



May 19th, 2022 | Sonoma Mendocino Economic Development District | Board of Directors Meeting

<https://sonomacounty.zoom.us/j/83043446159>

Meeting Book - May 19th, 2022 | Sonoma Mendocino Economic Development District | Board of Directors Meeting

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.

ROLL CALL

Secretary

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

CONSIDERATION OF APPROVAL OF VIDEOCONFERENCE IN COMPLIANCE WITH AB361

Chair

The Board will consider approval of findings that there remains a State proclaimed COVID-19 health emergency and local officials continue to impose or recommend measures to promote social distancing, allowing hybrid virtual meetings to be conducted for the next 30 days.

Public Comment

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.

AGENDA ADJUSTMENTS – DISCUSSION/ACTION

Chair

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.

15 minutes

CONSENT ITEMS – DISCUSSION/ACTION

Chair

15 minutes

Approval of Previous Board Meeting Minutes

Draft SMEDD BOD Meeting Minutes 04272022.pdf

Open Time for Public Expression

15 minutes

Financial Report - Discussion/Action

Fiscal Analyst

Monthly Financial Report

The district's fiscal analyst will provide a monthly financial report to the board.

Monthly Reimbursement Request

The Board will vote to reimburse the County of Sonoma for staff time

and contractual expenditures that supported SMEDD activities in the amount of \$5,221.30 during 03/22/22 - 05/02/22.

Open Time for Public Expression

30 minutes

AD HOC COMMITTEE REPORTS - DISCUSSION/ACTION

Ad Hoc Committees will report to the Board on recent progress.

Chair

District Financials/Budget Ad Hoc

The Board will discuss the current status of the Financials/Budget Ad Hoc with the District's fiscal analyst to determine ongoing needs to maintain this ad hoc or similar group for operational purposes.

Jeff Kelly
(Treasurer)

CEDS Strategy Committee Update

Paul Garza Jr.
(Chair- CEDS
Strategy
Committee)

Final PRESS RELEASE SMEDD CEDS PUBLIC COMMENT -
Clean.docx

15 minutes

Amendment to Marie Jones Consulting Contract Amount

Marie Jones Consulting has worked with the SMEDD CEDS Strategy Committee and Staff to develop a CEDS that is currently out for public review. In March of 2022, the SMEDD Board voted in favor of an action to approve working with Marie Jones Consulting up to \$12,330. At this point, Marie Jones has expended and even gone over the original estimated amount of hours. However, there is still approximately 4.5 hours of preparation work to complete the CEDS after the public review period. The board will consider taking action on a motion to increase the maximum amount to spend from \$12,330 to \$14,805 for Marie Jones to complete and be compensated for this work.

Discussion/Action

Chair

Marie Jones Original Estimate.docx

MJC Invoice Revise CEDS 4-2022 (003).pdf

20 minutes

STAFF UPDATE - DISCUSSION/ACTION

Staff will provide an update on district economic development activities.

District
Manager

Planning Grant Application

EDA Application.pdf

SMEDD Associate Duties (1).docx

Other Updates

Open Time for Public Expression

5 minutes

Suggested Items for the Next SMEDD Board Meeting

Chair

Meeting Adjournment

Chair



Board of Directors Special Meeting Minutes

April 27, 2022

Zoom: <https://sonomacounty.zoom.us/j/98943511551?pwd=cUFkTVVwSVRrdGM1bWQ5L25oRm1XUT09>

1. **CALL TO ORDER AT 4:21 p.m.**
2. **ROLL CALL**

Jon Frech - Absent

Mary Anne Petrillo (Chair) - Present

Paul Garza Jr.- Present

Lisa Badenfort (Vice-Chair) - Absent

Robin Bartholow- Present

Jeff Kelly- Present

Mike Nicholls- Present

3. **CONSIDERATION OF APPROVAL OF VIDEO CONFERENCE IN COMPLIANCE WITH AB361**
4. **OPEN TIME FOR PUBLIC EXPRESSION- None**
5. **AGENDA ADJUSTMENTS – DISCUSSION/ACTION**

Motion by: Paul Garza Jr. to approve the CEDS document before it goes out to the public.

Seconded by: Mike Nicholls

Public comment: None

Roll call: Jon Frech, absent, Mary Anne Petrillo, yes, Paul Garza Jr., yes, Lisa Badenfort, absent, Robin Bartholow, yes, Jeff Kelly, yes, Mike Nicholls, yes.

Motion passed

6. **STATEMENT OF CONFLICT OF INTEREST- None**
7. **CONSENT ITEMS – DISCUSSION/ACTION**

a. **Approval of Previous Board Meeting Minutes**

a. **March 17, 2022 SMEDD Meeting Minutes**

b. **April 1, 2022 SMEDD SPECIAL MEETING minutes**

b. **Open Time for Public Expression- None**

Motion by: Paul Garza Jr. to approve the consent items.

Seconded by: Jeff Kelly

Public comment: None

Roll call: Jon Frech, absent, Mary Anne Petrillo, yes, Paul Garza Jr., yes, Lisa Badenfort, absent, Robin Bartholow, yes, Jeff Kelly, yes, Mike Nicholls, yes.

Motion passed

8. **FINANCIAL REPORT – DISCUSSION/ACTION**
 - a. **Monthly Financial Report - 12**

The District's Administrator provided a monthly financial report to the board.

b. Monthly Reimbursement Request - 14

The Board voted to reimburse the County of Sonoma for staff time and contractual expenditures that supported SMEDD activities in the amount of \$11,938.38 during March 2022.

c. Open time for Public Expression- None

Motion by: Paul Garza Jr. motioned to approve the March financials with a request to reallocate unspent funds from the planning grant.

Seconded by: Robin Bartholow

Public comment: None

Roll call: Jon Frech, absent, Mary Anne Petrillo, yes, Paul Garza Jr., yes, Lisa Badenfort, absent, Robin Bartholow, yes, Jeff Kelly, yes, Mike Nicholls, yes.

Motion passed

9. AD HOC COMMITTEE REPORTS- DISCUSSION/ACTION

a. District Financials/Restructure Ad Hoc

Jeff Kelly reported out the Financials/Restructure Ad hoc meetings and the Board discussed the ongoing needs.

a) SMEDD Financial Agency- DISCUSSION/ACTION

The SMEDD Board discussed and voted on the resolutions being proposed by the Budget/Finance Ad Hoc.

a) SMEDD- revised Resolution 22-02 authorizing Umpqua Bank as the SMEDD financial institution (4-13-22).docx-21

Motion by: Jeff Kelly to move and approve resolution 22.02 changing the SMEDD BOD financial institution to Umpqua Bank.

Seconded by: Paul Garza Jr.

Public comment: None

Roll call: Jon Frech, absent, Mary Anne Petrillo, yes, Paul Garza Jr., yes, Lisa Badenfort, absent, Robin Bartholow, yes, Jeff Kelly, yes, Mike Nicholls, yes.

Motion passed

b) SMEDD-revised Resolution 22-01 re GC 6506.6 (4-13-22).docx 23

b) Open Time for Public Expression- None

Motion by: Paul Garza Jr. to move and approve resolution 22.01 appointing Jeff Kelly as the District Treasurer and District Auditor.

Seconded by: Mike Nicholls

Public comment: None

Roll call: Jon Frech, absent, Mary Anne Petrillo, yes, Paul Garza Jr., yes, Lisa Badenfort, absent, Robin Bartholow, yes, Jeff Kelly, yes, Mike Nicholls, yes.

Motion passed

10. SMEDD 2022/2025 EDA Planning Grant- DISCUSSION/ACTION

The Board discussed the scope of work and budget for the 2022-2025 Short Term Planning Grant. Chair Petrillo stated the next three years will be spent implementing the CEDS. The Board discussed timelines and documents needed. The Board authorized Chair Petrillo and District Manager, Johnson authority to submit the components of the grant by the deadline, May 2nd.

a. SF424A-V1.o_Draft 4.23.22_1.pdf-25

b. Sample SOW Format-2022 Planning Grants MAP Draft.docx-28

c. Open Time for Public Expression

Motion by: Paul Garza Jr. to authorize Chair Petrillo and District Manager, Johnson authority to submit the 2022-2025 Short Term Planning Grant by May 2nd.

Seconded by: Mike Nicholls

Public comment: None

Roll call: Jon Frech, absent, Mary Anne Petrillo, yes, Paul Garza Jr., yes, Lisa Badenfort, absent, Robin Bartholow, yes, Jeff Kelly, yes, Mike Nicholls, yes.

Motion passed

11. SUGGESTED AGENDA ITEMS FOR NEXT BOARD MEETING- DISCUSSION

Next meeting is May 19, 2022. District Manager Johnson was directed to find out from Ethan Brown if Sonoma EDB can conduct a Financial Review before June 30th, 2022 to fulfil the audit requirement. The EDA advised Chair Petrillo that a full audit might not be needed, a financial review might be sufficient. Clarification is needed before the next Board meeting. Staff will investigate and report back at the next meeting.

12. MEETING ADJOURNMENT- ACTION

Motion by: Mike Nicholls to adjourn the meeting at 5:29 p.m.

Seconded by: Paul Garza Jr.

Public comment: None

Roll call: Jon Frech, absent, Mary Anne Petrillo, yes, Paul Garza Jr., yes, Lisa Badenfort, absent, Robin Bartholow, yes, Jeff Kelly, yes, Mike Nicholls, yes.

Motion passed

Sonoma Mendocino Economic Development District
Budget v. Actual
April 2022

Fund	Department	Account	Account Description	Year-To-Date			Year-To-Date Encumbrances	Remaining Balance
				Adjusted Budget	Month-To-Date Actual	Year-To-Date Actual		
Account Type: 00004 – All Revenues								
Account Character: 42000 – Intergovernmental Revenues								
72851	66140100	42461	Federal Other Funding	(370,000.00)	-	(205,000.00)		(165,000.00)
Total 42000 – Intergovernmental Revenues				(370,000.00)	-	(205,000.00)	0	(165,000.00)
Account Character: 44000 – Revenue - Use of Money & Prop								
72851	66140100	44002	Interest on Pooled Cash	-	(163.24)	(506.36)		506.36
Total 44000 – Revenue - Use of Money & Prop				-	(163.24)	(506.36)	0	506.36
Total 00004 – All Revenues				(370,000.00)	(163.24)	(205,506.36)	0	(164,493.64)
Account Type: 00005 – All Expense/Expenditure Accts								
Account Character: 50000 – Salaries and Employee Benefits								
72851	66140100	50701	Perm Position - Local Bds	311,165.00	-	64,729.18		246,435.82
Total 50000 – Salaries and Employee Benefits				311,165.00	-	64,729.18	0	246,435.82
Account Character: 51000 – Services and Supplies								
72851	66140100	51226	Consulting Services	30,000.00	-	15,000.00		15,000.00
72851	66140100	51230	Security Services	83,500.00	-	-		83,500.00
72851	66140100	51249	Other Professional Services	-	-	64,087.50		(64,087.50)
72851	66140100	51934	ERP System Charges	-	-	125.33		(125.33)
72851	66140100	51935	Unclaimable ERP System Charges	-	-	3.30		(3.30)
Total 51000 – Services and Supplies				113,500.00	-	79,216.13	0	34,283.87
Total 00005 – All Expense/Expenditure Accts				424,665.00	-	143,945.31	0	280,719.69
				54,665.00	(163.24)	(61,561.05)	0	116,226.05

As Of = @prior-fiscal-month-end; Years = 1; Chart Fields = Fund, Department, Account

Sonoma Mendocino Economic Development District
Transaction Detail
April 2022

Journal Date	Posted Date	Journal ID	Department	Account	Amount	Journal Line Description
Account Type: 00004 – All Revenues						
Account Character: 44000 – Revenue - Use of Money & Prop						
04-13-2022	04-13-2022	IA00266441	66140100	44002	(163.24)	3rd Qtr Interest Apportionment
Total 44000 – Revenue - Use of Money & Prop					<u>(163.24)</u>	
Total 00004 – All Revenues					<u>(163.24)</u>	
					(163.24)	

Fiscal Date [@prior-fiscal-month] and Fund [72851] and Department [66140100]

**SMEDD-County of Sonoma MOU
Apr-22**

Expenditure Category	MOU Budget	County Expenses to be Reimbursed	Previous Month Expenses to Date	Total Expenses to Date	Percent Expended	Available MOU Balance
Supplemental						
EPS	70,000.00	-	69,993.75	69,993.75	100.0%	6.25
Project Manager	32,750.00	-	16,893.75	16,893.75	51.6%	15,856.25
District Administrator	10,380.00	-	15,908.59	15,908.59	153.3%	(5,528.59)
Fiscal Agent	9,959.00	338.09	3,709.94	4,048.03	40.6%	5,910.97
Administrative Aide	93,597.00	929.65	38,966.48	39,896.13	42.6%	53,700.87
Planning						
EDFC	60,000.00	-	52,500.00	52,500.00	87.5%	7,500.00
District Administrator	73,334.00	3,543.66	56,728.21	60,271.87	82.2%	13,062.13
Fiscal Agent	6,666.00	409.90	2,121.07	2,530.97	38.0%	4,135.04
TOTAL EXPENDITURES	\$ 356,686.00	\$ 5,221.30	\$ 256,821.79	\$ 262,043.09		\$ 94,642.92

Budget Category	Employee	Time Period	# Hours	Planning * Grant Amount	Supplemental Grant Amount	Total
District Administrator	Bradley Johnson	03/22/22 - 05/02/22	105.2	7,087.32		7,087.32
Fiscal Agent	Rebekah Heinze	03/22/22 - 05/02/22	13.7	819.79	338.09	1,157.88
Administrative Aide	Bradley Johnson	03/22/22 - 05/02/22	13.8		929.65	929.65
Subtotal				7,907.11	1,267.74	9,174.85
% charged to SMEDD				50.0%	100.0%	N/A
Total				3,953.56	1,267.74	5,221.30

* 1:1 salary match provided by County of Sonoma

Community Invited to Help Shape Regional Economy

SANTA ROSA, CA - The Sonoma Mendocino Economic Development District (SMEDD) invites Sonoma and Mendocino County community members to help shape the regional economy by participating in a second round of input for the 2022 Comprehensive Economic Development Strategy (CEDS). Using the first round of community input, the CEDS Strategy Committee has further honed the strategies and goals outlined in the CEDS draft to better reflect the economic development needs of the region. Current data and community-driven economic goals outlined in the CEDS include: developing innovative and value-added sectors, increasing equitable community-wide prosperity, supporting people, and planning for and implementing resiliency. Sonoma and Mendocino communities are encouraged to submit feedback on the goals, objectives, strategies, and projects listed in the 2022 CEDS (pages 20 – 47).

“Every five years, Sonoma-Mendocino Economic Development District (SMEDD) performs a comprehensive study of our region to find the best ways to improve our prosperity and economic resiliency. The CEDS Strategy Committee reviewed and evaluated data, a wide range of input from citizens, community organizations and local government to determine what our strengths and weaknesses are and to determine our best opportunities. This is a ‘living document’ and so we invite all of you to take a good look at the document and let us know what you think. We do this work for you and we greatly value your ideas,” voiced Paul Garza Jr., Chair of the SMEDD CEDS Strategy Committee.

The 2016 CEDS was instrumental in several regional initiatives including financing local entrepreneurs through a regional revolving loan fund, further action to bring broadband access to underserved communities, and facilitating access to grants for workforce development partners. The 2016 CEDS document will remain active until the 2022 CEDS draft is approved by the U.S. Department of Commerce, Economic Development Agency (EDA). The 2022 Sonoma Mendocino CEDS was drafted and facilitated by Marie Jones, Marie Jones Consulting, in collaboration with the Sonoma Mendocino Economic Development District’s CEDS Strategy Committee.

To access the 2022 CEDS draft, visit the [SMEDD website at sonomaedb.org/SMEDD](https://sonomaedb.org/SMEDD). The draft CEDS will also be to the Sonoma County Economic Development Board’s Facebook page facebook.com/SonomaEDB/. To submit questions and comments, please email SMEDD Economic Development District Manager, Bradley Johnson at Bradley.johnson@sonoma-county.org. The public comment period ends on Tuesday, June 7th.

##

The Sonoma-Mendocino Economic Development District is a two-county partnership, created through a joint powers agreement in 2015, to engage in regional economic development planning. The District is responsible for overseeing the completion and implementation of the Sonoma-Mendocino Comprehensive Economic Development Strategy.

The Sonoma-Mendocino Economic Development District’s Comprehensive Economic Development Strategy will be composed of community input and content from current regional plans: MOVE 2030, Strategic Sonoma, and The Sonoma County Economic Recovery Action Plan.

