



Great Point

Instructions and Insurance Requirements Document

Section I: Applicant Background Information

Please answer all questions. Use "None" or "Not Applicable" where necessary. Information in this application may be subject to public review under New York State Law.

Applicant Information - Company Receiving Benefit

| | |
|----------------------------|--|
| Project Name | Great Point Studios |
| Project Summary | Great Point proposes to build two film/television sound stages and production facilities. The project will be built in two phases at 1155 Niagara Street on the corner of Ferry and Niagara Streets. |
| Applicant Name | Great Point Opportunity Fund B QOZB LLC |
| Applicant Address | 1345 Avenue of the Americas |
| Applicant Address 2 | 2nd Floor |
| Applicant City | New York |
| Applicant State | New York |
| Applicant Zip | 10105 |
| Phone | (203) 515-5763 |
| Fax | |
| E-mail | RH@greatpointmedia.com |
| Website | |
| NAICS Code | 512110 |

Business Organization

| | |
|---|---------------------------|
| Type of Business | Limited Liability Company |
| Year Established | 2013 |
| State in which Organization is established | Delaware |

Individual Completing Application

| | |
|------------------|----------------|
| Name | Lawrence Quinn |
| Title | |
| Address | |
| Address 2 | |
| City | |
| State | New York |
| Zip | |

Phone**Fax****E-Mail** lawrence.quinn52@gmail.comCompany Contact (if different from individual completing application).

Name Robert Halmi
Title
Address 1345 Avenue of the Americas
Address 2 2nd floor
City New York
State New York
Zip 10105
Phone (203) 515-5763
Fax
E-Mail RH@greatpointmedia.com

Company Counsel

Name of Attorney TBD
Firm Name
Address
Address 2
City Buffalo
State New York
Zip
Phone
Fax
E-Mail

Benefits Requested (select all that apply).

| | |
|---|-----|
| Exemption from Sales Tax | Yes |
| Exemption from Mortgage Tax | Yes |
| Exemption from Real Property Tax | Yes |
| Tax Exempt Financing* | No |

* (typically for not-for-profits & small qualified manufacturers)

Applicant Business Description**Describe in detail company background, history, products and customers. Description is critical in determining eligibility.**

Great Point Opportunity Fund is wholly owned by Great Point Media a UK based company. Founded in 2013 by Robert Halmi and Jim Reeve, Great Point Media specializes in the development, investment, distribution and sales of intellectual property in entertainment media. The U.K.-based company has produced and helped bring to the screen such acclaimed films as Damsel, Love After Love, The Party and Lady Macbeth. Co-founder Robert Halmi is an Emmy Award and Golden Globe Award-winning film and television producer with over 300 production credits, including Tin Man, Farscape and Lonesome Dove. Co-founder Reeve is an Emmy Award-winning producer with 25 years' experience in production finance and distribution with credits including Foyle's War and Jack Higgins' On Dangerous Ground. Great Media is currently developing a studio complex in Yonkers, NY, and manages the Seren Studio in Wales.

| | |
|---|------|
| Estimated % of sales within Erie County | 0 % |
| Estimated % of sales outside Erie County but within New York State | 25 % |
| Estimated % of sales outside New York State but within the U.S. | 75 % |
| Estimated % of sales outside the U.S. | 0 % |

(*Percentage to equal 100%)

For your operations, company and proposed project what percentage of your total annual supplies, raw materials and vendor services are purchased from firms in Erie County?

80

Describe vendors within Erie County for major purchases

Construction Materials, Food, Lodging, Transportation

Section II: Eligibility Questionnaire - Project Description & Details

Project Location

Address of Proposed Project Facility

1155 Niagara Street

Town/City/Village of Project Site

Buffalo

School District of Project Site

Buffalo

Current Address (if different)

Current Town/City/Village of Project Site (if different)

SBL Number(s) for proposed Project

99.34-9-1.1

What are the current real estate taxes on the proposed Project Site

\$14,000

If amount of current taxes is not available, provide assessed value for each.

