



April 1st, 2022 | Sonoma Mendocino Economic Development District | Board of Directors Meeting - Special Meeting

<https://sonomacounty.zoom.us/j/95863616348?pwd=N1o0d0owUTl5ZWpaMjU4ZlRSN0pVUT09>



Meeting Book - April 1st, 2022 | Sonoma Mendocino Economic Development District | Board of Directors Meeting - Special Meeting

Agenda

1. CALL TO ORDER

Chair

CONSISTENT WITH THE PROVISIONS OF AB 361, MEMBERS OF THE BOARD OF DIRECTORS WILL PARTICIPATE IN THE MONTHLY MEETING BY TELECONFERENCE. IN PERSON PARTICIPATION BY THE PUBLIC WILL NOT BE PERMITTED AND NO PHYSICAL LOCATION FROM WHICH THE PUBLIC MAY ATTEND THE MEETING WILL BE AVAILABLE. REMOTE PUBLIC PARTICIPATION DETAILS ARE LISTED AT THE TOP OF THIS AGENDA.

Should you want to submit public comment, do so by email before the Board Meeting is called to order. Please state the agenda item number that you are commenting on and limit written comments to three hundred (300) words or less. Comments can be sent to bradley.johnson@sonoma-county.org. Written comments received prior to the meeting you wish to comment on will be read into the record.

2. ROLL CALL

Secretary

- Jon Frech
- Mary Anne Petrillo (Chair)
- Paul Garza Jr.
- Lisa Badenfort (Vice-Chair)
- Robin Bartholow
- Jeff Kelly
- Mike Nicholls

3. OPEN TIME FOR PUBLIC EXPRESSION

Chair

This is an opportunity for any member of the public to briefly address the Board on any matter that does not appear on this agenda and is restricted to matters within the Board's jurisdiction. Items that appear to warrant a more-lengthy presentation or Board consideration may be placed on the agenda for discussion at a future meeting. Please limit comments to three hundred (300) words.

4. AGENDA ADJUSTMENTS – DISCUSSION/ACTION

Chair

5. STATEMENT OF CONFLICT OF INTEREST

Chair

This is the time for the Board of Directors to indicate any statements of conflict of interest for any item listed on this agenda.

90 minutes

6. SMEDD Fiscal Agency- DISCUSSION/ACTION

Chair, Bill Adams

The Board will discuss and vote on the resolutions being proposed by the Budget/Finance Ad Hoc.

a. Introduction

Jeff Kelly

The Ad Hoc Chair, Jeff Kelly, will give a presentation on the plan for SMEDD to assume the Fiscal Agent Role. Following the presentation, there will be an opportunity for Q&A with the Ad Hoc, Staff, and Attorney Bill Adams.

a. SMEDD Ad Hoc Committee's Fiscal Agent Guide.pptx - 4

b. Resolution Number 1: RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA MENDOCINO ECONOMIC DEVELOPMENT DISTRICT TO APPOINT A DISTRICT TREASURER AND A DISTRICT AUDITOR PURSUANT TO GOVERNMENT CODE SECTION 6505.6

Discussion/Action

Chair

The Board will discuss and take action on the first resolution proposed at this meeting.

a. SMEDD - Resolution re GC 6505.6 3-24-22 (004).docx - 11

b. Open Time for Public Expression

Prior to roll call vote

Chair

c. Resolution Number 2: RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA MENDOCINO ECONOMIC DEVELOPMENT DISTRICT AUTHORIZING THE CHANGE OF FINANCIAL INSTITUTIONS

Discussion/Action

Chair

The Board will discuss and take action on the second resolution proposed at meeting

a. SMEDD - Resolution authorizing change of financial institutions 3-24-22 (002).docx - 13

b. Open Time for Public Expression

Prior to roll call vote

Chair

25 minutes

7. EDA 3 Year Planning Grant - DISCUSSION/ACTION

Discussion/Action

District
Manager

a. Planning Grant Application

The board will discuss and decide on directing staff to apply for the next 3 year planning grant from the EDA.

