



# Accelerated Sales Tax Exemption Program (A-STEP) Application

Applicant Name: Zarco Contracting Inc.	
Name of operating company (if different from Applicant):	
Phone Number: 347-396-5967	
Address: 72-32 48 <sup>th</sup> Avenue, Woodside, NY 11377	
Borough/Block/Lot: Queens/2448/51	Website Address: www.zarconyc.com
EIN #: [REDACTED]	NAICS Code: 23 (CONSTRUCTION)
State and date of incorporation or formation: NY, 06/09/2008	Qualified to conduct business in NY? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Nature of the business: <input checked="" type="checkbox"/> Industrial/Manufacturing <input type="checkbox"/> Advanced Manufacturing <input type="checkbox"/> Retail <input type="checkbox"/> Office/Professional Services <input type="checkbox"/> Other, please explain:	
Company (including affiliated companies) has received NYCIDA benefits within the past 5 years? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, please provide affiliate name:	
Applicant is (check one of the following, as applicable);	
<input type="checkbox"/> General Partnership	<input type="checkbox"/> Limited Partnership
<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Natural Person
<input type="checkbox"/> C Corporation	<input checked="" type="checkbox"/> S Corporation
<input type="checkbox"/> Other: _____	

**Principals of Applicant (Note: Please include all "Principals" as such term is defined in the Certifications Section below)**

Name of Principal	Title or State of Formation	Address	Voting Interest in Applicant	Ownership Interest in Applicant	Date of Birth or Formation	SS# or EIN#
Agnieszka Tarnowski	CEO/President	[REDACTED]	100%	100%	[REDACTED]	[REDACTED]
Wieslaw Tarnowski	Vice-President	[REDACTED]	0%	0%	[REDACTED]	[REDACTED]
Tomasz Tarnowski	Secretary	[REDACTED]	0%	0%	[REDACTED]	[REDACTED]

**Project Location Detail**

Borough/Block/Lot: QUEENS/2448/51	Street address and zip code: 72-32 48 <sup>th</sup> Ave, Woodside, NY 11377
Square footage of existing building: 1,800	Square footage of land: 2,500
<input type="checkbox"/> Applicant or a Principal is the fee simple owner of the Project Location	
<input checked="" type="checkbox"/> Applicant or a Principal leases the Project Location (AND IS MORTGAGE GUARANTOR AS TENANT)	
Intended use(s) of site (check all that apply):	
<input type="checkbox"/> Retail <input type="checkbox"/> Grocery Retail <input checked="" type="checkbox"/> Manufacturing/Industrial <input type="checkbox"/> Commercial/Other (please explain)	
Is there any improved space which is currently occupied by existing subtenant(s) (whether a Principal or otherwise)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Will any improved space be occupied by subtenant(s) (whether a Principal or otherwise)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If yes to either, please attach a separate page and provide details such as (1) name of subtenant business(es) (whether Principals or otherwise), (2) square footage of subtenant operations, (3) subtenant lease commencement and termination dates, and (4) copies of leases.	

**Applicant Contact Information**

	Name/Title	Company	Address	Email	Phone
Applicant Contact	Agnieszka Tarnowski/CEO	Zarco Contracting Inc.	72-32 48 <sup>th</sup> Avenue, Woodside, NY 11377	zarco@zarconyc.com	[REDACTED]
Attorney					[REDACTED]

Accountant	Paul Tong	Paul Tong, CPA, PC	303 South Middletown Rd, Nanuet, NY 10954	paul@paultongcpapc.com	
Consultant/Other					

### Project Description

1. Please describe your equipment purchase, renovation or construction project. If needed, attach a separate sheet of paper.

In 2016, I plan to add a second story addition to the existing one story building-new floor, roof, walls, bathrooms, conference room, office rooms, open desk space, a lift to the second floor, a stairwell to the second story. All new materials and equipment will be used.

2. Using the table below, please provide an estimated budget in connection with your equipment purchase, construction or renovation project.