Sonoma/Mendocino CEDS Revision Project (revised)

Task	Timeline - Week Starting	Task Description	Hours	Cost
1	Ongoing	Project Management - communications, invoicing, email and phone calls, etc.	15	\$1,350
Goals and Objectives				
2	20-Feb	Development & refinement of Goals and Objectives for Strategic Committee review and feedback	5	\$450
3	25-Feb	First steering committee meeting re Goals and Objectives (prep, facilitation, follow up)	3	\$270
4	1-Mar	First Strategic Committee Meeting - preparation (agenda, PowerPoint), facilitation, follow up re Goals and Objectives	5	\$450
5	1-Mar	Write up the draft Goals and Objectives section of the CEDS based on feedback	15	\$1,350
Priority Projects & Evaluation				
6	7-Mar	Organize priority projects, by goal & objective, into "strategic buckets" for Strategic Committee consideration	10	\$900
7	7-Mar	Develop Metrics and Evaluation Section of the CEDS for each Priority Project bucket	10	\$900
8	10-Mar	Second steering committee meeting re Priority Projects (prep, facilitation, follow up)	3	\$270
9	14-Mar	Second Strategic Committee Meeting - preparation (agenda, PowerPoint), facilitation, follow up re Priority Projects	5	\$450
10	16-Mar	Write up the Action Plan (priority projects) section of the CEDS based on Strategic Committee input and comments	25	\$2,250
Final Report				
11	21-Mar	Prepare Draft Report - including shortening and simplifying the EPS draft CEDS document	25	\$2,250
12	4-Apr	Third steering committee meeting re Final Report (prep, facilitation, follow up)	3	\$270
13	5-Apr	Third Strategic Committee Meeting - preparation (agenda, PowerPoint), facilitation, follow up re Final Report	5	\$450
14	11-Apr	Present Draft Report to the SMED Board, Prepare PowerPoint, make revisions as required based on feedback	4	\$360
15	15-May	Make final revisions based on comments from public review period	4	\$360
Total Cost			137	\$12,330



Marie Jones Consulting

Land Use Planning, Economic Development, Housing, Project Feasibility, Grant Writing
 16312 Old Caspar Rail Road
 Fort Bragg CA 95437
 707-357-6480

Client Sonoma Mendocino Economic Development District
Project CEDS 2022 Update

Task	Task Description	BUDGET		Invoice 1			Invoice 2			Final Cost	
		Contract Hours	Contract Budget	Hours Completed	% Complete	Invoice 1 amount	Hours Completed	% Complete	Invoice Amount	Contract Hours	Contract Budget
1	Project Management - communications, invoicing, email and phone calls, etc.	15	\$ 1,350	13	87%	\$1,170	2	100%	\$180	15	\$ 1,350
Goals and Objectives											
2	Development & refinement of Goals and Objectives for Strategic Committee review and feedback	5	\$ 450	5	100%	\$450	0	100%	\$0	5	\$ 450
3	First steering committee meeting re Goals and Objectives (prep, facilitation, follow up)	3	\$ 270	3	100%	\$270	0	100%	\$0	3	\$ 270
4	First Strategic Committee Meeting - preparation (agenda, PowerPoint), facilitation, follow up re Goals and Objectives	5	\$ 450	5	100%	\$450	0	100%	\$0	5	\$ 450
5	Write up the draft Goals and Objectives section of the CEDS based on feedback	15	\$ 1,350	15	100%	\$1,350	0	100%	\$0	15	\$ 1,350
Priority Projects & Evaluation											
6	Organize priority projects, by goal & objective, into "strategic buckets" for Strategic Committee consideration	10	\$ 900	10	100%	\$900	0	100%	\$0	10	\$ 900
7	Develop Metrics and Evaluation Section of the CEDS for each Priority Project bucket	10	\$ 900	9	90%	\$810	1	100%	\$90	10	\$ 900
8	Second steering committee meeting re Priority Projects (prep, facilitation, follow up)	3	\$ 270	3.5	117%	\$315	0	100%	\$0	3.5	\$ 315
9	Second Strategic Committee Meeting - preparation (agenda, PowerPoint), facilitation, follow up re Priority Projects	5	\$ 450	5	100%	\$450	0	100%	\$0	5	\$ 450
10	Write up the Action Plan (priority projects) section of the CEDS based on Strategic Committee input and comments	25	\$ 2,250	25	100%	\$2,250	0	100%	\$0	25	\$ 2,250
Final Report											
11	Prepare Draft Report	25	\$ 2,250	25	100%	\$2,250	12	148%	\$1,080	37	\$ 3,330
12	Third steering committee meeting re Final Report (prep, facilitation, follow up)	3	\$ 270	3	100%	\$270	0	100%	\$0	3	\$ 270
13	Third Strategic Committee Meeting - preparation (agenda, PowerPoint), facilitation, follow up re Final Report	20	\$ 1,800	12	60%	\$1,080	8	100%	\$720	20	\$ 1,800
14	Present Draft Report to the SMED Board, Prepare PowerPoint, make revisions as required based on feedback	4	\$ 360	0	0%	\$0	4	100%	\$360	4	\$ 360
15	Make final revisions based on comments from public review period	4	\$ 360	0	0%	\$0	0	0%	\$0	4	\$ 360
Total Cost		152	\$ 13,680	133.5	88%	\$12,015.00	27	106%	\$2,430	164.5	\$ 14,805
Invoice Total Amount Due		152	\$ 13,680	133.5	\$90.00	\$12,015.00	24	\$90.00	\$2,430.00	Budget Variance	108.22%

Thanks for your business, if you have any questions please don't hesitate to call me at 707-357-6480

Application for Federal Assistance SF-424

* 1. Type of Submission:

- Preapplication
 Application
 Changed/Corrected Application

* 2. Type of Application:

- New
 Continuation
 Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

Sonoma Mendocino Economic Development District

* b. Employer/Taxpayer Identification Number (EIN/TIN):

87-0866740

* c. UEI:

L4J7JNSWBH99

d. Address:

* Street1:

141 Stony Point Circle, Ste. 110

Street2:

* City:

Santa Rosa

County/Parish:

* State:

CA: California

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

95401-4109

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

* First Name:

Mary Anne

Middle Name:

* Last Name:

Petrillo

Suffix:

Title:

Chair

Organizational Affiliation:

* Telephone Number:

(510) 504-3284

Fax Number:

* Email:

maryanne@westcenter.org

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

E: Regional Organization

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Department of Commerce

11. Catalog of Federal Domestic Assistance Number:

11.302

CFDA Title:

Economic Development Support for Planning Organizations

*** 12. Funding Opportunity Number:**

EDA-SEA-PL-SRO-2022-2007037

* Title:

Seattle Partnership Planning Program FY 2022

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Implementing the 2022 Sonoma Mendocino Comprehensive Economic Development Strategy

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	210,000.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	210,025.59
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	420,025.59

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:	<input type="text"/>	* First Name:	Mary Anne
Middle Name:	<input type="text"/>		
* Last Name:	Petritto		
Suffix:	<input type="text"/>		

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. EDA Planning Grant		\$ 210,000.00	\$	\$	\$	\$ 210,000.00
2. Sonoma County EDB Match			105,025.29			105,025.29
3. Mendocino County EDFC Match			105,000.00			105,000.00
4.						
5. Totals		\$ 210,000.00	\$ 210,025.29	\$	\$	\$ 420,025.29

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) EDA Planning Grant	(2) Sonoma County EDB Match	(3) Mendocino County EDFC Match	(4)	
a. Personnel	\$	\$ 59,049.36	\$	\$	\$ 59,049.36
b. Fringe Benefits		45,975.93			45,975.93
c. Travel	8,000.00				8,000.00
d. Equipment					
e. Supplies	7,500.00				7,500.00
f. Contractual	105,000.00		105,000.00		210,000.00
g. Construction					
h. Other	70,410.00				70,410.00
i. Total Direct Charges (sum of 6a-6h)	190,910.00	105,025.29	105,000.00		\$ 400,935.29
j. Indirect Charges	19,090.00				\$ 19,090.00
k. TOTALS (sum of 6i and 6j)	\$ 210,000.00	\$ 105,025.29	\$ 105,000.00	\$	\$ 420,025.29
7. Program Income	\$	\$	\$	\$	\$

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8.	EDA Planning Grant	\$ 210,000.00	\$	\$	\$ 210,000.00
9.	Sonoma County EDB Match	105,025.29			105,025.29
10.	Mendocino County EDFC Match	105,000.00			105,000.00
11.					
12. TOTAL (sum of lines 8-11)		\$ 420,025.29	\$	\$	\$ 420,025.29

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 70,000.00	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00
14. Non-Federal	\$ 70,008.48	17,502.12	17,502.12	17,502.12	17,502.12
15. TOTAL (sum of lines 13 and 14)	\$ 140,008.48	\$ 35,002.12	\$ 35,002.12	\$ 35,002.12	\$ 35,002.12

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program		FUTURE FUNDING PERIODS (YEARS)			
		(b)First	(c) Second	(d) Third	(e) Fourth
16.	EDA Planning Grant	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00	\$
17.	Sonoma County EDB Match	35,008.43	35,008.43	35,008.43	
18.	Mendocino County EDFC Match	35,000.00	35,000.00	35,000.00	
19.					
20. TOTAL (sum of lines 16 - 19)		\$ 140,008.43	\$ 140,008.43	\$ 140,008.43	\$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges: \$190,910	22. Indirect Charges: \$19,090
-------------------------------	--------------------------------

23. Remarks: In lieu of a NICRA, the organization is electing the 10% de minimis rate for indirect charges.



ED-900 – General Application for EDA Programs

This form is required for application to EDA grant programs, consistent with the requirements outlined in each program Notice of Funding Opportunity (NOFO). **Applicants are strongly encouraged to clearly and concisely respond to each answer in the space provided. Applicants should not provide additional documents or narratives without prior written approval from EDA.**

A. Applicant Information

A.1. Please identify all applicants for this project.

The Lead Applicant is the party who is responsible for handling disbursements of funds and reporting to EDA.

Please note: Active registration with the System for Award Management (SAM) is required of all EDA applicants and awardees at www.SAM.gov. Please list the relevant Commercial and Government Entity CAGE Code and SAM expiration data for all applicants and co-applicants (if any) in the table below.

	Name	SAM.gov CAGE Code	SAM.gov Registration Expiration Date	Fiscal Year End Date (m/m/dd)
Lead Applicant	Sonoma Mendocino Economic Development District	7VYV4	06/26/2022	06/30
X Co-Applicant 1				

Add Co-Applicant

Agency Disclosure Notice: This information collection is authorized by OMB control #0610-0094. Public reporting burden for this collection of information is estimated to average 17.1 hours per response for non-construction projects and 43 hours per response for construction projects, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to U.S. Department of Commerce, Economic Development Administration at jknott@eda.gov. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

B. Scope of Work

B.1. Describe the scope of work for the proposed EDA investment, including a list of project tasks to be undertaken.

List the specific tasks/activities that will be undertaken as a result of this investment.

Applicants for construction assistance should also include a statement of project components, including whether the proposed project involves the construction of a new facility (or facilities) or the expansion, renovation, or replacement of an existing facility or facilities. Applicants should also describe the proposed project components in terms of dimensions, capacities, quantities, square footage, etc. and should verify the description aligns with the engineering description provided in the preliminary engineering report, the environmental narrative, and other application materials.

Applicants for Partnership Planning Assistance should provide a narrative on the economic development activities that will be undertaken, which must include managing and maintaining the Comprehensive Economic Development Strategy (CEDs) process.

Applicants for Short Term Planning Assistance or Local Technical Assistance should provide a narrative explaining how the proposed scope of work will enhance economic development planning capacity of the identified region. Applicants should include information regarding any relationship or collaboration with other public and private entities, and should explain how the strategy will expand the capacity of public officials and economic development organizations to work effectively with employers and enable the region to plan and coordinate the use of available resources to support economic recovery and the development of a regional economy and/or develop innovative approaches to economic revitalization in the region.

Applicants for State Planning Assistance should provide a narrative outlining the proposed scope of work for the project, including the relationship to any existing CEDs or similar planning processes, and the goals and objectives of the proposed project.

Applicants for a Revolving Loan Fund (RLF) should clearly define the service area of the proposed Revolving Loan Fund, the types and size of loans anticipated to be made under the RLF and the focus area of the RLF (if any). Applicants should describe how the RLF will be designed to make loans to businesses that cannot otherwise obtain traditional bank financing. Applicants should describe what (if any) technical assistance will be provided for loan applicants/borrowers and explain how quickly grant funds are expected to be deployed (i.e. lent) to potential borrowers.

The Sonoma Mendocino Economic Development District's (SMEDD) main priority is to implement the 2022 Sonoma Mendocino Economic Development Strategy (CEDs). All tasks outlined in SMEDD's proposed scope of work were selected to aid in that priority. Please see a description of how each task helps accomplish this goal below:

- The meetings outlined in our scope of work are planned to help coordinate CEDs resources, programming and track changes.
- The events outlined in the scope of work are planned to help raise awareness of economic development activities, progress, and opportunities that are, and are not, listed in the CEDs.
- Researching, preparing, and reporting on the annual deliverables within the scope of work will allow for the Board, Strategy Committee, Public, and Ad Hocs to make informed decisions when acting upon CEDs resources and programming.
- The annual survey will help provide information and data to the Board and CEDs Strategy Committee on progress and track changes needed in the CEDs
- Establishing and maintaining a working relationship with CEDs action plan partners will be essential for the completion of the action plan. Directors and staff alike will conduct outreach to check on the progress of projects and CEDs goals. If and when work can be delegated within the organization, directors will provide support to action plan partners by providing them with our organizations

assistance. Such work would include, but is not limited to, research, consulting, grant application review/referral, etc.

- Developing a Communications Plan will be essential for better outreach to the community on CEDS-related progress and activities.
- Researching funding opportunities will provide more financing resources to the organization to see CEDS implementation through.

B.2. Describe the specific deliverables/outcomes that the project will produce and the primary beneficiaries or audience of those deliverables. Please note that deliverables are defined as the specific outcomes that will come from the project and differ from information on project tasks/activities requested in B.1. Project tasks/activities requested in B.1 should be reported as process steps that will be achieved to reach the final project while deliverables/outcomes detailed in B.2 are the final product produced.

The specific deliverable/outcomes for this project are will be guided by economic development activities/projects listed in the 2022 CEDS action plan (Pages 26-47 of the 2022 CEDS). Please see the deliverables related to their respective goal below.

Goal 1: develop value added sectors:

- 5 business formations in the Blue Economy, 100 new jobs in the blue economy, implementation of 2 blue economy projects. (page 27 of the 2022 CEDS)
- 5 new businesses in green economy, 50 new green economy jobs, implementation of 2 green economy projects. (Page 29 of the 2022 CEDS)
- 5 new business or non profit formations in the creative an or tourism clusters, 75 new jobs in these clusters, implementation of two respective projects. (Page 30 of the 2022 CEDS)

Goal 2. Increase Equitable Community-Wide Prosperity:

- Brining internet connectivity to 3 rural communities (Page 33 of the 2022 CEDS)
 - Establish two community hubs, complete 2 sewer projects, complete 3 alternative transportation projects, implement 2 new arts projects. (Page 34 of the 2022 CEDS)
- Construct 750 units of workforce housing and 500 units of affordable housing per year, five percent increase in annual construction of new units at all income levels (refer to Housing Elements, Housing Action Plans, 6th Cycle RHNA Progress Reports, etc.), rezone 150 acres for infill and/or higher density housing, Create innovative models for affordable and workforce housing development. (Page 36 of the 2022 CEDS).

Goal 3. Supporting People:

- 3 successful new initiatives focused on increasing access to childcare (Page 38 of the 2022 CEDS)

Goal 4. Plan for & Implement Resilience

- Complete at least two community resiliency planning initiatives. (Page 41 of the 2022 CEDS)
- Increase investments in new water infrastructure by local and regional agencies by 15%, Implement five new water projects at the local or regional levels per year, Reduce the days of declared water emergencies at the County and local level by 10%. (Page 42 of the 2022 CEDS)
- Increase investments in new emergency egress infrastructure by local and regional agencies by 15%, Implement three new egress projects at the local or regional levels per year. (Page 43 of the 2022 CEDS)
- Carbon neutrality by 2030 for government operations of both Sonoma and Mendocino County, Carbon Neutrality by 2050 for the region as a whole

(residential, commercial and non-profit sectors), Communities are more prepared and can escape from and recover from wildfires more quickly, New evacuation routes constructed in at least 5 communities with only one way out. (Page 45 of the 2022 CEDS)

- Complete the Safe Communities Planning Initiative, Implement two or three model Climate Crisis mitigation projects over the five-year period. (Page 46 of the 2022 CEDS)

B.3. Identify the proposed time schedule for the project, including specific project milestones.

The 2022 CEDS has a lifespan of 5 years, but the proposed time schedule for this project is three years with a plan to extend in 2025. Milestones:

Complete at least one project from each goal in the action plan (12/2023)

Evaluate action plan and have 40% of the deliverables accomplished (06/2024)

Evaluate action plan and have 60% of the deliverables accomplished (06/2025)

B.4. Describe how the proposed project aligns with one or more of EDA's investment priorities. Current EDA investment priorities are available at <https://www.eda.gov/about/investment-priorities/>. Applicants must identify all relevant investment priorities with which the project aligns with and describe how the project advances each relevant priority (ies).

The projects and deliverables in the action plan are directly derived from regional goals and priorities that align well with five of the EDA's investment priorities. The specific priorities that align are: Equity, Recovery & Resilience, Workforce Development, Environmentally-Sustainable Development, and Exports (tourism). For equity, the objectives revolve around increasing access to affordable housing, strengthening rural and tribal communities, and increasing access to childcare and broadband for unserved populations (rural, BIPOC, low income, and struggling communities). Recovery and resiliency planning is heavily outlined in the 2022 CEDS on page 26. The objectives for this priority are to plan for resiliency, develop water infrastructure, build emergency routes, Increase community fire safety, develop green energy solutions, mitigate the impacts of the climate crisis, and support and develop a climate adaptation research center. Next, the CEDS outlines objectives for SMEDD to help continue supporting regional workforce development; by upskilling workforce in the region (page 24 of the 2022 CEDS). Being environmentally sustainable and resilient is weaved throughout the CEDS, but it is specifically outlined on pages 21 and 26 of the CEDS. It is the full intention of the SMEDD Board and associates to provide the services outlined in the scope of work to support action plan partners accomplish the objectives of growing the blue and green economies, and developing an adequate workforce for those economies' development and success. Finally, with the submitted scope of work, the SMEDD Board and associates will support the objectives outlined on page 22 of the 2022 CEDS to increase tourism as an export for our region.

C. Project Region

C.1. Project Location

Project location is the physical location where the project work occurs. Project location information helps EDA conduct application reviews and map projects. Providing complete and accurate information is important to the application review process. For revolving loan funds (RLF), the project location is the RLF lending area.

C.1.a. For construction projects, identify the physical location of construction. Include as much geographical information as possible including street address (or close approximation), census tract(s), county(ies), and state(s). If more than one census tract applies, please identify all census tracts where the project will be located.