Land

\$ 595,400

Building(s)

\$ 0

If available include a copy of current tax receipt.

Are Real Property Taxes current at project location?

Yes

If no please explain

*The ECIDA has an unpaid tax policy and you will be required to certify all taxes and PILOTS are current.

Does the Applicant or any related entity currently hold fee title or have an option/contract to purchase the Project site?

No

If No, indicate name of present owner of the Project Site

Rich Holdings Inc

Does Applicant or related entity have an option/contract to purchase the Project site?

Yes

Describe the present use of the proposed Project site (vacant land, existing building, etc.)

Vacant Land

Provide narrative and purpose of the proposed project (new build, renovations) square footage of existing and new construction contemplated and/or equipment purchases. Identify specific uses occurring within the project. Describe any and all tenants and any/all end users: (This information is critical in determining project eligibility)

This application is for Phase I of the project to build two television/film sound stages and studios with associated production and office facilities. The project will be constructed in two phases of approximately 55,000 square feet each. In Phase 1, Studio One will be constructed where the projected tenants and end users will be film production companies creating digital content for film, television and various streaming outlets. The second phase of the project will include the construction of Studio Two that will focus more on feature film production. Great point expects to begin construction of phase 2 within 12 months of the start of phase1. In phase1, Great Point Media is projecting tenants that will produce twelve TV movies and two medium sized features during the first year of operation. Upon full production capacity, annual Job Projections for Studio 1 include employing 12 FTE with a total annual salary= \$620,000; 12 TV Movies employing 67 FTE with a total annual salary = \$10,704,501; 2 Feature Films employing 63 FTE with total annual salary= \$6,117,619 for a total of 142 FTE with a total annual salary = \$17,442,120. or the productions.

Municipality or Municipalities of current operations

NA

Will the Proposed Project be located within a Municipality identified above?

Yes

Will the completion of the Project result in the removal of an industrial or manufacturing plant of the project occupant from one area of the state to another area of the state OR in the abandonment of one or more plants or facilities of the project occupant located within the state?

No

If the Proposed Project is located in a different Municipality within New York State than that Municipality in which current operations are being undertaken, is it expected that any of the facilities in any other Municipality will be closed or be subject to reduced activity?

No

(If yes, you will need to complete the Intermunicipal Move Determination section of this application)

Is the project reasonably necessary to prevent the project occupant from moving out of New York State?

No

If yes, please explain and identify out-of-state locations investigated, type of assistance offered and provide supporting documentation available

Have you contacted or been contacted by other Local, State and/or Federal Economic Development Agencies?

No

If yes, please indicate the Agency and nature of inquiry below

If the Project could be undertaken without Financial Assistance provided by the Agency, then provide a statement in the space provided below indicating why the Project should be undertaken by the Agency:

Describe the reasons why the Agency’s financial assistance is necessary, and the effect the Project will have on the Applicant’s business or operations. Focus on competitiveness issues, project shortfalls, etc... Your eligibility determination will be based in part on your answer (attach additional pages if necessary)

The tax relief is necessary to allow the project to be constructed and leased at rates which the market deems reasonable. The project faces considerable out of state competition from the West Coast and Canada.

Please confirm by checking the box, below, if there is likelihood that the Project would not be undertaken but for the Financial Assistance provided by the Agency

Yes

If the Applicant is unable to obtain Financial Assistance for the Project, what will be the impact on the Applicant and Erie County?

Loss of approximately 400 potential jobs and 50 million dollars of development.

Will project include leasing any equipment?

Yes

If yes, please describe equipment and lease terms.

Great Point may lease some equipment for its operations. End user film production companies will likely rent most of the equipment needed during their production. Terms are not available at this time.

Site Characteristics

Is your project located near public transportation?

