

OCIDA Application Process Guidelines

The Orange County Industrial Development Agency (OCIDA) has defined an application and approval process for projects that best ensures efficient consideration and implementation of incentives for potential projects. Please review the following guidelines:

Pre-Application Meeting/Call:

Applicants interested in applying for incentives are encouraged to participate in a meeting or call with the OCIDA staff to review the application process and requirements. Doing so will serve to:

- Determine if a project meets eligibility requirements.
- Informally review the project, as well as the applicability of various incentives.
- Clarify the applicant's OCIDA information requirements and labor policy.
- Review the timing and stages of the approval process.

Completed Application:

To be considered for approval, all information requested in the application and supporting documents must be provided in advance of approval consideration. This includes:

- All information in the application form completed. Applicants must provide a complete set of the application and supporting documents at least ten days prior to the next formal OCIDA board meeting.
- Financial documents and all other required support documents/information.
- \$5,000 non-refundable application fee. *
**Due prior to Initial Approval Meeting*

Fees: Incentive recipients are required to pay a Labor Audit Fee, the agency, and the agency bond counsel fees. The OCIDA's fee schedule is included in the Full Application.

**The Application must be given approval before the applicant can move onto the Initial Approval Meeting.*

Initial Approval Meeting:

- A knowledgeable project representative is required to attend the meeting, give a 5-10 minute presentation on the project, and answer any questions.
- If approved by a majority of the board, a formal Initial Resolution will be issued.

Initial Incentives Approval Next Steps:

Should the Board vote to initiate the incentives process, the following will take place:

- The project will receive an Initial Resolution letter with a copy of the Initial Resolution from Management.
- A public hearing will be arranged in the municipality (Town/Village) of the project.
 - A public hearing notice will be published in the local newspaper and on the OCIDA website.
 - A knowledgeable project representative is required to attend the public hearing.
 - At the hearing, members of the public may provide oral or written comments for or against the project receiving incentives.
- SEQR or Negative Declaration is required from the municipality (Town/Village).

**All required documents must be received before the applicant can move onto the Final Approval Meeting.*

Final Approval Meeting:

- It is recommended a project representative attend this meeting.
- If approved by a majority of the board, a formal Final Resolution will be issued.

Final Incentives Approval Next Steps:

Should the Board vote to approve the project for incentives, the following will take place:

- The project will receive a Final Resolution letter with a copy of the Final Resolution from Management.
- The project will issue a check and W-9 so that the OCIDA can establish an escrow account for the projects Labor Policy audit
- The project will meet with the OCIDA Labor Policy Auditors to review policy standards and expectations.
- OCIDA Transaction Counsel will work with project Counsel to execute closing documents.

**Closing fees are due to OCIDA Bond Counsel and the OCIDA upon execution.*