Discussion/Action

Chair

a. SonomaMendocino - FY22 - 3 Year Invite.pdf - 15

b. Open Time for Public Expression

Prior to roll call vote

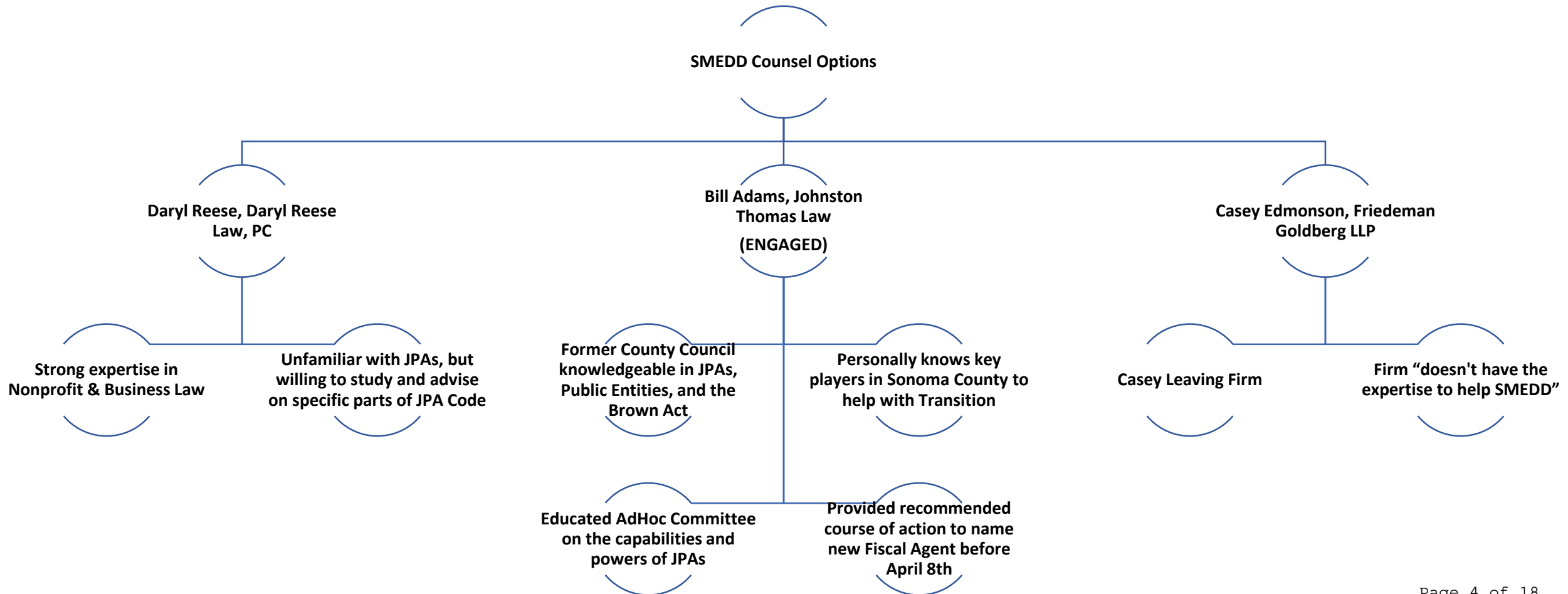
Chair

8. MEETING ADJOURNMENT - ACTION

Chair

The AdHoc Committee reached out to a variety of attorneys in the past month to identify new SMEDD Counsel with expertise in JPAs and EDDs. Of the ones who responded:

- Casey Edmonson with Friedeman Goldberg LLP notified the committee that she was leaving the firm and suggested we seek new council as they didn't have the expertise SMEDD was looking for.
- Daryl Reese Law, PC told the committee he wasn't familiar with JPAs, but if SMEDD decided to incorporate as a nonprofit then he would be willing to educate himself on JPA code in relation to adding SMEDD the nonprofit to the JPA.
- Bill Adams with Johnston Thomas Law was selected by the committee after Bill was able to educate Staff and the Committee on JPAs and provide much needed direction towards the changes SMEDD is looking to make in the immediate future.