Yes

If yes describe if site is accessible by either metro or bus line (provide route number for bus lines)

The project is directly served by the 5, 26, and 12 bus lines of the NFTA.

Has a project related site plan approval application been submitted to the appropriate planning department?

Yes

If Yes, include the applicable municipality’s and/or planning department’s approval resolution, the related State Environmental Quality Review Act (“SEQR”) “negative declaration” resolution, if applicable, and the related Environmental Assessment Form (EAF), if applicable.

- No Market Rate Housing**
- No Retail**
- Yes Other**
- Film production**
- No Mixed Use**
- No Senior Housing**
- No Multi-Tenant**
- No Manufacturing**

For proposed facility please include the square footage for each of the uses outlined below

If applicant is paying for FFE for tenants, include in cost breakdown.

| | | | Cost | % of Total Cost |
|-----------------------------------|--------------------|----|-------------|------------------------|
| Manufacturing/Processing | square feet | \$ | 0 | 0% |
| Warehouse | square feet | \$ | 0 | 0% |
| Research & Development | square feet | \$ | 0 | 0% |
| Commercial | square feet | \$ | 0 | 0% |
| Retail | square feet | \$ | 0 | 0% |
| Office | 20,800 square feet | \$ | 6,393,600 | 40% |
| Specify Other | 35,140 square feet | \$ | 9,591,200 | 60% |

If you are undertaking new construction or renovations, are you seeking LEED certification from the US Green Building Council?

No

If you answered yes to question above, what level of LEED certification do you anticipate receiving? (Check applicable box)

<BLANK>

Provide estimate of additional construction cost as a result of LEED certification you are seeking < BLANK >

Will project result in significant utility infrastructure cost or uses Yes

What is the estimated project timetable (provide dates)

Start date : acquisition of equipment or construction of facilities

8/15/2020

End date : Estimated completion date of project

8/1/2021

Project occupancy : estimated starting date of occupancy

9/2/2021

Project Information

Estimated costs in connection with Project

Land and/or Building Acquisition

\$ 2,500,000 square feet 2 acres

New Building Construction

\$ 10,383,950 55,940 square feet

New Building addition(s)

\$ 0 square feet

Reconstruction/Renovation

\$ 0 square feet

Manufacturing Equipment

\$ 0

Infrastructure Work

\$ 1,350,850

Non-Manufacturing Equipment: (furniture, fixtures, etc.)

\$ 0

Soft Costs: (Legal, architect, engineering, etc.)

\$ 1,100,000

Other Cost

\$ 650,000

Explain Other Costs Fixtures and Furniture for art and creative team space

Total Cost 15,984,800

Construction Cost Breakdown:

| | |
|-----------------------------------|---|
| Total Cost of Construction | \$10,383,951 (sum of 2, 3, 4 and 5 in Project Information, above) |
| Cost of materials | \$5,500,000 |
| % sourced in Erie County | 60% |

Sales and Use Tax:

Gross amount of costs for goods and services that are subject to State and local sales and use tax- said amount to benefit from the Agency's sales and use tax exemption benefit \$6,150,000

Estimated State and local Sales and Use Tax Benefit (product of 8.75% multiplied by the figure, above): \$538,125

** Note that the estimate provided above will be provided to the New York State Department of Taxation and Finance. The Applicant acknowledges that the transaction documents may include a covenant by the Applicant to undertake the total amount of investment as proposed within this Application, and that the estimate, above, represents the maximum amount of sales and use tax benefit that the Agency may authorize with respect to this Application. The Agency may utilize the estimate, above, as well as the proposed total Project Costs as contained within this Application, to determine the Financial Assistance that will be offered.

