
WESTERN NEVADA DEVELOPMENT DISTRICT

AGENDA
Board of Directors Meeting

JUNE 22, 2020
9:30 to 11:30 AM
ZOOM MEETING

<https://us02web.zoom.us/j/82479976924>

BY PHONE: +1 669 900 9128

MEETING ID: 824 7997 6924

1. **Call To Order** – Roy Edgington, President, Western Nevada Development District
2. **Roll Call**
3. **Public Comment**
4. **Agenda Approval** (For possible action)
5. **Meeting minutes approval of April 27, 2020** (For possible action)
6. **Announcements, Presentations, Recognition Items and Items of Special Interest** (Information Only - No Action)

Introductions - New WNDD Board Member Introductions
Lake Tahoe Visitors Authority – Carol Chaplin, Executive Director
Lake Tahoe Prosperity Center – Heidi Hill Drum, Executive Director
TMCC – Dr. Dana Ryan, Special Assistant to the President
Pyramid Lake Paiute Tribe – Cory Hunt Representative
Community Services Agency – Leslie Colbrese, CEO
EDAWN – Amy Fleming, Program Manager – Workforce Development
WNC – Niki Gladys, Executive Director of Institutional Development

Presentations

Bob Potts, Deputy Director Northern Nevada, GOED – Economic Conditions
Tom Harris, Director- UNR Center for Economic Development – Economic Conditions, Future Work with CARES Supplemental Funding
Sheryl Gonzales – EDA CARES Act Funding
Winnie Dowling – Deputy State Director – NV SBDC – SBA CARES Act Funding

APPROVAL OF CONSENT CALENDAR (For possible action)

Items on the consent calendar may be approved by one motion. Consent items may be pulled at the request of Board Members wishing to have an item further discussed. When pulled for discussion, the item will automatically be placed at the beginning of the Administrative Agenda.

7. **Approval** – FY 2019-20, April Treasurer’s Report
8. **Approval** – FY 2019-20, May Treasurer’s Report

ADMINISTRATIVE AGENDA

9. **Presidents Report (Information Only)**
 - May 12 Executive Board Meeting
Approved 25% reduction for WNDD Membership Dues for 2020-21 Fiscal Year
Approved WNDD 2020-21 Proposed Operational Budget with Membership Dues Reduction

 - May 19 Executive Board Meeting
Approved submittal to EDA the 2020-2023 WNDD Partnership Planning Grant Application, including letter confirming match of \$34,286 for FY 2020-2021.
Approved submittal to EDA for the 2020-2022 CARES Act Supplemental EDA Award
10. **Review, discuss and elect WNDD President and Vice-President Officers for 2-year terms, Fiscal Year 2020-22 (For possible action)**
11. **WNDD President to appoint WNDD Secretary/Treasurer for 2-year terms, Fiscal Year 2020-22 with Board approval (For Possible Action)**
12. **Review, discuss and approve Comprehensive Economic Development Strategy 2020-2025 Document (For possible action)**
13. **Review, discuss and approve Comprehensive Economic Development Strategy Implementation Committee (For Possible Action)**
14. **WNDD Member Agency Projects for EDA PWEAA2020 Grant Funding (Information Only – No Action Required)**
 - 14.1 JOIN
Training Nevadans for Careers
Career Bound NV
 - 14.2 Tahoe Prosperity Center
Broadband
Resiliency Plan
Workforce Development Program
 - 14.3 Washoe County
STMWRF – TMWRF Intertie Wastewater Treatment Plant
15. **Intergovernmental Reports (Information Only – No Action Required)**
16. **WNDD Executive Director (Information Only – No Action Required)**
17. **Adjourn to:**
 - Monday, August 24 Board Meeting – 9:30 am**
 - Location to be determined**

The WNDD address is:

Western Nevada Development District
1000 North Division Street, Suite 102B
Carson City, Nevada 89703
www.wndd.org
Telephone: 775-473-6753
E-mail: sgonzales@wndd.org

This **NOTICE** has also been posted at the WNDD Office, 1000 North Division Street, Suite 102B, Carson City, Nevada 89703.

NOTICE TO PERSONS WITH DISABILITIES: Members of the Public who are disabled and require special assistance or accommodation at the meeting are requested to notify the Western Nevada Development District office in writing at 1000 North Division Street, Suite 102 B, Carson City, Nevada 89703 or by calling 775-473-6753.

This notice has been sent to the following locations for posting:

Carson City Executive Offices, 201 North Carson Street, Carson City, Nevada 89701
Churchill County, Administrative Complex, 155 North Taylor Street, Fallon, Nevada 89406
City of Fallon, City Hall, 55 West Williams Street, Fallon, Nevada 89406
City of Fernley, 595 Silver Lace Boulevard, Fernley, Nevada 89408
Douglas County, Executive Offices, 1616 8th Street, Minden, Nevada 89423
Humboldt County, Courthouse, 50 West 5th Street, Winnemucca, Nevada 89445
City of Winnemucca, City Hall, 90 West Fourth Street, Winnemucca, Nevada 89445
Lyon County, Courthouse, 31 South Main Street, Yerington, Nevada 89447
City of Yerington, 102 South Main Street, Yerington, Nevada 89447
Mineral County, Courthouse, 1st and "A" Street, Hawthorne, Nevada 89415
Pershing County, Courthouse, 400 Main Street, Lovelock, Nevada 89419
City of Lovelock, Executive Offices, 400 14th Street, Lovelock, Nevada 89419
City of Reno, 1 East First Street, Reno, Nevada 89505
City of Sparks, 431 Prater Way, Sparks, Nevada 89431
Storey County, Courthouse, "B" Street, Virginia City, Nevada 89440
Washoe County, 1001 East Ninth Street, Building A, Reno, Nevada 89512
Western Nevada Development District, 1000 North Division Street, Suite 102 B, Carson City, Nevada 89703

**STAFF REPORT
JUNE 22, 2020**

WESTERN NEVADA DEVELOPMENT DISTRICT

**STAFF REPORT
Board of Directors Meeting
JUNE 22, 2020 - 9:30 to 11:30 AM
ZOOM MEETING**

1. **Call To Order** – Roy Edgington, President, Western Nevada Development District
4. **Agenda Approval** – Agenda submitted for approval, or approval with changes.
5. **Meeting minutes approval of April 27, 2020** – Minutes for review, discussion and approval, or approval with changes.
6. **Announcements, Presentations, Recognition Items and Items of Special Interest**

