets, such as owner-occupied commercial real estate and heavy machinery.  
{40886864:1}

# I. EMPLOYMENT INFORMATION

The following information will be used as part of the Issuer’s calculation of the Project’s benefit to the City, and as a basis for comparison with the employment information that the Applicant will be required to report on an annual basis for the term of the Project Agreement (as defined in the Policies and Instructions).

## 1. Job Creation Schedule

For all responses in the table below, part-time (“PT”) employees are defined as those working between 17.5 and 35 hours per week on average, and full-time (“FT”) employees are defined as those working 35 hours or more per week. Hourly wages in Columns E & F should represent the pay rate and are exclusive of overtime. For salaried employees, divide the annual salary by 1,820 working hours per year to calculate an hourly wage.

Information included in Column C below will be used to determine eligibility for participation in the HireNYC Program. For program information, see Additional Obligations document. If eligible for the HireNYC Program participation, NYCEDC will provide additional details.

A Job Category	B # of NYC jobs retained by Project	C # of jobs to be added in each year at Project Location in first 3 years of operation to be employed by Applicant			D Total # of Jobs at Project Location in first 3 years of operation (Sum of all Columns B and C)	E Average hourly wage for Year 1	F Lowest hourly wage for Year 1	G Average Fringe Benefit for retained jobs	H Average Fringe Benefit for created jobs
		Year 1: 2021	Year 2: 2022	Year 3: 2023					
FT Executive level	3	0	0	0	3	\$110		\$20,000	\$0
FT Manager level	3	0	0	0	3	\$59		\$20,000	\$0
FT Staff level	21	8	14	8	51	\$30		\$20,000	\$20,000
<b>Total FT Employees</b>					57	\$66	\$15	\$20,000	\$20,000
<b>Total PT Employees</b>	0	0	0	0	0		\$15	\$20,000	\$20,000

- Of the Total Jobs at Project Location in Column D, how many employees are/will be NYC residents? 100%
- How many employees at the Project Location will be paid below living wage<sup>2</sup> at Project Start Date (as defined in the Policies and Instructions)? 0
- Does the Project currently have, or anticipate having, contract or vendor employees<sup>3</sup> at the Project Location?  Yes  No
- Generally describe all other forms of compensation and benefits that permanent employees will receive (i.e. healthcare, employer contributions for retirement plans, on-the-job training, reimbursement for educational expenses, etc.). Healthcare – 93% covered by HCCS
- Will Applicant or any of its Affiliates be required to provide health coverage to its employees pursuant to the federal Patient Protection and Affordable Care Act (the “Act”)?  Yes  No  
If yes, provide an overview of the applicable requirements under the Act and an explanation of how Applicant plans to comply with such requirements. If no, explain why and provide a FT employee count using the Act “[FTE Employee Calculator](#)”.
- Is Applicant currently providing paid sick time to employees in accordance with the Earned Sick Time Act (Chapter 8 of Title 20 of the NYC Administrative Code) and otherwise in compliance with such law?  Yes  No  
If yes, provide an explanation of your company’s paid and unpaid sick time policy. If No, explain why and provide a table which outlines the number of anticipated employees and hours worked per calendar year.<sup>4</sup>
- Will the Project use an apprenticeship program approved by the New York State Department of Labor?  Yes  No

# J. LABOR

Applicant and its Affiliates hereinafter will be referred to collectively as the “Companies” or individually as a “Company.” If none of the following questions applies to any of these Companies, answer No. For any question that does apply, be sure to specify to which of the Companies the answer is relevant.

<sup>2</sup> For information regarding living wage, see Additional Obligations document.

<sup>3</sup> Contract or vendor employees are independent contractors (i.e. persons who are not “employees”) or are employed by an independent contractor, who provide services at a Project Location.

<sup>4</sup>Information on the Paid Sick Leave Law can be found [here](#).