Project refinancing estimated amount, if applicable (for refinancing of existing debt only) \$0

Have any of the above costs been paid or incurred as of the date of this Application? No

If Yes, describe particulars:

Sources of Funds for Project Costs:

Equity (excluding equity that is attributed to grants/tax credits): \$8,984,800

Bank Financing: \$7,000,000

Tax Exempt Bond Issuance (if applicable): \$0

Taxable Bond Issuance (if applicable): \$0

Public Sources (Include sum total of all state and federal grants and tax credits): \$0

Identify each state and federal grant/credit: (ie Historic Tax Credit, New Market Tax Credit, Brownfield, Cleanup Program,

ESD, other public sources)

Total Sources of Funds for Project Costs: \$15,984,800

Have you secured financing for the project? No

Mortgage Recording Tax Exemption Benefit:

Amount of mortgage, if any that would be subject to mortgage recording tax:

Mortgage Amount (include sum total of construction/permanent/bridge financing). 7,000,000

Lender Name, if Known

Estimated Mortgage Recording Tax Exemption Benefit (product of mortgage amount as indicated above multiplied by 3/4 of 1%): \$52,500

Real Property Tax Benefit:

Identify and describe if the Project will utilize a real property tax exemption benefit other than the Agency's PILOT benefit (485-a, 485-b, other): TBD

IDA PILOT Benefit: Agency staff will indicate the estimated amount of PILOT Benefit based on estimated Project Costs as contained herein and anticipated tax rates and assessed valuation, including the annual PILOT Benefit abatement amount for each year of the PILOT benefit and the sum total of PILOT Benefit abatement amount for the term of the PILOT as depicted in the PILOT worksheet in the additional document section.

Percentage of Project Costs financed from Public Sector sources: Agency staff will calculate the percentage of Project Costs financed from Public Sector sources based upon the Sources of Funds for Project Costs as depicted above. The percentage of Project Costs financed from public sector sources will be depicted in the PILOT worksheet in the additional document section.

ECIDA encourages applicants to utilize MBE/WBE contractors for their projects. Describe your company's internal practices that promote MBE/WBE hiring and utilization

See Attached

Is project necessary to expand project employment?

Yes

Is project necessary to retain existing employment?

No

Will project include leasing any equipment?

Yes

If yes, please describe equipment and lease terms. Great Point may lease some equipment for its operations. End user film production companies will likely rent most of the equipment needed during their production. Terms are not available at this time.

Employment Plan (Specific to the proposed project location).

You must include a copy of the most recent NYS-45 Quarterly Combined Withholding, Wage Reporting and Unemployment Insurance Return.

| Current # of jobs at proposed project location or to be relocated at project location | If financial assistance is granted – project the number of FT and PT jobs to be retained | If financial assistance is granted – project the number of FT and PT jobs to be created upon 24 months (2 years) after Project completion | Estimate number of residents of the Labor Market Area in which the project is located that will fill the FT and PT jobs to be created upon 24 months (2 |
|---|--|---|---|
|---|--|---|---|

| | | | | years) after project completion ** |
|------------------|----|---|----|------------------------------------|
| Full time | 12 | 0 | 12 | 12 |
| Part time | 0 | 0 | 0 | 0 |
| Total | 12 | 0 | 12 | |

Salary and Fringe Benefits for Jobs to be Retained and Created

| Category of Jobs to be Retained and/or Created | # of Employees Retained and/or Created | Average Salary for Full Time | Average Fringe Benefits for Full Time | Average Salary for Part Time (if applicable) | Average Fringe Benefits for Part Time (if applicable) |
|--|--|------------------------------|---------------------------------------|--|---|
| Management | 1 | \$120,000 | \$36,000 | \$0 | \$0 |
| Professional | 3 | \$80,000 | \$24,000 | \$0 | \$0 |
| Administrative | 0 | \$0 | \$0 | \$0 | \$0 |
| Production | 0 | \$0 | \$0 | \$0 | \$0 |
| Independent Contractor | 0 | \$0 | \$0 | \$0 | \$0 |
| Other | 8 | \$32,500 | \$9,750 | \$0 | \$0 |

** Note that the Agency may utilize the foregoing employment projections, among other items, to determine the financial assistance that will be offered by the Agency to the Applicant. The Applicant acknowledges that the transaction documents may include a covenant by the Applicant to retain the number of jobs and create the number of jobs with respect to the Project as set forth in this Application.