Type of Expense	Estimated Cost (\$)	Financing Sources and Amount/Source
New construction or improvements		Line of Credit/Savings
Rehabilitation or repair		SAVINGS
Machinery, Furnishings and/or Equipment		SAVINGS
Fees (explain): DESIGNER, PE, INSPECTIONS		SAVINGS
Other (explain)		
<b>Total Costs</b>		

### Contractor Information (if applicable)

Do you anticipate using a contractor to make purchases of material or equipment for your project rather than you making those purchases directly? If so, please provide the following information.	
Contractor: Self/Zarco Contracting Inc.	
Contractor Office Address: 72-32 48 <sup>th</sup> Avenue, Woodside, NY 11377	
Contractor EIN #: [REDACTED]	
Contractor Contact Person: Agnieszka Tarnowski	Contractor Contact Phone Number: 347-396-5967

### Financial History

- Has **Applicant**, or any **Principal**, or any existing or proposed occupant at the **Project Location(s)**, obtained within the last five (5) years, or is any such person or entity in the process of obtaining, or contemplating obtaining, other assistance from the New York City Industrial Development Agency (the "Agency") and/or other **Public Entities**?  
 Yes  No If Yes, please provide details on an attached sheet.
- Has **Applicant**, or any **Principal**, ever defaulted on a loan or other obligation to a **Public Entity**?  
 Yes  No If Yes, please provide details on an attached sheet.
- Has **Applicant**, or any **Principal**, failed to file any required tax returns as and when required with appropriate governmental authorities?  
 Yes  No If Yes, please provide details on an attached sheet.

### Employment Information

For all responses below, please note that part-time employees work an average of between 17.5 and 35 hours per week, and full-time employees work 35 hours or more per week. Hourly wages should represent the pay rate and are exclusive of overtime. For any salaried employees, please divide the annual salary by 1,820 (working hours per year) to produce an hourly wage. Wage information should exclude principals

- Number of Employees Applicant employed throughout New York City as of the last pay period:  
 Part-time (working between 17.5 and 35 hours per week): 0 Full-time (working 35 or more hours per week): 15
- If Applicant currently occupies and operates at the Project Location, how many Full- and Part-time Employees are employed at Project Location? Part-time (working between 17.5 and 35 hours per week): 0 Full-time (working 35 or more hours per week): 0
- How many Full- and Part-time Employees will be employed at Project Location upon project completion?  
 Part-time (working between 17.5 and 35 hours per week): 0 Full-time (working 35 or more hours per week): 0

## Wage Information

The questions in this section apply only to **Permanent Employees** employed or to be employed at the Project Location. Please note this information is required to be provided to the Agency on an annual basis.

1. Regarding employment if Applicant currently occupies and operates at the Project Location

Average hourly wage per part-time employee: 0	Average hourly wage per full-time employee: 0
Hourly wage of highest compensated part-time employee: 0	Hourly wage of highest compensated full-time employee: 0
Hourly wage of lowest compensated part-time employee: 0	Hourly wage of lowest compensated full-time employee: 0

2. Regarding employment at the Project Location upon completion of the proposed project

Average hourly wage per part-time employee: 10	Average hourly wage per full-time employee: 34
Hourly wage of highest compensated part-time employee: 10	Hourly wage of highest compensated full-time employee: 55
Hourly wage of lowest compensated part-time employee: 10	Hourly wage of lowest compensated full-time employee: 20

3. Generally describe all other forms of compensation and benefits that Permanent Employees will receive. Examples: healthcare, employer-contributions for retirement plans, on-the-job training, reimbursement for educational expenses, etc.  
Employees will receive the following compensation: salary, healthcare as required by law, on-the job training, training in general (OSHA, construction courses, etc.).

## Labor

If none of the following questions apply to the Applicant or any Principal which is an entity, answer "NO"; but, for any question that does apply, be sure to specify to which of the Applicant or Principal(s) the answer is relevant.

- Has the Applicant or any of its Principals during the current calendar year or any of the five preceding calendar years experienced labor unrest situations, or received federal and/or state unfair labor practices complaints, or any other complaints alleging discrimination in the general treatment of employees?  
 Yes  No If Yes, please explain on an attached sheet
- Are all employees of the Applicant and each of its Principals permitted to work in the United States?  
 Yes  No If No, please provide details on an attached sheet.
- Has any 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 the Applicant or any of its Principals or audited the payroll records of the Applicant or any of its Principals during the current or preceding three year calendar years?  
 Yes  No If "Yes," please use an attached sheet to briefly elaborate upon such inspection or audit.

## Environmental Issues

An essential component of this Application is the Environmental Assessment Form, the form of which has been provided to you. Please complete the appropriate sections of the Environmental Assessment Form and return to the Agency along with the rest of your application materials.