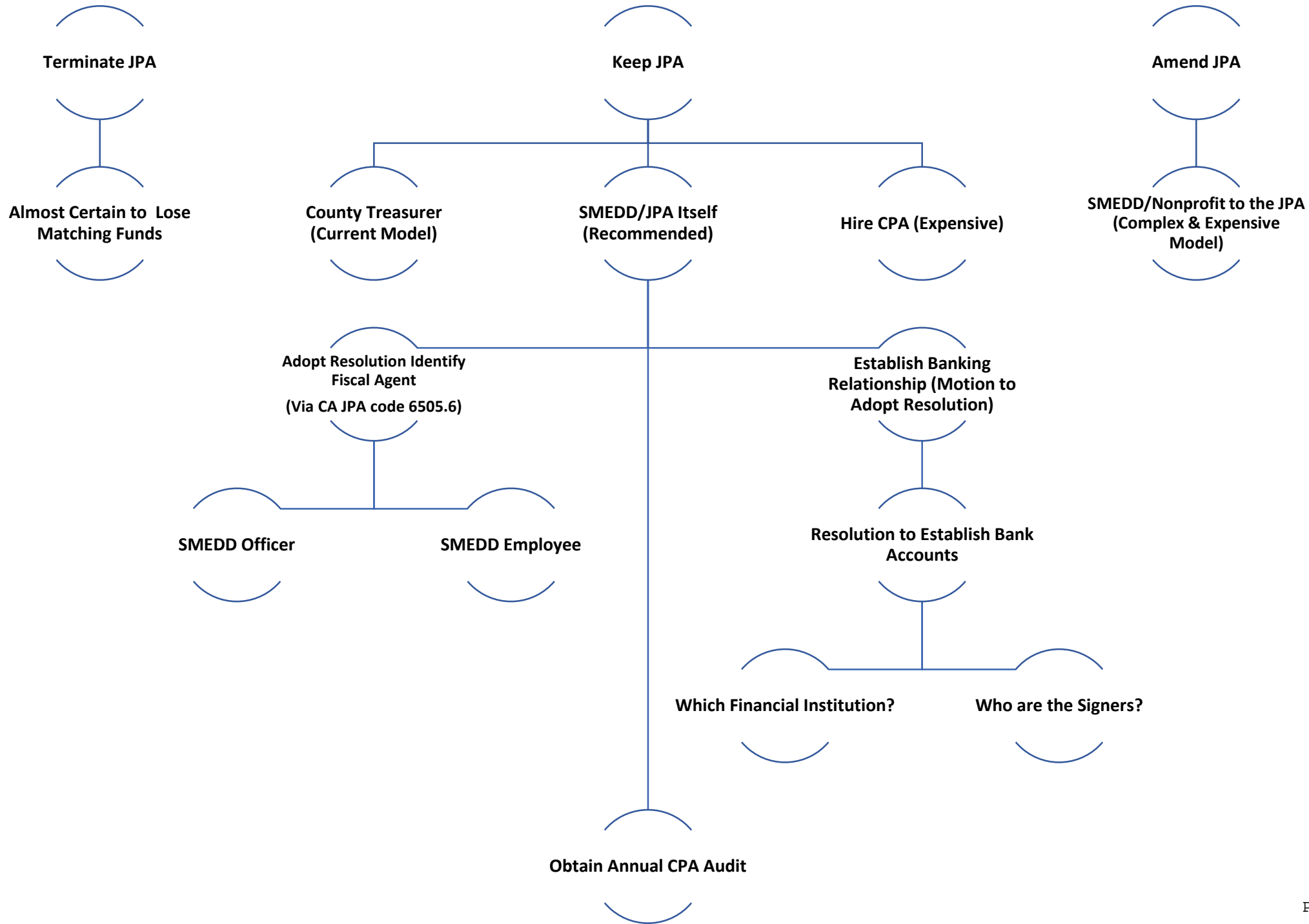
Plan for SMEDD to assume role as “Fiscal Agent”

The EDA has made a clear directive to terminate (or amend) the MOU between SMEDD and the County of Sonoma because it gives the Board of Supervisors a level of control over SMEDD’s finances that the EDA has determined unacceptable in its current form. The MOU’s scope of services is broken down into two distinct components, which are (a) *Program Development & Management* (which the committee recommends amending in the next iteration), and (b) *Fiscal Oversight & Contracting Services* (which the committee recommends that SMEDD discontinues and assigns a new “Fiscal Agent” ASAP).

Currently, SMEDD exists as a Joint Powers Authority (“JPA”), which gives SMEDD all the powers necessary to assume the all the activities outlined in the MOUs scope of work. As a JPA, SMEDD must comply with JPA Code and adhere to “strict accounting for all funds” that is done by a “Fiscal Agent.” According to Section 6505 of the JPA code, the Fiscal Agent can be done by County Treasurer (current/unacceptable model), a CPA (expensive/simple model), an employee or officer of the JPA (recommended model), or another member of the JPA, like a nonprofit (complex model), provided they obtain an annual CPA Audit.

Therefore, with a better understanding JPAs, the Ad-Hoc Committee recommends that SMEDD assume the role of the Fiscal Agent by adopting a resolution that names an officer of the board as the District’s Treasurer (who will act as the Fiscal Agent) and take responsibility for SMEDDs compliance with Section 6505 of the JPA code. This alone should remove the majority of the County’s oversight/control over the District that the EDA deems unacceptable, and the powers given to SMEDD via JPA Code Section 6505 implies that this action does not require amending the JPA. Furthermore, this action doesn’t require termination or amendments to the MOU (set to expire in June anyway) because SMEDD can simply stop utilizing the MOUs *Fiscal Oversight & Contracting Services*.

In addition, SMEDDs Board of Directors will need to pass a Resolution/Authorization to Establish a Banking Relationship (in SMEDDs name) by naming a depository institution that accepts public funds and naming employees and officers of SMEDD as signers on the accounts.



6505.5. If a separate agency or entity is created by the agreement, the agreement shall designate the treasurer of one of the contracting parties, or in lieu thereof, the county treasurer of a county in which one of the contracting parties is situated, or a certified public accountant to be the depository and have custody of all the money of the agency or entity, from whatever source.

The treasurer or certified public accountant so designated shall do all of the following:

- (a) Receive and receipt for all money of the agency or entity and place it in the treasury of the treasurer so designated to the credit of the agency or entity.
- (b) Be responsible, upon his or her official bond, for the safekeeping and disbursement of all agency or entity money so held by him or her.
- (c) Pay, when due, out of money of the agency or entity held by him or her, all sums payable on outstanding bonds and coupons of the agency or entity.
- (d) Pay any other sums due from the agency or entity from agency or entity money, or any portion thereof, only upon warrants of the public officer performing the functions of auditor or controller who has been designated by the agreement.
- (e) Verify and report in writing on the first day of July, October, January, and April of each year to the agency or entity and to the contracting parties to the agreement the amount of money he or she holds for the agency or entity, the amount of receipts since his or her last report, and the amount paid out since his or her last report.