1. Has any of the Companies during the current calendar year or any of the five preceding calendar years experienced labor unrest situations, including actual or threatened labor strikes, hand billing, consumer boycotts, mass demonstrations or other similar incidents?  
 Yes  No If Yes, explain on an attached sheet.
2. Has any of the Companies received any federal and/or state unfair labor practices complaints asserted during the current calendar year or any the five calendar years preceding the current calendar year?  
 Yes  No If Yes, describe and explain current status of complaints on an attached sheet.
3. Do any of the Companies have pending or threatened requests for arbitration, grievance proceedings or other labor disputes during the current calendar year or any of the five calendar years preceding the current calendar year?  
 Yes  No If Yes, explain on an attached sheet.
4. Are any of the Companies' employees *not* permitted to work in the United States?  
 Yes  No If Yes, provide details on an attached sheet.
5. Is there any period for which the Companies did not complete and retain or do not anticipate completing and retaining all required documentation related to this inquiry, such as Employment Eligibility Verification (I-9) forms?  
 Yes  No If "Yes," explain on an attached sheet.
6. Has the United States Department of Labor, the New York State Department of Labor, the New York City Office of the Comptroller or any other local, state or federal department, agency or commission having regulatory or oversight responsibility with respect to workers and/or their working conditions and/or their wages, inspected the premises of any Company or audited the payroll records of any Company during the current or preceding three year calendar years?  
 Yes  No If "Yes," use an attached sheet to briefly describe the nature and date of the inspection and the inspecting governmental entity. Briefly describe the outcome of the inspection, including any reports that may have been issued and any fines or remedial or other requirements imposed upon any of the Companies as a consequence.
7. Has any of the Companies incurred, or potentially incurred, any liability (including withdrawal liability) with respect to an employee benefit plan, including a pension plan?  
 Yes  No If "Yes," use an attached sheet to quantify the liability and briefly describe its nature. Refer to any governmental entities that have had regulatory contact with the Company in connection with the liability.
8. Are the practices of any of the Companies now, or have they been at any time during the current or preceding five calendar years, the subject of any complaints, claims, proceedings or litigation arising from alleged discrimination in the hiring, firing, promoting, compensating or general treatment of employees?  
 Yes  No If "Yes," provide details on an attached sheet. Note "discrimination" includes sexual harassment.

## K. FINANCIALS

1. Has Applicant, Affiliate(s), Principal(s), or any close relative any Principal(s), ever received, or is any such person or entity currently receiving, financial assistance or any other kind of non-discretionary benefit from any Public Entities?  
 Yes  No If Yes, provide details on an attached sheet.
2. Has Applicant, or any Affiliate or Principal, or any existing or proposed occupant at the Project Location(s), obtained, or is any such person or entity in the process of obtaining, or contemplating obtaining, other assistance from the NYCIDA/Build NYC and/or other Public Entities?  
 Yes  No If Yes, provide details on an attached sheet.
3. Has Applicant, or any Affiliate or Principal, ever defaulted on a loan or other obligation to a Public Entity?  
 Yes  No If Yes, provide details on an attached sheet.
4. Has real property in which Applicant, or Affiliate or Principal, holds or has ever held an ownership interest and/or controlling interest of 25 percent or more, now or ever been (i) the subject of foreclosure (including a deed in lieu of foreclosure), or (ii) in arrears with respect to any type of tax, assessment or other imposition?  
 Yes  No If Yes, provide details on an attached sheet.
5. Does Applicant, or any Affiliate or Principal, have any contingent liabilities not already covered above (e.g., judgment liens, lis pendens, other liens, etc.)? Include mortgage loans and other loans taken in the ordinary course of business only if in default.  
 Yes  No If Yes, provide details on an attached sheet.
6. Has Applicant, or any Affiliate or Principal, failed to file any required tax returns as and when required with appropriate governmental authorities?  
 Yes  No If Yes, provide details on an attached sheet.
7. In the table below, provide contact information for Applicant's references. If the space provided below is insufficient, provide complete information on an attached sheet. List any "Major Suppliers" (those that compose more than 10% of goods, services, and materials).

Reference Type	Company Name	Address	Contact Person	Phone	Fax	Email	% of Revenues		
Major Suppliers	NYS ED	89 Washington Ave, Albany, NY 12234	David Frank				%		
	Avison Young	1166 Ave of Americas 15 <sup>th</sup> Floor New York, NY 10036	Patrick Stevens				%		
Unions	N/A								
Banks	Sterling National Bank	21 Scarsdale Rd Yonkers, NY 10707	Nina Patton						

## L. ANTI-RAIDING

1. Will the completion of the Project result in the relocation of any plant or facility located within New York State, but outside of New York City, to New York City?  Yes  No

If "Yes," provide the names of the owners and addresses of the to-be-removed plant(s) or facility(ies):

2. Will the completion of the Project result in the abandonment of any plants or facilities located in an area of New York State other than New York City?  Yes  No