Example 1 (single location project such as a Water Tower, workforce training center or incubator): 1234 Daisy St., Census Tract: 53123456789, County: Adams County, State: WA

Example 2 (multi location project that does not have a defined address, such as a water or sewer line or access road): Pump at Intersection of Hwy 70 and Route 24, 500 linear feet of sewer at Mockingbird Lane, Census Tract: 53123456789, 53123456790, 53123456791, State: WA

C.1.b. For planning, technical assistance, revolving loan funds or other non-construction projects, identify the primary location(s) where the work will be conducted. Include as much geographical information as possible including census tract(s), county(ies), and state(s). If more than one census tract applies, please identify all census tracts where the project will be located. If all census tracts in a county apply, include "All Census Tracts" after the county name. For Revolving Loan Fund applications, please describe the proposed geographic lending area.

Example 1 (single location project such as feasibility study or economic impact study where the project location is the location where analysis is being performed): 1234 Daisy St., Census Tract: 53123456789, County: Adams County, State: WA

Example 2 (multi-location project such as a Partnership Planning grant, regional resilience project, or other regional project): County Robeson (All Census Tracts), Bladen (All Census Tracts), Columbus (all Census tracts), state NC

Example 3 (multi location project that is a statewide project): State of NC (All counties and Census Tracts)

C.2. Estimated Area of Impact

The estimated area of impact for your project is the area expected to benefit directly from the proposed EDA project. For construction projects, area of impact could include the commuting shed where potential employees may reside. For non-construction projects the area of impact could include the geographic scope where the work will occur and where the output of the work will be utilized. Defining the area of impact helps EDA to assess the economic benefits of projects and the merits of applications. Providing complete and accurate information is critical to the application review process.

List all census tracts, counties, and state where the project benefit will occur. If all census tracts in a county apply, include "All Census Tracts" after the county name.

Example 1 (single location project such as feasibility study or economic impact study where the project location is the location where analysis is being performed but the impact is two counties that serve as the commuting area and economic engine for the location of the project): 1234 Daisy St., Census Tract:, County: Benton and Grant County, State: WA

Example 2 (multi-location project such as a Partnership Planning grant, regional resilience project, or other regional project): project performed by entity located in Raleigh, NC for statewide project: State of NC (All counties and Census Tracts)

Example 3 (a multi-location project could cross state boundaries): State of WA (All counties and Census Tracts), Nez Perce County (Idaho), and Multnomah County (Oregon).

This is a multi-location project that will be supported by the Partnership Planning grant. The project will be performed by an entity located in Santa Rosa, CA, and will cover both of the California Counties of Sonoma (All Census Tracts) and Mendocino (All Census Tracts).

C.2.a. Underserved Populations/Geographies

Does the majority of proposed project's planned area of impact (as defined above) serve an underserved population or represent an underserved geography? For definitions of these terms in relation to the planned area of impact, please visit <https://eda.gov/about/investment-priorities/>. Please identify the specific populations/geographies below following the guidance provided at the website referenced above and describe how the project will intentionally attempt to improve the economic conditions of the underserved population or geography within the project's planned area of impact.

No

Yes

If yes, enter an explanation in the field below:

While developing the CEDS, the Strategy Committee held consideration of equity in high regard for each of the Goals, objectives, strategies, and projects listed in the CEDS. Projects, derived

from the goals, objectives, and strategies of the CEDS, will increase access to services and infrastructure in rural geographies in the two-county region. These services include, but are not limited to, access to broadband, access to quality water and sewer, access to transportation, access to emergency services, and access to workforce/economic development services. In addition to the benefits to rural geographies, the CEDS implementation, will carry out listed projects that directly impact and support the region's tribal and BIPOC populations.

D. Economic Development Needs

To be completed by applicants for non-construction assistance only

D.1. Current Economic Conditions - Area of Impact. Briefly describe the economic conditions of the estimated area of impact with a focus on available data describing the level of distress, if applicable. This should also include a concise overview of the economic development needs, area's workforce, industry clusters, main economic drivers, challenges, and assets. Describe the economic adjustment problems or economic dislocations the area is experiencing (or is likely to experience in the next 24 months). Relevant data may be drawn from the regional CEDS, <https://eda.gov/resources/tools/>, as well as other sources. You'll be asked to provide more details about this in Section H. For revolving loan fund applications, please include information on borrowers and industry sectors that the loan fund is anticipated to target.

D.2. Explain how the proposed EDA investment addresses the economic development needs identified in D.1. For revolving loan fund projects, please explain the need for capital in the area.

D.3. Does the project align with the regional Comprehensive Economic Development Strategy (CEDS)? Except for grants to fund developing, updating or refining a CEDS as described in 13 C.F.R. § 303.7, the project must be consistent with the CEDS for the area in which the project will be located, unless EDA approves an alternative strategy. Information on the CEDS can be obtained at <http://www.statsamerica.org/ceds/Default.aspx>.

Yes If Yes, what is the CEDS your project aligns with?

The region's CEDS from 2016 is still active. The 2022 CEDS is currently under public review and will be submitted in June.

No If No, then please attach an alternate strategic planning document with which the project aligns:

Add Attachment

Delete Attachment

View Attachment

N/A – Not Applicable

D.4. How does the proposed project align with the regional CEDS (and for revolving loan fund projects, how does the proposed project align with the applicable RLF Plan)? Applicants should identify the specific CEDS strategy(s) that the project helps advance and explain how the project supports the identified goal(s).

This project is to fund the planning organization to implement and update the CEDS. The 2022 CEDS will soon be under public review, and will be submitted in June of 2022. With preliminary review from EDA representatives, it is very likely to be accepted and implemented in the region.

D.5. Attach a letter from the organization responsible for the CEDS indicating how the proposed project aligns with the CEDS. If the estimated impact area is not covered by a CEDS, attach a letter of support from the organization responsible for the alternative planning document.

Add Attachment

Delete Attachment

View Attachment

E. Economic Impact of the Project

E.1. Provide a clear and compelling justification for the long-term potential economic impact of the proposed project, through anticipated job creation or retention, private investment leveraging, number of businesses or collaborations supported, or other appropriate measures. All job and private investment estimates should reflect the anticipated impact within nine years of the potential EDA investment and applicants should provide documentation or third-party data to substantiate claims.

For RLF applications, applicants should clearly define lending and technical assistance (if applicable) impacts expected, including targeted borrowers and industry sectors, and should describe the applicant's plan for ensuring sustainability of RLF lending into perpetuity, including information on other lending programs that may be leveraged to subsidize operational costs through economies of scale and loan pricing, and other relevant factors.

The economic impact of this project will be to actualize the goals in the 2022 CEDS for the Sonoma-Mendocino region. Determinants of this actualization will be the execution of the action plan and the deliverables listed above (box B2).

Developed value added sectors:

- 5 business formations in the Blue Economy, 100 new jobs in the blue

economy, implementation of 2 blue economy projects. (page 27 of the 2022 CEDS)
- 5 new businesses in green economy, 50 new green economy jobs, implementation of 2 green economy projects. (Page 29 of the 2022 CEDS)
- 5 new business or non profit formations in the creative an or tourism clusters, 75 new jobs in these clusters, implementation of two respective projects. (Page 30 of the 2022 CEDS)

Increased Equitable Community-Wide Prosperity:

- Brining internet connectivity to 3 rural communities (Page 33 of the 2022 CEDS)
- Establish two community hubs, complete 2 sewer projects, complete 3 alternative transportation projects, implement 2 new arts projects. (Page 34 of the 2022 CEDS)
- Construct 750 units of workforce housing and 500 units of affordable housing per year, five percent increase in annual construction of new units at all income levels (refer to Housing Elements, Housing Action Plans, 6th Cycle RHNA Progress Reports, etc.), rezone 150 acres for infill and/or higher density housing, Create innovative models for affordable and workforce housing development. (Page 36 of the 2022 CEDS).

People Supported:

- 3 successful new initiatives focused on increasing access to childcare (Page 38 of the 2022 CEDS)

Implemented Resilience

- Complete at least two community resiliency planning initiatives. (Page 41 of the 2022 CEDS)
- Increase investments in new water infrastructure by local and regional agencies by 15%, Implement five new water projects at the local or regional levels per year, Reduce the days of declared water emergencies at the County and local level by 10%. (Page 42 of the 2022 CEDS)
- Increase investments in new emergency egress infrastructure by local and regional agencies by 15%, Implement three new egress projects at the local or regional levels per year. (Page 43 of the 2022 CEDS)
- Carbon neutrality by 2030 for government operations of both Sonoma and Mendocino County, Carbon Neutrality by 2050 for the region as a whole (residential, commercial and non-profit sectors), Communities are more prepared and can escape from and recover from wildfires more quickly, New evacuation routes constructed in at least 5 communities with only one way out. (Page 45 of the 2022 CEDS)
- Complete the Safe Communities Planning Initiative, Implement two or three model Climate Crisis mitigation projects over the five-year period. (Page 46 of the 2022 CEDS)

E.2. Does the proposed project have one or more committed beneficiaries? A committed beneficiary is defined as a specific business that is expected to create or retain jobs and/or invest private funds as a result of the proposed project.

Yes

No, Go to E.5

E.3. Beneficiaries of the project

If applicants have identified specific private sector employers that are expected to create and/or save jobs as a result of the project, applicants should list those beneficiaries in the table provided below.

All job and private investment estimates should reflect the anticipated impact within nine years of the potential EDA investment. Jobs should be reported as full-time equivalents (FTEs) and should be attributable to the proposed EDA investment. Private investment reflects the amount of funds expected to be invested in the business as a result of the project.

Applicants should identify the North American Industry Classification System (NAICS) code for the major industry category of the beneficiary company (see <https://www.census.gov/naics/> for a searchable list).

Form ED-900B must be completed and signed by an authorized representative of each beneficiary that expects to create and/or save 15 or more jobs as a result of the project.

	Beneficiary Name	NAICS Code	Main product or service produced by beneficiary	Estimated Jobs Created	Estimated Jobs Retained	Estimated Private Investment
X						
	Total					

Add Beneficiary

E.4. Do all "Other Parties" (as listed in question E.3.), i.e., businesses that estimate they will create and/or save 15 or more jobs as a result of the EDA project, understand and agree to comply with all applicable civil rights requirements listed in 13 C.F.R. § 302.20, including the requirement to provide signed assurances of compliance (Form ED-900B)?

Not Applicable (No Other Parties Identified) Yes No (explain below)

E.5. Please identify the total estimated jobs expected to be created and retained and the amount of private investment expected to be generated by this project. If your project is not expected to generate/retain jobs or attract private investment please enter 0 for each category in the table below.

Estimated Jobs Created	Estimated Jobs Retained	Estimated Private Investment

E.6. Please identify the source(s) of the jobs and private investment estimates provided above in E.5 (check as many as apply):

- Signed Beneficiary forms (Form ED-900B)
- Letters from Beneficiaries of the Project
- Input/Output Model (e.g. IMPLAN, REMI)
- Other Method (specify below)

E.7. If your project is estimated to generate/retain jobs, will those jobs exceed the prevailing wage for the industry (ies) in the project area? Prevailing wage is defined by the Department of Labor as “the average wage paid to similarly employed workers in a specific occupation in the area of intended employment.” For more information, visit <https://eda.gov/about/investment-priorities/>.

- No
- Yes

If Yes, please provide an explanation below (e.g., how far above the prevailing wage?).

E.8. If your project is estimated to generate/retain jobs, will the associated jobs be represented by a union?

- No, none of the jobs will be represented by a union
- Unknown. Please provide an explanation or additional information in the box below:

- Yes, all of the jobs will be represented by a union
- Yes, some of the jobs will be represented by a union

If only some of the jobs will be represented by a union, please provide the percentage of jobs that will be represented by a union in the box below:

F. Capacity and Administration

F.1. List and describe the strategic partners and organizations that will be engaged in this project

Describe any third-party organizations, including governmental agencies, that will be directly engaged in supporting the proposed project, and explain how each partner will be engaged in the project.

For revolving loan fund applications, please include any RLF supporting partners, such as banks, other economic development lenders, and business support entities that will be engaged in supporting the RLF.

The two additional parties that are engaged in and will support this project are Sonoma County's Economic Development Board and Mendocino County's Economic Development and Financing Corporation (501c3)

As explained in the attached budget narrative, Sonoma County's Economic Development Board will be providing the following personnel time as in kind match:

Executive Director | Sonoma County Economic Development Board: The Sonoma County Economic Development Board's Executive Director will primarily be responsible for establishing and maintaining working relationships with CEDS partners to ensure progress on the CEDS's action plan. This position is currently held, in the interim, by Ethan Brown. The Executive Director will spend approximately 7 hours each month connecting with CEDS action plan partners to verify progress and determine if support from the SMEDD organization can be provided. If support can be effectively provided, the Executive Director will delegate work to other personnel or report the partners' needs to the board. In addition to the above duties, the Executive Director will attend quarterly Board meetings and more frequent ad hoc meetings. This attendance will be crucial in coordinating resources and working to meet the needs of the action plan partners. The personnel work listed above will be provided as an in-kind match by the Sonoma County Economic Development Board (please see match commitment letter).

Business Development Director | Sonoma County Economic Development Board: The Sonoma County Economic Development Board's (EDB) Business Development Director will primarily be responsible for researching funding opportunities to support SMEDD and CEDS partners, support CEDS action plan partners via work delegated from the executive director (examples of delegated work can include research, grant support, connecting to resources, etc.), and supporting the work of the fellows mentioned below. The Business Development Director position at the EDB is currently vacant, but the seat will be filled and the County of Sonoma will conduct a recruitment. In addition to the above duties, the Business Development Director will attend quarterly Board meetings and more frequent ad hoc meetings. This attendance will be crucial in coordinating resources and working to meet the needs of the action plan partners. The personnel work listed above will be provided as in-kind match by the Sonoma County Economic Development Board (please see match commitment letter).

Economic Development Fellows | Sonoma County Economic Development Board: The Sonoma County Economic Development Board (EDB) annually recruits applicable college graduates to support operations for the EDB. The 2022 fellowship cohort consists of Kate Fosburgh (Research and Development Fellow) and Nina Cheek (Workforce Development Fellow). For the SMEDD organization, the fellows will be responsible for communications, CEDS metrics reporting, an annual survey, and attending Board and ad hoc meetings. The personnel work listed above will be provided as an in-kind match by the Sonoma County Economic Development Board (please see match commitment letter).

Also explained in the budget narrative, Mendocino County's Economic Development and Financing Corporation will be providing in kind services and will be contracted services to carry out work for the organization.

Economic Development and Financing Corporation (EDFC): Mendocino County's Economic Development and Financing Corporation will be conducting \$210,000 of CEDS related economic development work in Mendocino County via contract. \$105,000 of this work will be provided as matching contract economic development services. The remaining \$105,000 will be federal funds contracted to EDFC to undertake the Fiscal Agent, District Convener, and Board Administrator roles described in the SMEDD Associate Duties Document (Attachment B).

F.2. Applicant's organizational capability

Briefly describe your organization's capability to administer, implement, and maintain the project, including prior experience with federal awards. List any awards received from EDA in the last five years, along with the relevant federal award ID numbers, if known.

For Revolving Loan Fund applications, please include a list of other lending programs that your organization currently operates, its approximate size, source of capitalization, and the general target(s) of each fund, if any. Revolving loan fund applicants should also explain their capacity to operate a public lending program, to manage lending activities, and to create networks between the business community and other financial providers. RLF applicants should also describe any other lending programs managed by the applicant, and describe the applicant's ability to sustain the RLF lending into perpetuity (which could include other lending programs that subsidize operational costs through economies of scale and loan pricing – interest and fee income).

SMEDD has received the following awards in the past five years. Due to delays in CEDS development, the organization intends to apply for an extension on its awarded supplemental grant (listed as Award 2). Additionally, the board consists of relatively new board members and supporting staff.

Award 1) ID: ED17SEA3020055. Title, "Partnership Planning funds to implement the EDA approved (2017-2022) Comprehensive Economic Development Strategy (CEDS) for the Sonoma-Mendocino Economic Development District (SMEDD). SMEDD was certified by the EDA in April 2017".

Award 2) ID: ED20SEA3070045. Title, "SMEDD CEDS update to address recovery and resilience in response to the coronavirus pandemic".

F.3. Applicant's staff capacity

Identify the key staff members who will be responsible for implementing the project and briefly describe how their expertise and experience qualifies them for the project. State whether you will administer the award yourself or contract with a third party for grant administration.

For revolving loan fund applications, applicants should clearly specify whether they intend to manage the fund themselves or will enter into a management agreement with another entity.

Currently, the organizations staff will be provided as in-kind match from the County of Sonoma's Economic Development Board and from paid and in-kind contractual services from Mendocino County's Economic Development and Financing Corporation. The grant administration will be done by the organization itself, but that is subject to change. The Key staff are listed below:

Sonoma County EDB Staff

Executive Director: Ethan Brown

Business Development Director: (Currently Recruiting)

Research and Development Fellow: Kate Fosburgh

Workforce Development Fellow: Nina Cheek

EDFC Staff

Executive Director: Robert Gernett

Development Director: Stacey Caico

G. Budget and Match Information

G.1. Are all non-EDA funds committed to the project, available as needed, and not conditioned or encumbered in any way that would preclude their use for the project?

Yes No (explain below)

G.1.a. Identify the source, nature and amount of all non-EDA funds. Applicants should identify the source, nature and amount of all non-EDA funds, including in-kind contributions (non-cash contributions may include space, equipment, services, or assumptions of debt). Explain the status of all funding commitments, including the date the funds will be available from each source, and describe any conditions or restrictions on the use of such funds. If in-kind contributions are included, explain the basis on which they are valued, and describe the source, amount and any terms and conditions of the funding, and when the funding will be available for use by the applicant.

	Source	Amount	Date Available	Type	Restriction/Comments
X					

Add Source

G.1.b. Do you plan to seek other federal financial assistance as part of or in connection with this project, including federal funds passed through by state governments or other entities? If so, identify the source, amount, timing of funding availability, and whether the funds are subject to any restrictions relevant to the project.