New WNDD Board Members will be introduced to the Board and include:

Lake Tahoe Visitors Authority – Carol Chaplin, Executive Director
Lake Tahoe Prosperity Center – Heidi Hill Drum, Executive Director
TMCC – Dr. Dana Ryan, Special Assistant to President
Pyramid Lake Paiute Tribe – Cory Hunt Representative
Community Services Agency - Leslie Colbrese, CEO
EDAWN – Amy Fleming, Workforce Development
WNC – Niki Gladys, Executive Direction of Institutional Development

Presentations will be provided to update on the economic conditions of the region as well as resources available as a result of the COVID-19 Pandemic and closures resulting from that closing:

Bob Potts, Deputy Director Northern Nevada, GOED – Economic Conditions
Tom Harris, Director- UNR Center for Economic Development – Economic Conditions, Future Work with CARES Supplemental Funding
Sheryl Gonzales – EDA CARES Act Funding
Winnie Dowling – Deputy State Director – NV SBDC – SBA CARES Act Funding

APPROVAL OF CONSENT CALENDAR (For Approval -Both items on consent calendar can be approved by one action)

Items on the consent calendar may be approved by one motion. Consent items may be pulled at the request of Board Members wishing to have an item further discussed. When pulled for discussion, the item will automatically be placed at the beginning of the Administrative Agenda.

7. **Approval** – FY 2019-20, April Treasurer’s Report
8. **Approval** – FY 2019-20, May Treasurer’s Report

ADMINISTRATIVE AGENDA

9. **Presidents Report – For Information Only.**

President Roy Edgington will review the two Executive Board meetings held during the last 30 days. The Executive Board meetings were scheduled in order to respond to projects that required timely action. The Executive Board approved the WNDD Operational Budget with the city and county dues reduction. Agenda, meeting minutes and operational budget is attached for information.

May 12 Executive Board Meeting

The Executive Board approved the WNDD Operational Budget with the city and county member dues reduction of 25%. Dues were reduced in support of city and county members as a result of the economic shock experienced by the State which is resulting in reduced revenues to public institutions. Agenda, meeting minutes and operational budget is attached for information.

May 19 Executive Board Meeting

The Executive Board approved the submittal to EDA for the 2020-2023 WNDD Partnership Planning Grant Application, including letter confirming match of \$34,286 for FY 2020-2021. Executive Board reviewed, discussed and approved submittal to EDA for the 2020-2022 CARES Act Supplemental EDA Award.

- 10. Review, discuss and elect WNDD President and Vice-President Officers for 2-year terms, Fiscal Year 2020-22 (For approval)**

WNDD Executive Director will present slate of officers for Board review and approval. Slate will include President and Vice President.

- 11. WNDD President to appoint WNDD Secretary/Treasurer for 2-year terms, Fiscal Year 2020-22 with Board approval**

WNDD President will appoint Secretary/Treasurer.

- 12. Review, discuss and approve Comprehensive Economic Development Strategy 2020-2025 Document (For approval, or approval with changes)**

The Comprehensive Economic Development Strategy (CEDS) 2020-2025 is the five-year rewrite required by the Economic Development Administration (EDA). The District retains its designation with the CEDS. IN addition to being rewritten every 5 years, the CEDS is updated annually. The CEDS Committee has been meeting since December 2018 in the development of the CEDS 2020-2025 document and is recommending final approval of the CEDS by the Board. Over the course of the CEDS development, the WNDD Board has reviewed and approved the following components of the CEDS: Regional Overview from the SWOT workshop, the SWOT findings, priority issues, the Resiliency Workshop results, the development of the vision statement and action plan that has included goals, strategies and performance measures. The CEDS document, once approved will be translated onto the WNDD website. Each Board member will receive a printed copy of the CEDS once approved. At this time the EDA has received a copy of the CEDS for their approval as well.

- 13. Review, discuss and approve Comprehensive Economic Development Strategy (CEDS) Implementation Committee**

A CEDS Implementation Committee will steward the CEDS action plan and projects for the region.

Board members are invited to serve on the CEDS Implementation Committee which will meet no more than 4 times and no less than 2 times a year. The Committee will develop an annual plan of activities to ensure the successful realization of the CEDS and its goals as well as support the member agencies in applying for funds to implement projects from the CEDS. The CEDS Committee will be comprised of a minimum of 5 members from the Board.

14. WNDD Member Agency Projects for EDA PWEAA2020 Grant Funding

There are 14 EDA grant application projects being developed in response to the recent NOFO released by EDA. Each Board meeting some of those projects will be presented to the Board for their information by the agency applying for those funds. JOIN, Tahoe Prosperity Center, and Washoe County will be presenting today providing a brief overview of the project and its benefits to the WNDD region and its respective communities.

13.1 JOIN-EDA Cares totaling \$3 million

Training Nevadans for Careers
Career Bound NV

13.2 Tahoe Prosperity Center – CARES totaling \$525 K

Broadband
Resiliency Plan
Workforce Development Program

13.3 Washoe County – EDA Public Works \$3 to 5 million

STMWRF – TMWRF Intertie Wastewater Treatment Plant

15. Intergovernmental & Associate Member Reports (Information Only – No Action Required)

All jurisdictions are encouraged to discuss current and upcoming projects and/or issues important to their communities and the region.

16. WNDD Executive Director (Information Only – No Action Required)

Future Board Meetings at TRIC
Washoe County Tour, Dinner and Board Meeting

17. Adjourn to:

Monday, August 24 Board Meeting – 9:30 am
Location to be determined

**WESTERN NEVADA DEVELOPMENT DISTRICT
APRIL 27, 2020 BOARD MEETING MINUTES FOR APPROVAL**

WESTERN NEVADA DEVELOPMENT DISTRICT

MINUTES

D-R-A-F-T

Board of Directors Meeting

9:30 TO 11:30 AM, Monday, April 27, 2020

ZOOM MEETING

1. **Call to Order** – Roy Edgington, President, called the meeting to order at 9:36 am.