Employment at other locations in Erie County: (provide address and number of employees at each location):

| Address | | | |
|------------------|---|---|---|
| Full time | 0 | 0 | 0 |
| Part time | 0 | 0 | 0 |
| Total | 0 | 0 | 0 |

Payroll Information

Annual Payroll at Proposed Project Site upon completion

620,000

Estimated average annual salary of jobs to be retained (Full Time)

0

Estimated average annual salary of jobs to be retained (Part Time)

0

Estimated average annual salary of jobs to be created (Full Time)

51,666

Estimated average annual salary of jobs to be created (Part Time)

0

Estimated salary range of jobs to be created

| | | | |
|-------------------------|--------|-----------------------|---------|
| From (Full Time) | 30,000 | To (Full Time) | 120,000 |
| From (Part Time) | 0 | To (Part Time) | 0 |

Section III: Environmental Questionnaire

INSTRUCTIONS: Please complete the following questionnaire as completely as possible. If you need additional space to fully answer any question, please attach additional page(s).

General Background Information

Address of Premises

1155 Niagara Street Buffalo NY 14213

Name and Address of Owner of Premises

Rich Holdings inc

Describe the general features of the Premises (include terrain, location of wetlands, coastlines, rivers, streams, lakes, etc.)

Cleared site

Describe the Premises (including the age and date of construction of any improvements) and each of the operations or processes carried out on or intended to be carried on at the Premises

The studio will be a new construction project. It will house multiple television and film productions each year. Operations will consist of shooting shows and films, recording sound form film and television, planning, designing and constructing film sets, lighting for film shoots, special effects preparation, costuming, hair and make up, accounting, transportation coordination, shipping and receiving, art direction and design, story boarding, production planning, communications, film editing, food delivery and limited preparation, casting, personnel management, financial planning and film direction.

Describe all known former uses of the Premises

Dairy products processing

Does any person, firm or corporation other than the owner occupy the Premises or any part of it?

No

If yes, please identify them and describe their use of the property

Have there been any spills, releases or unpermitted discharges of petroleum, hazardous substances, chemicals or hazardous wastes at or near the Premises?

No

If yes, describe and attach any incident reports and the results of any investigations

Has the Premises or any part of it ever been the subject of any enforcement action by any federal, state or local government entity, or does the preparer of this questionnaire have knowledge of: a) any current federal, state or local enforcement actions; b) any areas of non-compliance with any federal, state or local laws, ordinances, rules or regulations associated with operations over the past 12 months?

No

If yes, please state the results of the enforcement action (consent order, penalties, no action, etc.) and describe the circumstances

Has there been any filing of a notice of citizen suit, or a civil complaint or other administrative or criminal procedure involving the Premises?

No

If yes, describe in full detail

Solid And Hazardous Wastes And Hazardous Substances

Does any activity conducted or contemplated to be conducted at the premises generate, treat or dispose of any petroleum,

petroleum-related products, solid and hazardous wastes or hazardous substances?

No

If yes, provide the Premises' applicable EPA (or State) identification number

Have any federal, state or local permits been issued to the Premises for the use, generation and/or storage of solid and hazardous wastes?

No

If yes, please provide copies of the permits.

Identify the transporter of any hazardous and/or solid wastes to or from the Premises

Identify the solid and hazardous waste disposal or treatment facilities which have received wastes from the Premises for the past two (2) years

Does or is it contemplated that there will occur at the Premises any accumulation or storage of any hazardous wastes on-site for disposal for longer than 90 days?

