



To: Mr. Kenneth Adams, NYS Commissioner of Economic Development

From: President Michael Alfultis of SUNY Maritime College

Re: Maritime College's Campus Plan for Designation of Tax-Free Area(s)

Date: 22 January 2015

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I, President Michael Alfultis of SUNY Maritime College hereby certify the following:

- a.) we have provided a copy of the enclosed Campus Plan for Designation of Tax-Free NY Area, to the municipality or municipalities in which the proposed Tax-Free NY Area is located, local economic development entities, the applicable faculty senate, union representatives, and student government at least 30 days prior to submitting the plan to you and attached evidence of submission herewith; and
- b.) we comply with Public Officers Law Section 74; State University of New York's Policy on Conflict of Interest and attached copies of the policies and/or guidelines herewith; and
- c.) we comply with the Commissioner's rules and guidelines on anticompetitive behavior (NY EDL, art. 21, sect. 440); and
- d.) we are aware of the non-governmental use limitations associated with state issued tax exempt bonds and if our proposed Tax-Free NY Area was financed with tax exempt bonds, we will: 1.) make potential businesses aware of these limitations when marketing property; and 2.) take appropriate steps to ensure that non-governmental use of property funded with tax-exempt bonds will not jeopardize the tax exempt status of state issued bonds; and
- e.) we have not relocated or eliminated any academic programs, any administrative programs, offices, housing facilities, dining facilities, athletic facilities, parking, or any other facility, space or program that actively serves students, faculty or staff in order to create vacant land or space to be designated as a Tax-Free NY Area; and
- f.) the information contained in the enclosed application is accurate and complete.

By: Michael Alfultis

Name: Dr. Michael A. Alfultis

Title: President, SUNY Maritime College

Date: FEBRUARY 2, 2015



Attachments/Enclosures:

- 1.) Tax-Free Area Plan with Polygon shapefile of campus area (if available) and/or point data of vacant space (if available), **OR** outline and shaded delineation of proposed tax-free area on a campus aerial photo and/or campus map shaded to indicate land or building containing proposed tax-free space, and floor plans of building space with designated space clearly labeled and shaded.
- 2.) Excel spreadsheet of property to be designated
- 3.) Applicable conflict of interest policies
- 4.) Evidence of submission of Tax-Free Area Plan to interested parties



## START-UP NY Campus Plan for Designation of Tax-Free Area(s)

Campus Name: SUNY Maritime College  
 Campus Contact Name: Mary Muecke  
 Campus Contact Title: Executive Director External Relations  
 Campus Contact E-mail: mmuecke@sunymaritime.edu  
 Campus Contact Phone: 718-409-7444

**THE TAX-FREE NY AREA PLAN SHALL BE DEVELOPED BY THE CAMPUS TEAM AND PROVIDE THE FOLLOWING REQUIRED INFORMATION:**

1) Specification or identification of space or land proposed for designation as a Tax-Free NY Area identifying the following:

i. Provide the name and address of the SUNY, CUNY or community college seeking approval as a Sponsor, the address of the space or land proposed for designation as a Tax-Free NY Area, and a written description of the physical characteristics of the area for designation.

Name: SUNY Maritime College
Campus Address: 6 Pennyfield Ave Throggs Neck NY 10465-4198
Address(es) of Proposed Tax-Free NY Area(s) : Fort Schuyler 6 Pennyfield Ave Throggs Neck NY 10465-4198
Description of Physical Characteristics of Proposed Tax-Free NY Area(s):  SUNY Maritime College is located on a 55-acre scenic waterfront property on the outskirts of New York City on the Throggs Neck peninsula. The campus is within 30 minutes of LaGuardia and Kennedy International Airports and accessible by public transportation.  The campus includes the historic Fort Schuyler which houses the Stephen B. Luce Library, Maritime Industry Museum, and the Center for Simulation and Marine Operations, including a Bridge Simulator, Electronic Navigation, and the Radar Simulator, and the Liquid Cargo Handling System Simulation Center.  Two of the bastions on the second floor of the fort (identified on the attached Excel spreadsheet) are open an unused office space as the result of renovations completed in 2014. These two spaces (with 900 and 800 square feet respectively) have internet access. One of the spaces has adequate HVAC and the other space would require HVAC upgrades.

ii. Complete the Excel spreadsheet template provided with this document, noting the instructions on page 2. Include the official SUNY Physical Space Inventory (PSI) building number and a clear description of the spaces in the building or floor (when the entire floor is under consideration), or floor/wing (with outer rooms defining the space specifically listed). Include only properties sought to be designated now and exclude potential sites that may be considered in the future (see 2a below).



- iii. Attach the completed spreadsheet to this plan.
- iv. Provide also a representation of each proposed site drawn in AutoCAD on a scaled campus map with boundaries drawn clearly. Two versions should be created; one including an imbedded layer from Google Earth or other aerial photograph of the property. The second version should exclude the photographic imagery. Each parcel under consideration must have a unique alpha numeric identifier, clearly labeled on each plan which ties to identifiers in the Excel spreadsheet. If digital files containing Polygon shapefile that delineates area for designation are available, provide these as well. Attach these materials to this plan.
- v. Provide a campus map with each proposed building shaded. Label each building with the official building number as listed in the SUNY Physical Space Inventory (PSI) along with the building name. For each building shaded and labeled, include floor plans of all areas under consideration with the specific spaces clearly shaded and labeled with official PSI room numbers. If digital files containing Point shapefiles that provide locations of area for designation are available, provide these as well. Attach these materials to this plan.

2) The total square footage of the space and/or acreage of land proposed for designation as a Tax-Free NY Area is:

1700 sqft located on campus in Fort Schuyler

2a) If applicable: You may include here a description of any potential space or acreage of land that you may seek to designate as a Tax-Free NY Area under the START-UP NY Program in the future. This may include campus property that may become vacant, or other properties in your community that are not currently part of your campus but may be desirable for a company partner and with which you may consider an affiliation if an appropriate partner is identified. Do not include these properties in the Excel spreadsheet.