The officer performing the functions of auditor or controller shall be of the same public agency as the treasurer designated as depository pursuant to this section. However, where a certified public accountant has been designated as treasurer of the entity, the auditor of one of the contracting parties or of a county in which one of the contracting parties is located shall be designated as auditor of the entity. The auditor shall draw warrants to pay demands against the agency or entity when the demands have been approved by any person authorized to so approve in the agreement creating the agency or entity.

The governing body of the same public entity as the treasurer and auditor specified pursuant to this section shall determine charges to be made against the agency or entity for the services of the treasurer and auditor. However, where a certified public accountant has been designated as treasurer, the governing body of the same public entity as the auditor specified pursuant to this section shall determine charges to be made against the agency or entity for the services of the auditor.

(Amended by Stats. 1999, Ch. 83, Sec. 65. Effective January 1, 2000.)

6505.6. In lieu of the designation of a treasurer and auditor as set forth in Section 6505.5, the agency or entity may appoint one of its officers or employees to either or both of such positions. Such offices may be held by separate officers or employees or combined and held by one officer or employee. Such person or persons shall comply with the duties and responsibilities of the office or offices as set forth in subdivisions (a) to (d), inclusive, of Section 6505.5.



SMEDD needs to designate a Treasurer/Controller



Responsibilities of the Treasurer/Controller



SMEDD also has the power to name an officer or employee of SMEDD as Treasurer/Controller.

In the event the agency or entity designates its officers or employees to fill the functions of treasurer or auditor, or both, pursuant to this section, such officers or employees shall cause an independent audit to be made by a certified public accountant, or public accountant, in compliance with Section 6505.

(Added by Stats. 1979, Ch. 276.)



SMEDD will need to get an annual CPA Audit

SONOMA COUNTY & SMEDD MOU

*****Set to expire in June*****

Exhibit A

Exhibit A: Scope of Work

This MOU provides support to the Sonoma-Mendocino Economic Development District (SMEDD). The objectives of the MOU are to provide SMEDD with the capacity to develop and execute economic development projects, and related fiscal and contracting services.

County Responsibilities:

A. PROGRAM DEVELOPMENT AND MANAGEMENT

1. Provide staffing and coordination for SMEDD projects and initiatives.
 2. Develop and release a Request for Proposals for the creation of an updated Comprehensive Economic Development Strategy (CEDS).
- ✗ Contract with selected consultant for creation of the CEDS.
 - ✗ Contract as needed with consultants for project management.

✗ FISCAL OVERSIGHT AND CONTRACTING SERVICES

- ✗ Provide administrative and fiscal services and oversight.
- ✗ Engage in financial transactions and contracts related to SMEDD projects and initiatives, in compliance with funding related goals and requirements, and in accordance with SMEDD's annual approved budget.
- ✗ Track time spent, in increments of tenths of an hour, on items specified in this Exhibit and submit those costs, along with an invoice, to SMEDD for board approval.