No

If yes, please identify the substance, the quantity and describe how it is stored

Discharge Into Waterbodies

Briefly describe any current or contemplated industrial process discharges (including the approximate volume, source, type and number of discharge points). Please provide copies of all permits for such discharges

NA

Identify all sources of discharges of water, including discharges of waste water, process water, contact or noncontact cooling water, and stormwater. Attach all permits relating to the same. Also identify any septic tanks on site

Is any waste discharged into or near surface water or groundwaters?

No

If yes, please describe in detail the discharge including not only the receiving water's classification, but a description of the type and quantity of the waste

Air Pollution

Are there or is it contemplated that there will be any air emission sources that emit contaminants from the Premises?

No

If yes, describe each such source, including whether it is a stationary combustion installation, process source, exhaust or ventilation system, incinerator or other source

Are any of the air emission sources permitted?

No

If yes, attach a copy of each permit.

Storage Tanks

List and describe all above and under ground storage tanks at the Premises used to store petroleum or gasoline products, or other chemicals or wastes, including the contents and capacity of each tank. Please also provide copies of any registrations/permits for the tanks

Have there been any leaks, spills, releases or other discharges (including loss of inventory) associated with any of these tanks?

No

If yes, please provide all details regarding the event, including the response taken, all analytical results or reports developed through investigation (whether internal or external), and the agencies which were involved

Polychlorinated Biphenyls ("PCB" or "PCBs") And Asbestos

Provide any records in your possession or known to you to exist concerning any on-site PCBs or PCB equipment, whether used or stored, and whether produced as a byproduct of the manufacturing process or otherwise.

Have there been any PCB spills, discharges or other accidents at the Premises?

No

If yes, relate all the circumstances

Do the Premises have any asbestos containing materials?

No

If yes, please identify the materials

Section IV: Facility Type - Single or Multi Tenant

Is this a Single Use Facility or a Multi-Tenant Facility?

Multi-Tenant Facility

Multi-Tenant Facility (to be filled out by developer)

Please explain what market conditions support the construction of this multi-tenant facility

Various film productions will lease or license the facility for various periods of time to produce films and television contents

Have any tenant leases been entered into for this project?

No

If yes, please list below and provide square footage (and percent of total square footage) to be leased to tenant and NAICS Code for tenant and nature of business

| Tenant Name | Current Address (city, state, zip) | # of sq ft and % of total to be occupied at new projet site | SIC or NAICS-also briefly describe type of business, products services, % of sales in Erie Co. |
|-------------|------------------------------------|---|--|
|-------------|------------------------------------|---|--|

*fill out table for each tenant and known future tenants

■ Section VI: Retail Determination

To ensure compliance with Section 862 of the New York General Municipal Law, the Agency requires additional information if the proposed Project is one where customers personally visit the Project site to undertake either a retail sale transaction or to purchase services.

Please answer the following:

Will any portion of the project (including that portion of the costs to be financed from equity or other sources) consist of facilities or property that are or will be primarily used in making sales of goods or services to customers who personally visit the project site?

No

If yes, complete the Retail Questionnaire Supplement below.

Section VII: Adaptive Reuse Projects

Adaptive Reuse is the process of adapting old structures or sites for new purposes.

Are you applying for tax incentives under the Adaptive Reuse Program?

No

Section VIII: Inter-Municipal Move Determination

The Agency is required by state law to make a determination that, if completion of a Project benefiting from Agency Financial Assistance results in the removal of an industrial or manufacturing plant of the project occupant from one area of the state to another area of the state or in the abandonment of one or more plants or facilities of the project occupant located within the state, Agency financial Assistance is required to prevent the project occupant from relocating out of the state, or is reasonably necessary to preserve the project occupant's competitive position in its respective industry.

Current Address

1155 Niagara Street

City/Town

Buffalo

State

New York

Zip Code

14213

Will the project result in the removal of an industrial or manufacturing plant of the Project occupant from one area of the state to another area of the state?