Not Applicable

2b) If applicable: The total square footage of the space or acreage of land that you may propose to designate as a Tax-Free Area as identified in 2a, if known.

Not Applicable

3) Provide a description of the type of business or businesses that may locate in the area identified in #1.

We are looking to make this space available for the following types of companies related to our maritime focus and mission:

1. Those that specialize in maritime simulation to include navigation, bridge, engineering, liquid cargo handling systems, and pier/terminal crane and staging systems.
2. Other maritime related companies that are in the formative stage of development; or engaged in the design, development, and introduction of new technology products and meet other such requirements for a "high-tech" business.



- 4) Provide a description of the campus academic mission, and explain how the businesses identified in #3 will align or further the academic mission of the university or college.

SUNY Maritime College, the oldest and largest of the seven maritime academies in the United States, prepares students for careers in the maritime industry, government, military, engineering related fields, and private industry.

Maritime College offers undergraduate and graduate degrees in the following areas: Engineering (Marine, Mechanical, Electrical and Facilities), Naval Architecture, Marine Transportation/ Business Administration (minors in Ship Management and Maritime & Port Security), Maritime Studies, Marine Environmental Science (minors in Marine Biology and Meteorology & Oceanography), Humanities, International Transportation and Trade, and a Master's degree in International Transportation Management.

The aforementioned businesses align with the academic mission of our college. Our students use simulation in fulfillment of U.S. Coast Guard requirements as well as their degree requirements. We are a S.T.E.M. college as all of our graduates earn a B.S. or B.E. degree.

- 5) Provide a description of how participation by these types of businesses in the START-UP NY Program will generate positive community and economic benefits, including but not limited to:
- Increased employment opportunities;
  - Increased opportunities for internships, vocational training and experiential learning for undergraduate and graduate study;
  - Diversification of the local economy;
  - Environmental sustainability;
  - Increased entrepreneurship opportunities;
  - Positive, non-competitive and/or synergistic links to existing businesses;
  - Effect on the local economy; and
  - Opportunities as a magnet for economic and social growth.

**Increased employment opportunities:** Simulation programs require expert programmers and graphic design. Maritime simulation also requires an in depth understanding of hydrodynamics, fluid mechanics, oceanography, geography, systems technology, and operational analysis. These companies are high technology companies that employ software engineers, programmers, graphic artists, and IT personnel as well as engineers, naval architects, and licensed mariners.

Similarly, other maritime technology companies require students with a working knowledge of the maritime industry business and who also possess the requisite technology background.

**Increased opportunities for internships, vocational training and experiential learning for undergraduate and graduate study:** A partnership with a maritime simulation company or other maritime high-tech companies will provide a valuable venue for internships and experiential learning for both our graduates and undergraduates.

We are a S.T.E.M. college, as all of our undergraduates earn a B.S. or B.E. degree. All of our students are required to have an internship as part of their degree program. For those students seeking a U.S. Coast Guard Merchant Mariner Deck and Engineering license, this requirement is fulfilled through summer sea term training on the College's training ship. For non-license students this is achieved through internships in a related field. These companies would provide internship opportunities for students and further applied learning. Additionally these would be ideal businesses for our faculty to conduct applied research projects.

**Diversification of the local economy:** These would bring high-tech / high skill jobs to the local community.

**Environmental sustainability:** Software development is a "green" business. For example, many of the maritime simulations include marine environmental models that support response to oil spills. The liquid cargo handling simulation also provides the means to train mariners to safely transfer hazardous materials from vessels to shore-side facilities and vice versa.

**Increased entrepreneurship opportunities:** Having maritime high-tech business in New York City could be the stimulus for entrepreneurs to start companies in New York that use these products.

**Positive, non-competitive and/or synergistic links to existing businesses:** Modeling and simulation companies and high-tech maritime businesses required state of the art computers, high definition projectors, video monitors, etc. This most likely would be purchased from local businesses. The maritime industry is a global industry since over 90% of all goods move on the water. Customers for an approved StartUp New York business on the Maritime College campus would generate additional revenue for the local travel and tourism sector. Furthermore, as New York area business seek to become more energy efficient, there will be a direct cost benefit to companies involved in energy generation and distribution and the commercial heating, air conditioning, and facilities engineering companies.

**Effect on the local economy:** Catalyst for attracting high-tech personnel to the New York City area.

**Opportunities as a magnet for economic and social growth:** Maritime and high tech jobs are among some of the highest paying jobs. As we run several K-12 programs for local high schools and charter schools in NYC, these businesses could contribute to the social growth of inner city youth.

- 6) 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 criteria that will be used to make decisions. This group or committee must include representation from faculty governance. The criteria may include some or all of the following:



**A. Academic and Research Alignment**

1. The business in a maritime related industry aligned with current and/or developing college research, scholarly, and creative activity.
2. The business provides experiential learning and workforce opportunities (e.g., internships, fellowships, full-time jobs) for students and graduates.
3. The business provides areas for partnership and advancement for faculty and students.
4. The business provides access to research instrumentation, tools, and/or equipment necessary to advance the academic and research mission.
5. The business funds scholarships, campus facilities, other academic services, or amenities.
6. The business and/or its employees contributes to instruction or provide student mentoring.
7. The business offers the use of company resources, intellectual property or expertise to support the academic mission.

**B. Economic Benefit**

1. New jobs will be created in New York by this business.
2. The business is viable in both the short- and long-term.
3. The business will attract private financial investment.
4. The business plan makes capital investments (e.g., renovation, new construction).
5. New jobs are created in critical areas of the economy and meets the guidelines pursuant to StartUp New York and SUNY regulations and policies.
6. The College financially benefits from the terms of the lease.

