



STATE OF NEW YORK  
**Authorities Budget Office**

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April 20, 2011

Mr. Matthew J. Driscoll  
President and Chief Executive Officer  
Environmental Facilities Corporation  
625 Broadway  
Albany, New York 12207

Dear Mr. Driscoll:

The Authorities Budget Office (ABO) is authorized to assist public authorities improve management practices and the procedures by which their activities and financial practices are disclosed to the public. Pursuant to Section 2800 of Public Authorities Law, state and local authorities are to make documents pertaining to their mission, current activities, annual financial reports, budgets and independent audit reports accessible to the public on the authority's official or shared web site. To assist state and local authorities meet their disclosure and reporting obligations, the ABO has issued Policy Guidance No. 10-03: "Posting and Maintaining Reports on Public Authority Web Sites". This guidance provides a checklist of policies, reports and other information that the Authority should maintain online in accordance with the Public Authorities Reform Act of 2009 (Act).

On April 19, 2011 we reviewed the Environmental Facilities Corporation's (Authority) web site. Our review was limited to verifying that the required information is posted on the Authority's web site. It did not address the substance of these documents. We found that the Authority has posted most of the required financial and operating information on its web site, such as its mission statement, by-laws, organization chart, current year budget, and its independent audited financial reports. To further improve the transparency of the Authority's web site we recommend you review our findings, which are attached, so that all information required under Section 2800 of Public Authorities Law is available online and easily accessible to the public. Please provide us with a written confirmation that you have fully addressed these concerns by July 1, 2011. You may view Policy Guidance No. 10-03 at [www.abo.state.ny.us](http://www.abo.state.ny.us). Please contact us if you have any additional questions.

Sincerely,

A handwritten signature in cursive script that reads "David Kidera".

David Kidera  
Director

Enclosure

cc: Joseph Martens, EFC Board of Directors Chair

## Review of the Environmental Facilities Corporation's Web Site

| Information To Be Posted on Public Authority's Web Site   | Posted on Web site<br>(Yes/No)                         |
|---|--|
| Authority Mission Statement   | Yes  |
| Authority Enabling Statute  | Yes – in annual report                                 |
| Authority By-laws   | Yes  |
| Authority Code of Ethics  | Yes  |
| Authority Organization Chart – posting, at a minimum, the Authority's executive structure and major organizational units.   | Yes  |
| Report on Operations and Accomplishments - Description of the Authority's operations, completed and active projects, as well as any material changes in Authority operations and programs | Yes  |
| Subsidiaries, Affiliates, and Major Authority Units and required subsidiary reports per statute   | Yes  |
| List of Authority Board Members, including appointing entity, appointment dates, term and professional experience, background and qualifications of each member and officer               | Yes  |
| Executive Management Team (making more than \$100,000 in annual salary) - including professional background, experience and qualifications  | Yes – in annual report                                 |
| Authority Performance Measures  | Yes  |
| Authority Performance Measures Report   | No   |
| Authority Schedule of Debt  | Yes  |
| Management's Assessment of the Authority's Internal Control Structure and Procedures - including a description of operating and financial risks   | Yes – in annual report                                 |
| Board meeting agendas and meeting minutes   | Yes  |
| Board meeting webcasts  | Yes  |
| Schedule and notices of all board meetings  | Yes  |
| List of Committees and Committee Members  | No   |
| Committee meeting notices and agendas   | Yes  |
| Committee meeting minutes and webcasts  | Yes – yet no committee webcasts                        |
| Annual Budget Report and details of 4-year financial plan   | Yes  |
| Annual Independent Certified Financial Audit  | Yes  |
| Independent audit report on internal controls   | Yes  |
| Independent audit management letter   | Yes  |
| List of Real Property owned by the Authority  | No   |
| Property Acquisition and Disposition Policies   | Yes – in annual report                                 |
| Personal and Real Property Transactions   | No   |
| Policies for the procurement of all goods and services  | Yes  |
| Annual Procurement Report - post the reports generated from the PARIS Procurement Report, and include name of the Authority's Procurement Officer   | No   |
| Investment Policies   | Yes  |
| Annual Investment Report, including the investment audit results and management letter, record of investment income of the authority and a list of fees paid for investment services      | No   |
| Fee Schedules (if applicable) - list of any service or administrative fees charged  | Yes – in certain program applications, not stand alone |
| Current Year Official Statements (for those authorities issuing debt)   | Yes  |

\*Review conducted by the Authorities Budget Office on April 19, 2011