



**Upstate Regional Blueprint Fund
Downstate Revitalization Fund**

GUIDELINES

Released May 11, 2009

Table of Contents

Statutory Authority	3
Overview	3
Funding Tracks	4
Business Investment	5
Infrastructure Investment	5
Downtown Redevelopment	5
Assistance Amount	6
Forms of Assistance	7
Subsidized Loans	7
Convertible Loans	7
Grants	7
Scoring	8
Application, Approval & Disbursement Process	10
Fees & Expenses	11
Other ESDC Funding Sources	11
Glossary	12
Terms & Conditions	13
ESDC Regional Offices & Counties Served	14

STATUTORY AUTHORITY

New York's Upstate Regional Blueprint Fund Program ("Upstate Fund") and Downstate Revitalization Fund Program ("Downstate Fund") were enacted in 2008 and regulations were published in 2009. The Upstate Fund is governed by the Upstate Empire State Development Corporation, a subsidiary of the New York State Urban Development Corporation. The Downstate Fund is governed by the New York State Urban Development Corporation, doing business as Empire State Development Corporation. Together, these governing bodies are referred to herein as "ESDC." Although the two Funds are distinct with regard to geography, they are largely similar with regard to content. These Guidelines therefore contain the rules for both Funds.

Funding for the two Funds in fiscal year 2009-10 is as follows:

- Upstate Fund: \$120 million
- Downstate Fund: \$35 million

OVERVIEW

As detailed below, the Funds will be allocated in three "Tracks," as follows:

- Operating businesses will be financed through the **Business Investment** Track
- Place-based investments will be financed through the following two Tracks:
 - **Infrastructure Investment** Track and
 - **Downtown Redevelopment** Track

Applicants may submit a request to fund a specific project under only one of these three Tracks at a time. Applications will be scored competitively. Applications under each Track will be scored separately; requests for assistance under one Track thus will not be scored against requests for assistance under another Track. ESDC currently anticipates allocating the Funds in roughly equal amounts among the three Tracks. However, ESDC may choose to allocate the Funds disproportionately among the three Tracks depending on the volume and quality of funding requests for each Track. Funding requests for Business Investments will be considered on a rolling basis, whereas funding requests for Infrastructure Investments and Downtown Redevelopment will be considered in quarterly funding rounds.

Job creation and retention are two key indicators of economic activity. However, ESDC recognizes that certain investments may increase productivity and revitalize communities without immediately increasing permanent employment. Under the Infrastructure Investment and Downtown Redevelopment Tracks, **job commitments** therefore are not required. Applicants for Business Investment assistance, however, must commit to create new jobs or retain jobs that are otherwise At Risk. Failure to achieve and maintain job commitments will subject a beneficiary to potential recapture of assistance.

As detailed below, the Funds will be administered in three forms: **Subsidized Loans, Convertible Loans, and Grants**. Applicants may request only one form of assistance at a time from the Funds. ESDC intends to award the most assistance in the form of Subsidized Loans, the second largest amount in the form of Convertible Loans, and the least in the form of Grants. The scoring system has been set accordingly: on a scale of 110 points, requests for Subsidized Loans are eligible for up to 110 points, Convertible Loans are eligible for up to 100 points and requests for Grants are eligible for up to 95 points.

A wide range of entities are eligible to apply for assistance, including but not limited to: for-profit businesses, not-for-profit corporations, business improvement districts, local development corporations, public benefit corporations (including industrial development agencies), economic development organizations, research and academic institutions, incubators, technology parks, municipalities, counties, regional planning councils, tourist attractions and community facilities. Start-up companies generally will not be funded, however; applicants under the Business Investment Track generally should have an operating history of at least three years.

FUNDING TRACKS

The Upstate Fund and Downstate Fund seek to promote economic development by financing capital investment in New York State. Although funding is offered prior to project commencement as an inducement to undertake the project, funds generally are disbursed in arrears, as reimbursement for expenses undertaken. As needed, however, conditional funding commitments may be arranged prior to project commencement in order to facilitate bridge financing during the construction phase.