2. **Roll Call**

Carson City- John Barrette; **Churchill County** - Bruce Breslow, Rick Lattin, **Douglas County** - Lisa Granahan; **City of Fernley** - Roy Edgington, Jr., **City of Fallon** – Kelly Frost, **City of Lovelock** - Pat Rowe, Mark Hauenstein; **Pershing County** – Rob McDougal, Heidi Lusby-Angvick; **City of Reno**- Naomi Duerr, Aric Jensen & Teri Bath; **City of Sparks**- Jason Evanchak, Art Sperber; **Storey County** - Lara Mather; **Washoe County** - Mojra Hauenstein; **UNR Center for Economic Development** – Tom Harris, **JOIN, Inc.** – Denise Castle; **Nevada Builders Alliance** - Aaron West; **Nevada Rural Housing Authority** - Stacey Sept; **Nevada Green Institute**, Aster Girma; **NV Energy**, Johnny Hargrove; **Beuttner Construction** – Anthony J. Beuttner; **Community Services Agency** - Leslie Colbrese; **Tahoe Visitor’s Authority** – Carol Chaplin

Members Absent

Mineral County Economic Development Authority - Shelley Hartmann; **Carson City** - Nancy Paulson; **Churchill County** – Jim Barbee & Bus Sharmann; **Mineral County** -Chris Hegg; **City of Sparks** - Ed Lawson, **Washoe County** – Jeanne Hermann

GUESTS: Carleen Herring, EDA Regional Representative- Bob Potts Deputy Director with GOED – Marlene Rebori – UNR Cooperative Extension

3. **Public Comment**

No Public Comment

4. **Agenda Approval**

It was moved by Teri Bath to approve the agenda as presented, and seconded by Naomi Duerr. Passed unanimously.

5. **Meeting minutes approval of February 24, 2020**

It was moved by Art Sperber to approve the minutes and seconded by Teri Bath. Passed unanimously.

6. **Announcements, Presentations, Recognition Items and Items of Special Interest**

INTRODUCTIONS:

Carleen Herring was introduced by Executive Director, Sheryl Gonzales. Ms. Herring was recently hired as the EDA Regional Representative for the region that includes Northern Nevada and Idaho. She will work closely with WNDD on the projects submitted by agencies for EDA funding. Carleen provided information about herself and her role for WNDD, related to EDA.

Initially took a position with Region IV Development Association, as the Procurement Outreach Specialist tasked with assisting local small businesses find and compete for contracts with the federal and state government. As skills were acquired, advanced to Community Development Planner focused on working with cities and counties to fund and implement a variety of infrastructure development projects. Within the growing organization, took on responsibility for managing the Economic and Community Development Division, training new staff and facilitating strategic planning for the region, as well as for local community groups. Subsequently, appointed to the Senior VP/COO position working with senior management on operational and sustainability issues. As of October 1, 2017, assumed the duties of President and CEO of the organization. Resigned October 2019 to explore a new opportunity with the U.S. Department of Commerce - Economic Development Administration.

APPROVAL OF CONSENT CALENDAR

7. **Approval** – FY 2019-20, February Treasurer’s Report
8. **Approval** – FY 2019-20 March Treasurer’s Report

A motion was made by Naomi Duerr and seconded by Art Sperber to approve the consent calendar. Passed unanimously.

ADMINISTRATIVE AGENDA

9. **Review and discuss WNDD Regional Economic Recovery and The Resiliency Plan**

Presentation was provided by **Bob Potts, Deputy Director with GOED**, regarding the economic conditions with regard to the economic shock related to the COVID-19 pandemic. Bob discussed the various impacts at this point including unemployment figures of 6.3 % in March and it is anticipated to be double digits by May. The state unemployment in February was 4%. Bob has been appointed by the Governor to serve on the Nevada Economic Counsel to support the State and the Governor as they respond to the ongoing economic shocks anticipated for the next few months.

Tom Harris, UNR Center for Economic Development Director, discussed what can be anticipated in terms of economic outfall from this pandemic providing additional data on how the State’s economy is spiraling from the declaration by Governor Steve Sisolak State of Emergency and implementation of the Stay at Home directives. Worker earnings decreasing dramatically and consumer spending is also anticipated to slow dramatically. **Carleen Herring with EDA** discussed that EDA will most probably have plans and projects that will be encouraged for the region to be announced as a part of the economic recovery funds that will be distributed by EDA. She will keep us informed as she has information available. **Mirielle Burgoyne** – National Association of Development Organizations Director of Government Relations and Legislative Affairs spoke about the March legislation that was passed by Congress and approved by President Trump on March 27. NADO is working with EDA regarding funding that will be received for economic recovery for communities throughout the nation. It is anticipated that the NOFO for this funding will be announced in May.

Executive Director, Gonzales, discussed the Economic Resiliency Project as a part of the CEDS 2020-2025 document. An Economic Resiliency Team will be put in place to develop an Economic Resiliency Plan for the Region. Board members were encouraged to contact Ms. Gonzales if they are interested in serving on the committee to develop this plan.

10. Review, discuss and approve WNDD Resolution 2020-01 to include Washoe County, Nevada as a part of the WNDD Boundary Modification

A boundary modification is being introduced to the Board as a resolution to include Washoe County as a part of the WNDD region. Although Washoe County was approved into the region by a resolution in 2012, it had not been correctly recorded in the EDA Seattle offices. A resolution was introduced for approval to include Washoe County in the WNDD region. It was moved by Mark Hauenstein and seconded by Teri Bath. Passed unanimously.

11. Review, discuss and approve WNDD - CEDS 2020-2025 Vision

The CEDS 2020-2025 Vision statement was recommended for approval by the CEDS Committee. *"The Western Nevada Development District region and its communities enjoy a vibrant, resilient and sustainable economy as a result of coordinated planning and a shared commitment for a high quality of life."*

It was moved by Teri Bath, and seconded by Lisa Granahan to approve the CEDS 2020-2025 Vision Statement as recommended. Motion approved.

12. Review, discuss and approve WNDD FY 20-21 Goals

WNDD Goals for 20-21 were presented. It was moved by Pat Rowe, and seconded by Lisa Granahan to approve the WNDD FY 20-21 Goals. Passed unanimously.

13. Review, discuss and approve WNDD FY 20-21 Operational Budget- DRAFT

Secretary Treasurer, Teri Bath, presented the FY 20-21 Operational Budget for WNDD. There was a discussion related to membership dues. Membership dues reduction will be considered given the economic challenges anticipated by the member agencies. This analysis will be related to the cities and counties only and not for agency members. It was moved by Aric Jensen and seconded by Lisa Granahan to approve the draft budget with a request for a membership dues reduction analysis. Passed unanimously.