If "Yes," provide the names of the owners/operators and the addresses of the to-be-abandoned plant(s) or facility(ies):

**If the answer to question 1 or 2 is "Yes," answer questions 3 and 4.**

3. Is the Project reasonably necessary to preserve the competitive position of this Applicant, or of any proposed occupants of the Project, in its industry?  Yes  No
4. Is the Project reasonably necessary to discourage Applicant, or any proposed occupant of the Project, from removing such plant or facility to a location outside New York State?  Yes  No

**If the answer to question 3 or 4 is "Yes," provide a detailed explanation on a separate sheet of paper.**

## M. COMPLIANCE WITH LAW

1. The Applicant and any owner or occupant of the proposed project is in substantial compliance with applicable local, state and federal tax, worker protection and environmental laws, rules and regulations.  Yes  No
2. The proposed project, as of the date of this application, is in compliance with all provisions of Article 18-A of the General Municipal Law, including, but not limited to the provisions of Section 859-a and Section 862(1) thereof.  Yes  No

## N. PRIVATE SCHOOL QUESTIONS (IF APPLICABLE)

Review Build NYC's Private School Policy prior to completing the Application.

1. Are at least 50 percent of enrolled students are New York City residents?  Yes  No
2. If Applicant provides education to any of grades 9 through 12, is it registered with the New York State Department of Education as an eligible education institution?  Yes  No
3. If Applicant was formed under the Education Law of the State of New York, is it chartered by the New York Board of Regents?  Yes  No
4. If Applicant provides education to any of grades K through 8, it (a) is registered with the New York State Department of Education, or (b) will be evaluated by an independent professional (acceptable to Build NYC's staff in their sole discretion) as providing an education equivalent to that provided by public schools in the State of New York?  Yes  No

5. Provide a written plan that demonstrates any existing or planned commitment to aid the City's public school system, nonprofit organizations and/or community groups through the sharing of Applicant's facilities. Project Manager will identify appropriate and quantifiable metrics in respect of this requirement. Applicant will be required to provide annual written reports to Build NYC demonstrating its performance, as measured by such metrics. The Board of Trustees or the Chief Executive Officer of Applicant will designate a full-time staff member to coordinate the community service activities and aid to be provided by Applicant pursuant to paragraph 5 above.
6. What is Applicant's maximum tuition for the current academic year?
7. Indicate whether Applicant meets the following criteria:
  - a. Financial aid equal to at least 12 percent of Applicant's gross tuition revenues is made available to, and used by, students who are City residents.
   
 Yes       No
  - b. At least 20 percent of students who are both City residents and recipients of financial aid receive financial aid equal to or greater than 50 percent of tuition.
   
 Yes       No

## O. ADDITIONAL QUESTIONS

1. What are the primary sources of revenue supporting Applicant's operations? NYC DOE Per Pupil Revenue
2. If the Applicant's Statement of Activities categorizes any revenues as "Other operating revenues," describe what revenues are captured in that category:  N/A
3. If the Applicant's Statement of Activities categorizes any revenues as "Other general and administrative," describe what revenues are captured in that category:  N/A
4. Share employee salaries and wages paid in the last three fiscal years:

Salaries and Wages	Year 1: 2017	Year 2: 2018	Year 3: 2019
	4,438,617	5,027,371	5,089,056

5. If Applicant is a charter school:
  - a. What share of the total student body receives free or reduced lunch? 60%  N/A
  - b. Does the Applicant currently co-locate a facility/anticipate co-locating a facility with the Department of Education?  Yes  No

6. Is the Applicant funded through existing City or state contracts?  Yes     No

If "Yes," complete the following table:

Agency	Contract Amount	Year of Contract Execution	Year of Contract Termination	Renewal Mechanism
NYC DOE Early Childhood - UPK	180,0000	2019	2020	Annual renewal

7. What is the anticipated operating expense savings as a result of this Build NYC transaction? \$  N/A
8. If the Applicant is refinancing existing debt, complete the following table.  N/A

Existing Debt Series	Year of Maturity	Current Interest Rate	Estimated Savings	Anticipated Use of Savings

--	--	--	--	--

9. Where does the Applicant intend to allocate the savings provided through Build NYC?

# CERTIFICATION

I, the undersigned officer/member/partner of Applicant, on behalf of Applicant and its Affiliates, hereby request, represent, certify, understand, acknowledge and agree as follows:

I request that this Application, together with all materials and data submitted in support of this Application (collectively, these "Application Materials"), be submitted for review to the Issuer's Board of Directors (the "Board"), in order to obtain from the Board an expression of intent to provide the benefits requested herein for the Project.