No

Will the project result in the abandonment of one or more plants or facilities of the Project occupant located within the state?

No

If Yes to either question, explain how, notwithstanding the aforementioned closing or activity reduction, the Agency's Financial Assistance is required to prevent the Project from relocating out of the State, or is reasonably necessary to preserve the Project occupant's competitive position in its respective industry:

Does this project involve relocation or consolidation of a project occupant from another municipality?

Within New York State

No

Within Erie County

No

If Yes to either question, please, explain

Will the project result in a relocation of an existing business operation from the City of Buffalo?

No

If yes, please explain the factors which require the project occupant to relocate out of the City of Buffalo (For example, present site is not large enough, or owner will not renew leases etc.)

What are some of the key requirements the project occupant is looking for in a new site? (For example, minimum sq. ft., 12 foot ceilings, truck loading docs etc.)

Access to highways and public transportation, high bay ceilings, parking, proximity to work force, and the availability of New York State Film tax credits for production.

If the project occupant is currently located in Erie County and will be moving to a different municipality within Erie County, has the project occupant attempted to find a suitable location within the municipality in which it is currently located?

No

What factors have lead the project occupant to consider remaining or locating in Erie County?

If the current facility is to be abandoned, what is going to happen to the current facility that project occupant is located in?

Please provide a list of properties considered, and the reason they were not adequate. (Some examples include: site not large

enough, layout was not appropriate, did not have adequate utility service, etc.) Please include full address for locations.

Our search was limited to the city of Buffalo. We could not find any buildings that met our specific requirements. The site at 1155 Niagara Street provides great access from the 190, a dimension that allows to site our building for efficient truck access, and the proximity to Rich products provides a campus like environment suitable for film production.

Section IX: Senior Housing

IDA tax incentives may be granted to projects under the Agency's Senior Citizen Rental Housing policy when the project consists of a multi-family housing structure where at least 90% of the units are (or are intended to be) rented to and occupied by a person who is 60 years of age or older.

Are you applying for tax incentives under the Senior Rental Housing policy?

No

MBE/WBE Utilization



ECIDA encourages applicants to utilize MBE/WBE contractors for their projects. Describe your company's internal practices that promote MBE/WBE hiring and utilization:

The Krog Group LLC as the General Contractor adheres to Equal Employment Opportunity guidelines in accordance with the sections below.

A. Equal Employment Opportunity

It is our policy to provide equal employment opportunity to all individuals. We are committed to a diverse workforce. We value each employee's talents and support an environment that is inclusive and respectful. We are strongly committed to this policy and believe in the concept and spirit of the law. Therefore, we will not discriminate against employees or applicants for employment on any basis recognized under federal and New York State law, including but not limited to veteran status, race, color, religion, gender, national origin, age, physical or mental disability, sexual orientation, gender identity, family status, predisposing genetic condition, or marital status.

We are committed to assuring that:

1. All recruiting, hiring, training, promotion, compensation, and other employment-related programs and opportunities are provided fairly to all persons on an equal opportunity basis;
2. Employment decisions are based on the principles of equal opportunity. All personnel actions such as compensation, benefits, transfers, training, and participation in social and recreational programs are administered without regard to any characteristic protected by state, federal, or local law; *and*
3. Employees and applicants will not be subjected to harassment, intimidation, threats, retaliation, coercion, or discrimination based on their membership in a protected class or because they have exercised any right protected by law.

In instances when the company is required to adhere to MBE/WBE guidelines we will utilize efforts and protocols to encourage MBE/WBE participation on projects. Those protocols are outlined below.

1. Obtain a list of the general circulation, trade and MWBE-oriented publications with dates of publications in which solicitations for participation of certified MWBEs as subcontractors/suppliers can be utilized to advertise. Maintain copies of such solicitations and any responses thereto.