Revolving loan fund applicants should specify any other federal loan funds they administer, including source, amount, and focus.

Yes (explain below) No

G.1.c. Attach documentation confirming all non-EDA funding is available, committed, and unencumbered. Documentation is required from all sources of match. For example, if bonds are contemplated as match, counsel opinion of the applicant's bonding authority and eligibility of the bonds for use as match, along with full disclosure of the type of bonds and the schedule of the applicant's intended bond issue, are required.

Add Attachment

Delete Attachment

G.1.d. This question should only be completed for construction projects.

Attach a budget narrative with a breakdown for each "cost classification" line item included on the SF-424C and its associated tasks. The budget narrative must include both EDA and non-EDA funds and be consistent with the detailed construction cost estimate in the preliminary engineering report.

Add Attachment

Delete Attachment

G.1.e. This question should only be completed for design and engineering assistance only projects. Attach a budget narrative with a breakdown for each “cost classification” line item included on the SF-424C and its associated tasks. The budget narrative must include both EDA and non-EDA funds.

Add Attachment

Delete Attachment

View Attachment

G.1.f. The following questions should only be completed for non-construction projects.

Attach a budget narrative with a breakdown for each “cost classification” line item included on the Form SF-424A and its associated tasks. The budget narrative must include both EDA and non-EDA funds and be consistent with the detailed construction cost estimate in the preliminary engineering report.

Add Attachment

Delete Attachment

G.1.f.1. Is your organization seeking indirect costs on your non-construction project?

Yes

No

G.1.f.2. Is your organization requesting the de minimis indirect cost rate on your non-construction project in accordance with Uniform Guidance at § 200.414.

Yes

No

If indirect costs are requested as part of the budget, attach a copy of your organization’s current federal negotiated indirect cost rate agreement or other indirect cost documentation as permitted under the applicable NOFO.

Add Attachment

Delete Attachment

View Attachment

G.2. Justification for sole source procurement

Will you contract work to complete part or all of this project?

Yes

No

If yes, will contracts be awarded by competitive bid?

Yes

No

Provide a justification for contracts that will not be awarded competitively.

The Sonoma Mendocino Economic Development District will contract with EDFC to continue aiding the organization by conducting CEDS related and organizational support. EDFC has been a valued partner in the establishment and operations of SMEDD. The works that EDFC will be contracted for are listed, but not limited to, the duties outlined in the SMEDD Associate Duties Document (attachment B). The amount contracted to EDFC will not exceed \$35,000 annually.

G.3. Equipment

Will any funds be used to purchase equipment? (Per 2 CFR § 200.33 equipment is defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost greater than \$5,000).

Yes No

If yes, will project funding be used to install the equipment?

Yes No

Will the applicant provide EDA a security interest in the significant items of tangible personal property acquired or improved with EDA investment assistance? (For more information, see 13 C.F.R. 314.9).

Yes No (explain below)

Attach a list of equipment to be purchased, including unit price, quantity, description, purpose, and estimated useful life.

Add Attachment

Delete Attachment

G.4. Business Incubators and Accelerators

Does the applicant intend to construct or renovate a business incubator, accelerator, commercialization center, or similar project?

Yes No

If Yes, please attach a feasibility study demonstrating the need for the Project and an operational plan based on the industry best practices demonstrating the plan for ongoing successful operations. See the applicable NOFO for additional information and guidance.

Add Attachment

Delete Attachment

H. Regional Eligibility

H.1. Explain how the estimated area of impact defined in section C.2 above meets EDA's distress criteria as defined in the applicable NOFO. EDA will review and evaluate documentation submitted by the applicant to verify eligibility.

According to the NOFO, "meeting specific distress criteria is not a prerequisite for funding under this NOFO". However, according to the Measuring Distress tool on Stats-America, the entire count of Mendocino falls under the distress criteria with an 85.8 PCMI threshold calculation and a .75 unemployment threshold calculation. These calculations mean that for the county of Mendocino, the per capita median income was 14.2% lower than for the U.S. and the difference in unemployment rate was .75 higher than in the U.S. These measurements were derived from a May 2022 reference date. From the same source, the County of Sonoma, as a whole, does not measure as economically distressed. However, many of the census tracts in Sonoma County do measure as distressed. This project will cover all census tracts in both the County of Sonoma and The County of Mendocino.

H.2. Economic Distress

Public Works and Economic Adjustment Assistance projects must satisfy regional eligibility requirements (see the relevant NOFO for more details). This section will assist EDA in determining if the proposed project satisfies these eligibility requirements.

Planning and Technical Assistance applications: although meeting specific distress criteria is not a prerequisite for funding under these programs, the economic distress level of the region impacted by a project serves as the basis for establishing the EDA share of the total cost of the project and can inform competitiveness.

Check all that apply in establishing regional eligibility (see NOFO for more details):

- Unemployment rate**
- Per capita income**
- Special need**, including:
 - Closure or restructuring of industries or the loss of a major employer, essential to the regional economy;
 - Substantial out-migration or population loss;
 - Underemployment; that is, employment of workers at less than full-time or at less skilled tasks than their training or abilities permit;
 - Military base closure or realignment, defense contractor reductions-in-force, or U.S. Department of Energy defense-related funding reductions;
 - Natural or other major disasters or emergencies;
 - Extraordinary depletion of natural resources or other impact attributable to a new or revised federal regulation or policy that will have a significant impact on a community's ability to prevent an extraordinary depletion of natural resources;
 - Negative effects of changing trade patterns; or
 - Other circumstances set forth in the applicable NOFO (please explain below).

H.3. Source of data provided for regional eligibility determination

Check the box denoting what data source you used to establish eligibility:

- The most recent ACS data published by the U.S. Census Bureau.
- The most recent Bureau of Labor Statistics Data.
- The most recent other federal data for the region in which the project is located (e.g., U.S. Census Bureau or the Bureaus of Economic Analysis, Labor Statistics, Indian Affairs, etc.).
- If no federal data are available, the most recent data available through the state government for the region in which the project is located.
- Other data to substantiate regional eligibility based on a "Special Need" as defined in 13 C.F.R. § 300.3.

H.4. Substantial Direct Benefit

If the project does not meet any of the criteria above, is it located in an Economic Development District (EDD), and will it provide substantial direct benefit to residents of an area within that EDD that does meet the distress criteria?

Yes

No

Identify the Economic Development District (EDD) where the project will be located.

Sonoma Mendocino Economic Development District

A project provides a “substantial direct benefit” if it provides significant employment opportunities for unemployed, underemployed or low-income residents of the identified area within the EDD that meet the distress criteria. Please explain how the proposed project will provide a substantial direct benefit to this distressed area within the identified EDD.

The project will support the development of projects, listed in the CEDS, that will benefit economic distressed populations. Such projects are derived from which were designed, by economic and SWOT analyses, to benefit the described populations.

- 1) Grow the Blue Economy (creation of jobs)
- 2) Grow the Green Economy (creation of jobs)
- 3) Build Synergisms Between Tourism & Creative Clusters (creation of jobs)
- 4) Provide affordable internet to low income and rural residents
- 5) Increase housing development for low income residents
- 6) Increase equity and access to childcare for underserved populations (rural, BIPOC, low income, and struggling communities).
- 7) Upskill workforce in technology, soft, trade business and vocational skills for livable wages and career growth opportunities. (creation of economic opportunity for un/underemployed)

H.5. Location in a geographic area of distress

If the project is located in a region that overall does not meet any of the criteria above, is the project located in a defined geographic area that meets EDA's distress criteria for unemployment or per capita income? To qualify, a project must be physically located in a distressed area (for construction projects) or primarily intended to benefit the distressed area (for non-construction projects).

Yes

No

If yes, define the area of distress where the project will be located using Census tracts or other geographical designations (e.g., political subdivisions) and explain how the area meets the distress criteria for unemployment or per capita income. Identify the source of the data used to demonstrate distress.

According to the Measuring Distress tool on Stats-America, the entire count of Mendocino falls under the distress criteria with an 85.8 PCMI threshold calculation and a .75 unemployment threshold calculation. These calculations mean that for the county of Mendocino, the per capita median income was 14.2% lower than for the U.S. and the difference in unemployment rate was .75 higher than in the U.S. These measurements were derived from a May 2022 reference date. From the same source, the County of Sonoma, as a

whole, does not measure as economically distressed. However, many of the census tracts in Sonoma County do measure as distressed. This project will cover all census tracts in both the County of Sonoma and The County of Mendocino.

I. Administrative Requirements

I.1. Civil rights

Do you understand and agree to comply with all applicable civil rights requirements (see 13 C.F.R. § 302.20)?

Yes No (explain below)

I.2. Lobbying certifications

All applicants for federal financial assistance must certify that federal funds have not been used and will not be used for lobbying in connection with this request for federal financial assistance (Form CD-511). If non-federal funds have been or are planned to be used for lobbying in connection with this request for federal financial assistance, Form SF-LLL also must be completed. Applicants must comply with 13 C.F.R. § 302.10 regarding attorneys' and consultants' fees and the employment of expeditors. This regulation requires that applicants identify and disclose the amount of fees paid to anyone engaged to assist the applicant in obtaining assistance under the Public Works and Economic Development Act of 1965 (PWEDA), as amended.

Will you be able to comply with federal requirements regarding lobbying?

Yes No (explain below)

I.3. Compliance with Executive Order 12372, State Single Point of Contact (SPOC)

Does the state in which the project will be located have a project review process that requires submission to a Single Point of Contact (SPOC)? A list of states that maintain a Single Point of Contact can be found at <https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf>.

Yes
 No, go to question I.4

If Yes, does this request for EDA investment assistance require review by SPOC?

Yes No (explain below)

If Yes, were SPOC comments/clearance received?

Yes

Please attach the comments/clearance:

Add Attachment

Delete Attachment

View Attachment

No. The review period has expired and no comments were received.

No. Comments have been requested but the review period has not yet expired.

Please attach evidence of your request for comments:

State Clearing House Applic

Add Attachment

Delete Attachment

View Attachment

I.4. Single Audit Act Requirement

Did your organization expend more than \$750,000 in federal funds during your previous fiscal year?

Yes No

If yes, what is the date of the last submission of the audit Federal Audit Clearinghouse?

If no, please attach your organization's most recent financial audit or financial statement.

Add Attachment

Delete Attachment

View Attachment

J. Requirements for Non-Governmental Applicants (Excluding Public Universities and Certain District Organizations)

Non-governmental applicants (excluding public universities and certain district organizations) must also provide a copy of the following items, either using the Attachments form that is part of the application package in www.Grants.gov.

J.1. Non-profit organizations must provide a current certificate of good standing or equivalent from the State in which they are incorporated.

Add Attachment

Delete Attachment

View Attachment

J.2. Non-profit organization applicants must provide their Articles of Incorporation and By-Laws. Non-profits with an active EDA grant must either provide a) a revised copy of their Articles of Incorporation or By-Laws if these have been amended or b) a statement certifying that there has been no change in the organization's Articles of Incorporation or By-Laws.

Add Attachment

Delete Attachment

View Attachment

J.3. Non-profit organizations must provide a resolution passed by a general purpose political subdivision of a State (e.g., local government entity) or a letter signed by an authorized representative of a local government acknowledging that the applicant is acting in cooperation with officials of the political subdivision. EDA may waive this requirement for certain projects of significant regional or national scope (see 13 CFR § 301.2(b)).

Add Attachment

Delete Attachment

View Attachment

J.4. If applying for a construction or RLF investment, an applicant must afford the appropriate general purpose governmental authority a minimum of 15 days to review and comment on the proposed project (13 CFR § 302.9(a)).

Will the applicant be able to provide these comments?

- Yes
- Not applicable, because the applicant is not applying for a construction or RLF grant
- Not applicable, because this requirement has been satisfied under an existing RLF plan
- No, for another reason (explain below)

Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 15 CFR Part 28, 'New Restrictions on Lobbying.' The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Commerce determines to award the covered transaction, grant, or cooperative agreement.

LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 15 CFR Part 28, for persons entering into a grant, cooperative agreement or contract over \$100,000 or a loan or loan guarantee over \$150,000 as defined at 15 CFR Part 28, Sections 28.105 and 28.110, the applicant certifies that to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, 'Disclosure Form to Report Lobbying,' in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure occurring after October 23, 1996.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification.

*** NAME OF APPLICANT**

Sonoma Mendocino Economic Development District

*** AWARD NUMBER**

Not Yet Assigned

*** PROJECT NAME**

Implementing the 2022 SMEDD CEDS

Prefix:

*** First Name:**

Mary Anne

Middle Name:

*** Last Name:**

Petrillo

Suffix:

*** Title:**

Chair

*** SIGNATURE:**

Completed by Grants.gov upon submission.

*** DATE:**

Completed by Grants.gov upon submission.

SCOPE OF WORK

3-Year

(July 1, 2022 – June 30, 2025)

EDA PARTNERSHIP PLANNING GRANT Sonoma-Mendocino Economic Development District

The SMEDD Board's prime area of focus will be to inform local governmental agencies, community leaders, CEDS project stakeholders state and federal agencies of the Sonoma-Mendocino CEDS work. Implementation of Sonoma-Mendocino CEDS project will require dedicated, strategic collaboration and investment from institutions, jurisdictions, and the public and civic sectors. It will take all partners working together to make progress towards our regional goals. The SMEDD board task will be to monitor, evaluate and adjust actions as needed to achieve progress towards milestones and measured outcomes.

Year 1 focus: *inform local governmental agencies, community leaders, CEDS project stakeholders and federal agencies of the Sonoma-Mendocino CEDS work.*

Meetings planned

- 4 SMEDD board Meetings (quarterly)
- 1 CEDS Strategy Committee Meeting
- AdHoc Committee meetings: financial, Comms/Events, Partnerships (approximately 10)

Events:

- 2 CEDS Update public events (1 per county)
- Sonoma-Mendocino CEDS Project Stakeholder meetings

Deliverables:

- Written quarterly update on each Sonoma-Mendocino CEDS project
- Determine Key Performance Indicators (KPIs)
- SMEDD Communication/outreach plan
- Monthly fiscal reports

Annual Survey: SMEDD Associates will help develop and distribute a survey of stakeholders who can help us determine KPIs, success of CEDS Project support or narrative that need to be included in the CEDS update, and/or general feedback from regional constituents.

Establishing and Maintaining Working Relationships with CEDS Project Partners: SMEDD Associates will work with the partners listed in the action plan of the CEDS to provide insight and support to help the projects come to completion.

Communications and Branding: The Sonoma Mendocino Economic Development District will develop a communications strategy that will allow for better outreach to community stakeholders on CEDS related project progress and activities.

Researching Funding Opportunities for CEDS Projects: SMEDD Associates will search for and review potential funding opportunities that can be applied to projects or goals outlined in the CEDS. The funding review and information will be relayed to the SMEDD Board, SMEDD Email List, and Action Plan Partners.

Year 2 focus: *research and support stakeholder with funding opportunities that will advance implementation*

Meetings planned

- 4 SMEDD board Meetings (quarterly)
- 1 CEDS Strategy Committee Meeting
- AdHoc Committee meetings: financial, Comms/Events, Partnerships (approximately 10)

Events:

- 2 CEDS Update public events (1 per county)
- Sonoma-Mendocino CEDS Project Stakeholder meetings

Deliverables:

- Written quarterly update on each Sonoma-Mendocino CEDS project
- Annual Key Performance Indicators (KPIs) Review of CEDS goals
- SMEDD Communication/outreach plan
- Monthly fiscal reports

Annual Survey:

distribute a survey of stakeholders to track KPIs, success of CEDS Project support or narrative that need to be included in the CEDS update, and/or general feedback from regional constituents.

Establishing and Maintaining Working Relationships with CEDS Project Partners: SMEDD Associates will work with the partners listed in the action plan of the CEDS to provide insight and support to help the projects come to completion.

Communications and Branding: The Sonoma Mendocino Economic Development District will continue its communications strategy that will allow for better outreach for CEDS related projects and activities. Specific elements that need to be developed for the communications strategy include an email list, list of partners, and outreach materials/guide.

Researching Funding Opportunities for CEDS Projects: SMEDD Associates will search for and review potential funding opportunities that can be applied to projects or goals outlined in the CEDS. The funding review and information will be relayed to the SMEDD Board, SMEDD Email List, and Action Plan Partners.

Year 3 focus: *analyze program accomplishments and revise strategies as needed for continuity of program*

Meetings planned

- 4 SMEDD board Meetings (quarterly)
- 1 CEDS Strategy Committee Meeting
- Ad Hoc Committee meetings: financial, Comms/Events, Partnerships (approximately 10)

Events:

- 2 CEDS Update public events (1 per county)
- Sonoma-Mendocino CEDS Project Stakeholder meetings

Deliverables:

- Written quarterly update on each Sonoma-Mendocino CEDS project
- Annual Key Performance Indicators (KPIs) Review of CEDS goals
- SMEDD Communication/outreach plan
- Monthly fiscal reports

Annual Survey: distribute a survey of stakeholders to track KPIs, success of CEDS Project support or narrative that need to be included in the CEDS update, and/or general feedback from regional constituents.

Establishing and Maintaining Working Relationships with CEDS Project Partners: SMEDD Associates will work with the partners listed in the action plan of the CEDS to provide insight and support to help the projects come to completion.

Communications and Branding: The Sonoma Mendocino Economic Development District will continue its communications strategy that will allow for better outreach for CEDS related projects and activities. Specific elements that need to be developed for the communications strategy include an email list, list of partners, and outreach materials/guide.

Researching Funding Opportunities for CEDS Projects: SMEDD Associates will search for and review potential funding opportunities that can be applied to projects or goals outlined in the CEDS. The funding review and information will be relayed to the SMEDD Board, SMEDD Email List, and Action Plan Partners.

