

**COUNTY OF MONROE INDUSTRIAL DEVELOPMENT AGENCY**

**Annual Compliance Review Process**

<b>Steps</b>	<b>Process/Procedure</b>
Documentation	<ol style="list-style-type: none"> <li>1. Identify all projects that were approved for, or are receiving ("Active Projects"), sales and use tax exemptions ("Sales Tax Exemption"), mortgage recording tax exemption ("Mortgage Tax Exemption") and real property tax abatement ("Property Tax Abatement"; and, together with Sales Tax Exemption and Mortgage Tax Exemption, "Financial Assistance").</li> <li>2. Mail annual surveys to all Active Projects. Annual surveys are due back to the Agency by mid-February.</li> <li>3. Receive "COMIDA PILOT Bills" from affected tax jurisdictions, as applicable.</li> <li>4. Receive information regarding unpaid "COMIDA PILOT Bills" from affected tax jurisdictions, as applicable.</li> <li>5. Upon receipt of annual survey, ensure required documentation is included: NYS-45; NYS Form ST-340 and Certificates of Insurance. Follow-up, as necessary, to obtain required documentation.</li> </ol>
Compliance	<p><b>Real Property Tax Abatements - Job Requirements</b></p> <ol style="list-style-type: none"> <li>1. Annual Survey and NYS-45. Review to confirm that that job numbers reported on the annual survey and NYS-45 agree with the job creation requirements of the Active Projects, where applicable.</li> <li>2. Compile a list of Active Projects that have not met job requirements ("Job Requirement Shortfalls").</li> </ol> <p><b>Real Property Tax Abatements – Unpaid "COMIDA PILOT Bills"</b></p> <ol style="list-style-type: none"> <li>1. Compile list of Active Projects with unpaid COMIDA PILOT Bills.</li> </ol> <p><b>Sales Tax Exemption</b></p> <ol style="list-style-type: none"> <li>1. NYS Form ST-340. Review NYS Form ST-340 against NYS Form ST-60 to ensure Active Projects have not exceeded the maximum amount of Sales Tax Exemption approved by the board and reported on the NYS Form ST-60.</li> <li>2. Compile a list of Active Projects that have exceeded the maximum amount of Sales Tax Exemption approved by the board and reported on the NYS Form ST-60.</li> </ol>

<p>Communication</p>	<p><b>Real Property Tax Abatements - Job Creation Requirements</b></p> <ol style="list-style-type: none"> <li>1. Report Job Requirement Shortfalls to the Executive Director.</li> <li>2. Send correspondence to Active Projects with Job Requirement Shortfalls requesting additional information and explanation.</li> </ol> <p><b>Real Property Tax Abatements – Unpaid "COMIDA PILOT Bills"</b></p> <ol style="list-style-type: none"> <li>1. Report unpaid COMIDA PILOT Bills to the Executive Director.</li> <li>2. Send correspondence to Active Projects with unpaid COMIDA PILOT Bills requesting immediate payment.</li> </ol> <p><b>Sales Tax Exemption</b></p> <ol style="list-style-type: none"> <li>1. Report Active Projects that have exceeded the maximum amount of Sales Tax Exemption approved by the board and reported on the NYS Form ST-60 to the Executive Director.</li> <li>2. Send correspondence to Active Projects that have exceeded the maximum amount of Sales Tax Exemption approved by the board and reported on the NYS Form ST-60.</li> </ol>
<p>Compliance Review Committee</p>	<p>Based on a report from staff regarding compliance issues with respect to Financial Assistance, the Compliance Review Committee will determinate recommendations to the full board.</p>