14. Review, discuss and approve Comprehensive Economic Development Strategy -Projects

The CEDS Committee solicited projects from the member agencies that will be included with the CEDS 2020-2025 document. The process implemented for the submittal of projects included the completion of a CEDS project form by the member agency which was attached to the Board packet. A CEDS Sub-Committee reviewed the projects submitted and evaluated them for priority. All projects are eligible for funding and resource pursuit, however those projects that received the highest priority are those that are the most impactful for the region. In total there were 86 projects submitted. Some of the projects were submitted by agencies that are not yet members. In the process WNDD did have 2 additional agency members join and submit projects. This included Tahoe Prosperity Center, and the Lake Tahoe Visitors Authority. The list of projects was included with the Board packet. The top 10 priority projects were highlighted on the list. It was moved by Naomi Duerr and seconded by Art Sperber to approve the CEDS Projects. Passed unanimously.

15. Discussion regarding June Board meeting

Dues to the pandemic, it is being recommended to tentatively have the June Board meeting in July if possible.

16. Inter-Jurisdictional Updates

Lisa Granahan discussed the Douglas County Redevelopment Agency (RDA) tax incremental agreement with Tahoe Douglas Visitors Authority. Through the agreement RDA 2 would pledge up to \$1.3 million each year of available tax increment on the Tahoe South Events Center.

17. WNDD Executive Director Report

No report

18. Public Comment

No public comment.

19. Adjourn to:

June 22, 2020 Board Meeting – TBD

Respectively Submitted,

Teri Bath, Secretary/Treasurer

Minutes developed by Sheryl Gonzales

TREASURERS REPORTS
APRIL 2020
MAY 2020

FISCAL YEAR 2018-2019 ANNUAL BUDGET
 APRIL 83% OF BUDGET

WESTERN NEVADA DEVELOPMENT DISTRICT

REVENUE	FY 19/20	BCGA-H	BCAG-P	NDOE	EDA - PPG	RLF	PREVIOUS	CURRENT	TOTAL	BALANCE	% REALIZED
Resources											
Balance Forward	4081.00	0.00	0.00	0.00	0.00	0.00	4081.00	0.00	4081.00	0.00	100.00%
EDA PPG 07-83-06874-02	80000.00	0.00	0.00	0.00	20000.00	0.00	40000.00	20000.00	60000.00	20000.00	75.00%
BCAG	200000.00	0	0.00	0.00	0.00	0.00	175000.00	0.00	175000.00	25000.00	87.50%
NDOE	75000.00	0.00	0.00	0.00	0.00	0.00	75000.00	0.00	75000.00	0.00	100.00%
Membership	64075.00	0.00	0.00	0.00	0.00	0.00	63900.00	0.00	63900.00	175.00	99.73%
RLF Interest	3040.00	0.00	0.00	0.00	0.00	177.01	2887.49	177.01	3064.50	-24.50	100.81%
Interest	20.00	0.00	0.00	0.00	0.30	0.00	13.08	0.30	13.38	6.62	66.90%
Transfer In	8784.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8784.00	8784.00	0.00%
REVENUE TOTAL	435000.00	0.00	0.00	0.00	20000.30	177.01	360881.57	20177.31	381058.88	53941.12	87.60%

	FY 18-20	BCAG-H	BCAG-P	NDDC	EDA-PPG	RLF	PREVIOUS	CURRENT	TOTAL	BALANCE	% EXPENDED
Personnel and Benefits											
Salaries and Wages	64,500.00	0.00	0.00	0.00	3,850.00	0.00	39,375.00	3,850.00	43,225.00	21,275.00	67.02%
Benefits	10,077.00	0.00	0.00	0.00	585.45	0.00	4,741.73	585.45	5,327.18	4,749.82	52.86%
Payroll Expenses	5,423.00	0.00	0.00	0.00	354.75	0.00	3,618.79	354.75	3,973.54	1,449.46	73.27%
PAYROLL & BENEFITS SUB-TOTAL	80,000.00	0.00	0.00	0.00	4,790.20	0.00	47,735.52	4,790.20	52,525.72	27,474.28	65.66%
Services and Supplies											
Accounting, legal, insurance	22,000.00	0.00	0.00	0.00	3,180.00	0.00	12,971.15	3,180.00	16,151.15	5,848.85	73.41%
Contract Services	285,000.00	13,392.68	8,293.45	0.00	4,536.00	0.00	173,746.53	26,222.13	199,968.66	85,031.34	70.16%
Equipment/Maintenance	3,500.00	0.00	0.00	0.00	375.52	0.00	1,153.19	375.52	1,528.71	1,971.29	43.68%
Rent and Utilities	7,668.00	0.00	0.00	0.00	600.00	0.00	5,615.24	600.00	6,215.24	1,452.76	81.05%
Dues, subscriptions, meetings	12,500.00	0.00	0.00	0.00	149.90	0.00	2,877.22	149.90	3,027.12	9,472.88	24.22%
Office Supplies	3,000.00	0.00	0.00	0.00	232.75	0.00	1,714.59	232.75	1,947.34	1,052.66	64.91%
Postage/Shipping	1,500.00	0.00	0.00	0.00	99.00	0.00	166.70	99.00	265.70	1,234.30	17.71%
Travel and Meals	8,500.00	0.00	0.00	0.00	152.95	0.00	8,379.19	152.95	8,532.14	-32.14	100.38%
Printing and Reproduction	4,000.00	0.00	0.00	0.00	587.88	0.00	292.64	587.88	880.52	3,119.48	22.01%
Miscellaneous	560.00	0.00	0.00	0.00	0.00	0.00	460.27	0.00	460.27	99.73	82.19%
Internet and Web Service	7,272.00	0.00	0.00	0.00	0.00	0.00	7,553.51	0.00	7,553.51	-281.51	103.87%
SERVICES & SUPPLIES SUB-TOTAL	355,500.00	13,392.68	8,293.45	0.00	9,914.00	0.00	214,930.23	31,600.13	246,530.36	108,969.64	69.35%
EXPENSE TOTALS	435,500.00	13,392.68	8,293.45	0.00	14,704.20	0.00	262,665.75	36,390.33	299,056.08	136,443.92	68.67%
REVENUE TOTALS	435,000.00	0.00	0.00	0.00	20,000.03	177.01	360,881.57	20,177.31	381,058.88	53,941.12	87.60%