SONOMA-MENDOCINO ECONOMIC DEVELOPMENT DISTRICT
FY 2022 – FY2025 EDA PLANNING GRANT BUDGET NARRATIVE

Match Fund Allocations to Personnel

Executive Director | Sonoma County Economic Development Board: The Sonoma County Economic Development Board’s Executive Director will primarily be responsible for establishing and maintaining working relationships with CEDS partners to ensure progress on the CEDS’s action plan. This position is currently held, in the interim, by Ethan Brown. The Executive Director will spend approximately 7 hours each month connecting with CEDS action plan partners to verify progress and determine if support from the SMEDD organization can be provided. If support can be effectively provided, the Executive Director will delegate work to other personnel or report the partners’ needs to the board. In addition to the above duties, the Executive Director will attend quarterly Board meetings and more frequent ad hoc meetings. This attendance will be crucial in coordinating resources and working to meet the needs of the action plan partners. The personnel work listed above will be provided as an in-kind match by the Sonoma County Economic Development Board (please see match commitment letter).

Business Development Director | Sonoma County Economic Development Board: The Sonoma County Economic Development Board’s (EDB) Business Development Director will primarily be responsible for researching funding opportunities to support SMEDD and CEDS partners, support CEDS action plan partners via work delegated from the executive director (examples of delegated work can include research, grant support, connecting to resources, etc.), and supporting the work of the fellows mentioned below. The Business Development Director position at the EDB is currently vacant, but the seat will be filled and the County of Sonoma will conduct a recruitment. In addition to the above duties, the Business Development Director will attend quarterly Board meetings and more frequent ad hoc meetings. This attendance will be crucial in coordinating resources and working to meet the needs of the action plan partners. The personnel work listed above will be provided as in-kind match by the Sonoma County Economic Development Board (please see match commitment letter).

Economic Development Fellows | Sonoma County Economic Development Board: The Sonoma County Economic Development Board (EDB) annually recruits applicable college graduates to support operations for the EDB. The 2022 fellowship cohort consists of Kate Fosburgh (Research and Development Fellow) and Nina Check (Workforce Development Fellow). For the SMEDD organization, the fellows will be responsible for communications, CEDS metrics reporting, an annual survey, and attending Board and ad hoc meetings. The Sonoma County Fellows will also assist in the creation and support of CA Brown Act compliant agendas. The personnel work listed above will be provided as an in-kind match by the Sonoma County Economic Development Board (please see match commitment letter).

FRINGE BENEFITS

Fringe benefits for this project include medical, dental and vision plan options, 403(b)/401(k), health and wellness, and life insurance options provided to staff members employed by the County of Sonoma. Staffing that is dedicated to this project that are employed by the County of Sonoma include The Sonoma County Economic Development Board’s (EDB) Executive Director, The EDB’s Business Development Director, and The EDB’s Economic Development Fellows. Each of the above positions’ fringe benefits will be provided as an in-kind match by the Sonoma County Economic Development Board.

CONTRACTUAL

Economic Development and Financing Corporation (EDFC): Mendocino County’s Economic Development and Financing Corporation will be conducting \$210,000 of CEDS related economic development work in Mendocino County via contract. \$105,000 of this work will be provided as matching contract economic development services (see EDFC match commitment letter). The remaining \$105,000 will be federal funds contracted to EDFC to undertake the Fiscal Agent, District Convener, and

Board Administrator roles described in the SMEDD Associate Duties Document. Specific duties listed in the attached SMEDD Associate Duties Document include, but are not limited to:

- Management of the EDA and SMEDD grant funds, including depositing grant funds into a single, interest-bearing account
- Financial administration and oversight of funds and sub-agreements related to those funds
- Establish, manage, and maintain a system of internal controls, accounting records, and documentation of the receipt and disbursement of funds
- Maintain a ledger for the planning program and supplemental funds
- Prepare and disseminate financial reports on a quarterly basis pursuant to federal reporting requirements
- Comply with Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements (2 CFR Part 200)
- Monthly/Quarterly/Annual reporting on expenditures with sign off by Treasurer
- Responsible for creation of SMEDD Audit
- Maintain Public Records
- Ensure funding is encumbered and expended by timelines set by EDA
- Subaward administration: disburse funds and assist with the timely closing out of grants and programs
- Employ skilled, experienced, and knowledgeable personnel to perform the Fiscal Agent's responsibilities
- Preparing meeting minutes for approval and distributing when ready
- Taking and distributing minutes for the SMEDD Board and related Brown Act activities

- Identify resources and connect with partners to provide experience in the development and sustainability of economic recovery models outlined in Sonoma-Mendocino CEDS
- Convene public, private, academic, industry, workforce, labor, and community leaders for events and stakeholder partnership meetings to advance the implementation of the Sonoma-Mendocino CEDS,
- Work with SMEDD board and qualified contractors to support the outreach, research or data studies that may be required
- Establish a coordinated line of communication among SMEDD board to foster stakeholder connectivity, and between the SMEDD and the Fiscal Agent to accelerate collaboration and support.
- Written quarterly update and presentations for SMEDD Board and EDA on each Sonoma-Mendocino CEDS project.

Travel

Pursuant to allowable travel costs under [2 CFR § 200.475](#), associates, board members, and directors alike will be reimbursed for mileage to travel for organizational meetings and business. It is estimated that over the course of this three-year grant, \$8,000 of federal funds will be allocated to the travel category. This estimate was derived from the standard \$0.585 per mile rate, at an average of 75 round trip miles, for 15 board members, associates, and directors, for a total of 12 meetings (held quarterly).

Supplies

Pursuant to materials and supply costs under [2 CFR § 200.453](#) the Sonoma Mendocino Economic Development District will charge supplies necessary to carry out this project to the federal funds granted by this award. Such supplies include, but are not limited to, general office supplies and computing devices. The costs for office supplies will likely be incurred at a greater frequency around general board meetings, events, and survey work. Computing device charges will be necessary for outreach, coordination, and general administration around carrying out the 2022 CEDS.

Other Costs

The other costs category will be charged to the federal grant. The primary costs incurred in this category will be for the appropriate attainment of insurance ([2 CFR § 200.447](#)), professional services ([2 CFR § 200.459](#)) for CEDS implementation and organization support, publication and printing ([2 CFR § 200.461](#)) for outreach activities, and training and education costs ([2 CFR § 200.473](#)) for better CEDS implementation, administration, and development. On the 8th of April 2022, the SMEDD Board of Directors approved two resolutions granting SMEDD Fiscal Agency status under California JPA codes 6505.5 and 6505.6. This action was taken as a result of direction given by the EDA that SMEDD needed to become a more independent organization that was not subject to a memorandum of understanding (MOU) between it and Sonoma County. With the upcoming expiration of the MOU (6/30/2022), SMEDD will need to take further action to acquire independent services that are provided by Sonoma County and SMEDD's MOU. Those costs will be expended from the federal monies and will include, but are not entirely limited to: appropriate insurance attainment required by the award, professional legal services to review contracts and documentation necessary to implement this project, and financial institution costs incurred from SMEDD's independent fiscal agency. Additional professional services costs will be expended for implementation, update, and development work that can not be done by SMEDD officers or associates. These costs will also be spent from federal funds awarded by this grant. In addition to the needed professional services and action, publication and printing costs incurred from CEDS-related outreach will be charged to the federal grant under this category. Education and training for officers and associates will also be charged to the federal grant. With SMEDD's established and growing independence, education and training is going to be necessary to ensure the transition happens effectively and efficiently. Such education and training opportunities include, but are not limited to, California Brown Act training and Regional Economic Development seminars (such as CalEd or International Economic Development Council trainings).

Indirect Costs

The SMEDD organization is electing the 10% de minimis rate for indirect charges. At this rate the three-year total amounts to \$19,090.

April 28, 2022



Sheba Person-Whitely, Regional Director
U.S. Economic Development Administration
Seattle Regional Office
915 Second Avenue
Room 1890
Seattle, WA 98174

Dear Mrs. Person-Whitely,

The U.S. Economic Development Administration (EDA) approved the Sonoma Mendocino Economic Development District in April 2017. The district is comprised of Sonoma and Mendocino counties. The District operates in accordance with the Joint Powers Agreement (JPA) between both counties. Operations related to supporting the Sonoma Mendocino Comprehensive Economic Development Strategy will be, in part, managed and administered by the Sonoma County Economic Development Board.

The District is making an application to the Economic Development Agency to continue funding its operations. As part of the Economic Development Planning Grant, a local match is required. The County of Sonoma will be providing \$105,025.29 (\$35,008.43 annually) in in-kind match contributions including provision of staff. The matching funding requirement is \$210,000, 100% of the grant funds requested. The Economic Development and Financing Corporation of Mendocino County (EDFC) is providing a separate match commitment letter; which will commit an additional \$105,000 (\$35,000 annually) of matching services.

This letter serves as the Sonoma County's commitment to meet the matching fund requirements to fund operations of the District. Sonoma County confirms that it will provide a match of \$105,025.29 in the form of in-kind services to the EDA project that will be committed to the project, will be unconditioned or unencumbered in any way, and will be available at the time of the Award.

If you have questions or I can be of further assistance, please contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ethan Brown", is written over a long, horizontal blue line that spans across the width of the signature area.

Ethan Brown, Interim Executive Director

Ethan.Brown@sonoma-county.org



ECONOMIC DEVELOPMENT
& FINANCING CORPORATION
208 B South Oak St.
Ukiah, CA 95482

April 28, 2022

Sheba Person-Whitely, Regional Director
U.S. Economic Development Administration
Seattle Regional Office
915 Second Avenue
Room 1890
Seattle, WA 98174

Dear Mrs. Person-Whitely,

Economic Development & Financing Corporation (EDFC) will provide a match of \$35,000 a year, for three years for the FY 2023-2025 Partnership Planning Program to support economic development planning and coordination for the Sonoma Mendocino Economic Development District (SMEDD) in Mendocino County. EDFC's commitment to provide the \$35,000 match per year is contingent upon extension of or continuation of the contract between the County of Mendocino and EDFC to provide economic development services in Mendocino County. These funds come from the County of Mendocino and other local jurisdictions.

FY2023 matching funds of \$70,000, which consists of \$35,000 in cash from EDFC and \$35,000 in-kind from Sonoma County, required for the non-federal share of the project costs are committed to the project, will be made available as needed and are not or will not be conditioned or encumbered in any way that would preclude its use consistent with requirements of Economic Development Administration investment assistance.

Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Robert Gernert', is written over a light blue horizontal line.

Robert Gernert
Executive Director

Sonoma County EDB Staff (Position Title)	Name	Maximum Annual Salary	Percentage of Time Devoted to the EDA Program	Annual In Staffing Kind Match (\$)	2022-2025 Sonoma In Kind Match	2022-2025 Staff Time Charged to EDA Grant
Executive Director:	Ethan Brown	\$ 254,291.55	5.10%	\$ 15,053.83	\$ 45,161.49	\$ -
Business Development Director:	(Currently Recruiting)	\$ 208,367.31	6%	\$ 15,970.00	\$ 47,910.00	\$ -
Research and Development Fellow:	Kate Fosburgh	\$ 57,305.73	3.50%	\$ 1,992.30	\$ 5,976.90	\$ -
Workforce Development Fellow:	Nina Cheek	\$ 57,305.73	3.50%	\$ 1,992.30	\$ 5,976.90	\$ -
Totals				\$ 35,008.43	\$ 105,025.29	\$ -

* Based on what was budgeted for FY22-23

BOS Copy
item # 12
6.16.15
EDB

**JOINT POWERS AGREEMENT
BETWEEN SONOMA AND MENDOCINO COUNTIES FOR THE SONOMA MENDOCINO
ECONOMIC DEVELOPMENT DISTRICT**

This Joint Powers Agreement (hereinafter referred to as Agreement) is entered into this first day of July 2015, by and between the Counties of Sonoma and Mendocino.

RECITALS

1. Each county is empowered by law to provide economic development planning and to participate in federal programs relating to economic development.
2. Each has a County Economic Development Strategy (CEDS) approved by the Board of Supervisors and Economic Development Administration (EDA).
3. Each party is of the opinion that there should be regional planning for economic development.
4. The purposes for entering into this Agreement include;
 - a. Establishing a regional organization for discussion and evaluation of regional socio-economic problems of mutual interest and concern to Sonoma and Mendocino counties.
 - b. To identify and comprehensively plan for the resolution of regional socio-economic problems requiring multi-jurisdictional resources and cooperation.
 - c. To seek and secure resources to address economic challenges common to it members.
5. The Economic Development Act of 1965, PL 89-136 (13 Code of Federal Regulations Section 304), as amended (hereinafter referred to as the "Act") provides that public agencies may combine to form Economic Development Districts; and
6. The geographical area of the parties represents an Economic Development District for the purposes of the Act; and
7. The parties deem it necessary and proper to create a separate public entity by Joint Powers Agreement to devise and create an organizational and administrative structure for the operation of an economic development district encompassing the geographical territory of the member agencies and to secure approval of the federal government for designation as an Economic Development District pursuant to the Act and to assist member agencies in applying to the federal and state governments for grants, funds and assistance.

DEFINITIONS

"Agreement" means this Joint Power Agreement.

"District" means the Sonoma Mendocino Economic Development District (SMEDD).

"District Board" means the Board of Directors of the SMEDD.

“Director” means a member of the Board of Directors representing a Party.

“Effective Date” means the date on which this Agreement shall become effective and the (SMEDD shall exist as a separate public agency, as further described in Section 3 of this Agreement.)

“Parties” means, collectively, the County of Sonoma and the County of Mendocino.

“Party” means the County of Sonoma or the County of Mendocino.

AGREEMENT

The Board of Supervisors of the Counties of Sonoma and Mendocino do agree as follows:

1. Formation of Agency. Sonoma Mendocino Economic Development District (SMEDD) (hereinafter referred to as the "District") is established upon the execution hereof by all designated Parties.
2. Purpose. The purpose of this Agreement shall be to provide for the joint participation by the parties to:
 - a) Promote economic growth by means of planning and coordinating efforts of members and the private sector within the territorial limits of the members;
 - b) Promote more jobs for the unemployed and underemployed residents of the members;
 - c) To improve the social and physical environments of the members;
 - d) Prevent unnecessary duplication of effort on behalf of members; and
 - e) Assume any additional purposes, duties and functions as may be determined by all parties to this Agreement.
3. Effective Date. This District shall exist as a separate public agency on the date the Mendocino Sonoma Comprehensive Economic Development Strategy is approved by the EDA (“Effective Date”).
4. Governing Board. The District Board is representative of the principal economic interests of the region.
 - a) Directors
 - a. The District Board shall consist of nine (9) Directors who are appointed representatives from the counties of Mendocino and Sonoma.
 - b. Appointments to the District Board shall be made so that said District Board will be representative of, although not necessarily consist of representatives of the principal economic interests of the region and may include business, labor, tribal, government, education, minorities and the economically handicapped.
 - c. The number of Directors of the District Board may be modified by a majority vote of the District Board with the concurrence of both the Mendocino and

Sonoma County Boards of Supervisors, however there shall be a maximum of fifteen (15) members.

- d. Any elected official serving on the District Board who no longer serves in said elected capacity shall upon leaving office vacate his or her position on the District Board. The vacancy shall be filled in accordance with Section 4b below.
 - e. The District Board shall have at least a simple majority of its members who are elected officials, their appointees, or employees representing general purpose local governments, including counties and tribal governments.
 - f. The District Board shall elect from the Directors a Chair and Vice Chair, each of whom shall serve for a term of one year, unless sooner replaced by majority vote of the Board of Directors. The District Board shall conduct the election of officers annually.
 - g. The District Board shall appoint a Secretary who need not be a Director, who shall be responsible for keeping minutes of all meetings of the District Board and all other official records of the District.
 - h. A majority of the Directors shall constitute a quorum, except that less than a quorum may adjourn from time to time in accordance with the law.
 - i. A simple majority of the Directors of said District Board shall be required to vote affirmatively for any action in order for said action to be valid and effective.
 - j. Directors shall serve without compensation from the District. However, Directors may be compensated by their respective appointing authorities. The District Board may adopt by resolution a policy related to reimbursement by the District for expenses incurred by Directors.
 - k. Per Government Code § 54956.96(a)(1), all information presented to the Directors in closed session is confidential. However, a member of the Board of a member Party who is present in closed session may disclose information obtained in that closed session that has direct financial or liability implications for the Party's agency to the following individuals:
 - i. Legal counsel of that member Party for purposes of obtaining advice on whether the matter has direct financial or liability implications for that member Party; and/or
 - ii. Other members of the legislative body of the member Party present in a closed session of that member Party.
- b) The governing Board of Directors shall be made up the following members:
- a. Mendocino County Directors: The Mendocino County Board of Supervisors shall appoint four (4) Directors. Three of those Directors shall be from the Mendocino County business community, the Mendocino Economic Development Financing Corporation or Mendocino Workforce Investment Board. Directors may be employees or representative of the Mendocino County.

- b. Sonoma County Directors: The Sonoma County Board of Supervisors shall appoint four (4) Directors. Three of those Directors shall be from the Sonoma County business community, the Sonoma County Economic Development Board or Sonoma County Workforce Investment Board. Directors may be employees or representatives of Sonoma County.
- c. The District Board shall have the authority to appoint one Director who shall be selected from the private sector representing the business community.
- d. Vacancies on the Board. Vacancies shall be filled in the same manner as Directors are selected.
- e. Director Terms of Office. The terms of office of directors shall be four (4) years and at the pleasure of their respective appointing board of supervisors be re-appointed for four (4) year terms.

