TOWN OF ISLIP
INDUSTRIAL DEVELOPMENT AGENCY

Application for Financial Assistance

Town of Islip IDA
40 Nassau Avenue
Islip, New York 11751
Phone 631.224.5512
Fax 631.224.5532

Updated 6-2014
**FOR TOWN OF ISLIP IDA OFFICE USE ONLY**

IDA Project Summary

A. General
   Name of Project: Century Direct B
   Project Location: 130 Hollywood Lane Islandia
   Contact Person & Phone Number: Michael Kolleg

B. Key Dates
   Application Submitted: 2/18/15
   Projected Inducement: 3/13/15
   Agenda Closing: 2/19/15

C. Project Type
   ☑ Industrial  ☐ Not-for-profit  ☐ Commercial
   ☐ Office  ☐ Housing  ☐ Other

D. Project Size
   Acreage: 1.27  New construction: 0  Rehabed: 30,000
   Total Project Cost: $1,160,000

E. Type of Assistance
   ☑ Sale Leaseback  ☐ Tax Exempt Bonds  ☐ Taxable Bonds

F. PILOT
   ☐ 485-b  ☐ Double 485-b  ☐ Affordable Housing  ☐ Empire Zone
   ☐ 10 Year Existing  ☐ 12 Year Existing  ☐ Not-for-profit  ☐ Other

G. Jobs/Payroll
   Retained Jobs: 0  New Jobs: 48
   Current Payroll: $8,252,000  New Payroll: $4,400,000
   Average Annual Wage: $50,475
   New Average Annual Wage: $50,475

H. Projected Agency Fee
   $4,960

I. Additional Notes
   Related to 15 Center Lane
APPLICANT INSTRUCTIONS

♦ In order for a Town of Islip IDA Application to be reviewed in a timely manner, it must be complete. All questions must be answered and all required attachments must be included.
♦ Use “None” or “Not Applicable” where necessary.
♦ Part VI—Bond Information, need only be completed by applicants for Taxable or Tax Exempt Industrial Development Bonds.
♦ All applicants must submit an original and two (2) copies of all documents to the Agency.
♦ All applications must be accompanied by a $1,000 non-refundable fee to the Town of Islip Industrial Development Agency, and a $500 non-refundable fee to the Town of Islip for the EAF Review required by the State Environmental Quality Review Act (SEQRA). (If the project has already undergone a SEQRA review during the preview process, then applicant can submit the completed EAF for the one attached to the application).

APPLICANT CHECKLIST

♦ I have completed all sections of the attached application.
♦ I have signed and notarized the Certification Section (Part VII-A).
♦ I have signed Part VII-B regarding the Fee Structure for all IDA transactions.
♦ I have attached all company financial information required by Part VIII-A.
♦ I have completed and signed the Environmental Assessment Form required by SEQRA. (If the project has already undergone a SEQRA review during a previous process, substitute the completed EAF for the one that was attached to this application).
♦ I have completed and signed Form RP485-b as required by Real Property Tax Law.
♦ I have submitted the original and two (2) copies of all application materials to the Agency for review.
♦ I have submitted an application fee check for $1,000 payable to the Town of Islip IDA.
♦ I have submitted a $500 check payable to the Town of Islip for the SEQRA review. (If the project has already undergone a SEQRA review during a previous process, and the applicant substitutes the completed EAF for the one attached to the application, the $500 SEQRA fee is waived).
PART I  Company (Owner/User) Data
PART II  Project Data
PART III Employment/Sales Data
PART IV  Construction Schedule
PART V   Project Costs/Financing
PART VI  Certifications
PART VII Required Attachments
1. Financial Information
2. EAF
3. RP 485-b
I. OWNER & USER DATA

A. Owner Data

1. Company Name: Chaika Holdings Corp
   Current Address: 130 Hoffman Lane, Islandia, NY 11749

2. Company Officer certifying this application
   Name: Jody Hecht
   Mailing Address: 130 Hoffman Lane, Islandia, NY 11749
   Telephone: [Redacted] Fax
   Email: [Redacted]

