

Program Questions: Employee Training Incentive Program

Q_4445 Has the training program or internship program already begun?

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No
- Scoring Tips:

The training program and internship program must be approved by the Commissioner prior to the start of either program.

Q_4446 Does the business entity's proposed program, for which tax credits are being sought, meet one of the following?

(1) Skills training for ten net new job hires or (2) Skills training for current employees in connection with a significant capital investment

OR

(1) An internship program in advanced technologies AND (2) The business entity has less than 100 employees statewide

For more information about the program, please visit the following link: <http://esd.ny.gov/BusinessPrograms/ETIP.html>

(See "View Help" for definitions of "Net New Jobs"; "Significant Capital Investment"; "Advanced Technologies")

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No
- Scoring Tips:

Net New Job means a job created in this state that:

- 1) is new to the state;
- 2) has not been transferred from employment with another business located in this state through an acquisition, merger, consolidation, or other reorganization of businesses or the acquisition of assets of another business, and has not been transferred from employment with a related person in this state
- 3) is either a full-time wage-paying job or equivalent to a full-time wage-paying job requiring at least thirty-five hours per week
- 4) is filled for more than six months
- 5) is filled by a person who has received eligible training; and
- 6) is comprised of tasks the performance of which required the person filling the job to undergo eligible training.

Capital investment means an investment of at least \$1 million dollars in tangible property (including, a building or a structural component of a building) owned by a business entity that is depreciable pursuant to section 167 of title 26 of the United States Code; is acquired by purchase as defined in section 179(d) of title 26 of the United States Code; and has a situs in this state. Capital investments do not include operating expenses such as office supplies, utilities, rent, employee training costs and other recurring expenses.

a. "Advanced technology" means the research, development, and manufacturing of goods and their applications in the areas of advanced materials and processing technologies, integrated electronics, optics, biotechnology, information and communication technologies, automation and robotics, electronics packaging, imaging technology, remanufacturing, and such other areas as the Commissioner shall determine.

Q_1856 Are you a not-for-profit, municipality or public benefit corporation?

- Question Type: Threshold
- Required: Yes
- Answer Type: Yes/No
- Scoring Tips:

If you are a not-for-profit entity, municipality or public benefit corporation you are not eligible to participate in the Excelsior Jobs Program.

Q_184 NYS Assembly District where the project is located. (please enter a number between 1 and 150 that represents your Assembly District)

- Question Type: Location
- Required: Yes
- Answer Type: Integer
- Scoring Tips:

Click [HERE](#) to determine your Assembly district.

Q_190 NY Senate District where the project is located. (please enter a number between 1 and 63 that represents your Senate District)

- Question Type: Location
- Required: Yes
- Answer Type: Integer
- Scoring Tips:

Click [HERE](#) to determine your Senate district.

Q_928 Project Street Address: if the project does not have a definite street address, please skip to "Project without a Street Address" below.

- Question Type: Location
- Required: No
- Answer Type: Short Answer

Q_565 Project City

- Question Type: Location
- Required: No
- Answer Type: Short Answer

Q_972 Project county or counties.

- Question Type: Location
- Required: Yes
- Answer Type: Short Answer

Q_568 Project State

- Question Type: Location
- Required: No
- Answer Type: Single Choice Dropdown
- Choice Options:
AL, AK, AZ, AR, CA, CO, CT, DE, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY, AS, DC, FM, GU, MH, MP, PW, PR, VI
- Default Answer: NY

Q_1034 Project ZIP Code. (please use ZIP+4 if known)

- Question Type: Location
- Required: No
- Answer Type: Short Answer
- Scoring Tips:

To locate a Zip Code, click [HERE](#)