I certify that I have the authority to sign these Application Materials on behalf of, and to bind, Applicant and its Affiliates.

I certify under penalty of perjury to the best of my knowledge and belief, after due investigation, that the information contained in these Application Materials is accurate, true and complete and does not contain a misstatement of a material fact or omit to state a material fact necessary to make the statements contained herein not misleading. I understand that an intentional misstatement of fact, or, whether intentional or not, a material misstatement of fact, or the providing of materially misleading information, or the omission of a material fact, may cause the Board to reject the request made in the Application Materials. I understand that the Issuer will rely on the information contained within these Application Materials in producing and publishing a public notice and convening a public hearing. If any information in these Application Materials is found to be incorrect, Applicant may have to provide new information and a new public notice and public hearing may be required. If a new public notice and public hearing is required, they will be at Applicant's expense.

I acknowledge 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 Issuer involvement in the project.

I understand the following: that Applicant and Principals will be subject to a background check and actual or proposed subtenants may be subject to a background check, and if such background check performed by the Issuer with respect to Applicant or any Affiliates reveals negative information, Applicant consents to any actions that the Issuer or NYCEDC may take to investigate and verify such information; that the Issuer may be required under SEQRA to make a determination as to the Project's environmental impact and that in the event the Issuer determines that the Project will have an environmental impact, Applicant will be required to prepare, at its own expense, an environmental impact statement; that the decision of the Board to approve or to reject the request made in the Application Materials is a discretionary decision; that no Bonds may be issued (if Bonds are being requested) unless such Bonds are approved by the Mayor of the City; that under the New York State Freedom of Information Law ("FOIL"), the Issuer may be required to disclose the Application Materials and the information contained therein (see the Disclosure Policy section of the Policies and Instructions document provided to Applicant and signed by Applicant on or about the date hereof (the "Policies and Instructions")); and that Applicant shall be entirely responsible and liable for the fees referred to in these Application Materials.

I further understand and agree as follows:

That notwithstanding submission of this Application, the Issuer shall be under no obligation to present Applicant's proposed Project to the Board for approval. If the Issuer presents Applicant's proposed Project to the Board for approval, the Issuer does not guaranty that such approval will be obtained. If upon presenting Applicant's proposed Project to the Board for approval the Issuer obtains such approval, such approval shall not constitute a guaranty from the Issuer to Applicant that the Project transaction will close.

That preparation of this Application and any other actions taken in connection with the proposed Project shall be entirely at Applicant's sole cost and expense. Under all circumstances, the Application Fee is non-refundable, including but not limited to the circumstance where the Issuer decides, in its sole discretion, to not present Applicant's proposed project to the Board for Approval.

That each of Applicant and each of its Affiliates (collectively, the "Indemnitors") hereby releases Build NYC and NYCEDC and their respective directors, officers, employees and agents (collectively, the "Indemnitees") from and against any and all claims that any Indemnitor has or could assert and which arise out of, or are related to, any Application Materials, any actions taken in connection therewith or any other actions taken in connection with the proposed Project (collectively, the "Actions"). Each Indemnitor hereby indemnifies and holds harmless each of the Indemnitees from and against any and all claims and damages brought or asserted by third parties, including reasonable attorneys' fees, arising from or in connection with the Actions. As referred to herein, "third parties" shall include, but shall not be limited to, Affiliates.

That in the event the Issuer discloses the Application Materials in response to a request made pursuant to FOIL, Applicant hereby authorizes the Issuer to make such disclosure and hereby releases the Issuer from any claim or action that Applicant may have or might bring against the Issuer, their directors, officers, agents, employees and attorneys, by reason of such disclosure; and that Applicant agrees to defend, indemnify and hold the Issuer and the NYCEDC and their respective directors, officers, agents, employees and attorneys harmless (including without limitation for the cost of reasonable attorneys' fees) against claims arising out of such disclosure as such claims may be made by any party including Applicant, Affiliate, Owner or Principal, or by the officers, directors, employees and agents thereof.

That capitalized terms used but not defined in this Application have the respective meanings specified in the Policies and Instructions.

