

## **ANNUAL REPORTING AND COMPLIANCE MONITORING POLICY**

### **RIVERHEAD INDUSTRIAL DEVELOPMENT AGENCY**

**EFFECTIVE JUNE 23, 2016**

Pursuant to Sections 874 of Title 1 of Article 18-A of the New York State General Municipal Law (the "Act"), the Riverhead Industrial Development Agency (the "Agency") is required to adopt policy to assess project progress toward achieving investment, job creation, retention or other objectives of the project applicant. In addition, the Act requires recipients of IDA benefits (the "Recipient") to submit annually an Annual Compliance Report verifying the information provided in the application related to full-time equivalent jobs to be retained and created as a result of the financial assistance is still accurate.

#### Annual Reporting

The Agency shall, by no later than the end of the first quarter of the calendar year, annually provide to active Recipients an Annual Compliance Report for completion and return to the Agency with a return date as stated within the Agency request. Annual Compliance Reports shall be in form as attached, but which may be amended from time to time to meet PARIS and Agency reporting requirements. The data provided to the Agency will be reviewed by IDA staff for completeness and the company shall be contacted for any missing data. If the data demonstrates a recipient has not met its material terms, the Agency shall meet with the company to assess project performance and the ability of recipient to fulfill original project goals and review the specific Recapture and Termination provisions of the principal Agency documents governing the Project.

#### Compliance

Data on all projects shall be compiled by the Agency and submitted to the PARIS reporting system with copy to the IDA Board of Directors for review. In the case where there may be a Recapture Event or Event of Default, IDA staff shall report same to the IDA Board of Directors and determination of the Agency shall be made as to whether there is an Event of Default and/or the implementation of Recapture and/or Termination in accordance with the Agency documents governing the Project.

Amended 3-6-17