Western Nevada Development District
Profit & Loss by Class
 April 2020

	BCGA-H	BCGA-P	CDBG - RLF	EDA Planning Grant	RBEG-RLF	TOTAL
Ordinary Income/Expense						
Income						
EDA Planning Grant	0.00	0.00	0.00	20,000.00	0.00	20,000.00
Interest Earnings	0.00	0.00	0.00	0.30	0.00	0.30
4410 EDA Interest	0.00	0.00	166.20	0.00	10.81	177.01
Interest Earnings - Other						
Total Interest Earnings	0.00	0.00	166.20	0.30	10.81	177.31
Total Income	0.00	0.00	166.20	20,000.30	10.81	20,177.31
Expense						
Accounting	0.00	0.00	0.00	350.00	0.00	350.00
Legal	0.00	0.00	0.00	2,830.00	0.00	2,830.00
Contracted Services	13,392.68	8,293.45	0.00	4,536.00	0.00	26,222.13
Dues	0.00	0.00	0.00	149.90	0.00	149.90
Equipment	0.00	0.00	0.00	375.52	0.00	375.52
Fringe Benefits						
Health Insurance	0.00	0.00	0.00	450.00	0.00	450.00
Dental Insurance	0.00	0.00	0.00	57.93	0.00	57.93
Vision Insurance	0.00	0.00	0.00	77.52	0.00	77.52
Total Fringe Benefits	0.00	0.00	0.00	585.45	0.00	585.45
Office Supplies	0.00	0.00	0.00	232.75	0.00	232.75
Printing	0.00	0.00	0.00	587.88	0.00	587.88
Payroll Expense						
Wages	0.00	0.00	0.00	3,850.00	0.00	3,850.00
Social Security	0.00	0.00	0.00	266.60	0.00	266.60
Medicare	0.00	0.00	0.00	62.35	0.00	62.35
State Unemployment	0.00	0.00	0.00	25.80	0.00	25.80
Total Payroll Expense	0.00	0.00	0.00	4,204.75	0.00	4,204.75
Postage	0.00	0.00	0.00	99.00	0.00	99.00
Rent	0.00	0.00	0.00	600.00	0.00	600.00
Travel	0.00	0.00	0.00	152.95	0.00	152.95
Total Expense	13,392.68	8,293.45	0.00	14,704.20	0.00	36,390.33
Net Ordinary Income	-13,392.68	-8,293.45	166.20	5,296.10	10.81	-16,213.02
Net Income	-13,392.68	-8,293.45	166.20	5,296.10	10.81	-16,213.02

Western Nevada Development District
Profit & Loss by Class
July 2019 through April 2020

	BCGA-H	BCGAP	CDBG - RLF	DOE	EDA Planning Grant	RBEG-RLF	TOTAL
Ordinary Income/Expense							
Income							
Department of Education - JOIN							
BCGA-P	0.00	0.00	0.00	75,000.00	0.00	0.00	75,000.00
BCGA-H	0.00	80,000.00	0.00	0.00	0.00	0.00	80,000.00
EDATALTBPP	95,000.00	0.00	0.00	0.00	0.00	0.00	95,000.00
EDA Planning Grant	0.00	0.00	0.00	0.00	20,000.00	0.00	20,000.00
Membership Dues	0.00	0.00	0.00	0.00	40,000.00	0.00	40,000.00
Interest Earnings					63,900.00	0.00	63,900.00
4410 EDA Interest	0.00	0.00	0.00	0.00	13.38	0.00	13.38
Interest Earnings - Other	0.00	0.00	2,734.71	0.00	0.00	329.79	3,064.50
Total Interest Earnings	0.00	0.00	2,734.71	0.00	13.38	329.79	3,077.88
Total Income	95,000.00	80,000.00	2,734.71	75,000.00	123,913.38	329.79	376,977.88
Expense							
Accounting	0.00	0.00	0.00	0.00	4,270.00	0.00	4,270.00
Audit	0.00	0.00	0.00	0.00	6,675.00	0.00	6,675.00
Legal	0.00	0.00	0.00	0.00	3,225.88	0.00	3,225.88
Insurance							
Liability/Property	0.00	0.00	0.00	0.00	1,980.27	0.00	1,980.27
Total Insurance	0.00	0.00	0.00	0.00	1,980.27	0.00	1,980.27
Contracted Services							
Dues	49,678.26	65,474.94	0.00	72,240.00	12,575.46	0.00	199,968.66
Meetings	0.00	0.00	0.00	0.00	4,500.28	0.00	4,500.28
Equipment	87.11	0.00	0.00	0.00	-1,560.27	0.00	-1,473.16
Fringe Benefits	0.00	0.00	0.00	0.00	1,528.71	0.00	1,528.71
Health Insurance	0.00	0.00	0.00	0.00	4,500.00	0.00	4,500.00
Dental Insurance	0.00	0.00	0.00	0.00	579.30	0.00	579.30
Vision Insurance	0.00	0.00	0.00	0.00	387.60	0.00	387.60
Total Fringe Benefits	0.00	0.00	0.00	0.00	5,466.90	0.00	5,466.90
Miscellaneous	0.00	0.00	0.00	0.00	480.27	0.00	480.27
Office Supplies	35.34	0.00	0.00	0.00	1,912.00	0.00	1,947.34
Printing	0.00	0.00	0.00	0.00	587.88	0.00	587.88
Copies	0.00	0.00	0.00	0.00	292.64	0.00	292.64
Payroll Expense							
Wages	0.00	0.00	0.00	0.00	43,225.00	0.00	43,225.00
Social Security	0.00	0.00	0.00	0.00	2,958.95	0.00	2,958.95
Medicare	0.00	0.00	0.00	0.00	692.02	0.00	692.02
Federal Unemployment	0.00	0.00	0.00	0.00	58.80	0.00	58.80
State Unemployment	0.00	0.00	0.00	0.00	124.05	0.00	124.05
Total Payroll Expense	0.00	0.00	0.00	0.00	47,058.82	0.00	47,058.82

Western Nevada Development District
Profit & Loss by Class
July 2019 through April 2020

	BCGA-H	BCGA-P	CDBG - RLF	DOE	EDA Planning Grant	RBEG-RLF	TOTAL
Postage	0.00	0.00	0.00	0.00	285.70	0.00	285.70
Rent	0.00	0.00	0.00	0.00	6,215.24	0.00	6,215.24
Travel	3,177.96	0.00	0.00	0.00	5,004.36	0.00	8,182.34
Meals	31.00	0.00	0.00	0.00	318.80	0.00	349.80
Web Design & Maintenance	0.00	0.00	0.00	0.00	7,553.51	0.00	7,553.51
Total Expense	53,009.89	65,474.94	0.00	72,240.00	108,331.45	0.00	299,056.08
Net Ordinary Income	41,990.31	14,525.06	2,734.71	2,760.00	15,581.93	329.79	77,921.80
Net Income	41,990.31	14,525.05	2,734.71	2,760.00	15,581.93	329.79	77,921.80

