

Tioga County IDA Executive Administrator
List of Accomplishments
Year: 2020

- ❖ Completed the NYS Comptroller PARIS Report prior to deadline
- ❖ Assisted Inero & Co to complete the annual audit prior to deadline
- ❖ Maintained updated procedures for effective sales tax exemption tracking
- ❖ Participated in trainings: IEDC Basic Economic Development Course, IEDC COVID-19 Cares Act webinar, SBA PPP/EIDL Update for Local Partners webinar, SBDC – SBA Loan Programs webinar, SBDC – COVID-19 Federal Update from Congressman A. Brindisi webinar, IEDC COVID-19 Rebuilding Municipalities Around the Globe webinar, ESD New York Forward Loan Fund webinar, NYSEDC IDA Academy (virtual), IEDC Farmers to Grocers to Servers Food Systems are Changing webinar
- ❖ Waverly Trade Center grant disbursement and Weitsman grant disbursement
- ❖ Submitted FEMA Monkey Run grant application
- ❖ Verified Loan and PILOT employment numbers
- ❖ Ongoing administration of PILOT Agreements and PILOT invoicing/distribution
- ❖ Ongoing administration of IRP, RBEG, and Facade loan programs and IDA Paint Program
- ❖ Conducted all 2020 site visits for active IRP loans
- ❖ Coordinated with Tioga County Soil & Water to ensure responsible oversight of IDA owned property
- ❖ Ongoing administration of AB-017 E-Site Water System Capital ESD Grant
- ❖ Ongoing administration of ESD Grant for water/sewer extension at Corporate Drive; submitted Grant Reimbursement Request
- ❖ Assisted ED&P with COVID-19 response survey project; responded to professional services business contact list responses with applicable resources and information
- ❖ TEAM Tioga representative for Tioga County Economic Recovery Advisory Council's Business Committee and Schools Committee
- ❖ Administration of IDA COVID-19 Emergency Relief Loan Program; prepared application summaries, promissory notes, personal guaranty's
- ❖ Ongoing compliance for IDA Livestream Requirement starting 1/1/2020
- ❖ Worked closely with the ED&P department regarding potential new development projects
- ❖ VEDA (Valley Economic Development Association) Board Member – 4/2019 – Current
- ❖ Participated in a joint marketing campaign w/ Tioga County ED&P and LDC
- ❖ Updated By-Laws and Policies as needed
- ❖ Registered TCIDA for SAM Government Grant Portal; for USDA RBDG Ag Value Chain Study and USDA RBDG Broadband Study applications
- ❖ Ongoing administration of USDA Broadband Study grant
- ❖ Ongoing administration of LINC USDA Reporting and LINC Administration Fees
- ❖ DEC outreach regarding IDA owned property
- ❖ Maintained lease invoicing and agency fee invoicing
- ❖ Obtained archaeological study for Berry property; obtained and organized completed studies for IDA owned parcels