ESDC funding can be used for a relatively broad range of acquisition expenses, hard costs and soft costs. There are several important caveats, as follows:

- ESDC funds may only be used for expenses incurred after an ESDC incentive offer letter has been countersigned by Applicant (expense documentation will be required).
- Leasehold improvements may be financed if the remaining term of the lease is at least 20 years; however, ESDC generally will not accept leasehold interests as collateral for Subsidized Loans.
- The following items are limited to a certain percentage of total project costs:
 - Land acquisition: limited to 25% of total project costs.
 - Acquisition of existing businesses or other assets, including land: limited to 50% of total project costs in the Business Investment Track and 25% of total project costs in the Downtown Redevelopment Track.
 - Soft costs: limited to 25% of total project costs.
- The following items may be included in budgets presented for ESDC consideration, but ESDC funds may not be used to pay them:
 - Expenditures incurred prior to acceptance of an ESDC incentive offer (such items, if any, must be specified clearly in the application).
 - Standard developer fees.
- The following items may not be included in budgets presented for ESDC consideration:
 - Operating expenses, including rent payments.
 - Working capital. ESDC recognizes that working capital needs often arise from capital expenditures, but ESDC will not finance working capital needs.
 - Training costs. ESDC recognizes that workforce training needs may arise from the acquisition of new equipment, but ESDC will not finance workforce training.
 - Residential development. ESDC funds may be used for the commercial component of a mixed-use project, but the residential component of any development must be excluded from the budget presented for ESDC consideration.
 - Recapitalization/refinancing.
- Assets being acquired must be reflected in the budget at a level at or below fair market value. If an Applicant proposes acquiring an asset from an affiliate or related entity, the value of that asset must be verified independently.
- Planning or feasibility studies: The costs of planning and feasibility studies generally are acceptable only under the Infrastructure Investment Track; funding is available under the Business Investment and Downtown Redevelopment Tracks only for projects whose feasibility has already been ascertained.

Business Investment

Business Investments are capital expenditures that facilitate an employer's ability to create new jobs in New York State or retain jobs that are otherwise in jeopardy. Within the Business Investment Track, five-year job commitments will be required of all beneficiaries; it is by underwriting these job commitments that ESDC is best able to forecast the economic benefits of providing assistance to any particular project. Applicants will therefore be required to commit to the number of jobs At Risk that will be retained by the proposed project, the number of new jobs that will be created by the project, and the average salaries of each. Failure to achieve or maintain these employment commitments will subject a beneficiary to potential recapture of assistance.

Infrastructure Investment

The Funds will finance infrastructure investments in order to attract new businesses and expand existing businesses, thereby fostering further investment. Infrastructure investments are capital expenditures for infrastructure including transportation, water and sewer, communication, and energy generation and distribution. Infrastructure also includes the construction of parking garages. Unlike the other two Tracks, Infrastructure Investment may be used to finance planning or feasibility studies relating to capital expenditures. The Infrastructure Investment Track is appropriate only for infrastructure activity for unidentified end-users or for multiple users; infrastructure projects that will serve a single identified entity must apply for assistance under the Business Investment Track, which may be used to fund infrastructure expenses. Although projects without identified users may be funded under the Infrastructure Investment Track, preference under this Track will be given to projects with identified tenants.

Job commitments: Infrastructure Investment projects that are able to provide job commitments will be viewed favorably. However, it is important to note that (1) few Infrastructure Investment projects are anticipated to be able to provide job commitments and (2) if the employer will be an entity other than the Applicant, a third party guarantee of the Applicant's job commitment must be provided by the prospective employer and that prospective employer must be found by ESDC to be creditworthy.

Downtown Redevelopment

Downtown neighborhoods – whether major commercial areas of big cities or one block stretches of village main streets – are important generators of economic activity in New York State. In an effort to strengthen these cores of commerce, the Downtown Redevelopment Track will finance rehabilitation and new construction in downtown areas statewide. Funding will be available for a range of commercial uses, including retail, office and commercial. Funding will also be available for projects that are likely to increase tourism, including hotels, cultural institutions and entertainment facilities, and streetscape improvements. This Track will not be used to finance speculative development, and therefore only projects in which 60% of the square footage has been pre-leased generally will be considered.

Job commitments: Downtown Redevelopment projects that are able to provide job commitments will be viewed favorably. However, it is important to note that (1) few Downtown Redevelopment projects are anticipated to be able to provide job commitments and (2) if the employer will be an entity other than the Applicant, a third party guarantee of the Applicant's job commitment must be provided by the prospective employer and that prospective employer must be found by ESDC to be creditworthy.