- Q_971** Project Without a Street Address: please enter a description of the project location. Include project starting/ending street addresses, cities & zip codes if applicable.
- Question Type: Location
 - Required: No
 - Answer Type: Short Answer
- Q_3688** Contact Street Address
- Question Type: Basic
 - Required: Yes
 - Answer Type: Short Answer
- Q_3689** Contact City
- Question Type: Basic
 - Required: Yes
 - Answer Type: Short Answer
- Q_3690** Contact State
- Question Type: Basic
 - Required: Yes
 - Answer Type: State Dropdown
- Q_3691** Contact ZIP Code
- Question Type: Basic
 - Required: Yes
 - Answer Type: Short Answer
- Q_3692** Contact Email
- Question Type: Basic
 - Required: Yes
 - Answer Type: Email
- Q_2364** What is the status of State and/or Federal Environmental Review? If review of the project is underway or completed pursuant to the State Environmental Quality Review Act (SEQRA) or National Environmental Policy Act (NEPA), please indicate the lead agency (if applicable).
- Question Type: Basic
 - Required: No
 - Answer Type: Short Answer
- Q_550** If you are a DBA, what is your DBA name?
- Question Type: Basic
 - Required: No
 - Answer Type: Short Answer
- Q_549** Type of Applicant (select all that apply)
- Question Type: Basic
 - Required: Yes
 - Answer Type: Multi Choice
 - Choice Options: Federal, State, County, City, Town, Village, Tribal, School District, County or Town Improvement District, District Corporation, For-Profit, Not-For-Profit, Individual, S Corporation, C Corporation, IDA, LDC, LLC, LLP, Public Authority, Public Benefit Corp, Sole-Proprietorship, HDFC, BID, LP, Boards Of Cooperative Educational Services (BOCES), Fire District, Regional Planning and Development Board, Public Library, Association Library, College/University/Community College
- Q_556** Select an applicant ID type from the list below that you normally use to identify your organization on application forms.
- Question Type: Basic
 - Required: Yes
 - Answer Type: Multi Choice
 - Choice Options: Charity Reg #, Duns Number, Federal Tax ID Number, NYS Unemployment Insurance Tax Number, Social Security Number, NYS Vendor Identification Number (SFS)
 - Scoring Tips:
- Applicants will be required to provide the specified ID number upon request by the funding agencies.
- Q_546** Legal Name of Applicant
- Question Header: Applicant Information
 - Question Type: Basic
 - Required: Yes
 - Answer Type: Short Answer
 - Scoring Tips: If applying in the name of a business please type in the name as it appears on your business papers. If applying as an individual insert your name here.
- Q_551** Applicant Street Address
- Question Type: Basic
 - Required: Yes
 - Answer Type: Short Answer
- Q_552** Applicant City
- Question Type: Basic
 - Required: Yes
 - Answer Type: Short Answer
- Q_553** Applicant State
- Question Type: Basic
 - Required: Yes
 - Answer Type: State Dropdown
- Q_554** Applicant ZIP Code. (please use ZIP+4 if known)
- Question Type: Basic
 - Required: Yes
 - Answer Type: Short Answer
 - Scoring Tips:
- To look up a zip code, click [HERE](#).