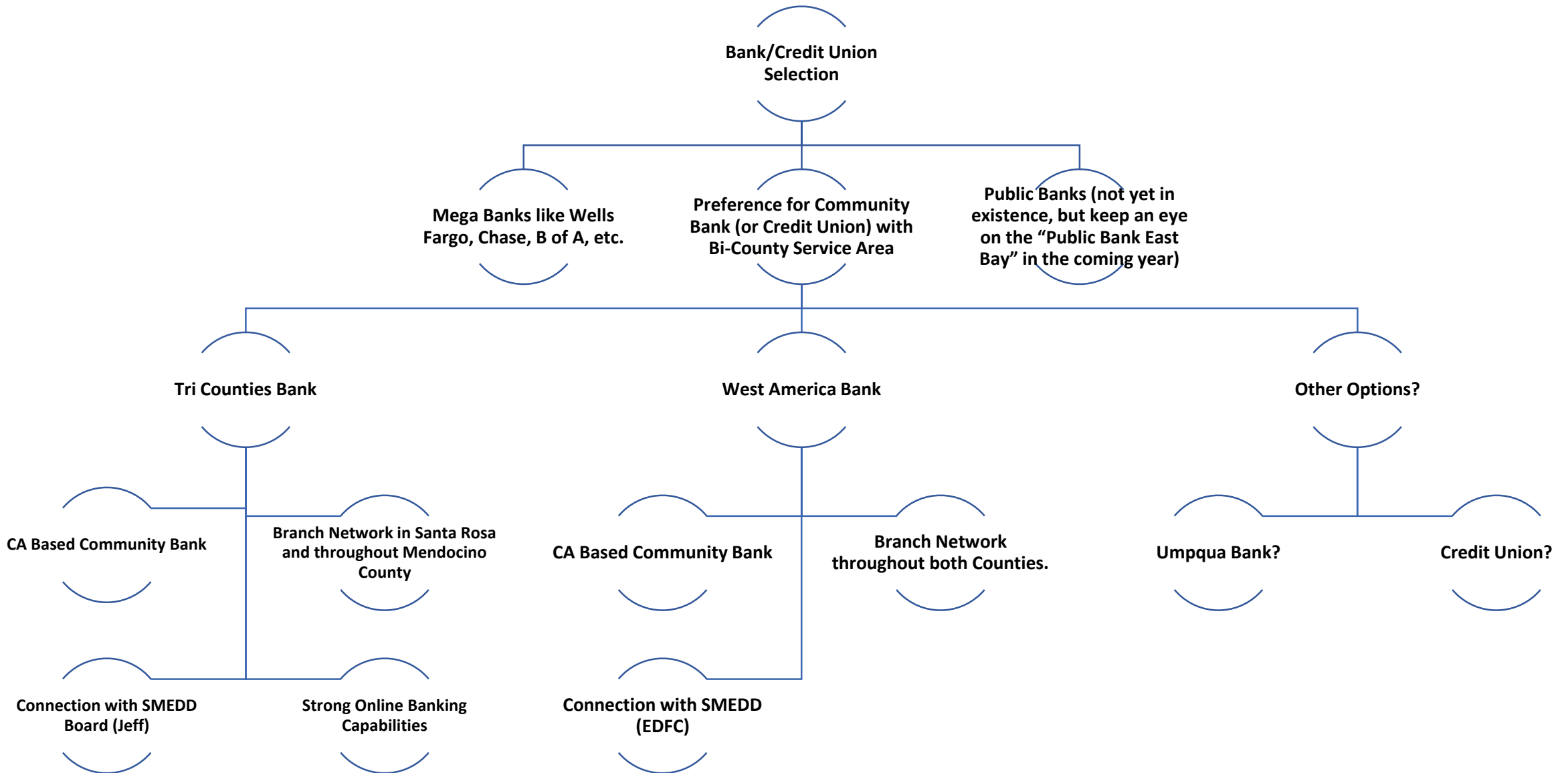
Continue utilizing these services

Stop utilizing these services, and assign responsibilities to SMEDD Treasurer/Controller with annual CPA audit.

SMEDD Responsibilities:

1. Creation and execution of regional economic development strategies.
2. Monitor and review progress of regional economic development strategies.
3. Research of and exploration of ongoing funding opportunities.

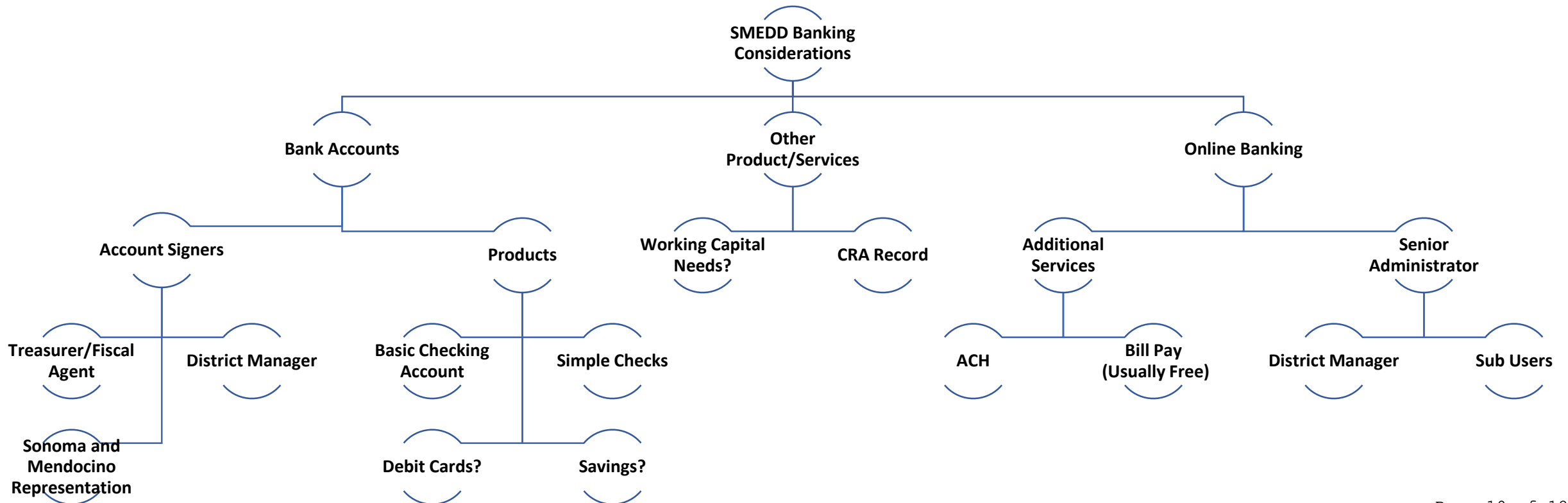
One of the key tasks of SMEDD as its own Fiscal Agent is to establish a banking relationships with a depository institution that accepts public funds. This institution should service both counties and would (ideally) be a local community bank or credit union that is likely to participate in local economic development.



