

From: Moulton, Pat [Pat.Moulton@state.vt.us]
Sent: Wednesday, June 03, 2015 10:18 AM
To: Springer, Darren
Subject: FW: 'GPS Memo - BDCC and SBDC Grant'
Attachments: GPS Memo - BDCC and SBDC Grant.docx; ATT00001.txt

Hi Darren,
This is the memo I need approval on or changes to so we can get the Windham County Econ. Dev. Program Grants to these two entities done.
THANKS
Pat

Patricia Moulton, Secretary
Agency of Commerce and Community Development
One National Life Drive
Deane C. Davis Bldg., 6th Floor
Montpelier, VT 05620-0501
802-451-9578

-----Original Message-----

From: Moulton, Pat
Sent: Wednesday, May 27, 2015 9:21 AM
To: GPS; Miller, Elizabeth; Springer, Darren
Subject: FW: 'GPS Memo - BDCC and SBDC Grant'

Good morning,
I just wanted to ping you again on this memo re: BDCC and SBDC grants from the Windham County Economic Development Program (WCEDP) funds. Let me know if this works, if not, let me know your thoughts, THANK YOU.
Pat

Patricia Moulton, Secretary
Agency of Commerce and Community Development One National Life Drive Deane C. Davis Bldg., 6th Floor
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-----Original Message-----

From: Moulton, Pat
Sent: Friday, May 15, 2015 5:21 PM
To: Miller, Elizabeth; GPS
Subject: 'GPS Memo - BDCC and SBDC Grant'

Hi Gov and Liz,
This is a draft, perhaps final, of the memo to approve Windham County Econ. Dev. funds for BDCC and the Small Business Development Center grants. Please let me know if you are happy with the performance measures we have in here. If you are ok, just sign and return. If you want some changes, let me know.

THANKS again for your help on this one!
Pat

MEMORANDUM

To: Governor Peter Shumlin
From: Pat Moulton
CC: Liz Miller
Date: May 15, 2015
Re: Windham County Economic Development Program grants for regional partners.

To avoid another flood of inferior applications to the WCEDP from non-profits with projects that do not meet the program goals, assure continued outreach to regional businesses, and to assure applicants gain value from participating in the process, we have instituted several changes to the program. One change is to grant funds on a non-competitive basis, but with performance requirements, to some of our regional partners to assist ACCD with the following:

- Outreach to all entities in the region, with emphasis on for-profit job creators;
- Regional education on intent and purpose of WCEDP;
- On-the-ground client education, counseling, and project screening;
- Identification, development, cultivation and stimulation of appropriate opportunities, especially entrepreneurial activity, business recruitment, and business expansion;
- Direct technical assistance to potential applicants through workshops and one-on-one counseling, including ensuring coordination and collaboration among potential applicants and appropriate leveraging of other funding sources;
- Initial screening of potential projects through involvement in Letter of Intent to Apply process;
- Post-approval grant monitoring and compliance assurance.

These functions are considered above and beyond the current operations and capacity of our regional partners and this funding will ensure that staff time and effort are focused on the success of the WCEDP.

The intention is to provide grants from the WCEDP to the Brattleboro Development Credit Corporation (BDCC) and the Vermont Small Business Development Center (SBDC), renewed annually over the next four (4) years, if performance requirements are met, as follows:

	BDCC:	SBDC:	Annual Total:
June 2015 – May 2016:	\$ 90,000	\$ 50,000	\$140,000
June 2016 – May 2017:	\$ 90,000	\$ 50,000	\$140,000
June 2017 – May 2018:	\$ 50,000	\$ 50,000	\$100,000
June 2018 – May 2019:	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$100,000</u>
Organization Total:	\$280,000	\$200,000	\$480,000

The grant agreement with SBDC is intended to ensure a full-time SBDC counselor in the region (currently there is a part-time counselor) who will provide outreach and education

to the region, application workshops, and one-on-one counseling focused on potential WCEDP applicants. The performance requirements include target numbers for workshops held, counseling provided to small businesses and non-profits, and the number of qualified small business applications to the WCEDP.

The grant agreement with BDCC is intended to fund a new position at BDCC that will focus on the WCEDP, including: outreach and education: investigating and encouraging potential projects involving business start-ups and expansions in, and recruitment to, the region; coordination of regional partner involvement in the application process; achieving greater efficiencies and more business outreach; and post-approval grant monitoring and compliance.

The performance requirements for BDCC include:

- Involvement of ACCD representative in the selection and hiring of the new position focusing on the WCEDP, including agreement by ACCD on the final two candidates.
- Coordination with ACCD on the development, articulation, and communication of program goals and objectives.
- Coordination with ACCD on the development of program materials and development of program metrics.
- A report within 30 days regarding the establishment of the Windham County Partnership and Advisory Council, including an MOU between the participants indicating agreement on the purpose and role of the Partnership and the Council.
- Coordination with ACCD, SBDC, and WRC regarding all WCEDP outreach, education, and counseling activities, including providing counseling where appropriate.
- Constant identification of opportunities in the market place that will result in job creation, including entrepreneurial activities, business recruitment and expansion, and other activities that are beneficial to the region and may generate a flow of quality applications to the program.
- Coordination of Windham Partnership and Advisory Council involvement in Letter of Intent to Apply and application process, including ensuring coordination and collaboration among potential applicants and identification and leveraging of other funding sources appropriate for applicants.
- Act as liaison between ACCD and Windham Partnership and Windham Council and ACCD and grant/loan recipients.

- Conduct monthly grant monitoring visits to all WCEDP grant and loan recipients during first year of grant/loan, with quarterly visits in subsequent years, including all financial and fiscal oversight required by ACCD.
- Quarterly reporting detailing all outreach and education regarding the WCEDP, summarizing WCEDP applicant technical assistance and other WCEDP activities.
- Annual reporting on all activities to ACCD, the Advisory Council, municipalities in Windham County, Chambers of Commerce, the Windham Regional Commission, Bellows Falls Area Development Corporation, Wilmington Works, and others mutually agreed upon with ACCD.
- Annual coordination with ACCD and Windham Partnership to evaluate program, process, metrics, and trends and recommend adjustments, including content of request for proposals for competitive grants.
- Monthly reporting on grants monitoring to ACCD in a format provided by ACCD.
- Semiannual funding requisitions, subject to all required reports being timely.

We seek your approval to utilize \$140,000 from the Windham County Economic Development Program for the first year (2015-2016) funding for BDCC and SBDC.

Patricia Moulton, Secretary
Agency of Commerce and Community Development
802-451-9578
Sent from my iPad, please excuse the typos!