- Q_651** Applicant Telephone Number. (please include area code)
- Question Type: Basic
 - Required: Yes
 - Answer Type: Phone
- Q_555** Applicant Email Address
- Question Type: Basic
 - Required: Yes
 - Answer Type: Email
- Q_547** Contact First Name
- Question Type: Basic
 - Required: Yes
 - Answer Type: Short Answer
- Q_1049** Contact Last Name
- Question Type: Basic
 - Required: Yes
 - Answer Type: Short Answer
- Q_1050** Contact Title
- Question Type: Basic
 - Required: No
 - Answer Type: Short Answer
- Q_562** Primary Contact Phone Number. (please include area code)
- Question Type: Basic
 - Required: Yes
 - Answer Type: Phone
- Q_4199** Please select the primary sector or characterization that best defines this project.
- Question Type: Basic
 - Required: Yes
 - Answer Type: Single Choice Dropdown
 - Choice Options: Agriculture, Arts/Culture/Cultural Institutions, Biomedical/Medical, Community Development, Education/College/University, Energy, Environment, Financial Services, Food/Beverage, Healthcare, Hospitality, Housing, Industrial/Manufacturing, Information Technology Services/Communications, Infrastructure, Municipal/Government, Office, Research & Development, Tourism/Travel, Transportation, Water/Wastewater/Sewer, Waterfront Revitalization, Workforce Development, Business Development, Technology Commercialization
- Q_4198** Please select the secondary sector or characterization that best defines this project.
- Question Type: Basic
 - Required: Yes
 - Answer Type: Single Choice Dropdown
 - Choice Options: Agriculture, Arts/Culture/Cultural Institutions, Biomedical/Medical, Community Development, Education/College/University, Energy, Environment, Financial Services, Food/Beverage, Healthcare, Hospitality, Housing, Industrial/Manufacturing, Information Technology Services/Communications, Infrastructure, Municipal/Government, Office, Research & Development, Tourism/Travel, Transportation, Water/Wastewater/Sewer, Waterfront Revitalization, Workforce Development, Business Development, Technology Commercialization
- Q_6048** Does your project advance downtown revitalization?
- Question Type: Basic
 - Required: Yes
 - Answer Type: Yes/No
 - Scoring Tips: If your project will advance downtown revitalization, identify the concepts that will be utilized as outlined in the [Downtown Revitalization Initiative](#).
- Q_6047** If Yes, please detail how it will attract and retain residents, visitors and businesses and transform neighborhoods.
- Question Type: Basic
 - Required: No
 - Answer Type: Long Answer
 - Characters: 1 - 600
 - Scoring Tips: If your project will advance downtown revitalization, identify the concepts that will be utilized as outlined in the [Downtown Revitalization Initiative](#).
- Q_575** Project Description. Concisely describe the project, indicating the location, what will be planned, designed, acquired, and/or constructed, the issues/opportunities to be addressed, and expected outcomes and deliverables. Additional details will be collected later in the application process.
- Question Header: Project Description
 - Question Type: Basic
 - Required: Yes
 - Answer Type: Long Rich Text (HTML)
 - Characters: 1 - 2000
 - Scoring Tips: Please include details relevant to all programs on this application. Programs on this application are: {{program_list}}
- Q_976** Statement of Need
- Question Type: Basic
 - Required: Yes
 - Answer Type: Long Rich Text (HTML)
 - Characters: 1 - 850
 - Scoring Tips: Provide a brief summary of the need for the project in the geographic area proposed, the project's financing needs, including funding gaps and, where applicable, describe the additional short and long term jobs that will be created through the development of the proposed project.
- Q_929** Current State of Project Development (i.e. planning, preliminary engineering, final design, etc. You may enter N/A for non-project related applications)
- Question Type: Basic
 - Required: Yes
 - Answer Type: Short Answer
- Q_4429** If applying for the employee skills training program, attach the training curriculum provided by the training provider. If applying for the internship program, attach the training curriculum developed by the applicant or provided by the training provider. The curriculum must identify employees of 3rd party providers, or employees of the applicant who will be responsible for managing and training interns.
- Question Type: Attachment
 - Required: Yes
 - Answer Type: Attachment
 - Scoring Tips:
 - "Approved provider of eligible training" means an entity that provides training in methods, processes, or the use of equipment which meets the following criteria to the satisfaction of the Commissioner: (1) business activity providing training for at least one year; (2) a written curriculum describing the skills and knowledge to be gained by individuals completing training with the approved provider; (3) employment of individuals with

the necessary knowledge and credentials to provide eligible training; and (4) accreditation or certification, where applicable, in the subject matter of training provided by the approved provider.

"Approved provider of an eligible internship program" means a business entity providing internship training in advanced technology, or an entity providing internship training in advanced technology pursuant to a contract with a business entity employing the intern receiving training in advanced technology, which meets the following criteria to the satisfaction of the Commissioner: (1) a written curriculum describing, at least, the duration of the internship, the activities to be engaged in by the intern participating in the internship, and skills and knowledge to be gained by the intern as a result of participating in the internship training; and (2) employees qualified, with accreditation or certification where applicable, to provide the internship training.