3. Business Type
   - [ ] Sole Proprietorship
   - [ ] General Partnership
   - [ ] Limited Partnership
   - [ ] Limited Liability Company
   - [ ] Not-for-profit Corporation
   - [ ] Privately Held Corporation
   - [ ] Education Corporation
   - [ ] Other
   - [ ] Public Corporation—Listed on [Redacted] Exchange


5. Principal Officers
   Name
   Title

6. Principal Stockholders
   Name
   Title

7. Owner's Legal Counsel
   Name: N/A
   Firm Name
   Address
   Telephone
   Fax
   Email

8. Bank References
   N/A

9. Major Trade References
   N/A

10. Nature of Business
    (i.e. "manufacturer of ___ for ___ industry" or "warehouse distributor of ___" or "real estate holding company")
    [Redacted]

11. NAICS Code: [Redacted]
    For help determining your NAICS code, please visit http://www.naics.com
I. OWNER & USER DATA

B. User Data

For co-applicants, where a tenant/landlord relationship will exist between the owner and the user, the user must occupy at least 50% of the square footage of the facility.

1. Company Name: Century Direct, LLC
   Current Address: 30-30 47th Ave, Long Island City, NY 11101

2. Company Officer certifying this application
   Name: Michael T. Kellogg
   Mailing Address: 30-30 47th Ave, Long Island City, NY 11101
   Telephone: [redacted], Fax: [redacted]
   Email: [redacted]

3. Business Type
   - [ ] Sole Proprietorship
   - [ ] General Partnership
   - [ ] Limited Partnership
   - [ ] Limited Liability Company
   - [ ] Not-for-profit Corporation
   - [ ] Privately Held Corporation
   - [ ] Education Corporation
   - [ ] Other
   - [ ] Public Corporation—Listed on [redacted] Exchange


5. Principal Officers
   Name: Michael T. Kellogg, Chief Executive Officer; Jerome Nassau, President;
   Lawrence Korek, Chief Marketing Officer; Eric Seid, Chief Operating Officer

6. Principal Stockholders
   Name: Century Letter Company, Inc. and Mailhandlers Printing and Mailing, Inc.

7. User’s Legal Counsel
   Name: Neil Kauffman, Esq.
   Firm Name: Abrams, Fensterman, Fensterman, Eisman, Formato, Ferrara & Wolf, LLP
   Address: 1111 Marcus Avenue Suite 107 Lake Success, NY 11042
   Telephone: [redacted], Fax: [redacted]
   Email: [redacted]

8. Bank References
   M&T Bank 203 South Broadway, Suite 130 Tarrytown, NY 10591
   Main contact: Richard Bowman Telephone: (914) 366-8536 Email: rlbowman@mtb.com

9. Major Trade References
   MailTech Mailing Systems, Inc. 625 Acor Street Deer Park, NY 11720 Main contact: Doug Brandt Telephone: 631 556 2174 Email: Doug@mailtechmailing.com
   Craig Envelopes Corp. 2061 44th Avenue Long Island City, NY 11101 Main Contact: Craig Aronson Telephone: (718) 392-6501 Email: caronson@envelopes.com

10. Nature of Business
    (i.e. "manufacturer of ___ for ___ industry" or "warehouse distributor of ___" or "real estate holding company")
    Commercial printing, mailing, data management, and computer services.