Once the board has moved to a banking relationship, there are several more decisions that the board must make:

- Who will have signing authority on the accounts? At a minimum, the District Manager and a Board Member (i.e. Treasurer?). Do we want to have a board member from each county? Staff from each county? – this will need to be updated regularly (perhaps annually?) as board representation changes.
- What products/services are needed for SMEDDs daily operations? A checking account with the ability to accept deposits and write checks at a minimum. But, do we have need for Debit Cards? Or, would SMEDDD have need for Working Capital Line of Credit?
- Who will be the Senior Administrator for Online Banking? And then who can be sub users? The District Manager would ideally be the Online Banking Senior Administrator who would be able to add sub users and control their abilities. Online Banking would also allow for Bill Pay services (usually free).

SMEDDs banking activity is anticipated to be light at about a dozen transactions/month (about \$15,000/month). There would be only one deposit quarterly (EDA), then reimbursements to EDB, EDFC, and other contractors. -- Insurance?



**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SONOMA MENDOCINO ECONOMIC DEVELOPMENT DISTRICT
TO APPOINT A DISTRICT TREASURER AND A DISTRICT AUDITOR
PURSUANT TO GOVERNMENT CODE SECTION 6505.6**

RESOLVED, by the Board of Directors (“the Board”) of the Sonoma Mendocino Economic Development District (“the District”), that:

WHEREAS, the District is a separate public entity created in 2015 by a Joint Powers Agreement (“JPA”) between Sonoma and Mendocino Counties and the City of Sonoma, pursuant to the Joint Exercise of Powers Act (Government Code section 6500 et seq.); and

WHEREAS, the JPA creating the District initially designated the County of Sonoma as financial agent for the District, pursuant to Government Code section 6505.5; and

WHEREAS, Government Code section 6505.6 specifically authorizes the Board to appoint one of its officers or employees as treasurer and auditor in lieu of the designation process set forth in Government Code section 6505.5; and

WHEREAS, the Board has determined it is the best interests of the District and the regional stakeholders the District serves for the District to exercise its authority pursuant to Government Code section 6505.6 to serve as its own financial agent and provide its own financial services, including, but not limited to, appointing a District Treasurer and a District Auditor, opening District bank accounts, and other related steps necessary to comply with the duties and responsibilities set forth in Government Code section 6505.5.

NOW, THEREFORE IT IS RESOLVED, the Board of Directors of the Sonoma Mendocino Economic Development District hereby approves that the District shall exercise its authority pursuant to Government Code section 6505.6 to serve as its own financial agent and provide its own financial services, including, but not limited to, appointing a District Treasurer and a District Auditor, opening District bank accounts, and other related steps necessary to comply with the duties and responsibilities set forth in Government Code section 6505.5.

NOW, THEREFORE IT IS FURTHER RESOLVED, the Board of Directors of the Sonoma Mendocino Economic Development District hereby directs and delegates to the Board President, District Manager, and such others as needed, the authority to implement the District’s authority and actions approved in this Resolution.

NOW, THEREFORE IT IS FURTHER RESOLVED, the Board of Directors of the Sonoma Mendocino Economic Development District hereby appoints _____ as District Treasurer and appoints _____ as District Auditor.

THE FOREGOING RESOLUTION was introduced at a meeting of the Board on March _____ 8, 2022, by Director _____, who moved its adoption, seconded by Director _____, and ordered adopted by the following vote:

- President
- Director
- Director
- Director
- Director
- Director
- Director
- Director
- Director
- Director

AYES: _____ NOES: _____ ABSENT OR NOT VOTING: _____

WHEREUPON, the Chair declared the foregoing Resolution adopted, and **SO ORDERED**.

By: _____
President of the Board

By: _____
Secretary of the Board

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SONOMA MENDOCINO ECONOMIC DEVELOPMENT DISTRICT
AUTHORIZING THE CHANGE OF FINANCIAL INSTITUTIONS**

RESOLVED, by the Board of Directors (“the Board”) of the Sonoma Mendocino Economic Development District (“the District”), that:

WHEREAS, the District is a separate public entity created in 2015 by a Joint Powers Agreement (“JPA”) between Sonoma and Mendocino Counties and the City of Sonoma, pursuant to the Joint Exercise of Powers Act (Government Code section 6500 et seq.); and

WHEREAS, the JPA creating the District initially designated the County of Sonoma as financial agent for the District, pursuant to Government Code section 6505.5; and

WHEREAS, Government Code section 6505.6 specifically authorizes the Board to appoint one of its officers or employees as treasurer and auditor in lieu of the designation process set forth in Government Code section 6505.5; and

WHEREAS, in District Resolution _____, approved on _____ concurrently with this Resolution, the Board determined and directed that the District exercise its authority pursuant to Government Code section 6505.6 to serve as its own financial agent and provide its own financial services, including, but not limited to, appointing a District Treasurer and a District Auditor, opening District bank accounts, and other related steps necessary to comply with the duties and responsibilities set forth in Government Code section 6505.5; and directed and delegated to the Board President, District Manager, and such others as needed, the authority to implement the District’s decision; and

WHEREAS, an essential step in implementation of the District’s authority under Government Code section 6505.6 is to designate a financial institution to serve the District depository of funds of District and to move District funds to that institution from the County of Sonoma.