**C. Community Benefits**

1. The business has the support of one or more municipal or community entities.
2. The business recruits employees from the local work force.
3. The business invests in underserved, economically distressed regions.
4. The business relies on suppliers within the local and regional economy.

**Campus Advisory Committee:**

SUNY Maritime has established a Campus Advisory Committee to receive and review Business Applications. The members of the Campus Advisory Committee have been chosen based on their wide-ranging expertise in their academic and/or professional fields, their capacity to represent various interests on campus, their ability to determine the strength of business plans, and the capacity to ensure the alignment of businesses to SUNY Maritime College's academic mission.

The Campus Advisory Committee consists of:

- President of the College
- Vice President for Academic Affairs
- Executive Director for University Relations
- Start-Up NY Representative
- Presiding Officer, Maritime Faculty Senate
- Chair, Engineering Department
- Chair, Maritime Transportation
- Chair, Global Business and Transportation
- Director of Communications
- Director of Physical Plant
- President of Student Government Association

**Solicitation Process**

Maritime College may solicit applications using a variety of methods and determine to be necessary or useful, including, without limitation, the following: direct solicitation of individual businesses; utilizing intermediaries such as governmental entities; advertising open space to maritime related industries; and/or utilizing formal or informal competitive processes such as request for proposals, request for information, request for bids, or the like. Maritime College may conduct one or multiple solicitation processes for any particular space. Solicitation processes may have a specific termination date or kept open until available space at a particular location is filled.

**Selection Process**

Businesses' applications to locate in approved SUNY Maritime College tax-free areas will be reviewed by the Campus Advisory Committee. Applications will be evaluated according to selection criteria established prior to the formal solicitation of applications. Upon reviewing an application, the committee will evaluate whether the applicant businesses aligns with the academic and community goals as stated in the approved Campus Plan and the proposed terms of the affiliation between the campus and business. SUNY Maritime College employees are subject to SUNY's Conflict of Interest Policy and any other applicable SUNY policies (collectively, the Policy). As such, committee members must recuse themselves from any committee decisions with which they may have a conflict of interest and must otherwise follow the requirements of the Policy.

**Selection Criteria**

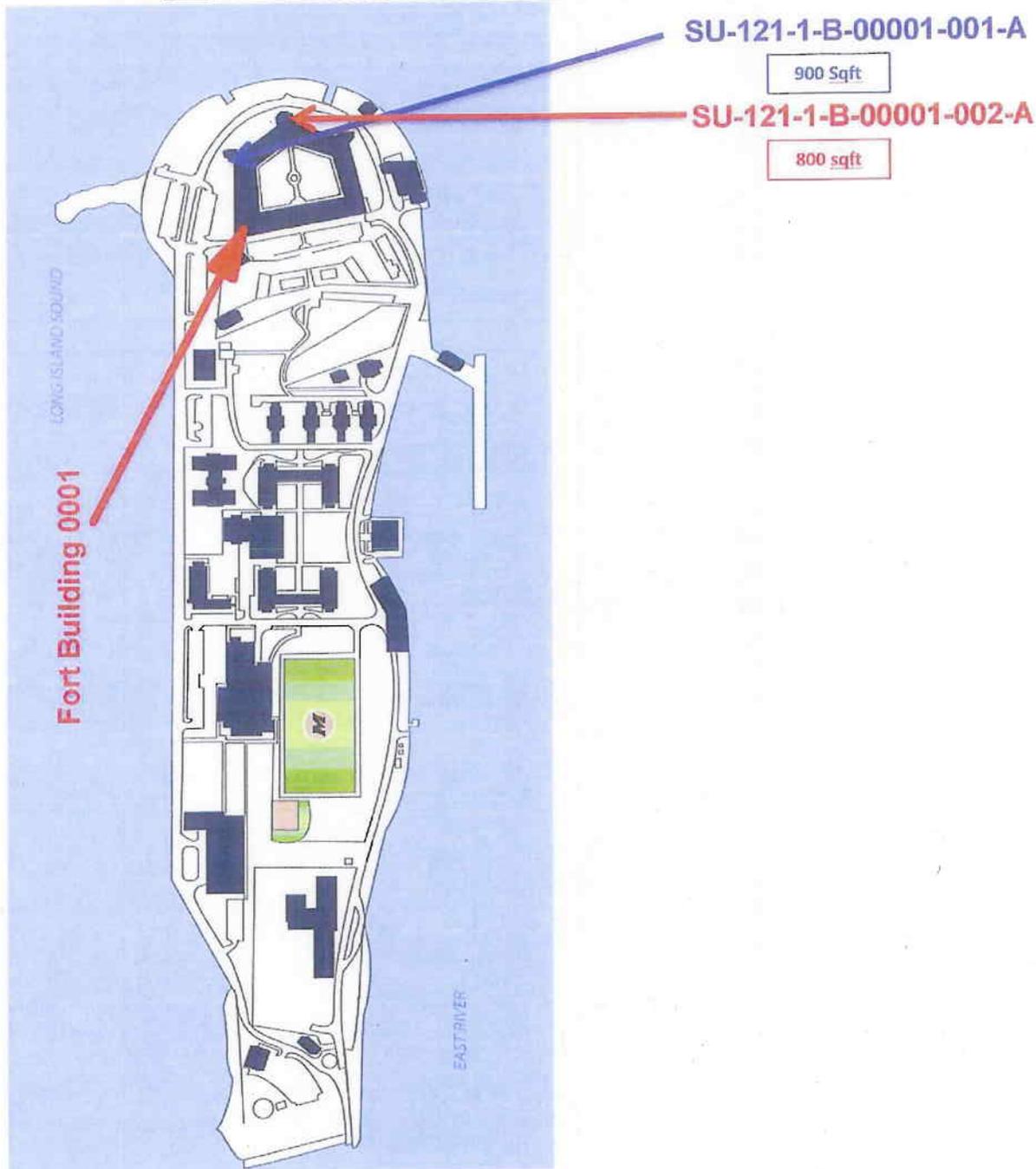
SUNY Maritime College will utilize the following selection:

- type of business and relevance to the academic mission of the College;
- business plan for start-up / financial statements for existing business;
- location of and total square feet of space required;
- description of use and function of the space;
- improvements planned for the space and financial plan to implement improvements;
- projected economic and programmatic benefits to the College; and
- strength of affiliation/relationship with the College.