The following table summarizes eligible expenses by program track:

Expense	Business Investment	Infrastructure Investment	Downtown Redevelopment
Land acquisition (up to 25% of total project costs)	Yes	Yes	Yes
Acquisition of existing business and/or assets, including land	Yes, up to 50% of total project costs	Yes	Yes, up to 25% of total project costs
Demolition and environmental remediation	Yes	Yes	Yes
Hard costs (includes renovation and new construction)*	Yes	Yes	Yes
Acquisition of new machinery and equipment	Yes	Yes	Yes
Acquisition of furniture, fixtures and equipment	Yes	Yes	Yes
Soft costs up to 25% of total project costs	Yes	Yes	Yes
Planning/feasibility studies	No	Yes	No
Developer fees	No	No	No
Working capital	No	No	No
Recapitalization/ refinancing	No	No	No
Training	No	No	No
Residential development	No	No, but program may fund commercial component of mixed-use project	No, but program may fund commercial component of mixed-use project

* Leasehold improvements must be for leases with remaining terms of at least 20 years.

ASSISTANCE AMOUNT

Fund assistance generally will follow these parameters:

- Minimum assistance level: \$ 100,000 (but \$250,000 for Subsidized Loans)
- Maximum assistance level: \$ 5,000,000
- Fund assistance not to exceed 20% of the project budget
- Applicant to provide a minimum 10% equity contribution (which may not be funded by borrowing against any item in the project budget)

FORMS OF ASSISTANCE

Funds will be provided in the form of Subsidized Loans, Convertible Loans, and Grants. ESDC intends to award the most assistance in the form of Subsidized Loans, the second largest amount in the form of Convertible Loans, and the least in the form of Grants. Following are general descriptions of each type of assistance:

Subsidized Loans

Subsidized Loans are subordinate, asset-backed amortizing loans at 2% interest. Subsidized Loans will be offered only to Applicants with a satisfactory credit score. Corporate guarantees are required from any entity owning 50% or more of the borrower and personal guarantees are required from any individual owning 20% or more of the borrower.*

Convertible Loans

Convertible Loans are 3% interest-only loans to operating businesses with job commitments. Loan principal is forgiven (i.e. "converted" to a grant) *pro rata* over the five-year term of the loan if and as job commitments are met. Principal with respect to job commitments that have not been met is payable in full upon loan maturity. Guarantees are required from any individual or entity owning 50% or more of the borrower.*

Grants

Grants may be provided to Applicants with or without job commitments. If job commitments are offered, recipients who fall short of their job commitments will be subject to annual *pro rata* recapture during the five-year term of the grant. For Infrastructure Investment and Downtown Redevelopment grants, *pro rata* portions of those grants will be recaptured if the capital improvements they are used to finance are sold within five years. Guarantees are required from any individual or entity owning 50% or more of the grantee.*

*In determining guarantors, the ownership of corporate entities and their affiliates are merged, so guarantees are required from all commonly controlled entities whose ownership interests aggregate to 50%. In determining personal guarantees, the ownership of individuals and their immediate family members are merged, so guarantees are required from all immediate family members whose ownership interests aggregate to 20% or 50%, as applicable.

Following are examples illustrating the manner in which Convertible Loan principal is or is not forgiven and a Grant is or is not partially recaptured:

Assistance Amount:	\$	200,000	50% Jobs Created		100% Jobs Created	
			Convertible Loan Principal Not Forgiven	Grant Recaptured	Convertible Loan Principal Not Forgiven	Grant Recaptured
Year 1		80 jobs committed	\$ 20,000	\$ 20,000	\$ -	\$ -
Year 2		90 jobs committed	\$ 20,000	\$ 20,000	\$ -	\$ -
Year 3		100 jobs committed	\$ 20,000	\$ 20,000	\$ -	\$ -
Year 4		100 jobs committed	\$ 20,000	\$ 20,000	\$ -	\$ -
Year 5		100 jobs committed	\$ 20,000	\$ 20,000	\$ -	\$ -
Total Convertible Loan Due Upon Maturity/ Cumulative Grant Recaptured:			\$ 100,000	\$ 100,000	\$ -	\$ -

The following table summarizes the terms of the available forms of assistance:

Term	Subsidized Loan	Convertible Loan	Grant
Maximum extra points (if good credit score)	20	10	5
Interest rate	2%	3%	N/A
Term	Up to 10 years for M&E Up to 20 years for RE*	5 years	5 years
Amortization	Self-amortizing**	Interest only. Principal forgiven ratably over term if job commitments are met.	N/A
Collateral	First lien on machinery & equipment Subordinate lien on real estate***	N/A	N/A
Total Debt to Cost or Value	Up to 90% of cost for operating companies or 100% of value for real estate/ infrastructure.	Up to 90% of cost for operating companies or 100% of value for real estate/ infrastructure.	N/A
Debt Coverage Ratio	Minimum 1.10	N/A	N/A
Third Party Guarantees****	Personal from any 20% or more owner. Corporate from any 50% or more owner.	From any 50% or more owner (corporate and personal).	From any 50% or more owner (corporate and personal).
Compliance	If jobs default, interest rate increases to 5% (jobs compliance period is only 5 years, but loan becomes due if borrower closes facility).	If jobs default, principal is not forgiven in that year.	If jobs default, <i>pro rata</i> grant recapture. <i>Pro rata</i> recapture if real estate development is sold within 5 years.
Other	Available only for assistance of \$250,000 or more.	Available only to borrowers with job commitments.	

* Not to exceed useful life of collateral.

** Subsidized Loans for Infrastructure Investment may be structured with interest-only periods and flexible amortization terms.

*** ESDC generally will not accept leasehold interests or subordinate machinery/equipment liens as collateral for Subsidized Loans. If such a loan is nonetheless requested, it generally must be secured by other collateral of equal or greater value.

**** For Downtown Redevelopment and Infrastructure Investment Applicants providing job commitments, third party guarantees should be provided by the entity/entities that will employ the individuals.

SCORING

Applications for assistance will be scored competitively, using a point system. Applications under each Track will be scored separately; requests for assistance under one Track thus will not be scored against requests for assistance under another Track.

Following are the scoring criteria and the points assigned to each area:

Criterion	Maximum Score		
	Business	Infrastructure	Downtown
Private financing leveraged	10	10	5
Public financing leveraged	5	5	5
Return on public investment	10	5	5
Increased economic activity	10	5	5
Distressed Census Tract	10	10	10
Application supported by multiple public/private entities	7	7	7
Local/regional support	3	3	3
Significant regional breadth, likely to have wide regional impact, or likely to increase the community's economic and social viability	5	5	5
Minority or Women-Owned Business Enterprise	5	5	5
Comports with identifiable regional development plans/ initiatives	5	5	5
Loan v. grant	10	10	10
ESDC credit score (considers cash flow, collateral and guarantees)	10	10	10
Project readiness	5	5	5
Sustainable development	5	5	5
Reuse/remediation		5	5
Identified tenants		5	5
Potential to revitalize a downtown neighborhood			3
Consistency/ preserve architectural character			2
President & CEO discretion	10	10	10
Total	110	110	110

Following are explanations of certain of the criteria above that are not otherwise elaborated upon in the Application:

- **Return on public investment:** This is an estimate of fiscal benefits to the State from the proposed capital investment and job commitments.
- **Increased economic activity:** This is an estimate of broader economic benefits to the State from the proposed capital investment and job commitments.
- **Application supported by multiple public/private entities:** For private entities, ESDC will consider resolutions from local legislatures and letters from elected executive officials and local industrial development agencies, together with evidence of funding commitments from these sources. For public entities, ESDC will consider letters of support from any other public or private entities, including evidence of funding commitments from these sources.
- **Local/regional support:** ESDC will consider letters of support from non-public entities excluding those listed above, such as businesses, non-profits, regional parties and academic institutions.
- **Loan v. grant:** Applicants requesting the following forms of assistance automatically receive these points:
 - Subsidized Loan: 10 points
 - Convertible Loan: 5 points
 - Grant: 0 points
- **ESDC credit score:** This credit score will take into consideration project cash flow, collateral and guarantees. Requests for Subsidized Loans will receive credit scores on a scale of 1 to 10, whereas requests for Convertible Loans and Grants will receive credit scores on a scale of 1 to 5.
- **Sustainable development:** Brownfield Opportunity Areas receive full points.
- **Reuse/remediation:** Brownfield Opportunity Areas receive full points.

- President & CEO discretion: ESDC's President & CEO will be able to assign up to 10 points in recognition of factors not otherwise captured in the scoring, such as geographic distribution throughout the State and a project's potentially transformative nature.

Scoring process: Applications will be scored in ESDC's regional offices, with assistance from ESDC's central office in estimating a project's fiscal and economic benefits and performing credit analysis. Funding recommendations will be made based on scoring results and final decisions will be made once President & CEO discretionary points have been assigned.