- Q_4430** If you are applying for the skills training component, please attach three bids from potential training providers for employee skills training, or attestation detailing why three bids could not be secured along with any bids that were secured. If you are applying for the internship component only, this information is not required; you may attach a blank page.
- Question Header: Employee Skills Training
 - Question Type: Attachment
 - Required: Yes
 - Answer Type: Attachment
 - Scoring Tips:
- Bid requirements not applicable to Internship Program applicants.
- Three bids are required from training providers hoping to conduct the employee skills training program for the applicant. If three bids cannot be obtained please provide an explanation as to why the three bid minimum was not reached. For example, lack of availability or proximity to a training provider.
- Q_4506** For applicants applying to the program in connection with providing an eligible internship program, please attach copies of the NYS-45-ATT (Quarterly Combined Withholding, Wage Reporting, and Unemployment Insurance Return - Attachment) for the two quarters prior to the date of this application.
- Question Header: Internship Program
 - Question Type: Attachment
 - Required: Yes
 - Answer Type: Attachment
 - Scoring Tips: Question not applicable to employee skills training applications.
- Q_3121** Attach 2013 financial documents
- For privately owned companies, IDAs, not-for-profits, educational institutions, start-ups, municipalities, or any business or organization other than publicly traded companies, please provide audited or reviewed financials, or compiled financials with signed tax returns, for 2013. For publicly traded companies, please provide Form 10-K for 2013.
- Question Type: Attachment
 - Required: Yes
 - Answer Type: Attachment
- Q_4163** Attach 2014 financial documents
- For privately owned companies, IDAs, not-for-profits, educational institutions, start-ups, municipalities, or any business or organization other than publicly traded companies, please provide audited or reviewed financials, or compiled financials with signed tax returns, for 2014. For publicly traded companies, please provide Form 10-K for 2014.
- Question Type: Attachment
 - Required: Yes
 - Answer Type: Attachment
- Q_4165** Attach interim financials for 2015
- For privately owned companies, IDAs, not-for-profits, educational institutions, start-ups, municipalities, or any business or organization other than publicly traded companies, please provide interim financials for 2015, certified by a company officer. For publicly traded companies, please provide the most recent Form 10-Q.
- Question Type: Attachment
 - Required: Yes
 - Answer Type: Attachment
- Q_2331** Attach an organizational chart and/or description of ownership structure including the percentage of ownership for each individual entity.
- Question Type: Attachment
 - Required: Yes
 - Answer Type: Attachment
 - Scoring Tips:
- For privately owned companies, IDAs, not-for-profits, educational institutions, start-ups, municipalities, or any business or organization other than publicly traded companies, please provide an organizational chart and/or description of ownership structure, including the percentage of ownership for each individual/entity. If the company is a parent, subsidiary and/or affiliate of another company, please provide a description of the relationship. Additional financial information may be requested.
- Q_2333** If review of the project has been completed pursuant to State Environmental Quality Review Act (SEQRA) or National Environmental Policy Act (NEPA), please submit the Negative Declaration or Findings Statement, or Finding of No Significant Impact or Record of Decision.
- Question Type: Attachment
 - Required: No
 - Answer Type: Attachment
- Q_2332** Attach a short or long Environmental Assessment Form
- Project review pursuant to the State Environmental Quality Review Act (SEQRA) must be completed prior to the award of any state funds. For projects classified as Type I or Unlisted actions, submit a short or long Environmental Assessment Form. See "View Help" for links to forms.
- Question Type: Attachment
 - Required: No
 - Answer Type: Attachment
 - Scoring Tips:
- Information and forms can be found at <http://www.dec.ny.gov/permits/357.html> and <http://www.dec.ny.gov/permits/6191.html>. If you are a not-for-profit, please complete and attach the following form: <http://nyspark.com/grants/documents/cfa/EMBEFormNEPGrants.pdf>.
- Q_4428** Does the business entity operate predominately in one of the following industries: retail and wholesale, restaurant, real estate, law firm or legal services, medical or dental practice, hospitality, financial services, personal services, business administration support services, accounting firms, provides utilities or businesses engaged in generation or distribution of electricity, natural gas or steam production associated with the generation of electricity?
- Question Type: Standard Question
 - Required: Yes
 - Answer Type: Yes/No
 - Scoring Tips:
- Generally these businesses/industries are excluded from participation in the Employee Training Incentive Program.
- Q_6205** Which component of the Employee Training Incentive Program are you applying for?
- Question Type: Standard Question
 - Required: No
 - Answer Type: Multi Choice
 - Choice Options: Employee Skills Training, Internship, Both
- Q_4491** Please explain how the training program will satisfy a business need on the part of the applicant business?
- Question Type: Standard Question
 - Required: No
 - Answer Type: Long Answer
 - Characters: any