## Certifications

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

The Applicant and the Principals of the Applicant ("Principals" as such term is used in this Application is defined as the most senior three officers of Applicant, any person or entity with a ten percent (10%) or greater ownership interest in the Applicant, and any person or entity as shall have the power to control, whether through ownership, voting control or otherwise, the Applicant, or any person or entity that directly or indirectly controls, is controlled by, or is under common control with the Applicant):

- are not in default or in breach, beyond any applicable grace period, of its obligations under any written agreement with the Agency, New York City Economic Development Corporation ("NYCEDC") or the City, unless such default or breach has been waived in writing by the Agency, NYCEDC or the City, as the case may be;
- have not been convicted of a misdemeanor related to truthfulness and/or business conduct in the past five (5) years;
- have not been convicted of a felony in the past ten (10) years;
- have not received formal written notice from a federal, state or local governmental agency or body that such Person is currently under investigation for a felony criminal offense; or
- have not received written notice of default in the payment to the City of any taxes, sewer rents or water charges, which have not been paid, unless such default is currently being contested with due diligence in proceedings in court or other appropriate forum.

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 Agency, in order to obtain from the Agency an approval to provide the benefits requested herein for the Project. I represent that I have the authority to sign these Application Materials on behalf of, and to bind, Applicant.

I certify to the best of my knowledge and belief, after due investigation, the information contained in these Application Materials is accurate, true and correct 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 Agency to reject the request made in the Application Materials. I understand and consent to the following: that Applicant and Principals will be subject to a background check (including an Experian credit check) and actual or proposed subtenants may be subject to a background check, and if such background check performed by the Agency with respect to Applicant or any Principals reveals negative information, Applicant consents to any actions that the Agency or NYCEDC may take to investigate and verify such information; that under the New York State Freedom of Information Law ("FOIL"), the Agency may be required to disclose the Application Materials and the information contained therein.

I further understand and agree as follows:

That notwithstanding submission of this Application, the Agency shall be under no obligation to approve the requested benefits.

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.

That the Applicant hereby releases the Agency, NYCEDC, and the directors, officers, employees and agents of each (collectively, the "Indemnitees") from all claims that Applicant has or could assert and which arise out of this Application or out of any actions taken in connection with this Application or out of any other actions taken in connection with the proposed Project (collectively, the "Actions"). Applicant hereby indemnifies and holds harmless each of the Indemnitees against any 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 not be limited to Principals.

That the Applicant DOES HEREBY CERTIFY to the Agency that the proposed project will not involve moving business operations from elsewhere in New York State (outside of New York City) to New York City.

That in the event the Agency or NYCEDC discloses the Application Materials in response to a request made pursuant to FOIL, Applicant hereby authorizes the Agency and NYCEDC to make such disclosure and hereby releases the Agency and NYCEDC from any claim or action that Applicant may have or might bring against the Agency or NYCEDC, their directors, officers, agents, employees and attorneys, by reason of such disclosure; and that Applicant agrees to defend, indemnify and hold the Agency 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 the Applicant, or any Principal, or by the officers, directors, employees and agents thereof.

I acknowledge and agree that the Agency 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 these Application Materials and know of no material fact required to be stated in these Application Materials to make the statements made therein not misleading.

Certified by Preparer,

This 10 day of December, 2015. \_\_\_\_\_

This 10 day of December, 2015.

Name of Applicant:  
Agnieszka Tarnowski \_\_\_\_\_

Name of Preparer:  
Agnieszka Tarnowski \_\_\_\_\_

Signatory: Agnieszka Tarnowski \_\_\_\_\_

Signatory:  
Agnieszka Tarnowski \_\_\_\_\_

Title of Signatory:  
CEO/President \_\_\_\_\_  
Signature: Agnieszka Tarnowski

Title of Signatory:  
CEO/President \_\_\_\_\_  
Signature: Agnieszka Tarnowski

**NEW York City**

**Industrial Development Agency-Accelerated Sales Tax Exemption Program Application.**

**Zarco Contracting Inc.-December 10, 2015**

**PROJECT LOCATION DETAIL:**

**Q: Will any improved space be occupied by subtenant(s) (whether a Principal or otherwise)? YES**

**A: Upon project completion and Department of Buildings approval, we hope to create a 300 Square Foot office space on the second floor for a tenant. Potential tenant is unknown at present.**

Prepared by Agnieszka Tarnowski