

**TOWN OF BETHLEHEM INDUSTRIAL DEVELOPMENT AGENCY
JOB CREATION AND ONGOING MONITORING**

Although IDA’s across NYS typically place a high level of significance on jobs created, especially in depressed markets, the Bethlehem IDA’s focus reflects the community’s priorities, which include appropriate commercial development, with a primary goal of increasing the taxable assessment base. Most of the prior IDA projects have created a small number of jobs, but have generated significant increases in the assessment base. However, despite this, NYS requires job creation data to be tracked and reported, and the policy of the Bethlehem IDA must address the full spectrum of state requirements.

The following proposed policy represents a practical solution to monitoring job levels, reflecting a tiered monitoring response based on the size of the project:

Project’s Estimated Jobs to be Created/Retained	Level of Monitoring Required
Less than 50	Annual auditor confirmation
More than 49, Less than 100	Annual auditor confirmation, plus copy of annual W-2 transmittal sheet
More than 99	Annual auditor confirmation, plus copy of annual W-2 transmittal sheet, plus site visit by Town official to monitor staffing levels.

NOTE: If the project is within an Empire Zone, employment verifications are required to be submitted to NYS. A copy of that verification should be provided to the IDA, in lieu of the W-2 transmittal.

NOTE: If the project has large numbers of part-time employees, the W-2 transmittal sheet will not necessarily reflect an accurate number of full-time-equivalent (FTE) employees. In this case, the project will be required to provide additional information to substantiate the number of FTE’s reported to the IDA.

NOTE: If the project has tenants within the facility, the annual confirmation will remind them to include employees of the tenants within the schedule of FTE’s and will ask that they include a supplemental schedule detailing this information.

NOTE: During the construction phase, the project will be reminded about the requirement to provide employment data for construction workers, and will be asked to inform their sub-contractors of this requirement, and to track the number of workers throughout the construction phase.

The site visits should include a meeting with project management, and a tour of the facilities in which the town can independently verify the number of employees on site. In the case of multiple shifts, it should be determined if the other shifts are staffed with similar numbers of employees, in order to reasonably estimate the numbers of FTE’s. If there are multiple sites, each should be toured. Each project should be visited at least once a year.

In accordance with existing filing requirements for the IDA’s annual reports to be submitted to NYS, all projects must provide the requested data on or before March 1st.