5. Powers of Governing Board. The District Board shall have the following powers:

- a. To adopt rules, policies, bylaws and procedures governing the operation of the District;
- b. To approve an annual budget for the District;
- c. The District Board shall hold meetings open to the public at least twice each year and shall notice and conduct such meeting in accordance with Ralph M. Brown Act (California Government Code Section 54950 et seq.);
- d. To delegate to staff to the extent the District Board deems appropriate and is otherwise in accordance with law;
- e. To enter into contracts and to accept and expend funds from federal, state, member agencies and other sources for the purposes specified herein;
- f. To prepare, review and update a Comprehensive Economic Development Strategy for the District, establish priorities for grant applications, make annual progress reports to the U.S. Economic Development Administration pursuant to the Act, and make such other reports as may be required or appropriate;
- g. To assist, upon request, area and local Comprehensive Economic Development Strategy committees of member agencies in the preparation of applications to state and federal agencies for grants, loans, and technical assistance;
- h. To assist the private sector in making applications for loans, and work with local development corporations to assist the private enterprise in the development of new business and the expansion of existing business.
- i. To establish advisory committees as deemed appropriate to assist the District in carrying out its functions. The Directors may establish rules, policies or procedures to govern any such advisory committees.

- j. To work with local committees of member agencies to coordinate programs complying with local community desires;
 - k. To appoint or hire such staff or contract with such entities or individuals as said District Board deems necessary to carry out the District's functions and purposes;
 - l. To lease any property; (to enter into leases for real or personal property)
 - m. To amend the geographic boundaries of the District, including the addition of member counties, if it is determined that such amendments will contribute to a more effective program for economic development. Any such modifications may be conditionally approved subject to review and approval of the State and Economic Development Administration in accordance with the Act.
 - n. To review applications of member and other agencies for grants from the U.S. Economic Development Administration. Upon review of such applications, the District Board may establish priorities for funding.
6. Budget. The Fiscal Year for the District shall begin July 1st and end June 30th. An annual budget for the operation of the district shall be adopted by the Board. The Board shall control all expenditures in accordance with the adopted work program and budget and shall have the power to amend the work program and budget to meet unanticipated needs or changed conditions.
7. Financing. It is understood that the Federal Government and Sonoma and Mendocino counties will provide a portion of the District's cost of operation. Counties' contributions are to be determined annually at budget preparation time. Participating county contributions may be in-kind including the provision of staff, office space, equipment and supplies. County contributions shall be paid by parties hereto on or before September 1 of the Fiscal Year for which assessed, or within 30 days of written notice.
8. A review of the districts activities will be included with each Parties Comprehensive Economic Development Strategy Annual Report.
9. Custody of Funds-Reporting - Financial Agent: Financial agent for the District is the County of Sonoma. All revenues and funds received by the District shall be placed in a separate general operating account with Sonoma County under the name Sonoma Mendocino Economic Development District. Sonoma County shall be responsible for completing audits in accordance with local, state and federal reporting and accounting requirements. Sonoma County shall be reimbursed for audit costs.

- a. All payments of public funds shall be paid to and disbursed by the District which shall be strictly accountable for all funds and responsible for reporting to the members hereof concerning all receipts and disbursements.
 - b. The District and District Directors shall comply with all Federal and State financial assistance reporting requirements and conflict of interest provisions as set forth in 13 CFR III.
10. Donations, Grants and Gifts. The District Board shall have the power to receive bequests, donations and grants and to carry out the purposes of grants and donations if otherwise authorized by this Agreement.
11. Limitations on Expenditures. The Board and every Director or employee of the District shall be limited in the making of expenditures or the incurring of liabilities to the amount of appropriations allowed by the work program and budget as adopted by the Board or thereafter revised by said Board. No expenditures of any kind or contract entered into on behalf of the District without approval by the Board, except as otherwise provided by law, warrants issued, expenditures made or liabilities incurred in excess of any budget appropriation are not a liability of the District or a liability of any part to this Agreement.
12. Members Not Liable for Debts of District. Pursuant to Section 6508.1 of the California Government Code, the debts, liabilities, and obligations of the District shall be those of the District and not of the parties to this Agreement.
13. Term of Agreement and Termination Provisions. This Agreement shall continue in full force and effect until rescinded or terminated, as set forth below.
 - (A) Termination of Individual Membership. Any member Party may terminate its participation in this Agreement by giving written notice to the District Board not less than thirty (30) days before the start of the fiscal year, which termination shall be effective only on the beginning of the fiscal year immediately following the one in which notice of termination was given, and thereby dissolve the District.
 - (B) If a member County terminates its participation in this Agreement, it shall pay its portion of the costs for which it is responsible for paying up to the date of termination. Any payments due under this section shall be paid within ninety (90) days after the effective date of termination.
 - (C) Termination of this Membership by any member County shall not be construed as a completion of the purpose of this Agreement, and shall not require the

repayment or return to the remaining member County or Counties of all or any part of any contributions, payments, or advances made by the parties until this Agreement is rescinded or terminated as to all member counties.

(D) Rescission of Agreement by All Member Counties. At any time, this Agreement may be rescinded and terminated, and the SMEDD may be dissolved, by a unanimous vote of all Parties. In such an event, the remaining assets and liabilities shall be apportioned among all member counties according to the relative assessments paid by those member counties.

14. Disposition of Property Upon Termination. In the event that said District is terminated by agreement, the property and monies on hand at the time of termination after all debts and liabilities are paid shall be distributed among the parties then Parties of said District in accordance with their proportionate contributions thereto. Any member who withdraws from said District shall forfeit all of its right, title and monies.
15. Members Option to Bypass District. It is the option of Parties to submit U.S. Economic Development Administration grant applications through the District to the Economic Development Administration, or directly to the Economic Development Administration, bypassing District.
16. Amendment. This Agreement may be amended at any time by the mutual written agreement of all the Parties thereof.
17. Execution by Counterparts. This Agreement shall be executed in counterpart and when so executed by each and every Party hereto shall be deemed to be executed by all Parties as if it were a single document. Executed counterparts shall be delivered forthwith to the District. Said executed counterparts shall be retained by District and the District shall distribute to all other Parties' copies of said original counterparts as said other parties' executed copies.
18. Dispute Resolution. The Parties to this Agreement and the District shall make reasonable efforts to settle all disputes arising out of or in connection with this Agreement.
19. Liability of District Directors, Officers, and Employees. The District Directors, officers, and employees of the District shall use ordinary care and reasonable diligence in the exercise of their powers and in the performance of their duties pursuant to this Agreement. No current or former District Director or employee will be responsible for any act or omission by another District Director or employee. The District shall defend, indemnify and hold harmless the individual current and former District Directors and employees for any acts or omissions in the scope of their employment or duties in the

manner provided by Government Code Sections 995 et seq. Nothing in this section shall be construed to limit the defenses available under the law, to the Parties, the District or its District Directors, or employees.

20. Indemnification of Parties. The District shall acquire such insurance coverage as is necessary to protect the interests of the District, the Parties, and the public. The District shall defend, indemnify, and hold harmless the Parties and each of their respective District Board or Council members, officers, agents and employees, from any and all claims, losses, damages, costs, injuries, and liabilities of every kind arising directly or indirectly from the conduct, activities, operations, acts, and omissions of the District under this Agreement.
21. Parties to be Served Notice. Any notice authorized or required to be given pursuant to this Agreement shall be validly given if served in writing either personally, by deposit in the United States mail, first class postage if prepaid with return receipt requested, or by a recognized courier service. Notice given personally or by courier shall be conclusively deemed received at the time the delivery and receipt and by mail shall be conclusively deemed given forty-eight (48) hours after the deposit thereof (excluding Saturdays, Sundays and holidays) if the sender receives the return receipt. All notices shall be delivered to the Secretary of the District or Party, as the case may be, or such other person designated in writing by the District or Party. Notices given to one Party shall be copied to all other Parties. Notices given to the District shall be copied to all Parties.
22. Severability. If one or more clauses, sentences, paragraphs or provisions of this Agreement shall be held to be unlawful, invalid or unenforceable, it is hereby agreed by the Parties, that the remainder of the Agreement shall not be affected thereby. Such clauses, sentences, paragraphs or provision shall be deemed reformed so as to be lawful, valid and enforced to the maximum extent possible.

IN WITNESS WHEREOF, the undersigned counties and cities of the State of California do execute the Memorandum of Understanding/Letter Agreement upon the respective dates set forth after signatures.

COUNTY OF SONOMA

By: *Susan Speer* Date: 6/16/15

COUNTY OF MENDOCINO

By: *Camille J. Ayer* Date: 7/21/15

1925376

ARTICLES OF INCORPORATION

OF

ECONOMIC DEVELOPMENT AND FINANCING CORPORATION

ENDORSED
FILED

in the office of the Secretary of State
of the State of California

JAN 9 1995

1. The name of this corporation is ECONOMIC DEVELOPMENT AND
FINANCING CORPORATION .

Bill Jones
BILL JONES, Secretary of State

2. This corporation is a non-profit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes. The specific purposes for which this corporation is organized are to promote, assist and provide for the enhancement and development of business and economic growth and development in the County of Mendocino and the surrounding region.

3. The name and address in the State of California of this corporation's initial agent for service of process is Suzanne McAllister, 630 Kings Court, Suite 204, Ukiah, California, 95482.

4. This corporation is organized and operated exclusively for scientific, charitable, literary and educational purposes within the meaning of Section 501(C)(3) of the Internal Revenue Code.

5. Notwithstanding any other provision of these Articles, the Corporation shall not carry on any other activities not permitted to be carried on by a corporation: (1) exempt from federal income tax under Section 501(C)(3) of the Internal Revenue Code or (2) contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

6. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not

participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

7. The names and addresses of the persons appointed to act as the initial Directors of this corporation are:

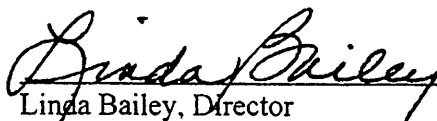
<u>Name</u>	<u>Address</u>
Linda Bailey	308 S. School Street, Ukiah, Ca. 95482
Peter Caton	410 N. Main, Fort Bragg, Ca. 95437
Tracy Dupont	P.O. Box 263, Point Arena, Ca. 95468
Gene Edinger	501 S. State Street, Ukiah, Ca. 95482
Monte Hill	302 S. State Street, Ukiah, Ca. 95482
James Kollenborn	560 Virginia Circle, Redwood Valley, Ca. 95470
William Lex	45261 Mar Vista Dr., Mendocino, Ca. 95460
James Little	P.O. Box 823, Laytonville, Ca. 95454
James Mastin	300 Seminary Ave., Ukiah, Ca. 95482
James Mayfield	235 E. Perkins Street, Ukiah, Ca. 95482
Suzanne McAllister	P. O. Box 480, Ukiah, Ca. 95482

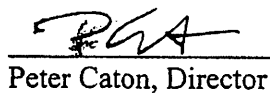
8. The property of this corporation is irrevocably dedicated to charitable and scientific purposes meeting the requirements of Section 214 of the California Revenue and Taxation Code and no part of the net income or assets of the organization shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person.

9. On the dissolution or winding up of the corporation, its assets remaining after payment of, or provision for payment of, all debts and liabilities of this corporation, shall be distributed to

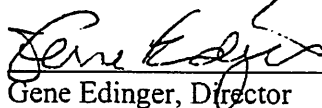
a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable and scientific purposes and which has established its tax-exempt status under Section 501(C)(3) of the Internal Revenue Code.

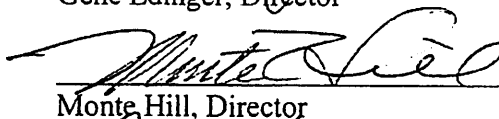
Dated: November 28, 1994

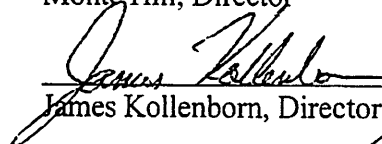

Linda Bailey, Director

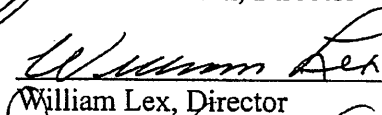

Peter Caton, Director

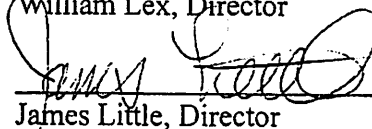

Tracy DuPont, Director


Gene Edinger, Director

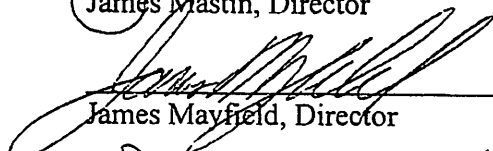

Monte Hill, Director

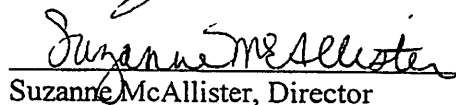

James Kollenborn, Director


William Lex, Director

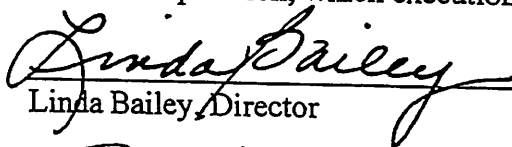

James Little, Director



James Mastin, Director


James Mayfield, Director

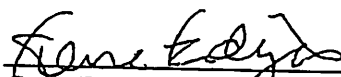

Suzanne McAllister, Director

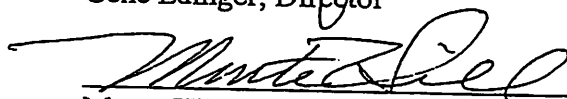
We, the above-mentioned initial Directors of this corporation, hereby declare that we are the persons who executed the foregoing Articles of Incorporation, which execution is our act and deed.

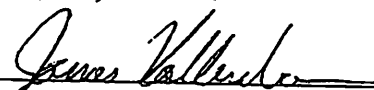

Linda Bailey, Director


Peter Caton, Director

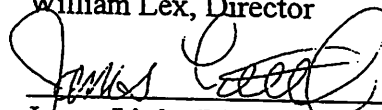

Tracy Dupont, Director

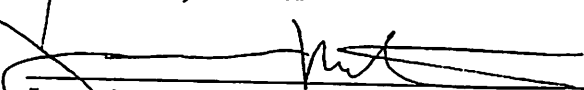

Gene Edinger, Director

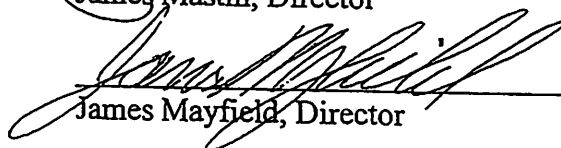

Monte Hill, Director

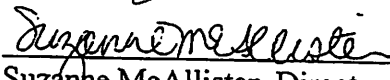

James Kollenborn, Director


William Lex, Director


James Little, Director


James Mastin, Director


James Mayfield, Director


Suzanne McAllister, Director

**BYLAWS
OF
THE ECONOMIC DEVELOPMENT AND FINANCING CORPORATION
A CALIFORNIA PUBLIC BENEFIT CORPORATION**

**ARTICLE ONE
OFFICES**

SECTION 1. PRINCIPAL OFFICE

The principal office of the Economic Development and Financing Corporation for the transaction of its business is located in Mendocino County, California.

SECTION 2. CHANGE OF ADDRESS

The county of the corporation’s principal office can be changed only by amendment of these Bylaws and not otherwise. The Board of Directors may, however, change the principal office from one location to another within the named county by noting the changed address and effective date below, and such changes of address shall not be deemed an amendment of these Bylaws:

205 N. Bush St., # 252, Ukiah, CA 95482 Dated: December 1, 2015

175 E. Church St. Ukiah, CA 95482 Dated: December 1, 2017

208 B South Oak St., Ukiah, CA 95482 Dated: April 1, 2019

SECTION 3. OTHER OFFICES

The corporation may also have offices at such other places, within or without the State of California, where it is qualified to do business, as its business may require and as the Board of Directors may, from time to time designate.

**ARTICLE TWO
PURPOSES**

The Economic Development and Financing Corporation’s purpose is to connect money and ideas with entrepreneurs to create sustainable prosperity in Mendocino and Lake Counties and the surrounding region by:

- Regularly re-focusing our efforts utilizing regional economic development plans and data (i.e. Targets of Opportunity and Comprehensive Economic Development Strategy)
- Extending fiscal sponsorship for projects related to identified goals for economic development.

**ARTICLE THREE
THE BOARD OF DIRECTORS**

SECTION 1. NUMBER

The Board of Directors shall be made up of a maximum of twenty-one members: Six governmental members comprised of one appointed by each city (Ukiah, Willits, Fort Bragg and Point Arena), two appointed by the Mendocino County Board of Supervisors. The remaining 14 members shall comprise an inclusive representation of the community. The corporation will make every effort to strive for county-wide geographic and ethnic representation.

SECTION 2. POWERS

Subject to the provisions of the California Nonprofit Public Benefit Corporation Law and any limitations in the Articles of Incorporation and Bylaws relating to action required or permitted to be taken or approved by the members, if any, of this corporation, the activities and affairs of this corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board.

SECTION 3. DUTIES

It shall be the duty of the directors to:

- (a) Perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation of this corporation, or by these Bylaws provided, however, that no individual Board member has any authority to direct the affairs of the corporation, unless such authority has been delegated to the Board member by formal action of the Board;
- (b) Appoint and remove, employ and discharge, and except as otherwise provided in these Bylaws, prescribe the duties and fix the compensation, if any, of all officers, agents and employees of the corporation; provided said powers are not exercised in violation of other provisions of these Bylaws, including, but not limited to, the authority specifically delegated to the Executive Director;
- (c) Consistent with all other provisions of these Bylaws, including, but not limited to, the delegation of authority of the Executive Director supervise all officers, agents and employees of the corporation to assure that their duties are performed properly;
- (d) Meet at such times and places as required by these Bylaws;
- (e) Register their address with the Secretary of the corporation and notices of meetings mailed or emailed to them at such addresses, shall be valid notices thereof.

SECTION 4. TERMS OF OFFICE

Directors shall hold office for a three year term, with renewal with a maximum of two full terms in office. The Executive Committee can consider and approve extending or otherwise amending, beyond two terms, Director Terms of Office based on need and board vacancies. The Executive Committee recommendations of extended terms for any Directors, will be subject to approval by the Board of Directors.