2. Obtain the list of the certified MWBEs appearing in the Empire State Development MWBE directory that can be solicited for the contract. Maintain proof of dates or copies of the solicitations and copies along with the responses made by the certified MWBEs. Describe specific reasons that responding certified MWBEs were not selected.
3. Provide descriptions of the contract documents/plans/specifications made available to certified MWBEs when soliciting their participation and steps taken to structure the scope of work for the purpose of subcontracting with or obtaining supplies from certified MWBEs.
4. Provide a description of the negotiations between the general contractor and certified MWBEs for the purposes of complying with the MWBE goals of the contract.
5. Provide dates of any pre-bid, pre-award or other meetings scheduled by the general contractor with certified MWBEs whom the general contractor determined were capable of fulfilling the MWBE goals set in the contract.

Great Point Capital Management, LLC Diversity and Inclusion Policy

Great Point Capital Management, LLC is committed to fostering, cultivating and preserving a culture of diversity and inclusion. At Great Point Capital Management, LLC a diverse, inclusive, and equitable workplace is one where all employees feel valued and respected, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, or disability. We seek to model diversity and inclusion for our industry and to maintain an inclusive environment with equitable treatment for all.

Our Commitment

Great Point Capital Management, LLC strives to:

- See diversity, inclusion, and equity as connected to our mission and critical to ensuring the well-being of our staff;
- Ensure that diversity is recognized as a business interest, with every level of the organization holding responsibility;
- Explore potential underlying, unquestioned assumptions that interfere with inclusiveness;
- Help to challenge assumptions about what it takes to be a strong leader at our organization;
- Practice and encourage transparent communication in all interactions;
- Commit time and resources to expand more diverse leadership within our workforce; and
- Lead with respect and tolerance. We expect all employees to embrace this notion and to express it in workplace interactions and through everyday practices.

Employee Responsibilities

The Policy applies to all employees of Great Point Capital Management, LLC. All employees are responsible for:

- Respecting the dignity and diversity of all people and creating an inclusive workplace environment that is free from discrimination, harassment and bullying;
- Implementing this Policy as part of their day-to-day work; and
- Recognizing conduct that violates this Policy and taking prompt appropriate action.

Manager Responsibilities

Managers have additional responsibilities, including:

- Ensuring that employment-related decisions are free from discrimination;
- Maintaining an inclusive and safe work environment that supports diversity & inclusion;
- Cultivating a culture of respect for all employees, customers, vendors, contractors and others in the workplace;
- Contacting supervisors promptly upon becoming aware of an employee who may be subject to discrimination, harassment or bullying, either by receiving such a complaint or by observing such conduct; and
- Appropriately addressing any other behavior not consistent with this and/or other policies relating to equal opportunity, diversity, or inclusion.

Discrimination, Harassment and Bullying are Strictly Prohibited

Great Point Capital Management, LLC provides equal opportunities for employment. We base employment decisions on merit, considering qualifications, skills, performance and achievements, and we do not tolerate discrimination on the basis of gender, race, ethnicity, national origin, age, sexual orientation or identity, disability, or any other characteristic protected by applicable law.

All employees have the right to work in an environment free from harassment and offensive or improper conduct. Our Company will not tolerate such conduct by any of our employees towards any employees or non-employees in the workplace. We also will actively seek to protect employees from harassment or bullying by non-employees in the workplace.

How to Report Inappropriate Conduct

If an employee believes that he/she or another individual has been subjected to conduct prohibited by this Policy, the employee is urged and expected to report the relevant facts promptly. An employee may make a report either orally or in writing to their manager.

Great Point Capital Management, LLC will not tolerate threats or acts of retaliation of any kind against any employees because they report conduct reasonably believed to violate this Policy or in good faith provide information in connection with a report or investigation of any such conduct.

Consequences for Failing to Comply with this Policy

Employees who do not comply with this Policy and/or are found to have engaged in discrimination, harassment or bullying, will be subject to appropriate disciplinary action, up to and including termination of employment