APPLICATION, APPROVAL & DISBURSEMENT PROCESS

Due to limited availability of funds caused by the significant responses for Upstate Regional Blueprint and Downstate Revitalization Funding, applications for future funding are now being accepted on a rolling basis.

ESDC believes that all projects are important to the businesses and communities where they are located, however given the fiscal challenges facing New York State, priority will be given to business track projects for the allocation of the remaining program funds.

Applications must first be reviewed by the ESD Regional Office and approved prior to submission.

For an application please contact the ESD Regional Office in your area for application information.

An **original and five (5) copies** of the completed application must be submitted to the ESDC regional office.

Awards will be documented in the form of an incentive offer letter outlining the terms of the proposed assistance, which is conditioned upon approval of the ESDC and/or the Upstate ESDC Directors. Projects generally are presented to the Directors once all project expenditures have been undertaken, the Commitment Fee has been paid and ESDC reimbursement is sought.¹ All required public approvals must be in place prior to the start of construction and Directors' approval, including State Environmental Quality Review (SEQR) and consultation with the State Historic Preservation Office, if applicable. After Directors' approval, a public hearing is scheduled and the Directors must reconsider the matter if any negative testimony is received at the public hearing (generally, this second meeting occurs the month after Directors' initial approval). Approval of the Public Authorities Control Board (PACB) is then required, and generally can be obtained within a month. Once PACB approval is obtained, ESDC may issue a commitment letter that is conditioned only upon the availability of funds from the New York State Division of Budget.

Terms for the disbursement of assistance are included in the incentive offer letter. Subsidized Loans and all assistance for Infrastructure Investment and Downtown Redevelopment projects without job commitments generally will be disbursed in one installment upon project completion. Convertible Loans and Grants for Business Investments and other projects with job commitments generally will be disbursed in three installments after project completion, as predetermined employment benchmarks are achieved.

¹ If a borrower or grantee requires a commitment letter before project expenditures have been incurred in order to borrow against ESDC's commitment, a project can be brought for Directors' approval so long as the other conditions above have been met.

FEES & EXPENSES

The following fees and expenses will be charged for assistance requested and provided from the Funds:

Fee/Expense	Amount/Time
Application Fee	\$250 due with application submission.
Commitment Fee	1% of the assistance amount, due prior to Directors' approval (but refundable if Directors' approval is not obtained).
ESDC Third-Party Expenses	Includes third party consultant fees for SEQR review if ESDC is lead agency. Also includes legal, appraisal, environmental, engineering and filing fees, if any.

OTHER ESDC FUNDING SOURCES

Applicants to the Upstate Fund and Downstate Fund may apply for and receive funding from multiple ESDC-controlled and -affiliated sources – even for the same project. It is worth noting that ESDC generally seeks to provide no more than 20% of the financing for any particular project and generally requires 10% equity in all projects. Applicants must always disclose whether they are pursuing or intend to pursue multiple ESDC funding sources, including loans, grants and tax incentives. As indicated above, however, applicants may apply for Upstate Fund or Downstate Fund assistance for a particular project under only one of the three Tracks at a time.

GLOSSARY

Term	Definition
At Risk	A Full-time Permanent Employee position currently located in New York State that is found by ESDC to be at risk of being lost or moved out of State based on compelling information provided by an Applicant.
Brownfield Opportunity Area	An area that has been approved for funding under New York State's Brownfield Opportunity Area program for the purpose of establishing a community-based revitalization plan and implementation strategy to achieve brownfield redevelopment in a proactive and systematic way. Visit the following link for a partial listing: http://nyswaterfronts.com/BOA_projects.asp .
Distressed Census Tract	A census tract that, according to the most recent census data available, has (a) a poverty rate of at least 20% for the year to which the data relate; and (b) an unemployment rate of at least 1.25 times the statewide unemployment rate for the year to which the data relate.
Downstate	The following New York State counties, subject to ESDC Directors' approval: Bronx, Dutchess, Kings, Nassau, New York, Orange, Putnam, Queens, Richmond, Rockland, Suffolk, and Westchester.
Empire Zone	An area that has been designated an Empire Zone by the State of New York. Visit the following link for Empire Zone maps: http://www.empire.state.ny.us/pdf/Zonemap.pdf .
Full-Time Employee	A full-time, permanent, private sector employee on Applicant's payroll who works at the project location for a minimum of 35 hours per week for not less than 4 consecutive weeks and who is entitled to receive the usual and customary fringe benefits extended by the applicant to other employees of comparable rank and duties; or 2 part-time, permanent, private sector employees on Applicant's payroll who work at the project location for a combined minimum of 35 hours per week for not less than 4 consecutive weeks and who are entitled to receive the usual and customary fringe benefits extended by Applicant to other employees of comparable rank and duties.
Minority Group Member	A United States citizen or permanent resident alien who is and can demonstrate membership in one of the following groups: (i) Black persons having origins in any of the Black African racial groups; (ii) Hispanic persons of Mexican, Puerto Rican, Dominican, Cuban, Central or South American descent of either Indian or Hispanic origin, regardless of race; (iii) Asian and Pacific Islander persons having origins in any of the Far East countries, South East Asia, the Indian subcontinent or the Pacific Islands; and (iv) Native American or Alaskan native persons having origins in any of the original peoples of North America.
Minority or Women-Owned Business Enterprise	An entity that has been certified by the New York State Division of Minority and Women's Business Development as a Minority or Women-Owned Business Enterprise.
Upstate	Subject to ESDC Directors' approval and consultation with the Chairperson of Upstate ESDC, all New York State counties not included in the definition of Downstate, above.