SECTION 5. COMPENSATION

Directors shall serve without compensation; however, they may be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their regular duties as specified in Section 3 of this Article. Directors may not be compensated for rendering services to the corporation in any capacity other than director unless such other compensation is reasonable and is allowable under the provisions of Section 6 of this article.

SECTION 6. RESTRICTION REGARDING INTERESTED DIRECTORS

Notwithstanding any other provision of these Bylaws, not more than forty-nine percent (49%) of the persons serving on the Board may be interested persons. For purposes of this Section, "interested person" means either:

- (a) any person currently being compensated by the corporation for services rendered it within the previous twelve (12) months, whether as a full or part-time officer or other employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a director as director. Interested person(s) will automatically be recused on all matters directly related to the financial transaction/contract that qualifies a Board member as an interested person.
- (b) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of any such person.

SECTION 7. MEETINGS

All meetings shall be held and conducted in accordance with a resolution adopted by the Board of Directors. The resolution shall be in strict compliance with and meet all of the requirements of the Ralph M. Brown Act, Government Code 54950 et seq. The resolution shall provide for the preparation and posting of the agenda for the meetings, notice of the meetings, content of the notices, procedures for conducting regular and special meetings, closed sessions, and emergency meetings.

SECTION 8. QUORUM FOR MEETINGS

A quorum shall consist of a majority of currently seated directors. Majority is defined as one half of seated members plus one.

Except as otherwise provided in these Bylaws or in the Articles of Incorporation of this corporation, or by law, no voting action shall be considered by the Board at any meeting at which a quorum as above described is not present, and the only motion which the Chair shall entertain at such meeting is a motion to adjourn.

The directors present at a duly called and held meeting at which a quorum is initially present may continue to do business but may not take actions if a quorum is lost due to a withdrawal of directors from the meeting.

SECTION 10. MAJORITY ACTION AS BOARD ACTION

Every act or decision agreed upon by a majority of the directors present at a meeting duly held at which a quorum is present is the act of the Board of Directors, unless the Articles of Incorporation or Bylaws of this corporation, or provisions of the California Nonprofit Public Benefit Corporation law, particularly those provisions relating to appointment of committees (Section 5212), approval of contractor transactions in which a director has a material financial interest (Section 5233), and indemnification of directors (Section 5238e), require a greater percentage or different voting rules for approval of a matter by the Board.

SECTION 11. VACANCIES

Vacancies on the Board of Directors shall exist (1) on the death, resignation or removal of any director, and (2) whenever the number of authorized directors is increased.

The Board of Directors may declare vacant the office of a director who has been declared of unsound mind by a final order of a court, or convicted of a felony, or been found by a final order of judgment to have breached any duty under Section 5230 and following of the California Nonprofit Public Benefit Corporation Law.

Directors can be removed with cause after missing three consecutive meetings. Vacancies will be referred to a nominating committee. A person elected to fill a vacancy as provided in this Section shall hold office until their term expiration or until his or her death, resignation, or removal from office.

Any director may resign effective upon giving written or email notice to the Chairperson of the Board, the Secretary, the Board of Directors, or the Executive Director, unless the notice specifies a later time for the effectiveness of such resignation. No director may resign if the corporation would then be left without a duly elected director or directors in charge of its affairs, except upon notice to the Attorney General of the State of California.

Vacancies on the board may be filled by approval of the Board or, if the number of directors then in office is less than a quorum, by:

- (1) The unanimous written consent of the directors then in office;
- (2) The affirmative vote of a majority of the directors then in office at a meeting held pursuant to notice or waivers of notice complying with this Article of these Bylaws, or

(3) A sole remaining director.

SECTION 12. NON-LIABILITY OF DIRECTORS

The directors shall not be personally liable for the debts, liabilities, or other obligations of the corporation.

SECTION 13. INDEMNIFICATION BY CORPORATION OF DIRECTORS, OFFICERS, EMPLOYEES AND OTHER AGENTS

To the extent that a person who is, or was, a director, officer, employee or other agent of this corporation has been successful on the merits in defense of any civil, criminal, administrative or investigative proceeding brought to procure a judgment against such person by reason of the fact that he or she is, or was, an agent of the corporation, or has been successful in defense of any claim, issue or matter, therein, such person shall be indemnified against expenses actually and reasonably incurred by the person in connection with such proceeding.

If such person either settles any such claim or sustains a judgment against him or her, then indemnification against expenses, judgments, fines, settlements and other amounts reasonably incurred in connection with such proceedings shall be provided by this corporation but only to the extent allowed by and in accordance with the requirements of, Section 5238 of the California Nonprofit Public Benefit Corporation law.

SECTION 14. INSURANCE FOR CORPORATE AGENTS

The Board may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the corporation (including a director, officer, employee or other agent of the corporation) against any liability other than for violating provisions of law relating to self-dealing (Section 5233 of the California Non Profit Public Benefit Corporation law) asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the corporation would have the power to indemnify the agent against such liability under the provisions of Section 5238 of the California Non Profit Public Benefit Corporation Law. A policy review shall be conducted annually by the Executive Committee with a status reported to the board.

ARTICLE FOUR **OFFICERS**

SECTION 1. NUMBER OF OFFICERS

The officers of the corporation shall be a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer. The corporation may also have, as determined by the Board of Directors, one or more Vice Chairpersons, Assistant Secretaries, Assistant Treasurers, or other officers. Any number of offices may be held by the same person except that neither the Secretary nor the Treasurer may serve as the Chairperson of the Board.

SECTION 2. QUALIFICATION, ELECTION, AND TERM OF OFFICE

The Board of Directors shall elect officers from the current members of the Board. Those officers shall hold office for a two-year term. The Board of Directors may hold a special election to replace any Executive Officer that resigns or becomes disqualified to serve.

SECTION 3. SUBORDINATE OFFICERS

The Board of Directors may appoint such other officers or agents as it may deem desirable, and such officers shall serve such terms, have such authority, and perform such duties as may be prescribed from time to time by the Board of Directors.

SECTION 4. REMOVAL AND RESIGNATION

Any officer may be removed, either with or without cause, by the Board of Directors, at any time. Any officer may resign any time by giving written notice to the Board of Directors or to the Chairperson or Secretary of the Corporation. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. The above provisions of this Section shall be superseded by any conflicting terms of a contract which has been approved or ratified by the Board of Directors relating to the employment of any officer of the corporation.

SECTION 5. VACANCIES

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any officer, shall be filled by the Board of Directors. In the event of a vacancy in any office other than that of Chairperson, such vacancy may be filled temporarily by appointment by the Chairperson until such time as the Board shall fill the vacancy. Vacancies occurring in offices or officers appointed at the discretion of the Board may or may not be filled as the Board shall determine, using approved recruitment procedures for guidance.

SECTION 6. DUTIES OF CHAIRPERSON

The Chairperson shall perform all duties incident to his or her office and such other duties as may be required by law, by the Articles of Incorporation of this corporation or by these Bylaws. He or she shall:

- a) Provide leadership to and manage the Board of Directors and Executive Committee.
- b) Convene and facilitate Board and Executive Committee meetings.
- c) Oversee accountability regarding attendance and other individual board member commitments.
- d) Maintain regular contact with the Executive Director and be available as needed.
- e) Ensure evaluation of the Executive Director is conducted annually.

SECTION 7. DUTIES OF VICE CHAIRPERSON

In the absence of the Chairperson, the Vice Chairperson shall perform the duties of the Chair., The Vice Chairperson shall have other powers and perform such other duties as prescribed by law, the articles of Incorporation of this corporation, or by these Bylaws. He or she shall:

- a) Support the Board Chair in his or her board leadership
- b) Fulfill the roles and responsibilities of the Chair in the case of her or his inability or absence.

SECTION 8. DUTIES OF SECRETARY

The Secretary is responsible for providing oversight to ensure EDFC complies with the Brown Act and adheres to standardized recordkeeping practices of all corporate records.

The Secretary shall exercise oversight for the following:

- (a) Verify that an original, or a copy of these Bylaws as amended or otherwise altered to date are maintained at principal office of the corporation;
- (b) Verify Board records are maintained for all meetings of the directors, and, if applicable, committee meetings, recording the time and place of meeting, whether regular or special the names of those present or represented at the meeting, and the proceedings thereof;
- (c) Confirm that all notices are duly given in accordance with the provisions of these Bylaws or as required by law;
- (d) Confirm on an annual basis a directorship book containing the name and address of each director; first date of service; and, if applicable, a director's final date of service that shall be maintained at the principal office of the corporation;
- (e) Ensure bylaws, articles of incorporation and other key documents are up-to-date.

SECTION 9. DUTIES OF TREASURER

The Treasurer is responsible for providing oversight to ensure EDFC complies with Generally Accepted Accounting Principles and EDFC's Accounting Policies and Procedures.

The Treasurer shall exercise oversight for the following:

- (a) Review of financial data and transactions to ensure efficacy of financial records.
- (b) Confirm adequate account records are utilized to represent factual accounts of the corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.
- (c) Monitor annual budget and completion of the organization's taxes and scheduled audits.

- (d) Confirm proper controls are in place and all practices adhere to internal Accounting/Fiscal Policies.

ARTICLE FIVE **COMMITTEES**

SECTION 1. EXECUTIVE COMMITTEE

All officers of the organization will serve on the Executive Committee. In addition, the Board of Directors may, by a majority vote, designate no more than three (3) non-officers to serve on the Executive Committee and will delegate to such Committee any of the powers and authority of the board in the management of the business and affairs of the corporation, except with respect to:

- a) Approval of any action which, under law or the provisions of these Bylaws, requires the approval of the board.
- b) Filling of vacancies on the Board or on any committee which has the authority of the Board.
- c) Fixing of compensation of the directors for serving on the Board or on any committee.
- d) Amendment or repeal of Bylaws or the adoption of new Bylaws.
- e) Amendment or repeal of any resolution of the Board which by its express terms is not allowed.
- f) Appointment of committees of the Board or the members thereof.
- g) Approval of any transaction to which this corporation is a part in which one or more of the directors has a material financial interest, except as expressly provided in Section 5233(d)(3) of the California Nonprofit Public Benefit Corporation Law.

By a majority vote of the directors in office, the Board may at any time revoke or modify any or all of the authority so delegated and fill vacancies therein from the members of the Board. The Committee shall keep regular minutes of its proceedings, cause them to be filed with the corporate records, and report the same to the Board from time to time as the Board may require.

SECTION 2. OTHER COMMITTEES

The corporation shall have such other committees as may from time to time be designated by resolution of the Board of Directors. Such other committees may consist of persons who are not also members of the Board, but may not include a majority of non-board members. These additional committees may be either "Standing Committees" or "ad hoc Committees". Both shall be selected by Board Action and act in an advisory capacity only, to the Board and shall be clearly titled. Standing Committees may be ongoing committees but shall be subject to public notice in accordance with the Brown Act. Ad hoc Committees shall be formed for a specific purpose as directed by the board and

shall dissolve upon completion of said specific purpose; public notice is not required in accordance with Ralph M. Brown Act.

SECTION 3. MEETINGS AND ACTION OF COMMITTEES

Meetings and action of standing committees shall be governed by, noticed, held and taken in accordance with the provisions of the Ralph M. Brown Act, the Rules of Procedure adopted by the Board of Directors pursuant to Article 3, Section 7, above and these Bylaws concerning meetings of the Board of Directors, except that the time for regular meetings of committees may be fixed by resolution of the Board of Directors or by the committee. The time for special meetings of committees may also be fixed by the Board of Directors. The Board of Directors may also adopt rules and regulations pertaining to the conduct of meetings of committees to the extent that such rules and regulations are not inconsistent with the provisions of these Bylaws.

ARTICLE SIX

EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS

SECTION 1. EXECUTION OF INSTRUMENTS

The Board of Directors, except as otherwise provided in these Bylaws, may by resolution authorize any officer or agent of the corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the corporation, and such authority may, be general or confined to specific instances. Unless so authorized, no officer, agent or employee shall have any power or authority to bind the corporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

SECTION 2. CHECKS AND NOTES

Except as otherwise specifically determined by resolution of the Board of Directors, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the corporation shall be signed by any two of the following: Chairperson, Vice Chairperson, Treasurer, Secretary or others designated by the Board of Directors.

SECTION 3. DEPOSITS

All funds of the corporation shall be deposited to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

SECTION 4. GIFTS

The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest, or device for the charitable or public purposes of this corporation.

ARTICLE SEVEN

CORPORATE RECORDS, REPORTS AND SEAL

SECTION 1. MAINTENANCE OF CORPORATE RECORDS

The corporation shall keep at its principal office in the State of California:

- (a) Minutes of all meetings of directors and committees of the Board and, if this Board has members, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof;
- (b) Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses;
- (c) A copy of the corporation's Articles of Incorporation and Bylaws as amended to date, which shall be open to inspection by the members, if any, of the corporation at all reasonable times during office hours.

SECTION 2. CORPORATE SEAL

The Board of Directors may adopt, use, and at will alter, a corporate seal. Such seal shall be kept at the principal office of this corporation. Failure to affix seal to corporate instruments, however, shall not affect the validity of any such instrument.

SECTION 3. DIRECTORS' INSPECTION RIGHTS

Every director shall have the absolute right at any reasonable time to inspect all pertinent corporate books and records and to inspect the physical properties of the corporation.

SECTION 4. ANNUAL REPORT

The Board shall cause an annual report to be furnished not later than one hundred and twenty (120) days after the close of the corporation's fiscal year to all directors of the corporation and, if the corporation has members, to any member who requests it in writing, which report shall contain the following information in appropriate detail:

- (a) The assets and liabilities, including the trust funds, of the corporation as of the end of the fiscal year;
- (b) The principle changes in assets and liabilities, including trust funds, during the fiscal year;
- (c) The revenue on receipts of the corporation both unrestricted and restricted to particular purposes, for the fiscal year;

- (d) The expenses or disbursements of the corporation, for both general and restricted purposes, during the fiscal year;
- (e) Any information required by Section 5 of the Article.

The annual report shall be accompanied by any report thereon of independent accountants, or, if there is no such report, the certificate of an authorized officer of the corporation that such statements were prepared without audit from the books and records of the corporation.

SECTION 5. ANNUAL STATEMENT OF SPECIFIC TRANSACTIONS TO DIRECTORS

This corporation shall mail or deliver to all directors a statement within one hundred and twenty (120) days after the close of its fiscal year which briefly describes the amount and circumstances of any indemnification or transaction of the following kind:

- (a) Any transaction in which the corporation or its parent or its subsidiary, was a part, and in which either of the following had a direct or indirect material financial interest:
 - (1) Any director or officer of the corporation, or its parent or subsidiary (a mere common directorship shall not be considered a material financial interest); or
 - (2) Any holder of more than ten percent (10%) of the voting power of the corporation, its parent or its subsidiary.

The above statement need only be provided with respect to a transaction during the previous fiscal year involving more than FIFTY THOUSAND DOLLARS (\$50,000) or which was one of the number of transactions with the same persons involving, in the aggregate, more than FIFTY THOUSAND DOLLARS (\$50,000).

Similarly, the statement need only be provided with respect to indemnifications or advances aggregating more than TEN THOUSAND DOLLARS (\$10,000) paid during the previous fiscal year to any director or officer, except that no such statement need be made if such indemnification was approved by the members pursuant to Section 5239(e)(2) of the California Nonprofit Public Benefit Corporation Law.

Any statement required by this Section shall briefly describe the names of the interested persons involved in such transactions, state each person's interest in the transaction and, where practical, the amount of such interest, provided that in the case of a transaction with a partnership of which such person is a partner, only the interest of the partnership need be stated.

ARTICLE EIGHT **FISCAL YEAR**

SECTION 1. FISCAL YEAR OF THE CORPORATION

The fiscal year of the corporation shall begin on July 1 and end on June 30 each year.

ARTICLE NINE
AMENDMENT OF BYLAWS

SECTION 1. AMENDMENT

Subject to any provision of law applicable to the amendment of bylaws of public benefit nonprofit corporations, these bylaws, or any of them, may be altered, amended, or repealed and new bylaws adopted by a majority vote of the entire Board of Directors elected pursuant to these bylaws. These bylaws may not be amended to include any provision that conflicts with law or with the corporation's Articles of Incorporation.

ARTICLE TEN
AMENDMENT OF ARTICLES

SECTION 1. CERTAIN AMENDMENTS

Notwithstanding the above sections of the Article, this corporation shall not amend its Articles of Incorporation to alter any statement which appears in the original Articles of Incorporation of the names and addresses of the first directors of this corporation or the name and address of its initial agent, except to correct an error in such statement or to delete such statement after the corporation has filed a "Statement by a Domestic Non-Profit Corporation" pursuant to Section 6210 of the California Nonprofit Corporation Law.

ARTICLE ELEVEN
PROHIBITION AGAINST SHARING CORPORATE PROFITS AND ASSET

SECTION 1. PROHIBITION AGAINST SHARING CORPORATE PROFITS AND ASSETS

No member, director, officer, employee, or other person connected with this corporation, or any private individual, shall receive at any time any of the net earnings or pecuniary profit from the operations of the corporations, provided, however, that this provision shall not prevent payment to any such person or reasonable compensation for services performed for the corporation in effecting any of its public or charitable purposes, provided that such compensation is otherwise permitted by these Bylaws and is fixed by resolution of the Board of Directors; and no such person or persons shall be entitled to share in the distribution of, and shall not receive, any of the corporate assets on dissolution of the corporation.

ARTICLE TWELVE
MEMBERS

SECTION 1. DETERMINATION OF MEMBERS

If this corporation makes no provision for members, then pursuant to Section 5310(b) of the Nonprofit Public Benefit Corporation Law of the State of California, any action which would

otherwise, under law or the provisions of the Article of Incorporation or Bylaws of the corporation, require approval by a majority of all members or approval by the members, shall only require the approval of the Board of Directors.