I acknowledge and agree that the Issuer reserves its right in its sole and absolute discretion to request additional information, waive any requirements set forth herein, and/or amend the form of this Application, to the full extent permitted by applicable law.

**Requested, Represented, Certified, Acknowledged, Understood and Agreed by Applicant,**

I certify that, using due care, I know of no misstatement of material fact in the Application Materials, and know of no material fact required to be stated in the Application Materials to make the statements made therein not misleading. **Certified by Preparer,**

This day of , 20 .

This day of , 20 .

Name of Applicant: Charles Capetanakis

Name of Preparer:

Signatory:

Signatory:

Title of Signatory:

Title of Signatory:

Signature:

Signature:

# BUILD NYC APPLICATION: ATTACHMENTS CHECKLIST

Submit the following attachments to your Core Application by the Application Deadline associated with your targeted Board Meeting date.

- A.  **Full Environmental Assessment Form or Short Environmental Assessment Form** (SEAF, provided by Build NYC)
- B.  Completed **Environmental Audit Report (Phase I)** certified to the Issuer. Based upon the Issuer's review, a Phase II may be requested.
- C.  **Internal Background Investigation Questionnaire** (provided by Build NYC). Complete the form for Applicant and any Affiliate. Mail the final page (notarized) with the original signature to:  
Strategic Investments Group  
NYCEDC  
110 William Street  
New York, NY 10038
- D.  **Doing Business Data Form** (Provided by Build NYC)
- E.  Past three years of **financial statements** for Applicant, Affiliates, and/or guarantors (as applicable). For any year that Applicant does not have a financial statement, provide an **operating pro forma** or other financial analysis demonstrating how the Issuer's assistance is needed in order to make the Project feasible. If your financials have line items noted as "Other," provide a short description explaining what the line item entails.
- F.  Past four calendar quarters of **NYS-45 MN or ATT filings** for Applicant and its Affiliates. Redact employee names and Social Security numbers or provide NYS-45 MN summary page.
- G.  Copy of Acord Certificate of Liability Insurance.
- H.  Signed **Inducement Letter** on company letterhead. Letter should include a brief description of Applicant, the Project, a determination that the Project would not be completed without receiving the Issuer's benefits, and the immediate impact of the Project (500 word limit).
- I.  **Short Bios** for CEO CFO, and chairperson that include employment history and education.
- J.  **Contract of Sale/Lease Agreement** for acquiring title or leasehold title to the Project Location.
- K.  Executed **Commitment Letter or Term Sheet** from financial institution(s) providing financing that clearly indicates portion(s) in connection with which assistance is being sought.
- L.  **Organizational Chart** of Applicant and Affiliates.
- M.  **Non-refundable \$5,000 application fee** payable to *Build NYC Resource Corporation*, mailed to  
Strategic Investments Group  
NYCEDC  
1 Liberty Plaza  
New York, NY 10006
- N.  Policies and Instructions document **signature page** (provided by the Issuer)
- O.  Additional Obligations document **signature page** (provided by the Issuer)
- P.  **Letter of community support**, if applicable
- Q. A **written plan describing shared use of facility – N/A**
- R. **Documents required by Bond Counsel:**
  - Internal Revenue Service letter determining organization's 501(c)(3) status
  - Bylaws
  - Charter
  - List of Board of Directors and affiliations
  - Documents regarding affiliated organizations
  - Board Resolution relating to undertaking of the proposed project
  - Capital Campaign literature (if any)

**617.20**  
**Appendix B**  
**Short Environmental Assessment Form**

**Instructions for Completing**

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

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

<b>Part 1 - Project and Sponsor Information</b>			
Name of Action or Project:			
Project Location (describe, and attach a location map):			
Brief Description of Proposed Action:			
Name of Applicant or Sponsor:		Telepho	
		E-Mail:	
Address:			
City/PO:		State:	Zip Code:
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<b>NO</b>
			<b>YES</b>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<b>NO</b>
			<b>YES</b>
3.a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____			
<input type="checkbox"/> Parkland			





18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____	<b>NO</b>	<b>YES</b>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	<b>NO</b>	<b>YES</b>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	<b>NO</b>	<b>YES</b>
<b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>		
Applicant/sponsor name: _____		Date: _____
Signature: <i>Joy Petrakos</i>		

**Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2.** Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

**Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3.** For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

_____	_____
Name of Lead Agency	Date
_____	_____
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
_____	_____
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)