TERMS & CONDITIONS

ESDC reserves the right to offer project awards to sponsors in different amounts and under terms other than requested or than included in these Guidelines.

It is expected the project will proceed in the time frame set forth by the applicant. If the implementation of a project fails to proceed as planned or is delayed for a significant period of time and there is, in the exclusive judgment of ESDC, doubt as to its viability, ESDC reserves the right to cancel its incentive offer for such project.

It is the policy of the State of New York, and ESDC, to comply with all federal, State and local laws, policies, orders, rules and regulations that prohibit unlawful discrimination because of race, creed, color, national origin, sex, sexual orientation, age, disability or marital status, and to take affirmative action when implementing projects to ensure that Minority and Women-owned Business Enterprises, Minority Group Members and women share in the economic opportunities generated by ESDC's participation in projects or initiatives, or the use of ESDC funds. ESDC's Non-Discrimination and Affirmative Action policy will apply to awards issued under the Upstate Fund and Downstate Fund. The selected beneficiary shall, to the extent permitted by law, agree to undertake a program of affirmative action as directed by and substantially in accordance with the affirmative action program of ESDC. ESDC's affirmative action unit will implement affirmative action programs for applicable beneficiaries, which will include business and employment participation goals for minorities and women.

ESDC REGIONAL OFFICES & COUNTIES SERVED

Capital – Albany, Columbia, Greene, Rensselaer, Saratoga, Schenectady, Warren and Washington

Empire State Development
Hedley Park Place
433 River Street, Suite 1003
Troy, NY 12180
P: 518-270-1130

Central NY – Cayuga, Cortland, Madison, Onondaga, and Oswego

Empire State Development
620 Erie Boulevard West - Suite 112
Syracuse, NY 13204
P: 315-425-9110

Finger Lakes – Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming and Yates

Empire State Development
400 Andrews Street - Suite 100
Rochester, NY 14604
P: 585-325-1944

Long Island – Nassau and Suffolk

Empire State Development
150 Motor Parkway, Suite 311
Hauppauge, New York 11788
P: 631-435-0717

Mid-Hudson – Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster and Westchester

Empire State Development
33 Airport Center Drive - Suite 201
New Windsor, NY 12553
P: 845-567-4882

Mohawk Valley – Fulton, Herkimer, Montgomery, Oneida, Otsego, and Schoharie

Empire State Development
207 Genesee Street
Utica, NY 13501
P: 315-793-2366

North Country – Clinton, Essex and Franklin, Hamilton, Jefferson, Lewis and St. Lawrence

Empire State Development
Dulles State Office Bldg.
Watertown, NY 13601
P: 315-785-7931

New York City

Empire State Development
New York City Regional Office
633 Third Avenue
New York, NY 10017
P: 212-803-3130

Southern Tier – Broome, Chenango, Chemung, Delaware, Steuben, Schuyler, Tioga and Tompkins

Empire State Development
Binghamton Office State Office Building
44 Hawley Street, Room 1508
Binghamton, NY 13901
P: 607-721-8605

Western NY – Allegany, Cattaraugus, Chautauqua, Erie and Niagara

Empire State Development
95 Perry Street, Fifth Floor
Buffalo, NY 14204
P: 716-846-8200