# Attachment 1: Tax-Free Area Plan

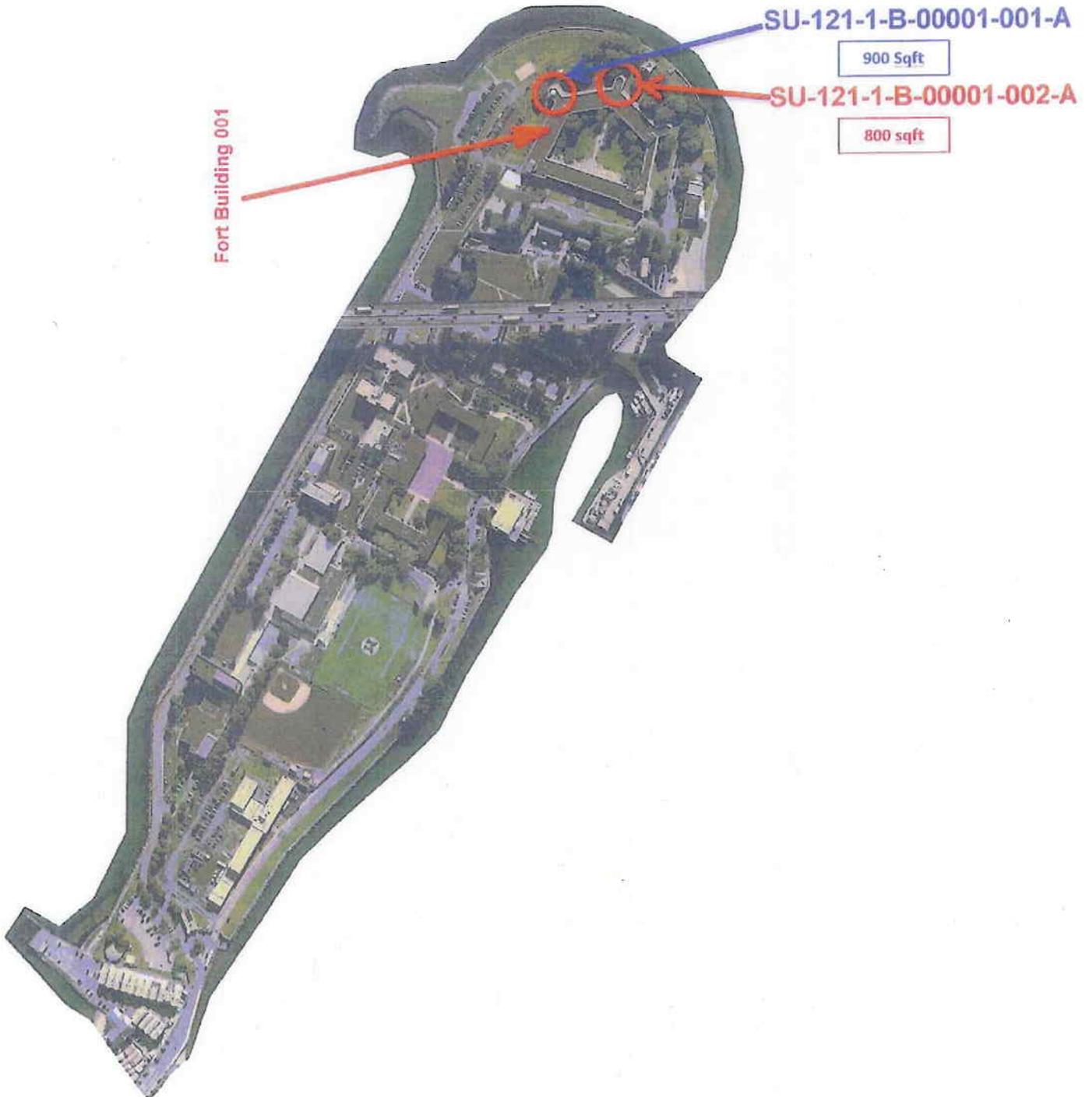
## Campus Map

Fort Schuyler, BLDG 0001 Second Floor,  
6 Pennyfield Ave Throggs Neck, NY 10465  
1700 sqft total