- Q_4492** Please explain how the training program will upgrade, retrain, or improve the productivity of employees.
- Question Type: Standard Question
 - Required: No
 - Answer Type: Long Answer
 - Characters: any
- Q_3134** Is a third party being used to complete this application such as consultant, accountant or attorney?
- Question Type: Standard Question
 - Required: No
 - Answer Type: Yes/No
- Q_3136** If you are a third party completing this application you must disclose your name, company and contact information.
- Question Type: Standard Question
 - Required: No
 - Answer Type: Long Answer
 - Characters: 0 - 100
- Q_740** What is the applicant's Federal Tax ID#?
- Question Type: Standard Question
 - Required: Yes
 - Answer Type: Integer
 - Scoring Tips:
- This is a Restricted Question. The dissemination of information provided in response to a Restricted Question is intended to be limited to the Economic Development Power Allocation Board, NYPA's Board of Trustees, and NYPA staff. If you need to disclose information you believe should be treated as confidential, please do so only in response to Restricted Questions. Also, please identify in the "Other Information" section of the CFA all responses to Restricted Questions that you believe contain confidential information. Once in NYPA's possession, this information will be accorded the protections to which it is entitled under New York law, including Public Officers Law Article 6 (Freedom of Information Law).
- Q_1142** Indicate the Primary North American Industrial Classification System (NAICS) Code at the PROJECT LOCATION.
- Question Type: Standard Question
 - Required: Yes
 - Answer Type: Short Answer
 - Scoring Tips:
- For help determining the NAICS Code, click [HERE](#)
- Q_1075** Describe the ownership of the applicant's business including, if applicable, the names of principal owners:
- Question Type: Standard Question
 - Required: Yes
 - Answer Type: Long Answer
 - Characters: any
- Q_1076** Identify the applicant's parent and subsidiary companies (if none, please respond with N/A):
- Question Type: Standard Question
 - Required: Yes
 - Answer Type: Long Answer
 - Characters: any
- Q_4410** What is the first project year? (the year in which the training program, capital investment or internship program begins)
- Question Type: Standard Question
 - Required: Yes
 - Answer Type: Integer
 - Scoring Tips:
- The project year is when the programs or investments begin, not the year they are completed. Project year cannot be earlier than 2015.
- Q_1339** Applicant website
- Question Type: Standard Question
 - Required: No
 - Answer Type: URL
- Q_4409** Does the applicant attest that the training program:
- Is NOT designed to train or upgrade skills as required by a federal or state entity;
 - Will NOT result in the awarding of a license or certificate required by law in order to perform a job function;
 - Is NOT culturally focused?
- Question Header: Employee Skills Training
 - Question Type: Standard Question
 - Required: No
 - Answer Type: Yes/No
 - Scoring Tips:
- Question not applicable to Internship Program.
 Training expenses for state or federally required licenses/certifications are not eligible for Employee Training Incentive Program tax credits.
 "Culturally focused training" means training intended to provide knowledge about, or skills in interacting with, persons identifying with demographic characteristics including, but not limited to, race, nationality, gender, age, gender identity, or sexual orientation.
- Q_4427** Please explain how the applicant meets one or more of the criteria for being considered a strategic industry. If you are applying for the internship component only, you may answer "N/A." (View Help for description of strategic industries)
- Question Header: Employee Skills Training
 - Question Type: Standard Question
 - Required: Yes
 - Answer Type: Long Answer
 - Characters: 0 - 999
 - Scoring Tips:
- Question not applicable to Internship Program applications.
 To be eligible for the Employee Training Incentive Program tax credits, a business entity must operate predominately in a strategic industry to New York State. Strategic industry means an industry approved by the Commissioner of Economic Development to participate in the Program based upon the following criteria:
- shortages of workers trained to work within the applicant's industry
 - technological disruption in the applicant's industry, requiring significant capital investment for existing businesses to remain competitive
 - the ability of the applicant to relocate outside of the state in order to attract talent
 - the potential of the applicant to recruit minorities and women to be trained to work in an industry in which they are traditionally underrepresented
 - the potential of the applicant to create jobs in economically distressed areas, which shall be based on criteria indicative of economic distress, as defined by the Commissioner
- Q_4425** If training will be for current employees in connection with a significant capital investment, briefly describe the type of capital investment(s) being made and the amount being invested. (View Help for more information)
- Question Header: Employee Skills Training

- Question Type: Standard Question
- Required: No
- Answer Type: Long Answer
- Characters: 0 - 999
- Scoring Tips:

Question not applicable to Internship Program applications.

Tax credits for current employee training must be for training that is in connection to a significant capital investment of \$1 million.