REVENUE	FY 19/20	BCGA-H	BCAG-P	NDOE	EDA - PPG	RLF	PREVIOUS	CURRENT	TOTAL	BALANCE	% REALIZED
Resources											
Balance Forward	4081.00	0.00	0.00	0.00	0.00	0.00	4081.00	0.00	4081.00	0.00	100.00%
EDA PPG 07-83-06874-02	80000.00	0.00	0.00	0.00	0.00	0.00	60000.00	0.00	60000.00	20000.00	75.00%
BCAG	200000.00	0.00	0.00	0.00	0.00	0.00	175000.00	0.00	175000.00	25000.00	87.50%
NDOE	75000.00	0.00	0.00	0.00	0.00	0.00	75000.00	0.00	75000.00	0.00	100.00%
Membership	64075.00	0.00	0.00	0.00	0.00	0.00	63900.00	0.00	63900.00	175.00	99.73%
RLF Interest	3040.00	0.00	0.00	0.00	0.00	0.00	3064.50	0.00	3064.50	-24.50	100.81%
Interest	20.00	0.00	0.00	0.00	0.16	0.00	13.38	0.16	13.54	6.46	67.70%
Transfer In	8784.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8784.00	0.00%
REVENUE TOTAL	435000.00	0.00	0.00	0.00	0.16	0.00	381058.88	0.16	381059.04	53940.96	87.60%

	FY 19-20	BCAG-H	BCAG-P	NDOE	EDA-PPG	RLF	PREVIOUS	CURRENT	TOTAL	BALANCE	% EXPENDED
Personnel and Benefits											
Salaries and Wages	64,500.00	0.00	0.00	0.00	5,775.00	0.00	43,225.00	5,775.00	49,000.00	15,500.00	75.97%
Benefits	10,077.00	0.00	0.00	0.00	507.93	0.00	5,389.38	507.93	5,897.31	4,179.69	58.52%
Payroll Expenses	5,423.00	0.00	0.00	0.00	513.56	0.00	3,833.82	513.56	4,347.38	1,075.62	80.17%
PAYROLL & BENEFITS SUB-TOTAL	80,000.00	0.00	0.00	0.00	6,796.49	0.00	52,448.20	6,796.49	59,244.69	20,755.31	74.06%
Services and Supplies											
Accounting, legal, insurance	22,000.00	0.00	0.00	0.00	1,524.50	0.00	16,151.15	1,524.50	17,675.65	4,324.35	80.34%
Contract Services	285,000.00	0.00	0.00	0.00	0.00	0.00	199,968.66	0.00	199,968.66	85,031.34	70.16%
Equipment/Maintenance	3,500.00	0.00	0.00	0.00	0.00	0.00	1,636.39	0.00	1,636.39	1,863.61	46.75%
Rent and Utilities	7,668.00	0.00	0.00	0.00	630.62	0.00	6,245.57	630.62	6,876.19	791.81	89.67%
Dues, subscriptions, meetings	12,500.00	48.30	21.70	0.00	-569.06	0.00	3,042.11	-499.06	2,543.05	9,956.95	20.34%
Office Supplies	3,000.00	0.00	0.00	0.00	2.00	0.00	1,973.16	2.00	1,975.16	1,024.84	65.84%
Postage/Shipping	1,500.00	0.00	0.00	0.00	0.00	0.00	265.70	0.00	265.70	1,234.30	17.71%
Travel and Meals	8,500.00	0.00	0.00	0.00	192.05	0.00	8,549.33	192.05	8,741.38	-241.38	102.84%
Printing and Reproduction	4,000.00	0.00	0.00	0.00	27.40	0.00	880.52	27.40	907.92	3,092.08	22.70%
Miscellaneous	560.00	0.00	0.00	0.00	0.00	0.00	460.27	0.00	460.27	99.73	82.19%
Internet and Web Service	7,272.00	0.00	0.00	0.00	0.00	0.00	7,553.51	0.00	7,553.51	-281.51	103.87%
SERVICES & SUPPLIES SUB-TOTAL	355,500.00	48.30	21.70	0.00	1,807.51	0.00	246,726.37	1,877.51	248,603.88	106,896.12	69.93%
EXPENSE TOTALS	435,500.00	48.30	21.70	0.00	8,604.00	0.00	299,174.57	8,674.00	307,848.57	127,651.43	70.69%
REVENUE TOTALS	435,000.00	0.00	0.00	0.00	0.00	0.16	381,058.88	0.16	31,059.04	403,940.96	7.14%