NOW, THEREFORE IT IS RESOLVED, the Board of Directors of the Sonoma Mendocino Economic Development District hereby approves and designates _____, as the financial institution that shall serve as the depository of District fund, and directs that District funds be moved to that institution from the County of Sonoma.

NOW, THEREFORE IT IS FURTHER RESOLVED, the Board of Directors of the Sonoma Mendocino Economic Development District hereby directs and delegates to the Board President, District Manager, and such others as needed, the authority to implement this Resolution, including, but not limited to, coordinating funds transfers, change of signers on accounts, and other necessary administrative actions with the District's new financial institution.

THE FOREGOING RESOLUTION was introduced at a meeting of the Board on March ____ 8, 2022, by Director _____, who moved its adoption, seconded by Director _____, and ordered adopted by the following vote:

- President
- Director
- Director
- Director
- Director
- Director
- Director
- Director
- Director
- Director

AYES: ____ NOES: ____ ABSENT OR NOT VOTING: ____

WHEREUPON, the Chair declared the foregoing Resolution adopted, and **SO ORDERED**.

By: _____
President of the Board

By: _____
Secretary of the Board



U.S. DEPARTMENT OF COMMERCE

Economic Development Administration
Jackson Federal Building, Room 1890
915 Second Avenue
Seattle, Washington 98174
206-220-7660

March 4, 2022

Steven Sharpe
Administrator
Sonoma Mendocino EDD
141 Stony Circle, Suite 110
Santa Rosa, California 95401-4154

RE: Invitation for FY2022-FY2025 Partnership Planning Program

Dear Mr. Sharpe:

The Seattle Regional Office (SRO) of the Economic Development Administration (EDA) is pleased to invite your organization to apply for FY 2022 to FY 2025 Partnership Planning Program funding. SRO has budget authority to award you a fully funded 3-year EDA grant award in the anticipated amount of **\$210,000.00** to cover this three-year performance period. The quarterly amount of your 3-year EDA grant award was determined to be **\$17,500.00** which will remain constant over the award cycle. According to the most recent [Stats America Data*](#) for your region, the federal grant rate will be 50%. This rate will require a 3-year total match of **\$210,000.00**. If funds are not available to commit the 3-year match amount, please document the 1-year commitment requirement of **\$70,000.00**. An award specific award condition will be incorporated into the Award and Grants Online requiring annual documentation, satisfactory to EDA, confirming the Matching Share for each subsequent year. This Matching Share documentation will be due 30 days prior to each annual anniversary month.

Application Requirements and Procedure

To submit an application, you must submit the following documents by April 8, 2022 through the Grants.gov link; [Seattle Partnership Planning Program FY 2022, Department of Commerce](#).

1. To access the grant application, go to the subsequent website and follow the steps below:
 - a. Link; [Seattle Partnership Planning Program FY 2022, Department of Commerce](#)
 - b. *From the VIEW GRANT OPPORTUNITY page, select the **RED** Apply to begin.*
 - c. To get a copy of the application package, click on *blue Package tab*.
 - d. The application package will be downloaded.
2. Complete the following mandatory forms:
 - a. **Application for Federal Assistance SF-424** is required. Be sure the correct full 3-Year EDA grant amount and matching funds are accurate in your application. Ensure that the application is signed by your authorized representative.

- b. **Form SF-424A - Budget Information for Non-Construction Programs**, must be submitted. To complete this form, please use a budget period of July 1, 2022 – June 30, 2025, based on the anticipated grant and matching funds. PLEASE BREAK OUT THE FEDERAL and NON-FEDERAL budget categories in Section B. The budget categories must show the federal and non-federal total share for the full 3 years on page 1A of the SF-424-A.
- c. **Budget narrative** - clearly identify and justify how funds in each line item of the budget (Form SF-424A) will be used to support the proposed project.
- d. **Form ED-900, General Application for EDA programs**-complete:
 - i. Section A (scope of work should cover 3 years in this exhibit)
 - ii. Section B
 - iii. Section D
 - iv. Section E
- e. **ED-900-A Additional Assurance for Construction or Non-Construction form**, Read and sign this form by your authorized representative.
- f. **Form CD-511 - Certification Regarding Lobbying**, must be signed by your authorized representative. If lobbying activities are present, an **SF-LLL** must also be submitted.