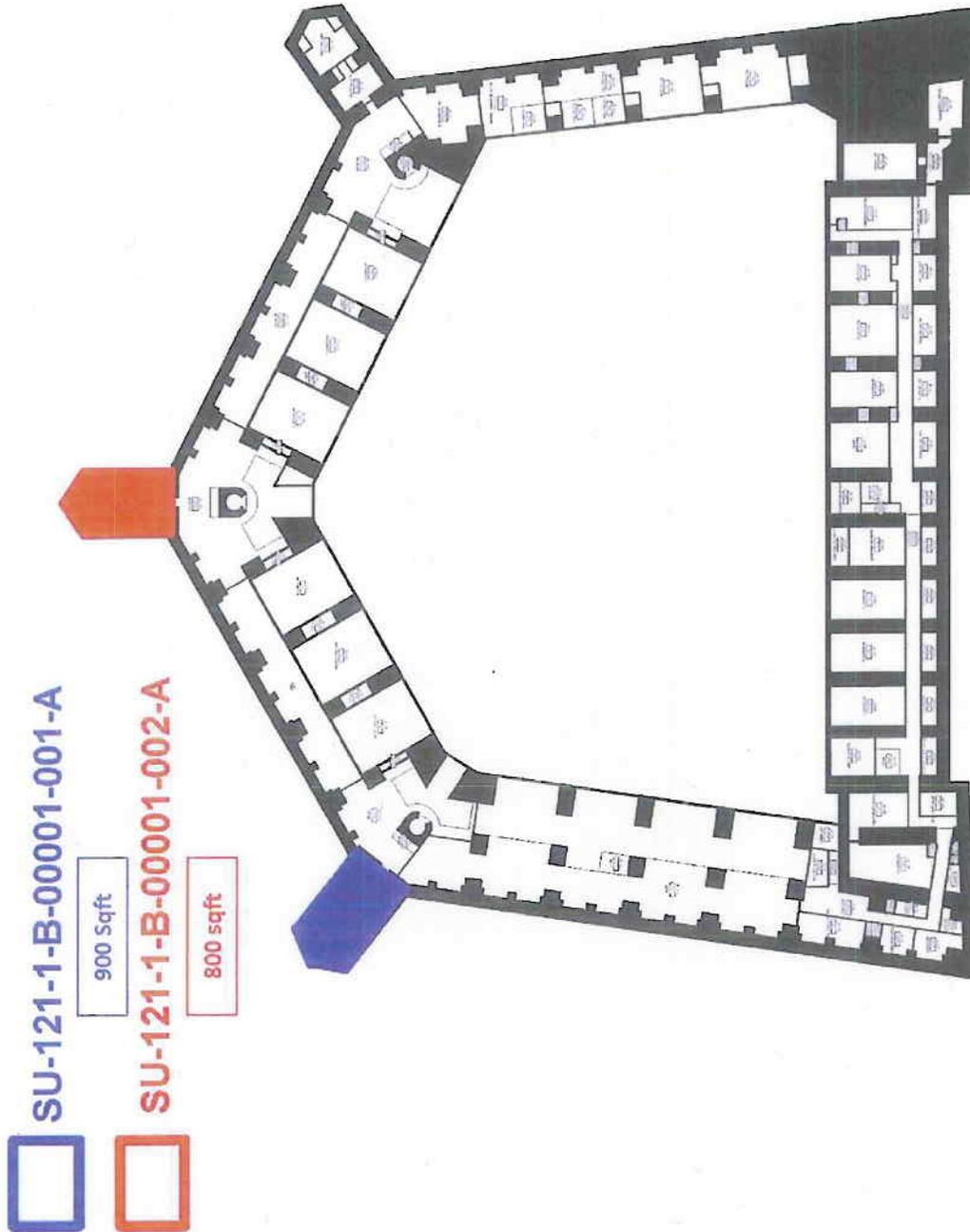


# Aerial Fly-Over

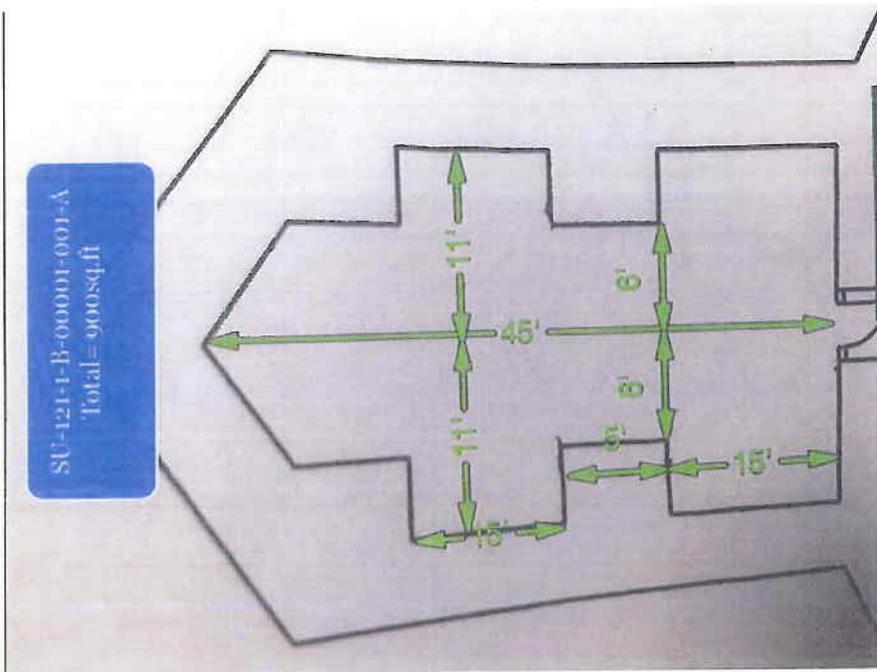
Fort Schuyler, BLDG 0001 Second Floor,  
6 Pennyfield Ave Throggs Neck, NY 10465  
1700 sqft total



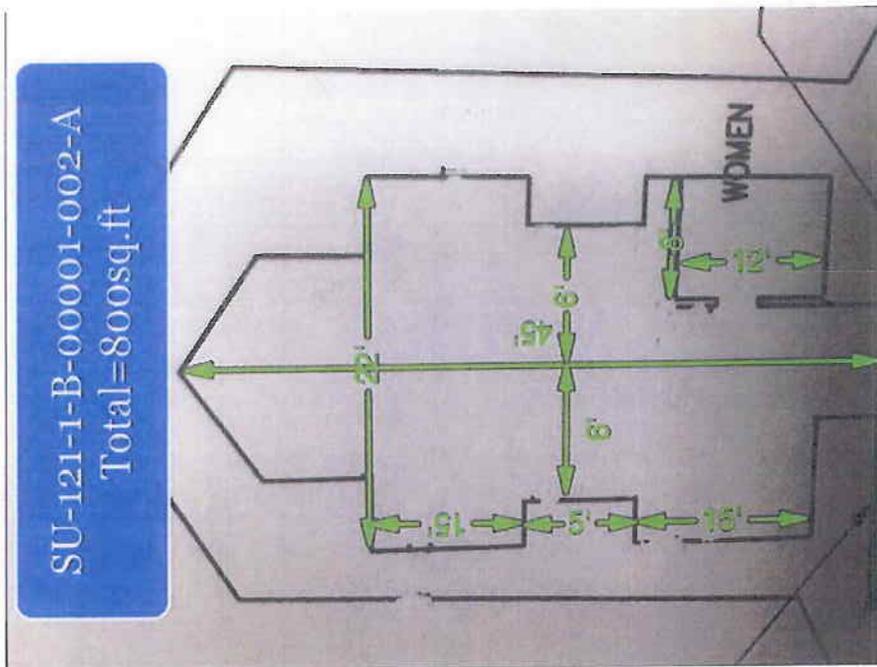
Fort Schuyler Bldg 0001 Second Floor Plan  
6 Pennyfield Ave, Throggs Neck NY 10465