"Capital investment" means an investment in tangible property (including, a building or a structural component of a building) owned by a business entity that is depreciable pursuant to section 167 of title 26 of the United States Code; is acquired by purchase as defined in section 179(d) of title 26 of the United States Code; and has a situs in this state. Capital investments do not include operating expenses such as office supplies, utilities, rent, employee training costs and other recurring expenses.

Q_4490 If training will be for employees who will be filling net new jobs, please indicate the total number of net new jobs at the project location. View HELP for definition of net new job.

- Question Header: Employee Skills Training
- Question Type: Standard Question
- Required: No
- Answer Type: Integer
- Scoring Tips: Question not applicable to internship program. "Net new job" means a job created in this state that: (1) is new to the state; (2) has not been transferred from employment with another business located in this state through an acquisition, merger, consolidation or other reorganization of businesses or the acquisition of assets of another business, and has not been transferred from employment with a related person in this state; (3) is either a full-time wage-paying job or equivalent to a full-time wage-paying job requiring at least thirty-five hours per week; (4) is filled for more than six months; (5) is filled by a person who has received eligible training; and (6) is comprised of tasks the performance of which required the person filling the job to undergo eligible training.

Q_4940 If training will be for employees who will be filling net new jobs, describe the type of job, by general category, and list the number of net new jobs and the gross annual wages for each job type at the project location.

- Question Header: Employee Skills Training
- Question Type: Standard Question
- Required: No
- Answer Type: Long Answer
- Characters: 0 -
- Scoring Tips: Question not applicable to internship program. "Net new job" means a job created in this state that: (1) is new to the state; (2) has not been transferred from employment with another business located in this state through an acquisition, merger, consolidation or other reorganization of businesses or the acquisition of assets of another business, and has not been transferred from employment with a related person in this state; (3) is either a full-time wage-paying job or equivalent to a full-time wage-paying job requiring at least thirty-five hours per week; (4) is filled for more than six months; (5) is filled by a person who has received eligible training; and (6) is comprised of tasks the performance of which required the person filling the job to undergo eligible training.

Q_4431 Estimate the total costs associated with the training program.

- Question Header: Employee Skills Training
- Question Type: Standard Question
- Required: No
- Answer Type: Integer
- Scoring Tips:

Question not applicable to Internship Program applications.

Q_4418 Where will the employee skills training take place?

- Question Header: Employee Skills Training
- Question Type: Standard Question
- Required: No
- Answer Type: Multi Choice
- Choice Options: Employees Workplace, Training Providers Facility, Other
- Scoring Tips:

Question not applicable to Internship Program applications.

Please indicate where the employee will be located for the training. If applying for the internship program tax credits only, please indicate N/A.

Q_4420 Please identify the "advanced technology" field in which the internship training will take place. If you are applying for the skills training component only, you may answer "N/A".

- Question Header: Internship Program
- Question Type: Standard Question
- Required: Yes
- Answer Type: Short Answer
- Scoring Tips: "Advanced technology" means the research, development and manufacturing of goods and their applications in the areas of advanced materials and processing technologies, integrated electronics, optics, biotechnology, information and communication technologies, automation and robotics, electronics packaging, imaging technology, remanufacturing, and such other areas as the Commissioner shall determine.

Q_4412 Does the internship program exist solely within New York State and provide training in advanced technology to current students, recent graduates and/or recent members of the armed forces? (View Help for definition of advanced technology)

- Question Header: Internship Program
- Question Type: Standard Question
- Required: No
- Answer Type: Yes/No
- Scoring Tips:

Question not applicable to Employee Skills Training applications.

a. "Advanced technology" means the research, development, and manufacturing of goods and their applications in the areas of advanced materials and processing technologies, integrated electronics, optics, biotechnology, information and communication technologies, automation and robotics, electronics packaging, imaging technology, remanufacturing, and such other areas as the Commissioner shall determine.

Q_4413 Does the business applying for internship program tax credits employ less than 100 people in New York State?

- Question Header: Internship Program
- Question Type: Standard Question
- Required: No
- Answer Type: Yes/No
- Scoring Tips:

Question not applicable to Employee Skills Training applications.

Eligible businesses for Internship Program stipend tax credits must employ less than 100 employees throughout New York State.

