

DCIDA Application Process Guidelines

The Dutchess County Industrial Development Agency (DCIDA) has prepared the following document to define the application and approval process for potential applicants that may be interested in applying for IDA financial assistance. This only a summary and may not include all the steps and requirements in the process.

Pre-Application Meeting

Applicants interested in applying for assistance must meet with the Executive Director before applying for IDA assistance. Doing so will serve to:

- Determine if a project meets eligibility requirements
- Informally review and analyze the project as well as determine the applicability of various assistance
- Clarify the applicant's information
- Review the DCIDA policies, requirements and fee schedules
- The applicant should provide the status of any SEQR review being conducted by other agencies
- Review the timing and stages of the review process

Application

- For an application to be considered, all information requested in the application must be complete and accurate
- The Applicant must provide an Environmental Assessment form
- All supporting and supplemental documents must be provided in advance of the final approval consideration
- The DCIDA is under no obligation to act favorably on any application
- \$1,000 non-refundable application fee - due prior to the consideration by the Board

Preliminary Resolution Approval

- Once an application is considered complete, the applicant's application and supplemental information will be forwarded to the Board for their review.
- A knowledgeable project representative is required to attend the meeting and give a 3-5 minute presentation on the project and answer any questions the Board may have
- If approved by the majority of the Board, a formal Preliminary Resolution will be issued

Preliminary Approval Next Steps

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

- The project will receive a preliminary agreement with a copy of the preliminary approval resolution
- A public hearing will be arranged in the municipality (Town/Village) of the project
- A public hearing notice will be published in the local paper and on the DCIDA 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 financial assistance
- The Board encourages a letter of support from the municipality (Town/Village) and in some cases will require it
- SEQR determination is required either by the Board or be bound by the determination by the Lead Agency if there is a coordinated review
- Additional follow-up questions may be asked by Board Members

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

Final Approval Meeting

- IDA Counsel will prepare a proposed Final Approving Resolution for the Board and review it with Applicant's Counsel
- It is recommended a project representative attends the Final Approval Meeting
- If approved by a majority of the Board, a formal Final Approving Resolution will be issued

Final Assistance Approval Next Steps

Should the project be approved for financial assistance, the following will take place:

- DCIDA Counsel will work with the project's Counsel to execute closing documents
- The Agency's closing fees, including the Agency administrative fee, counsel fees and the balance of any fees/costs incurred by the Agency will be due at closing
- The project will meet with DCIDA staff to review the policies and procedures required to adhere to the Agency's monitoring and reporting requirements