Room: SU-121-1-B-00001-001-A (Fort Schuyler Bldg 0001 Second Floor, Left Bastion, 6 Pennyfield Ave Throggs Neck NY, 10465)



Room: SU-121-1-B-00001-002-A (Fort Schuyler Building 0001, Second Floor, Center Bastion 6 Pennyfield Ave Throggs Neck NY, 10465)





## Attachment 3: Applicable Conflict of Interest Policies

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### PUBLIC OFFICERS LAW

#### § 74. Code of ethics.

1. **Definition.** As used in this section: The term "**state agency**" shall mean any state department, or division, board, commission, or bureau of any state department or any public benefit corporation or public authority at least one of whose members is appointed by the governor or corporations closely affiliated with specific state agencies as defined by paragraph (d) of subdivision five of section fifty-three-a of the finance law or their successors.

The term "**legislative employee**" shall mean any officer or employee of the legislature but it shall not include members of the legislature.

2. **Rule with respect to conflicts of interest.** No officer or employee of a state agency, member of the legislature or legislative employee should have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature, which is in substantial conflict with the proper discharge of his duties in the public interest.

#### 3. Standards.

- a. No officer or employee of a state agency, member of the legislature or legislative employee should accept other employment which will impair his independence of judgment in the exercise of his official duties.
- b. No officer or employee of a state agency, member of the legislature or legislative employee should accept employment or engage in any business or professional activity which will require him to disclose confidential information which he by reason of his official position or authority.
- c. No officer or employee of a state agency, member of the legislature or legislative employee should disclose confidential information acquired by him in the course of his official duties nor use such information to further his personal interests.
- d. No officer or employee of a state agency, member of the legislature or legislative employee should use or attempt to use his or her official position to secure unwarranted privileges or exemptions for himself or herself or others, including but not limited to, the misappropriation to himself, herself or to others of the property, services or other resources of the state for private business or other compensated non-governmental purposes.
- e. No officer or employee of a state agency, member of the legislature or legislative employee should engage in any transaction as representative or agent of the state with any business entity in which he has a direct or indirect financial interest that might reasonably tend to conflict with the proper discharge of his official duties.

- f. An officer or employee of a state agency, member of the legislature or legislative employee should not by his conduct give reasonable basis for the impression that any person can improperly influence him or unduly enjoy his favor in the performance of his official duties, or that he is affected by the kinship, rank, position or influence of any party or person.
- g. An officer or employee of a state agency should abstain from making personal investments in enterprises which he has reason to believe may be directly involved in decisions to be made by him or which will otherwise create substantial conflict between his duty in the public interest and his private interest.
- h. An officer or employee of a state agency, member of the legislature or legislative employee should endeavor to pursue a course of conduct which will not raise suspicion among the public that he is likely to be engaged in acts that are in violation of his trust.
- i. No officer or employee of a state agency employed on a full-time basis nor any firm or association of which such an officer or employee is a member nor corporation a substantial portion of the stock of which is owned or controlled directly or indirectly by such officer or employee, should sell goods or services to any person, firm, corporation or association which is licensed or whose rates are fixed by the state agency in which such officer or employee serves or is employed.

**4. Violations.** In addition to any penalty contained in any other provision of law any such officer, member or employee who shall knowingly and intentionally violate any of the provisions of this section may be fined, suspended or removed from office or employment in the manner provided by law. Any such individual who knowingly and intentionally violates the provisions of paragraph b, c, d or i of subdivision three of this section shall be subject to a civil penalty in an amount not to exceed ten thousand dollars and the value of any gift, compensation or benefit received as a result of such violation. Any such individual who knowingly and intentionally violates the provisions of paragraph a, e or g of subdivision three of this section shall be subject to a civil penalty in an amount not to exceed the value of any gift, compensation or benefit received as a result of such violation.

 Category: HR / Labor Relations Legal and Compliance  Responsible Office: <a href="#">University Counsel</a>	Policy Title: Conflict of Interest Document Number: 6001  Effective Date: October 01, 1995  This policy item applies to: State-Operated Campuses
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## Table of Contents

[Summary](#)

[Policy](#)

[Definitions](#)

[Other Related Information](#)

[Procedures](#)

[Forms](#)

[Authority](#)

[History](#)

[Appendices](#)

---

## Summary

Faculty and staff of the State University of New York (University) are encouraged to foster an atmosphere of academic freedom by promoting the open and timely exchange of scholarly knowledge independent of personal interests and are required to avoid conflicts of interest. Where potential or actual conflicts exist, faculty and staff are expected to consult with appropriate University officers and abide by University policy. This policy represents a restatement of existing University policy and pertinent state and federal law and regulations.

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## Policy

Faculty and staff of the State University of New York (University) are encouraged to foster an atmosphere of academic freedom by promoting the open and timely exchange of scholarly knowledge independent of personal interests. In keeping with this obligation, they are also required to avoid conflicts of interest.