11. NAICS Code: [redacted]

For help determining your NAICS code, please visit http://www.naics.com
II. PROJECT DATA

A. Location

1. Street Address: 30 Hoffman Lane, Islandia, NY 11749
2. Tax Map
   District #: 007
   Section #: 02
   Block #: 008
   Lot #: 000
3. Acreage: 3.77
4. Municipal Jurisdictions
   Town: Islip
   Village: Islandia
   School District: Hauppauge

B. Description (Check all that apply)

- New Construction
- Addition to Existing Facility
- Acquisition of Existing Facility
- Acquisition & Renovation of Existing Facility
- Purchase of New Machinery & Equipment
- Other (specify): Lease of existing 30,000 square foot building

C. Related Facilities

1. Are other facilities or related companies located within the state?  ■ Yes  □ No
   Address: 30-30 47th Ave, Long Island City, NY 11101

2. If yes to above (C-1), will any of these facilities close or be subject to reduced activity?  ■ Yes  □ No
3. If yes to above (C-2), please describe: Manufacturing operations will be moved to the Town of Islip

D. Real Estate Search

1. Has the company actively sought sites in another state or outside the New York metropolitan region?  ■ Yes  □ No
2. If yes to above (D-1), please list the states/regions considered: Monmouth, Bergen County New Jersey

E. Present Owner

1. Who is the current legal owner of the site? Chalka Holdings Corp
2. Is there a purchase option or other legal or common control in the project?  ■ Yes  □ No
3. Is there an existing or proposed lease for the project?  ■ Yes  □ No
4. If yes to either above (E-2 or E-3), please explain (i.e. purchase price, term of lease):
II. PROJECT DATA

F. Project Narrative

1. Describe the project in detail, emphasizing the following:
   A. Specific operations of the company to be conducted at the project premises
      (product manufactured/warehoused, services rendered)
   B. Proposed product lines and market demands
   C. Need for the new facility
   D. Square footage of the old facility
   E. Square footage of the new facility
   F. Type of building to be constructed
   G. Major equipment to be purchased

   This application is for an additional 30,000 square foot building that
   is an integral part of Century Direct's project for the retention of
   Mailmen, Inc, employees in Islandia and facilitate the company's
   move from Long Island City to the Town of Islip.

2. For pollution controls, also describe:
   A. Type of pollution to be abated
   B. Method of abatement
   C. Existing orders of environmental agencies

   N/A
### III. EMPLOYMENT/SALES DATA

<table>
<thead>
<tr>
<th>A. Employees</th>
<th>First year upon completion</th>
<th>Second year upon completion</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employees</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seasonal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Hoffman Lane location will have 42 employees at the end of year 1 and 48 at the end of year 2.

There will be 264 employees working out of the Enter Lane location at the end of year 2 totaling 312 for both locations.

<table>
<thead>
<tr>
<th>B. Payroll</th>
<th>First year upon completion</th>
<th>Second year upon completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>$8,258,856</td>
<td>$14,233,856</td>
</tr>
<tr>
<td>Total</td>
<td>$8,258,856</td>
<td>$14,400,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Average Annual Wages</th>
<th>First year upon completion</th>
<th>Second year upon completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>$50,475</td>
<td>$50,475</td>
</tr>
<tr>
<td>Total</td>
<td>$50,475</td>
<td>$50,475</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. Sales</th>
<th>First year upon completion</th>
<th>Second year upon completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>$18,030,219</td>
<td>$28,500,000</td>
</tr>
<tr>
<td>Total</td>
<td>$18,030,219</td>
<td>$29,100,000</td>
</tr>
</tbody>
</table>

### IV. PROJECT CONSTRUCTION SCHEDULE

<table>
<thead>
<tr>
<th>A. Key Dates (proposed)</th>
<th>Month &amp; Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Construction commencement</td>
<td>March, 2015</td>
</tr>
<tr>
<td>2. Construction completion</td>
<td>April, 2015</td>
</tr>
</tbody>
</table>

B. Please check if any of the following applications/permits have been filed for the project:
(Check all that apply)

- [ ] Change of Zone
- [ ] Special Use
- [ ] Variance
- [ ] Interior Alterations
- [ ] Building Alterations
- [ ] Site plan
V. PROJECT COSTS/FINANCING

A. Estimate the costs necessary for the construction, acquisition, rehabilitation, improvement and/or equipping of the project.