Q_4421 Which entity will conduct the internship program training?

- Question Header: Internship Program
- Question Type: Standard Question
- Required: No
- Answer Type: Multi Choice
- Choice Options: 3rd Party Training Provider, Employees from Applicants Business
- Scoring Tips:

Question not applicable to Employee Skills Training applications.

c. "Approved provider of an eligible internship program" means a business entity providing internship training in advanced technology, or an entity providing internship training in advanced technology pursuant to a contract with a business entity employing the intern receiving training in advanced technology.

Q_4414 Will the internship program last longer than twelve months per intern or displace current employees of the business?

- Question Header: Internship Program
- Question Type: Standard Question
- Required: No
- Answer Type: Yes/No
- Scoring Tips:

Question not applicable to Employee Skills Training applications.

Eligible internship programs must be completed within 12 consecutive months and no current employees can be displaced by incoming interns.

- Q_4507** Will the internship training be provided to interns who have not previously participated in an eligible internship program?
- Question Header: Internship Program
 - Question Type: Standard Question
 - Required: No
 - Answer Type: Yes/No
 - Scoring Tips: Question not applicable to Employee Skills Training applications. "Internship training" means work-based learning opportunities in advanced technology that: (1) are provided by an approved provider of an eligible internship program; (2) do not exceed twelve (12) months in duration; (3) are provided, in New York State, to current students, recent graduates, and recent members of the armed forces; and (4) are provided to interns who have not previously participated in an eligible internship program and who are not current or former employees of the business entity submitting the application to provide the eligible internship program.
- Q_4508** Will the internship training be provided to interns who are not current or former employees of the applicant business?
- Question Header: Internship Program
 - Question Type: Standard Question
 - Required: No
 - Answer Type: Yes/No
 - Scoring Tips: Question not applicable to Employee Skills Training applications. "Internship training" means work-based learning opportunities in advanced technology that: (1) are provided by an approved provider of an eligible internship program; (2) do not exceed twelve (12) months in duration; (3) are provided, in New York State, to current students, recent graduates, and recent members of the armed forces; and (4) are provided to interns who have not previously participated in an eligible internship program and who are not current or former employees of the business entity submitting the application to provide the eligible internship program.
- Q_4509** Will the interns participating in the internship program comprise less than 50% of the workforce of the applicant business?
- Question Header: Internship Program
 - Question Type: Standard Question
 - Required: No
 - Answer Type: Yes/No
 - Scoring Tips: Question not applicable to Employee Skill Training applications. Business entities applying to participate in the program in connection with providing an eligible internship program must demonstrate that interns participating in the eligible internship program will comprise less than fifty (50) percent of the workforce of the business entity.
- Q_4422** How many interns will be included in the eligible internship program?
- Question Header: Internship Program
 - Question Type: Standard Question
 - Required: No
 - Answer Type: Integer
 - Scoring Tips:
- Question not applicable to Employee Skills Training applications.
- Please indicate the total number of interns to be included in the internship program for which tax credits are sought.
- "Eligible internship program" means an internship program providing internship training in advanced technology, approved by the Commissioner and provided by an approved provider of internship training on or after August first, two thousand fifteen.
- Q_4423** Please indicate the monthly stipend amount paid per intern. (Please provide monthly amount only)
- Question Header: Internship Program
 - Question Type: Standard Question
 - Required: No
 - Answer Type: Integer
 - Scoring Tips:
- Question not applicable to Employee Skills Training applications.
- A tax credit will be awarded for 50% of the stipend per intern with a cap at \$3,000 per intern.
- "Stipend" means monetary compensation paid to an intern for his or her participation in an eligible internship program. Stipend shall not include deferred compensation or any non-monetary benefit or form of remuneration.
- Q_2195** Indicate how many existing full-time equivalent jobs the applicant employs in all NYS LOCATIONS.
- Question Header: Job Creation and Retention Questions: The following questions are for committed, direct jobs only. Note that if awarded funding, Applicant must document existing and new jobs via submission of NY-45 forms. Questions about other jobs, such as Indirect Jobs and Construction Jobs, follow this section.
 - Question Type: Standard Question
 - Required: Yes
 - Answer Type: Integer
 - Scoring Tips:
- A Full-time equivalent job equals any combination of two or more part-time jobs that, when combined together, constitute the equivalent of a job of at least 35 hours per week. NOTE: Your base employment for Excelsior is calculated using the prior 4 quarters from when you are accepted into the program.
- Q_2199** Indicate the average annual wage for existing full-time equivalent employees the applicant employs in all NYS Locations as of the date this application is finalized.
- Question Type: Standard Question
 - Required: No
 - Answer Type: Money
- Q_1365** Indicate how many of the total existing full-time equivalent employees in New York State are contract employees.
- Question Type: Standard Question
 - Required: No
 - Answer Type: Integer
 - Scoring Tips:
- A **Full-time Contract Employee** is a full-time private sector employee (or self-employed person) who is not on the applicant's payroll but who works for the applicant for a minimum of 35 hours per week providing services that would otherwise be provided by a Full-time Permanent Employee. The position held by a Full-time Contract Employee is a year round position.
- Q_2196** Indicate how many existing full-time equivalent jobs the applicant employs at all PROJECT LOCATION(S).
- Question Header: All PROJECT Locations
 - Question Type: Standard Question
 - Required: No
 - Answer Type: Integer
 - Scoring Tips:
- NOTE: A full-time equivalent job equals any combination of two or more part-time jobs that, when combined together, constitute the equivalent of a job of at least 35 hours per week. Please note if any of these positions are contract employees and if so, how many of the total are contract employees.
- Q_1186** Indicate the average annual wage for the employees at the Project Location as of the date this application is finalized.
- Question Type: Standard Question
 - Required: No
 - Answer Type: Integer
- Q_1366** Indicate how many of the total existing full-time equivalent employees at the Project Location are contract employees.
- Question Type: Standard Question
 - Required: No
 - Answer Type: Integer
 - Scoring Tips:
- A **Full-time Contract Employee** is a full-time private sector employee (or self-employed person) who is not on the applicant's payroll but who works for the applicant for a minimum of 35 hours per week providing services that would otherwise be provided by a Full-time