In instances where potential or actual conflicts exist, faculty and staff are expected to consult with appropriate University officers and abide by this University policy. It is the responsibility of campus officials charged with implementing this policy to identify potential or actual conflicts of interest and take appropriate steps to manage, reduce, or eliminate them.

This policy represents a restatement of existing University policy and pertinent state and federal law and regulations.

1. University faculty and staff may not engage in other employment which interferes with the performance of their professional obligation.



2. University faculty and staff are expected to comply with the New York State Public Officers Law provisions on conflict of interest and ethical conduct.
3. University faculty and staff, to the extent required by law or regulation, shall disclose at minimum whether they (and their spouses and dependent children) have employment or financial interests or hold significant offices, in external organizations that may affect, or appear to affect, the discharge of professional obligations to the University.
4. University campuses shall ensure that all faculty and staff subject to pertinent laws and regulations disclose financial interests in accordance with procedures to be established by the Chancellor or designee. Campuses shall retain the reported information as required, identify actual or apparent conflicts of interest and seek resolution of such conflicts.
5. Each campus president shall submit to the chancellor's designee the name and title of the person or persons designated as financial disclosure designee(s) and shall further notify the chancellor's designee when a change in that assignment occurs. The chancellor's designee shall also be notified of any reports regarding conflict of interest that are forwarded to state or federal agencies.

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### Definitions

**Conflict of interest** — any interest, financial or otherwise, direct or indirect; participation in any business, transaction or professional activity; or incurring of any obligation of any nature, which is or appears to be in substantial conflict with the proper discharge of an employee's duties in the 'public interest. A conflict of interest is also any financial interest that will, or may be reasonably expected to, bias the design, conduct or reporting of sponsored research.

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### Other Related Information

[Outside Activities of University Policy Makers](#)

[Ethics in State Government - A Guide for New York State Employees](#)

[National Science Foundation, Grant Policy Manual](#)

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### Procedures

There are no procedures relevant to this policy.

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### Forms

There are no forms relevant to this policy.

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### Authority

[42 CFR 50, Subpart F](#)

The following link to FindLaw's [New York State Laws](#) is provided for users' convenience; it is not the official site for the State of New York laws.

[NYS Public Officers Law, Section 73-a, and 73 and 74](#)

In case of questions, readers are advised to refer to the New York State Legislature site for the menu of [New York State Consolidated](#).

[Board of Trustees Policies - Appointment of Employees \(8 NYCRR Part 335\)](#)

State University of New York Board of Trustees Resolution adopted June 27, 1995

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### History



Memorandum to presidents from the office of the University provost, dated June 30, 1995 regarding revision to University conflict of interest policy to bring it in conformity with federal guidelines issued by the National Science Foundation and the Public Health Service.

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**Appendices**

There are no appendices relevant to this policy.

  Category: Academic Affairs Community Colleges Legal and Compliance Research  Responsible Office: <a href="#">Academic Affairs</a>	<b>Policy Title:</b> START-UP NY Program Participation Policy Document Number: 6800  Effective Date: February 10, 2014  This policy item applies to: Community Colleges State-Operated Campuses
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## Table of Contents

[Summary](#)  
[Policy](#)  
[Definitions](#)  
[Other Related Information](#)  
[Procedures](#)  
[Forms](#)  
[Authority](#)  
[History](#)  
[Appendices](#)

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## Summary

START-UP NY is a state economic development program that positions SUNY campuses as magnets for entrepreneurs and businesses from around the globe. START-UP NY aligns with SUNY's mission of teaching, research and public service; enabling engagement with industry, knowledge acceleration, translation of research into practical applications, and delivering the 21<sup>st</sup> century workforce businesses need to grow and thrive. START-UP NY will transform university communities to deliver unprecedented economic benefits to New York. To participate in the program, all campuses must comply with this policy and any applicable rules and regulations issued by the NYS Commissioner of Economic Development.

This policy governs the review process that all participating campuses must follow to secure SUNY's approval of the plans, applications, and other documents required by the NYS Commissioner of Economic Development to participate in the START-UP NY program. It also prescribes special requirements for the disclosure and management of actual or potential conflicts of interest in matters pertaining to the campus' START-UP NY program. Any conflict between this policy and any other applicable Conflict of Interest policy shall be resolved in favor of disclosure of any potential, actual, or perceived conflict of interest relating to the campus' START-UP NY program to the President or Chief Executive Officer of the sponsoring campus.

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## Policy

**A. Campus Plans for Designation of Tax-Free Area(s):** Any campus intending to submit a Campus Plan for Designation of Tax-Free Area(s) ("Campus Plan") to the NYS Commissioner of Economic Development must first have it reviewed and approved by the Chancellor or designee. The Chancellor or designee shall approve or reject all Campus Plans within fifteen (15) business days of receipt. Any rejected Campus Plan shall be accompanied by an explanation of the basis for rejection. Once approved by the Chancellor or designee a campus may submit its Campus Plan to the NYS Commissioner of Economic Development in accordance with the Commissioner's rules and regulations. Any Campus Plan that is rejected can be resubmitted for Chancellor

or designee approval and will be reviewed in accordance with this policy and related procedures. Any amendments to approved Campus Plans must be submitted for Chancellor or designee approval and will be reviewed in accordance with this policy and related procedures.

**B. Sponsoring University or College Applications for Business Participation:** Any campus intending to submit a Sponsoring University or College Application for Business Participation ("Sponsor Application") to the NYS Commissioner of Economic Development must first have it reviewed and approved by the Chancellor or designee. The Chancellor or designee shall approve or reject all Sponsor Applications within thirty (30) business days of receipt. Any rejected Sponsor Application shall be accompanied by an explanation of the basis for rejection. Once approved the campus may submit the Sponsor Application to the NYS Commissioner of Economic Development in accordance with the Commissioner's rules and regulations. Any Sponsor Application that is rejected can be resubmitted for Chancellor or designee approval and will be reviewed in accordance with this policy and related procedures. Any amendments to approved Sponsor Applications must be submitted for Chancellor or designee approval and will be reviewed in accordance with this policy and related procedures.

