

STEUBEN COUNTY INDUSTRIAL DEVELOPMENT AGENCY
Project Progress Assessment and Employment Verification Policy

The Steuben County IDA will annually assess project progress toward achieving investment and job creation or retention of the project applicant. To achieve this, the Steuben County IDA will annually collect a certified statement and documentation verifying the information provided in the application related to project investment and full-time equivalent jobs to be retained and/or created as a result of the financial assistance has been attained.

The information will be collected as part of the PARIS reporting requirements annually and the data gathered will be reviewed by IDA staff for completeness. If the data is incomplete or the company demonstrates it has not met its project goals, IDA staff will meet with the company to assess project performance and the company's ability to fulfill the original project goals.

A company that has reached or exceeded its employment goals and maintained them for five consecutive years is deemed to have met the employment goal for the life of the project.

Results from annual questionnaires will be added to each project's file to monitor project performance.

Data on all individual projects will be compiled and submitted to the IDA Board of Directors for review. In the case where project goals cannot be met, IDA staff will report back to the board the findings of the individual company outreach and a determination will be made per the IDA's Termination of Benefits Policy.

Approved and adopted on this 26th day of February 2026.