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Land</td>
<td>$</td>
</tr>
<tr>
<td>2. Site Work</td>
<td></td>
</tr>
<tr>
<td>3. Building (new construction)</td>
<td>100,000</td>
</tr>
<tr>
<td>4. Building (rehabilitation)</td>
<td>2,500</td>
</tr>
<tr>
<td>5. Engineering &amp; Architectural Fees</td>
<td>263,038</td>
</tr>
<tr>
<td>6. Machinery &amp; Equipment</td>
<td>70,000 (Mfg equipment, sales tax exempt)</td>
</tr>
<tr>
<td>7. Other (specify)</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL PROJECT COST***

435,538

B. Please provide the amount of sales tax exemptions that your project requires

31,312

B1. If your project has a landlord/tenant arrangement, please provide the breakdown of the number above. Century Direct will be responsible for paying for the building renovations.

C. How does the company propose to finance the project?

<table>
<thead>
<tr>
<th>Amount</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

1. Tax Exempt IDB*
2. Taxable IDB*
3. Conventional Mortgage (with IDA sale/leaseback)
4. Owner/User Self-Financing (with IDA sale/leaseback)
5. JDA/SBA
6. Other loans
7. Company/Owner Equity contribution

**TOTAL AMOUNT FINANCED***

TBD

D. Please estimate when the above amounts will be required

Month & Year

* The Agency Fee of one-half of a basis point (.006) will be applied against the total project cost or, where applicable, against the amount of the IDB issuance.
VI. CERTIFICATIONS

A. Applicant Responsibilities

Michael T. Kellogg (name of representative of entity submitting application or name of individual submitting application) deposes and says that s/he (choose and complete one of the following two options) (a) is a/the Chief Executive Officer (title) of Century Direct, LLC (company name), the entity named in the attached application, or (b) is the individual named in the attached application; that s/he has read the foregoing application and knows the contents thereof; and that the same is true of his/her knowledge.

Deponent further says that s/he is duly authorized to make this certification on behalf of her/himself or on behalf of the entity named in the attached application. The grounds of deponent's belief relative to all matters in said application which are not stated upon his/her own personal knowledge are investigations which deponent has caused to be made concerning the subject matter of this application as well as, if deponent is not an individual applicant, information acquired by deponent in the course of his/her duties in connection with said entity and from the books and papers of said entity.

As (a) the representative of said entity, or (b) the individual applicant (such entity or individual applicant hereinafter referred to as the "Applicant"), deponent acknowledges and agrees that the Applicant shall be and is responsible for all costs incurred by the Town of Islip Industrial Development Agency (hereinafter referred to as the "Agency"), acting on behalf of the Applicant in connection with this application and all matters relating to the provision of financial assistance to which this application and all matters relating to the provision of financial assistance to which this application relates.

If, for any reason whatsoever, the Applicant fails to conclude or consummate necessary negotiations or fails to act within a reasonable or specified period of time to take reasonable, proper or requested action or withdraws, abandons, cancels or neglects the application, then upon presentation of an invoice, the Applicant shall pay to the Agency, its agents or assigns, all actual costs incurred with respect to the application up to that date and time, including fees to transaction counsel for the Agency and fees of general counsel for the Agency. Upon the successful conclusion of the transaction contemplated herein, the Applicant shall pay to the Agency an administrative fee set by the Agency, in accordance with its fee schedule in effect on the date of the foregoing application, which amount is payable at closing.

______________________________
Print Name Michael T. Kellogg
Title Chief Executive Officer

NOTARY
Sworn to before me this 18th day of February, 2015

______________________________
HERNAN L. DURANDO
Notary Public, State of New York
Commission Expires Jan. 13, 2019
VI. CERTIFICATIONS

B. Fee Structure

1. Application Fee—$1,000.00
   An application for IDA assistance must be accompanied by a non-refundable fee of $1,000 plus a $500 fee for the Town of Islip review of Environmental Assessment Form as required by the State Environmental Quality Review Act (SEQRA). (The $500 fee will be waived if the applicant’s project has already undergone a SEQRA review during a previous process, i.e. site plan, building permit, change of zone, etc.)