Supplementary items required

1. **DOCUMENTATION OF INDIRECT COST RATE:** If you have indirect costs identified in your SF-424A budget please provide EDA with documentation to support the indirect cost rate. For most applicants, this will entail the submission of a copy of its current, approved, and negotiated indirect cost rate agreement (NICRA).
 - a. Note if the applicant is a State or local unit of government (or a Tribe) that receives less than \$35,000,000 in direct Federal funding per year it may submit any of the following:
 - i. A Certificate of Indirect Costs from DOI or EDA.
 - ii. Acknowledgment received from EDA and Certificate of Indirect Costs in the form prescribed at 2 C.F.R. pt. 200, app. VII.
 - iii. Cost Allocation Plan approved by a federal agency (note that cost allocation plans or indirect cost rates approved by state agencies are not acceptable); or
 - iv. NICRA

An applicant electing to charge a de minimis rate of 10 percent must include a statement in its Budget Narrative that it does not have a current negotiated (including provisional) indirect cost rate and is electing to charge the de minimis rate.

2. **SCOPE OF WORK:** Please submit your (no more than 4 pages) 3-year scope of work for the period of July 1, 2022 – June 30, 2025. Please breakup your scope work by each year for the 3-year period. A sample of the required format is attached for your guidance. Please prepare in MS Word format to facilitate the preparation of the grant award documents.

3. **STAFFING PLAN:** The staffing plan should list all positions that will be charged to the Federal and Non-Federal portions of the program budget. Include the employee's name, position title, maximum annual salary, amount of annual salary charged to the grant, and total percentage of time devoted to the EDA program. Label this document as "Staffing Plan". In most cases the total salary amount in the staffing plan should match the dollars identified on the SF-424A budget under "Personnel" (See attached example staffing plan). Please send in **MS Word or Excel format** to facilitate EDA in preparing your grant document.
4. **MATCH COMMITMENT:** The match commitment should be addressed through a resolution or an accompanying letter. The commitment letter **MUST** contain the required language confirming that; the non-EDA Matching Share funds are committed to the project for the period of performance, will be available as needed, and are not and will not be conditioned or encumbered in any way that may preclude its use consistent with the Award.
5. **AUDIT:** Please submit your most recent audit.
6. **ORGANIZATIONAL DOCUMENTS:** Per the ED-900 requirements, non-profit entities are required to submit the organization's Articles of Incorporation, Bylaws and a letter or resolution from a general-purpose subdivision of a state acknowledging that it is acting in cooperation with the non-profit (required by 13 CFR 301.2). Please also provide a current certificate of good standing (or equivalent document depending on jurisdiction).
7. **BOARD AND STRATEGY COMMITTEE:** Please submit an updated roster of the following in accordance with 13 CFR 304.2 and 303.6.
 - a. EDD board roster
 - b. EDS strategy committee roster
8. **SINGLE POINT OF CONTACT (SPOC) REVIEW, *if applicable:*** If a State has adopted a process under EO 12372 to review and coordinate proposed Federal financial assistance and direct Federal development (commonly referred to as the "single point of contact review process") then EDA is required to obtain confirmation from the applicant that the review was requested and that all comments or feedback have been provided to EDA. All applicants must give State and local governments a reasonable opportunity to review and comment on the proposed Project. It is recommended that you submit your request for review to the state 60 days before applying so that the EDA application is complete at submittal. That said, please do not delay submission if SPOC review is pending comment.

Registration for System of Award Management (SAM)

To receive federal funds, all applicants must have an active entity record in System for Award Management (SAM) prior to application and must maintain an active account with current information at all times during the Federal award. Please make sure your entity record is active and accurate. The website for SAM is: <https://sam.gov/content/home>

1. Please note the following standards that apply to EDA grants
 - a. Funding is conditional upon the availability of funds from Congress and the quality of past performance.

- b. An invitation to request funds from EDA does not constitute a guarantee of funding, funding is at EDA's sole discretion.
- c. Any expenses or obligations incurred prior to the expected start date of the award and its approval and acceptance will be at your own risk.

As the term of your current EDA award ends, please ensure that all the funds from prior Partnership Planning grant have been expended and drawn down in ASAP prior to the end of your grant term, or within 30 days after the end of your grant term if operating on a reimbursement basis. **Make sure all previous year's reports have been submitted (mid-term progress, final progress report, annual CEDS update, GPRA report, mid-term SF-425 Federal Financial Report, and Final SF-425 Federal Financial Report).**

If you need additional time to prepare and submit the application materials, please request an extension in writing (e-mail is acceptable) at least one week prior to the due date. If you have any questions please contact your Project Officer, Ethan Fogg, at Efogg@eda.gov or by phone at (425)465-2926.

Thank you,

Chris Cox
Administrative Director

cc: Sheba Person-Whitley, Regional Director
Malinda Matson, EDR

[*https://www.statsamerica.org/distress/dist.aspx](https://www.statsamerica.org/distress/dist.aspx)