

UCIDA

Ulster County Industrial Development Agency

IDA Procedure for Processing Applications

The following applies to bonding, sales-tax, mortgage-tax, and property-tax inducements (PILOT), unless noted otherwise:

Preliminary Action Prior to IDA Meeting #1	<ol style="list-style-type: none">1. Project applicant calls IDA staff or is referred to IDA staff by IDA counsel2. IDA staff has preliminary discussion with project applicant to assess project eligibility based on GML, UCIDA UTEP Matrix and Points Calculator3. IDA staff discusses project eligibility with the IDA Chair4. IDA staff sends project applicant the IDA application5. Project applicant delivers substantially completed IDA application and application fee to IDA staff6. For a PILOT only: IDA staff, together with the project applicant, reaches out to the local taxing authority's assessor to determine the estimated value of the improvements to the project site. IDA staff prepares an estimated PILOT schedule7. IDA staff and IDA counsel conducts due diligence on the project applicant and reviews completed IDA application for completeness and accuracy8. IDA staff and IDA counsel prepares summary memo on proposed project and due diligence and the project materials (completed IDA application, summary memo and due diligence materials) are sent to IDA members9. IDA Chair and members select pre-screening group10. Prescreening group meets with IDA staff, IDA counsel and project applicant to review project materials11. Prescreening group is: (a) satisfied with project materials, and process moves to Meeting #1, (b) not satisfied with project materials, and matter moved back to staff and counsel for additional
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	<p>due diligence, or (c) determines to recommend to board not to move forward with the project</p> <p>12. IDA staff and IDA counsel prepare summary memo of prescreening meeting</p> <p>13. Project materials and prescreening memo are distributed to board members at least two weeks in advance of Meeting #1</p>
Meeting #1	<ol style="list-style-type: none"> 1. IDA staff introduces the proposed project and prescreening group provides input 2. Project applicant makes presentation 3. IDA members review project materials and ask questions 4. If board determines to move forward, IDA members agree to schedule Public Hearing
Preliminary Action Prior to Meeting #2	<ol style="list-style-type: none"> 1. IDA staff and counsel conducts additional due diligence, if needed 2. IDA staff schedules Public Hearing 3. IDA member conducts the Public Hearing 4. IDA staff arranges for PH transcript 5. IDA staff sends PH transcript at least two weeks in advance of Meeting #2
Meeting #2	<ul style="list-style-type: none"> • IDA members review PH transcript and ask questions
Meeting #3	<ul style="list-style-type: none"> • IDA members adopt SEQR Resolution¹ and Approving Resolution

Approved by the UCIDA Board September 12th, 2018

¹ IDA adopts SEQR Resolution after local municipality completes its SEQR review of the proposed project.