2. Agency Fee—.006
   Upon closing of any IDA project, the Agency will assess an administrative fee of one-half of a basis point (.006) against the size of the project. For IDB projects, the .006 will be measured against the final bond amount. For straight-lease transactions, the .006 will be measured against the projected total costs.

3. Agency Counsel—$250 per hour
   The Town of Islip Town Attorney’s Office acts as counsel to the Town of Islip IDA and must be reimbursed for time spent on IDA-related transactions. The Agency counsel bills all time spent on IDA matters at $250 per hour. For IDA closings up to $5 million, the Agency counsel bills a minimum of $3,500. For projects greater than $5 million, the Agency counsel bills a minimum of $5,000. For all other activities, i.e. terminations, simple consents and waivers, transfer of assets, etc., the Agency counsel will bill at the aforementioned $250 per hour.

4. Processing Fee—$500
   During the course of IDA ownership/involvement, the Agency may occasionally be required, by the company, to consent to a variety of items, i.e. pre-payment of bonds, second mortgages, additional secured financing, etc. The Agency will charge a $500 processing fee for each of these requests.

5. Assignments & Assumptions—$1,500
   Occasionally, the IDA is asked to transfer benefits that were assigned to the original company, i.e. PILOT or mortgage recording tax benefits, to a different company, typically upon a sale of the IDA property. The new company often wishes to continue IDA involvement with the property in order to retain the IDA incentives. The Agency will charge a $1,500 fee for each of these transactions.

6. PILOT Extensions/Modifications—.006
   Occasionally, the Agency is asked to extend or modify an existing Payment in Lieu of Taxes Agreement (PILOT). The .006 will be measured against the projected increase of the PILOT benefit
VI. CERTIFICATIONS

B. Fee Structure

7. Annual Administrative Fee—$1,000
   An Annual Administrative Fee of $1,000 will be charged to all projects to cover the cost of all the reporting and monitoring of the transaction. This fee is subject to periodic review and may be adjusted at the discretion of the Agency.

8. Bond/Transaction Counsel—fee negotiated separately
   While the Town of Islip IDA is represented locally by the Town of Islip Town Attorney’s Office, a separate Bond/Transaction Counsel is also necessary on any IDA project. Bond/Transaction counsels render "third party" opinions that the bond or straight lease transaction is authorized under all federal, state and local statutes. Bond/Transaction counsels also prepare all documents related to IDA transactions and coordinates all activities leading up to closing. The Town of Islip IDA has designed the firm of Nixon Peabody, LLP as its Bond/Transaction counsel and all fees are separately negotiated with them.

I have read and understand the aforementioned explanation of the fees associated with all the Town of Islip Industrial Agency Transaction.

Signature

[Signature]
VII. REQUIRED ATTACHMENTS

A. Financial Information
   (Attach the following financial information of the owner and user)

   1. Financial statements for the last two fiscal years (unless included in the Owner's or User's Annual Report)

   2. Owner's or User's Annual Reports (or Form 10-k's) for the two most recent fiscal years

   3. Quarterly reports (Form 10-Q's) and current reports (Form 8-K's) since the most recent annual report, if any

   4. In addition, if applicable, please attach the financial information described above in items A, B and C, of any expected guarantor of the proposed bond issue other that the Owner or the User

   5. Upon request of the Applicant, the Agency will review the information submitted pursuant to this Section VIII and return all copies to the Applicant within two weeks after the inducement date. Please indicate whether you require the information to be returned.
      ■ Yes       □ No

B. Environmental Assessment Form

   Please complete the attached EAF as required by the State Environmental Quality Review Act (SEQRA).

C. Form RP 485-b

   Please complete the attached Form RP 485-b as required by Section 485-b of the Real Property Tax Law