Western Nevada Development District

Profit & Loss by Class

July 2019 through May 2020

Cash Basis

	BCGA-H	BCGA-P	CDBG - RLF	DOE	EDA Planning Grant	RBEG-RLF	TOTAL
Ordinary Income/Expense							
Income							
Department of Education - JOIN	0.00	0.00	0.00	75,000.00	0.00	0.00	75,000.00
BCGA-P	0.00	80,000.00	0.00	0.00	0.00	0.00	80,000.00
BCGA-H	95,000.00	0.00	0.00	0.00	0.00	0.00	95,000.00
EDATALTBPP	0.00	0.00	0.00	0.00	20,000.00	0.00	20,000.00
EDA Planning Grant	0.00	0.00	0.00	0.00	40,000.00	0.00	40,000.00
Membership Dues	0.00	0.00	0.00	0.00	63,900.00	0.00	63,900.00
Interest Earnings							
4410 EDA Interest	0.00	0.00	0.00	0.00	13.54	0.00	13.54
Interest Earnings - Other	0.00	0.00	2,734.71	0.00	0.00	329.79	3,064.50
Total Interest Earnings	0.00	0.00	2,734.71	0.00	13.54	329.79	3,078.04
Total Income	95,000.00	80,000.00	2,734.71	75,000.00	123,913.54	329.79	376,978.04
Expense							
Accounting	0.00	0.00	0.00	0.00	4,620.00	0.00	4,620.00
Audit	0.00	0.00	0.00	0.00	6,675.00	0.00	6,675.00
Legal	0.00	0.00	0.00	0.00	3,275.88	0.00	3,275.88
Insurance							
Liability/Property	0.00	0.00	0.00	0.00	1,980.27	0.00	1,980.27
Total Insurance	0.00	0.00	0.00	0.00	1,980.27	0.00	1,980.27
Contracted Services							
Dues	49,726.56	65,496.64	0.00	72,240.00	13,699.96	0.00	201,163.16
Meetings	0.00	0.00	0.00	0.00	4,315.27	0.00	4,315.27
Equipment	87.11	0.00	0.00	0.00	-2,129.33	0.00	-2,042.22
Fringe Benefits	0.00	0.00	0.00	0.00	1,636.39	0.00	1,636.39
Health Insurance	0.00	0.00	0.00	0.00	4,950.00	0.00	4,950.00
Dental Insurance	0.00	0.00	0.00	0.00	637.23	0.00	637.23
Vision Insurance	0.00	0.00	0.00	0.00	310.08	0.00	310.08
Total Fringe Benefits	0.00	0.00	0.00	0.00	5,897.31	0.00	5,897.31
Miscellaneous	0.00	0.00	0.00	0.00	460.27	0.00	460.27
Office Supplies	35.34	0.00	0.00	0.00	1,939.82	0.00	1,975.16
Printing	0.00	0.00	0.00	0.00	615.26	0.00	615.26
Copies	0.00	0.00	0.00	0.00	292.64	0.00	292.64
Payroll Expense							
Wages	0.00	0.00	0.00	0.00	49,000.00	0.00	49,000.00
Social Security	0.00	0.00	0.00	0.00	3,344.90	0.00	3,344.90
Medicare	0.00	0.00	0.00	0.00	782.28	0.00	782.28
Federal Unemployment	0.00	0.00	0.00	0.00	58.80	0.00	58.80
State Unemployment	0.00	0.00	0.00	0.00	161.40	0.00	161.40
Total Payroll Expense	0.00	0.00	0.00	0.00	53,347.38	0.00	53,347.38
Postage	0.00	0.00	0.00	0.00	265.70	0.00	265.70
Rent	0.00	0.00	0.00	0.00	6,876.19	0.00	6,876.19
Travel	3,195.17	0.00	0.00	0.00	5,196.41	0.00	8,391.58
Meals	31.00	0.00	0.00	0.00	318.80	0.00	349.80
Web Design & Maintenance	0.00	0.00	0.00	0.00	7,553.51	0.00	7,553.51
Total Expense	53,075.16	65,496.64	0.00	72,240.00	117,036.75	0.00	307,848.57
Net Ordinary Income	41,924.82	14,503.36	2,734.71	2,760.00	6,876.79	329.79	69,129.47
Net Income	41,924.82	14,503.36	2,734.71	2,760.00	6,876.79	329.79	69,129.47

Western Nevada Development District
Profit & Loss by Class
May 2020

	BCGA-H	BCGA-P	EDA Planning Grant	TOTAL
Ordinary Income/Expense				
Income				
Interest Earnings				
4410 EDA Interest	0.00	0.00	0.16	0.16
Total Interest Earnings	0.00	0.00	0.16	0.16
Total Income	0.00	0.00	0.16	0.16
Expense				
Accounting	0.00	0.00	350.00	350.00
Legal	0.00	0.00	50.00	50.00
Contracted Services	48.30	21.70	1,124.50	1,194.50
Meetings	0.00	0.00	-569.06	-569.06
Fringe Benefits				
Health Insurance	0.00	0.00	450.00	450.00
Dental Insurance	0.00	0.00	57.93	57.93
Total Fringe Benefits	0.00	0.00	507.93	507.93
Office Supplies	0.00	0.00	2.00	2.00
Printing	0.00	0.00	27.40	27.40
Payroll Expense				
Wages	0.00	0.00	5,775.00	5,775.00
Social Security	0.00	0.00	385.95	385.95
Medicare	0.00	0.00	90.26	90.26
State Unemployment	0.00	0.00	37.35	37.35
Total Payroll Expense	0.00	0.00	6,288.56	6,288.56
Rent	0.00	0.00	630.62	630.62
Travel	0.00	0.00	192.05	192.05
Total Expense	48.30	21.70	8,604.00	8,674.00
Net Ordinary Income	-48.30	-21.70	-8,603.84	-8,673.84
Net Income	-48.30	-21.70	-8,603.84	-8,673.84

**PRESIDENT'S REPORT
MAY 12 EXECUTIVE BOARD MEETING MINUTES
MEMBERSHIP DUES ANALYSIS
2020-2021 OPERATIONAL BUDGET**

**MAY 19 EXECUTIVE BOARD MEETING MINUTES
EDA PARTNERSHIP PLANNING GRANT APPLICATION
EDA 2020-2022 CARES ACT SUPPLEMENTAL**

WESTERN NEVADA DEVELOPMENT DISTRICT

MINUTES

**Executive Board of Directors Meeting
10 am to 11 am, Tuesday, May 12, 2020
CONFERENCE CALL**

1. **Call to Order** – President Roy Edgington called the meeting to order at 10:05 am.
2. **Roll Call** – In attendance: Roy Edgington, Teri Bath, Pat Rowe
3. **Agenda Approval** – It was moved by Teri Bath and seconded by Pat Rowe to approve the agenda as presented. Passed unanimously.

ADMINISTRATIVE AGENDA

4. **WNDD Membership Dues Reduction for 2020-21 Fiscal Year**
Secretary – Treasurer Teri Bath with Executive Director, Gonzales, presented to the Executive Board two budget scenarios with membership dues reduced by 25%, and 30% for WNDD FY20-21 operational budget. The membership dues reduction is in response to the economic injury anticipated for the public agencies as a result of the COVID-19 pandemic. This reduction of dues would be a one-time consideration for FY 20-21. With a 25% membership dues reduction, the WNDD operational budget revenues would be \$15,470 less the \$64,950 projection for FY 20-21. With a 30% membership dues reduction, the WNDD operational budget revenues would be \$18,857 less the \$64,950. Expenditures would be reduced to provide a balanced budget. Budget scenarios included the membership due reductions as well as expenditures. The most critical issue is to ensure WNDD will have the \$34,286 match required for the annual EDA grant for FY 20-21. The Operational Budget was included with the two scenarios to the Executive Board. It was moved by Pat Rowe and seconded by Roy Edgington to reduce the FY 20-21 membership dues by 25%. Unanimously passed.
5. **WNDD 2020-21 Proposed Operational Budget with Membership Dues Reduction**
The FY 20-21 WNDD Operational Budget was presented by Secretary Treasurer Teri Bath. With the 25% reduction in membership dues, the proposed revenues are \$348,676. The proposed budget is a balanced budget with expenditures to be \$348,676. It was moved by Pat Rowe and seconded by Roy Edgington to approve the WNDD FY 20-21 Operational Budget as proposed. Passed unanimously.
6. **WNDD Executive Director Report**
EDA Cares Act NOFO
Executive Director Gonzales reviewed the EDA Cares ACT NOFO which provides for \$1.5 billion dollars for EDA. Those funds will be distributed throughout the US for funding opportunities for programs to respond to the economic stress and injury resulting from the COVID-19 pandemic. The Seattle region within which WNDD is located will receive \$266 million dollars. WNDD is working with all of the region members to prepare grant applications for projects that respond

strongly to the criteria required by the NOFO.