WRITTEN CONSENT OF DIRECTORS ADOPTING BYLAWS

We, the undersigned, are all of the persons named as initial directors in the Articles of Incorporation of The Economic Development & Financing Corporation Inc., a California nonprofit corporation, and pursuant to the authority granted to the directors by these Bylaws to take action by unanimous written consent without a meeting, consent to, and hereby did, adopt the forgoing Bylaws, consisting of 14 pages, as the Bylaws of this corporation.

Dated: November 28th, 1994


Signed by the Entire Board of Directors

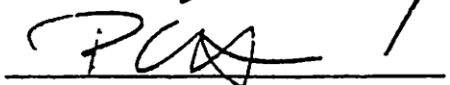
- LINDA BAILEY
- PETER CATON
- TRACY DUPONT
- GENE EDINGER
- MONTE HILL
- JAMES KOLLENBORN
- WILLIAM LEX
- JAMES LITTLE
- JAMES MASTIN
- JAMES MAYFIELD
- SUZANNE MC ALLISTER

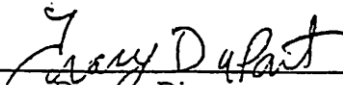
WRITTEN CONSENT OF DIRECTORS ADOPTING BYLAWS

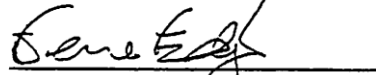
We, the undersigned, are all of the persons named as the initial directors in the Articles of Incorporation of The Economic Development and Financing Corporation Inc., a California nonprofit corporation, and pursuant to the authority granted to the directors by these Bylaws to take action by unanimous written consent without a meeting, consent to, and hereby do, adopt the foregoing Bylaws, consisting of 15 pages, as the Bylaws of this corporation.

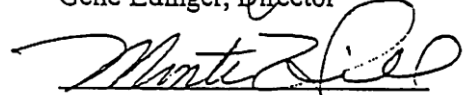
Dated: November 28, 1994



Linda Bailey, Director

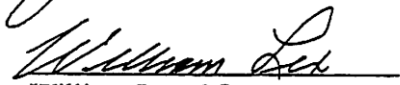

Peter Caton, Director

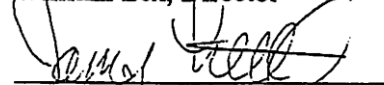

Tracy Dupont, Director

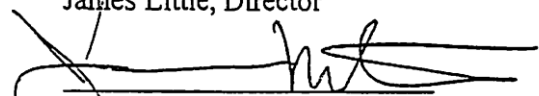

Gene Edinger, Director

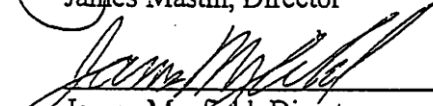

Monte Hill, Director

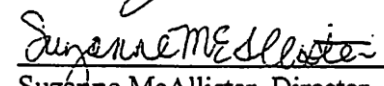

James Kollenborn, Director


William Lex, Director


James Little, Director

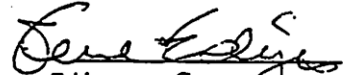

James Mastin, Director


James Mayfield, Director


Suzanne McAllister, Director

CERTIFICATE

This is to certify that the foregoing is a true and correct copy of the Bylaws of the corporation named in the title thereto and that such Bylaws were duly adopted by the Board of Directors of said corporation.

Dated: 11-28-94 
Gene Edinger, Secretary

Revision to EDFC's By-laws were voted on and approved on August 11, 2011.

Members present:
JESSE BURNETT, II

JUDY HARWOOD
NOREEN EVANS
MARY ANNE LANDIS
RICHARD COOPER
MEG COURTNEY
TERI ULLRICH
JOHN MCCOWEN
CAL THOMPSON
DEBRA DE GRAW

CERTIFICATE

This is to certify that the foregoing is a true and correct copy of the Bylaws of the corporation named in the title thereto and that such Bylaws were duly adopted by the Board of Directors of said corporation.

Dated: August 11, 2011

Signed by Secretary of the Board


John Goldsmith

Revision to EDFC's By-laws were voted on and approved on January 12, 2017.

Members present:
JESSE BURNETT, II
JUDY HARWOOD
TERI ULLRICH
DAN HAMBURG
ROBERT HARTLINE
JOHN GOLDSMITH
MADGE STRONG
KEVIN DOBLE
MICHAEL DERRY
SARAH BODNER

CERTIFICATE

This is to certify that the foregoing is a true and correct copy of the Bylaws of the corporation named in the title thereto and that such Bylaws were duly adopted by the Board of Directors of said corporation.

Dated: March 2, 2017

Signed by Secretary of the Board



Patricia Bruder

Revision to EDFC's Bylaws were voted on and approved on October 11, 2018.

Members present:
JESSE BURNETT, II
PATTY BRUDER
BARBARA BURKEY
TERI ULLRICH
ROBERT HARTLINE
MADGE STRONG
MICHAEL DERRY
SATTIE CLARK
JEREMY LOGAN
KYALA SHEA
SCOTT PERKINS
GEORGEANNE CROSKEY
JOHN MCCOWEN
SARAH BODNAR

CERTIFICATE

This is to certify that the foregoing is a true and correct copy of the Bylaws of the corporation named in the title thereto and that such Bylaws were duly adopted by the Board of Directors of said corporation.

Dated: November 8, 2018

Signed by Chair of the Board


John Goldsmith

Revision to EDFC's Bylaws were voted on and approved on November 12, 2020.

Members present:
PATTY BRUDER
BARBARA BURKEY
MADGE STRONG
MICHAEL DERRY
SATTIE CLARK
JOHN GOLDSMITH
MINERVA FLORES
TESS ALBIN-SMITH

CERTIFICATE

This is to certify that the foregoing is a true and correct copy of the Bylaws of the corporation named in the title thereto and that such Bylaws were duly adopted by the Board of Director of said corporation.

Dated November 13, 2020

Signed by Chair of the Board

A handwritten signature in black ink that reads "John Goldsmith". The signature is written in a cursive style with a long horizontal stroke at the end.

John Goldsmith

MEMORANDUM

COUNTY OF MENDOCINO

DATE: FEBRUARY 28, 1995
FROM: PAMELA SWAN, ECONOMIC DEVELOPMENT COORDINATOR
SUBJECT: EDFC UPDATE AND POSSIBLE ACTION REGARDING
THE APPROPRIATION OF COUNTY FUNDS TO THE EDFC

The following staff report is crafted to inform the Board of Supervisors of the evolution of the Economic Development Finance Corporation. This report also proposes a recommendation that the Board of Supervisors adopt the enclosed contract which transfers a payment of \$14,500 for the EDFC's first year of operation.

Background

One of the primary obstacles to economic development in the County is the absence of a non-profit business development center. The Mendocino Development Corporation, a non-profit economic development corporation operated in the County between 1986-1990. With the withdrawal of core funding for MDC from the Private Industry Council and the State Department of Commerce, the operation was discontinued leaving the County without an agency to plan and coordinate economic development County-wide.

The lack of a coordinating non-profit economic development agency has resulted in a fragmented approach to economic development in the County.

As a result, the County and the four incorporated cities in 1994 began planning the establishment of a non-profit economic development corporation. In May of 1994, MCOG appointed a steering committee with the responsibility to develop recommendations for the structure, bylaws, and membership of a new non-profit organization. It was determined that the name of the organization would be the Economic Development Finance Corporation (EDFC).

The EDFC has received temporary non-profit status on January 9, 1995, has a representative Board of Directors of economic development interests throughout the County (including 2 County Supervisors), and is currently in the process of hiring an executive director for the organization. Hiring should be completed by the end of February.

The EDFC's primary purposes include:

1. To serve as a County-wide economic development nexus for economic development activities throughout the County and for regional efforts.
2. To promote economic development and business education within the County.
3. To assist local businesses in accessing private and public sector capital.

The EDFC's funding is partially composed of contributions from the County and the incorporated cities. The EDFC Board of Directors stress the importance of County and city contributions in supporting the initial stages of EDFC's development. **In August of 1994, the Board of Supervisors approved in concept an appropriation of \$14,497 in the fiscal year 1994/95 to fund six months of the general administrative costs of the EDFC.** Please see **Attachment A.** for the EDFC Draft Budget for January 1-June, 1995.

In light of the August 1994 decision to approve in concept an appropriation of \$14,497, staff has developed a contract between the County of Mendocino and the Economic Development Finance Corporation to ensure that the County receives the economic development services it requires from the newly formed EDFC. **Attachment B.** includes a copy of the contract.

Recommended Action

Staff recommends that the Board of Supervisors execute the contract between the County of Mendocino and the EDFC and that the Board of Supervisors authorize the County Administrators Office to process the payment transfer designated in the contract to the EDFC.

Closing Comments

It is staff's opinion that the formation of a county-wide non-profit entity is a key component to the success of Mendocino's economic development endeavors. As a non-profit the EDFC is in a unique position to bring the County's economic development players to the table in a neutral setting. As well, EDFC's non-profit status enables it to access unique sources of funds and engage in economic development activities that are best suited for non-profit, rather than governmental bodies.

Staff will work in close contact with the Executive Director of the EDFC to coordinate County economic development efforts.

Staff will strive to ensure that effective complimentary efforts take place between the County's economic development program, rather than wasteful replication of services. **Attachment C.** includes a copy of the Economic Development Coordinators and the EDFC Executive Directors job duties. This information is provided to illustrate the complimentary and distinct nature of the two positions.

Staff will strive to keep the Board of Supervisors apprised of the development of EDFC and the County's role relative to these ends.



Secretary of State Certificate of Status

I, SHIRLEY N. WEBER, Ph.D., Secretary of State of the State of California, hereby certify:

Entity Name: ECONOMIC DEVELOPMENT AND FINANCING CORPORATION
File Number: C1925376
Registration Date: 01/09/1995
Entity Type: DOMESTIC NONPROFIT CORPORATION
Jurisdiction: CALIFORNIA
Status: ACTIVE (GOOD STANDING)

As of June 29, 2021 (Certification Date), the entity is authorized to exercise all of its powers, rights and privileges in California.

This certificate relates to the status of the entity on the Secretary of State's records as of the Certification Date and does not reflect documents that are pending review or other events that may affect status.

No information is available from this office regarding the financial condition, status of licenses, if any, business activities or practices of the entity.



IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of June 29, 2021.

SHIRLEY N. WEBER, Ph.D.
Secretary of State

Certificate Verification Number: RL8B1WZ

To verify the issuance of this Certificate, use the Certificate Verification Number above with the Secretary of State Certification Verification Search available at bebizfile.sos.ca.gov/certification/index.

From: [Mary Anne Petrillo](#)
To: [Bradley Johnson](#); [Ethan Brown](#); [Robert Gernert](#)
Subject: Fwd: Smedd audit
Date: Monday, May 2, 2022 8:37:47 AM

EXTERNAL

Mary Anne Petrillo
CEO, West Business Development Center
Office: 707-964-7571
Cell: 510-504-3284
maryanne@westcenter.org
www.westcenter.org



----- Forwarded message -----

From: **Fogg, Ethan (Federal)** <EFogg@eda.gov>
Date: Mon, May 2, 2022 at 7:55 AM
Subject: RE: Smedd audit
To: Matson, Malinda (Federal) <MMatson1@eda.gov>, Mary Anne Petrillo <maryanne@westcenter.org>

Yes, you can submit your application without the audit.

Ethan Fogg

Economic Development Specialist / SRO

Cell: 425-465-2926

From: Matson, Malinda (Federal) <MMatson1@eda.gov>
Sent: Monday, May 2, 2022 7:37 AM
To: Mary Anne Petrillo <maryanne@westcenter.org>; Fogg, Ethan (Federal) <EFogg@eda.gov>
Subject: RE: Smedd audit

I would say yes, but it is really up to Ethan.

Malinda Matson

Economic Development Representative

Northern and Coastal California

U.S. Department of Commerce

Economic Development Administration

916-235-0088

mmatson1@eda.gov



STAY CONNECTED WITH EDA!



From: Mary Anne Petrillo <maryanne@westcenter.org>

Sent: Sunday, May 1, 2022 10:13 PM

To: Fogg, Ethan (Federal) <EFogg@eda.gov>; Matson, Malinda (Federal) <MMatson1@eda.gov>

Subject: Smedd audit

Malinda and Ethan,

We are finished our SMEDD planning grant proposal but we do not yet have a financial review/audit from County of Sonoma. They are confident we will have something by the start of the new grant

Can we still submit our proposal?

Mary Anne

--

Mary Anne Petrillo
CEO, West Business Development Center
Office: 707-964-7571
Cell: 510-504-3284
maryanne@westcenter.org
www.westcenter.org



THIS EMAIL ORIGINATED OUTSIDE OF THE SONOMA COUNTY EMAIL SYSTEM.
Warning: If you don't know this email sender or the email is unexpected,
do not click any web links, attachments, and **never** give out your user ID or password.

From: State.Clearinghouse@opr.ca.gov
To: [Bradley Johnson](#)
Subject: Application Received
Date: Sunday, May 1, 2022 10:01:41 PM

EXTERNAL

Dear Sonoma Mendocino Economic Development District,

Your application was made available to the State Clearinghouse under the [Executive Order 12372 Process](#) for review.

Thank you,
OPR State Clearinghouse
State.Clearinghouse@opr.ca.gov
916-445-0613

THIS EMAIL ORIGINATED OUTSIDE OF THE SONOMA COUNTY EMAIL SYSTEM.

Warning: If you don't know this email sender or the email is unexpected, **do not** click any web links, attachments, and **never** give out your user ID or password.

Sonoma Mendocino Economic Development Board Roster

Seat 1: Mary Anne Petrillo, Chair (Mendocino County)

Seat 2: Lisa Badenfort, Vice Chair (Sonoma County)

Seat 3: Jeff Kelly, Treasurer (Sonoma County)

Seat 4: Paul Garza Jr., Board Officer (Mendocino County)

Seat 5: Michael Nicholls, Board Officer (Sonoma County)

Seat 6: Robin Bartholow, Board Officer (Sonoma County)

Seat 7: Jon Frech, Board Officer (Mendocino County)

Seat 8: Vacant, Currently Recruiting

Seat 9: Vacant Currently Recruiting

Sonoma Mendocino Economic Development District CEDS Strategy Committee Roster

Seat 1: Paul Garza, Chair (Mendocino County)

Seat 2: Michael Nicholls, Vice Chair (Sonoma County)

Seat 3: Rosanne Ibarra, Committee Member (Mendocino County)

Seat 4: Patrick McDonell, Committee Member (Sonoma County)

Seat 5: David Smith-Ferri, Committee Member (Sonoma County)

Seat 6: John Bailey, Committee Member (Mendocino County)

Seat 7: Ananda Sweet, Committee Member (Sonoma County)

Seat 8: Lisa Schaffner, Committee Member (Sonoma/Mendocino County)

Seat 9: Devon Boer, Committee Member (Mendocino County)

Seat 10: Grant Davis, Committee Member (Sonoma/Mendocino County)

SMEDD Associate Duties:

SMEDD Associates are integral to achieving the goals and objectives for the SOMO Economic Development District. They are committed to the engagement and the vision of long term economic gains for our community

Fiscal Agent

Responsible for the financial management of the SMEDD board and related activities. They work directly with the Board Treasurer and is responsible for convening the Financial AdHoc committee and all required financial documentation

The fiscal agent will be responsible for:

- Management of the EDA and SMEDD grant funds, including depositing grant funds into a single, interest-bearing account
- Financial administration and oversight of funds and sub-agreements related to those funds
- Establish, manage, and maintain a system of internal controls, accounting records, and documentation of the receipt and disbursement of funds
- Maintain a ledger for the planning program and supplemental funds
- Prepare and disseminate financial reports on a quarterly basis pursuant to federal reporting requirements.
- Have SAM account and have DUNS number
- Comply with Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements (2 CFR Part 200)
- Monthly/Quarterly/Annual reporting on expenditures with sign off by Treasurer
- Responsible for creation of SMEDD Audit
- Maintain Public Records
- Ensure funding is encumbered and expended by timelines set by EDA
- Subaward administration: disburse funds and assist with the timely closing out of grants and programs
- Employ skilled, experienced, and knowledgeable personnel to perform the Fiscal Agent's responsibilities

SMEDD District Convener

This position is to engage and unify SOMO CEDS stakeholders, SMEDD Board, and CEDS strategy committee to help address the economic challenges outlined in the 2022 CEDS document. SMEDD Direct convener responsible for convening events and stakeholder activity.

The Regional Convener will be responsible for:

- Identify resources and connect with partners to provide experience in the development and sustainability of economic recovery models outlined in SOMO CEDS
- Convene public, private, academic, industry, workforce, labor, and community leaders for events and stakeholder partnership meetings to advance the implementation of the SOMO CEDS,
- Work with SMEDD board and qualified contractors to support the outreach, research or data studies that may be required
- Serve as the central coordinator of SMEDD Board activities
- Establish a coordinated line of communication among SMEDD board to foster stakeholder connectivity, and between the SMEDD and the Fiscal Agent to accelerate collaboration and support.

- Written quarterly update and presentations for SMEDD Board and EDA on each SOMO CEDS project
- Annual KPI Review of CEDS goals
- Conduct an Annual Survey
- Research funding opportunities

SMEDD Board Administrator

The board administrator coordinates and administers the SMEDD Board activities. They coordinate and schedule all board and committee meetings, distribute various reports, and public facing communications that is Brown Act compliant. The Board Administrator works in conjunction with the SMEDD District Convener and the Financial Agent to ensure all board members receive timely notices. Board administrator develops ongoing and regular updates with the CEDS Strategy committee.

The Board Administrator will be responsible for:

- Planning board meetings, including time, date, location, and inviting attendees
- Tracking and following up on board meeting RSVPs
- Preparing and distributing meeting agendas and documents ahead of meetings
- Researching answers to questions that come up during meetings
- Preparing meeting minutes for approval and distributing when ready
- Taking and distributing minutes for the SMEDD Board and related Brown Act activities
- Works with Economic Development District Mgr to develop grants and grant reporting