Q_1196 How many of the existing jobs at the project location(s) are at risk if the project does not go forward.

- Question Type: Standard Question
- Required: No
- Answer Type: Integer
- Scoring Tips:

"At Risk" shall mean a permanent Full-time employee position currently located in New York State that is found by ESD to be at risk of being lost or moved out of state based on compelling information provided by the applicant.

Q_1038 By entering your name in the box below, you certify that you are authorized on behalf of the applicant and its governing body to submit this application. You further certify that all of the information contained in this Application and in all statements, data and supporting documents which have been made or furnished for the purpose of receiving assistance for the project described in this application, are true, correct and complete to the best of your knowledge and belief. You acknowledge that offering a written instrument knowing that the written instrument contains a false statement or false information, with the intent to defraud the State or any political subdivision, public authority or public benefit corporation of the State, with the knowledge or belief that it will be filed with or recorded by the State or any political subdivision, public authority or public benefit corporation of the State, constitutes a crime under New York State Law.

- Question Type: Certification
- Required: Yes
- Answer Type: Short Answer

Q_4452 Pursuant to section 443(2) of the New York State Economic Development Law: As the preparer of this application, I attest to being an authorized representative of the applicant and, by placing my name in the box below, I hereby: 1. Agree to allow the Department of Taxation and Finance to share tax information with the Department of Economic Development. However, any information shared as a result of this agreement shall not be available for disclosure or inspection under the State Freedom of Information law; 2. Agree to allow the Department of Labor to share tax and employer information with the Department of Economic Development. However, any information shared as a result of this agreement shall not be available for disclosure or inspection under the State Freedom of Information Law; 3. Allow the Department and its agents access to any and all books and records the Department of Economic Development may require to monitor compliance; 4. Provide a clear and detailed presentation of all related persons as defined in subparagraph (c) of paragraph 3 of subsection (b) of section 485 of the Internal Revenue Code to the applicant to assure the Department of Economic Development that any jobs indicated in this application are not being shifted within the State; 5. Certify, under penalty of perjury, that no employees of the applicant shall be displaced as a result of the provision of an internship program pursuant to section 442(2) of the Economic Development Law; 6. Certify, under penalty of perjury, that the applicant is in substantial compliance with all environmental, worker protection, and local, state and federal tax laws.

- Question Type: Certification
- Required: Yes
- Answer Type: Short Answer