**C. Delegations:** The Chancellor or designee may charge a group of individuals, collectively called the SUNY START-UP NY Proposal Review Team, to evaluate all submitted Campus Plans and Sponsor Applications prior to accepting or rejecting them.

**D. Conflicts of Interest:** Service as an Official shall not be used as a means for private benefit or inurement for any Official, a Relative thereof, or any entity in which the Official or Relative thereof has a Business Interest. A conflict of interest exists whenever an Official has a Business Interest or other interest or activity outside of the university that has the possibility, whether potential, actual, or perceived, of (a) compromising the Official's judgment, (b) influencing the Official's decision or behavior with respect to the START-UP NY Program, or (c) resulting in personal or a Relative's gain or advancement. Any Official who is an owner or employee of an entity that is the subject of any matter pertaining to the university's START-UP NY Program, or who has a Business Interest in any entity that is the subject of any matter pertaining to the university's START-UP NY Program, or whose Relative has such a Business Interest, shall not vote on or otherwise participate in the administration by the university of any START-UP NY matter involving such entity. Any Official or other campus representative who becomes aware of a potential, actual or apparent conflict of interest, either their own or that of another Official, related to a sponsoring university or college's START-UP NY program must disclose that interest to the President or Chief Executive Officer of the sponsoring college or university. Each such President or Chief Executive Officer shall maintain a written record of all disclosures of actual or potential conflicts of interest made pursuant to this policy, and shall report such disclosures on a calendar year basis, by January 31<sup>st</sup> of each year, to the University Auditor or to the Chancellor's designee, in which case the University Auditor shall be copied on the correspondence to such designee. SUNY shall then forward such reports to the Commissioner of Economic Development for the State of New York, who shall make public such reports.

**E. Exceptions:** There are no exceptions to this policy.

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## Definitions

**Business Interest** means that an individual (1) owns or controls 10% or more of the stock of an entity (or 1% in the case of an entity the stock of which is regularly traded on an established securities exchange); or (2) serves as an officer, director or partner of an entity.

**Official** means an employee at the level of dean and above as well as any other person with decision-making authority over a campus' START-UP NY Program, including any member of any panel or committee that recommends businesses for acceptance into the START-UP NY program.

**Relative** means any person living in the same household as another individual and any person who is a direct descendant of that individual's grandparents or the spouse of such descendant.

**Sponsoring College or University** means any entity defined or described in NYS Education Law Sec. 352 and Article 126.

**START-UP NY Program** means the SUNY Tax-free Areas to Revitalize and Transform Upstate New York Program established by Article 21 of the Economic Development Law.

**Tax-Free NY Area** means vacant land or space designated by the Commissioner of Economic Development Article

21 of the Economic Development Law that is eligible to receive benefits under the START-UP NY program.

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## Other Related Information

[Start-Up NY Regulations](#); available at the [Start-Up NY Website](#).

At least thirty days before submitting the Campus Plan to the Commissioner of Economic Development the campus must provide a copy of the Plan to the chief executive officer of the municipality or municipalities in which the proposed Tax-free NY Area is located, local economic development entities, the applicable university or college faculty senate, union representatives and the campus student government. The campus shall include in their submission to the Commissioner of Economic Development certification of such notification, as well as a copy of any written response from chief executive officer of 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.

[StartUp-NY.gov](#) website and program information.

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## Procedures

[START-UP NY Program Participation, Procedures for](#)

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## Forms

[SUNY START-UP NY Campus Plan for Designation of Tax-Free Area\(s\) Memorandum](#)

[SUNY START-UP NY Campus Plan for Designation of Tax-Free Area\(s\) Template](#)

[START-UP NY Sponsoring University or College Application for Business Participation Memorandum](#)

[ESD START-UP NY Sponsoring University or College Application for Business Participation](#)

[ESD START-UP NY Business Application Instructions](#)

[ESD START-UP Business Application](#)

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## Authority

[State University of New York Board of Trustees Resolution 14-\( \)](#), [START-UP New York Program Administration](#), adopted January 14, 2014

[Law, New York Economic Development Law Article 21 \(Start-Up NY Program\)](#)

[Start-Up NY Regulations](#)

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## History

Enacted into law in June 2013, START-UP NY is a groundbreaking new initiative from Governor Andrew M. Cuomo that provides major incentives for businesses to relocate, start up or significantly expand in New York State through affiliations with public and private universities, colleges and community colleges. Businesses will have the opportunity to operate state and local tax-free on or near academic campuses, and their employees will pay no state or local personal income taxes.

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Location	UniqueID	Owner	Property Type	StreetAddress	City	ZipCode	ParcelID	Building	SpaceType	SqFt	Acres	Description	onCampus	Within 1mile Of	Latitude	Longitude	Note
Throgs Neck	SU-121-1-B-0001-001-A	SUNY Maritime	1	6 Pennyfield Neck	Throgs Neck	10465		00001	C	800	NA	Second Floor	Yes	No	40°48'20" N	73°47'31" W	
Throgs Neck	SU-121-1-B-00001	SUNY Maritime	1	6 Pennyfield Neck	Throgs Neck	10465		00001	C	900	NA	Second Floor	Yes	No	40°48'20" N	73°47'31" W	

\* 1= on campus  
 2= 1 mile off campus  
 3= State Asset

\*\* A=entire building  
 B=floor within building  
 C=Room within building  
 D=land on campus  
 E= land off campus  
 F=entire building off campus  
 G=partial building off campus  
 H=state asset

**Designated Land or Buildings Unique ID Standard**

See Sheet 2: SUNY Unique ID Codes