EDA Funding to Expand WNDD Capacity to Research/Apply for Grants relative to COVID-19
EDA has invited WNDD to provide a noncompetitive grant application for expanding WNDD to respond to the pandemic with expanded capacity. Executive Director, Sheryl Gonzales is developing a grant application which is due within 30 days to EDA. The application will provide a scope of work which includes hiring of staff to support the WNDD region to provide a wide-range of financial assistance to respond to, and recover from, the impacts of the coronavirus pandemic. Once the application is completed, an WNDD Executive Board meeting will be scheduled to approve the application in order that it can be submitted in a timely fashion to EDA. WNDD has been invited to apply for \$400K to be distributed over a two-year period beginning with FY 20-21.

Projects Being Developed for Application

Several agencies are preparing EDA applications in response to the PWEAA2020 NOFO. Projects are all listed in the 20-25 CEDS and have been prioritized by the CEDS Committee. Projects include TMCC Eastview Building, WNC Fernley Training Building, JOIN Training Nevadans for Careers and Career Bound NV programs, Tahoe Prosperity Broadband, Green Jobs and Resiliency Plan, Lake Tahoe Event Center, Washoe County STMWRF-TMWRF Intertie Wasterwater treatment plant, Mineral County Industrial Park, and Churchill County CHIP Sewer and Water Infrastructure project.

EDA PPG Grant Application

The annual WNDD EDA PPG grant is due before the end of May. The application is being prepared and will be submitted to the WNDD Executive Board to review and approve in order that it can be submitted in a timely fashion to EDA. This is a three-year grant totaling \$240K. Match required is \$102,858.

The meeting adjourned at 10:54 am.

Respectively Submitted,

Teri Bath, Secretary/Treasurer

Minutes developed by Sheryl Gonzales

FY 20-21 WNDD MEMBERSHIP DUES			
MEMBER	Current Dues	25% Reduced	30% Reduced
Carson City	6,875	5,156	\$4,800
Churchill	6,250	4,687	\$4,375
Fallon	3,125	2,344	\$2,188
Douglas	6,875	5,156	\$4,800
Fernley	3,750	2,812	\$2,625
Mineral	5,000	3,750	\$3,500
Pershing	5,000	3,750	\$3,500
Lovelock	2,500	1,875	\$1,750
Storey	5,000	3,750	\$3,500
Washoe	7,500	5,625	\$5,250
Reno	5,000	3,750	\$3,500
Sparks	5,000	3,750	\$3,500
Sub-Total	61,875	46,405	\$43,288

ASSOC
DUES \$ 3,075 \$ 3,075 \$ 3,075
TOTAL \$ **64,950** \$ **49,480** \$ **46,363**
SHORTFALL 0 \$ 15,470 \$ 18,587

WNDD - PROPOSED 2021 OPERATIONAL BUDGET - DRAFT

MEMBERSHIP DUES REDUCED - 25% TO 30%

EXPENSES	ACTUAL FY 17/18	ACTUAL FY 18/19	APPROVED 19/20	APPROVED MID YEAR AMENDMENT	PROJECTED FY 19/20 YEAR END	PROPOSED FY 20/21 25%	PROPOSED FY 20/21 30%	COMMENTS
1 Personnel and Benefits								
2 Salaries and Wages	\$ 95,631.00	\$ 61,890.70	\$ 64,500.00	\$ 64,500.00	\$ 50,500.00	\$ 73,892.00	\$ 73,892.00	\$50,500 - EDA \$23,392 - EPA
3 Benefits	\$ 11,837.00	\$ 6,573.18	\$ 10,077.00	\$ 10,077.00	\$ 9,405.24	\$ 17,174.00	\$ 17,174.00	Health Ins - \$10,800 Dental/Life - \$2,734; Vision - \$620; Retirement - \$3,000
4 Payroll Expenses	\$ 8,435.00	\$ 6,006.36	\$ 5,423.00	\$ 5,423.00	\$ 4,557.15	\$ 8,872.00	\$ 8,872.00	
5 PAYROLL & BENEFITS SUB-TOTAL	\$ 115,903.00	\$ 74,470.24	\$ 80,000.00	\$ 80,000.00	\$ 64,462.39	\$ 99,938.00	\$ 99,938.00	
6 Services and Supplies								
7 Accounting, legal, insurance	\$ 16,124.00	\$ 17,401.86	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	Audit \$7K; Acctng - \$10K; Legal/Insurance - \$5K (workers comp, liability)
8 Contract Services	\$ 10,711.00	\$ 3,647.80	\$ 12,000.00	\$ 285,000.00	\$ 285,000.00	\$ 185,082.00	\$ 181,965.00	EPA Brownfields Grant \$166,082 - \$12 K Contract Svcs - Live Stories, \$7K Grant Research & Writing Svcs.
9 Equipment/Maintenance	\$ 772.00	\$ 1,574.84	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 2,500.00	\$ 2,500.00	
10 Rent and Utilities	\$ 15,728.00	\$ 8,296.49	\$ 7,668.00	\$ 7,668.00	\$ 7,668.00	\$ 7,668.00	\$ 7,668.00	\$600/mo rent = \$7,200, Phone \$39/mo= \$468
11 Dues, subscriptions	\$ -	\$ 8,104.98	\$ 12,500.00	\$ 12,500.00	\$ 5,000.00	\$ 8,000.00	\$ 8,000.00	Professional Assoc Membership Dues - Conference, Mlgs Reg.
12 Office Supplies	\$ 1,749.00	\$ 4,906.62	\$ 5,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
13 Postage	\$ 79.00	\$ 128.00	\$ 1,500.00	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
14 Travel, meetings & meals	\$ 2,379.00	\$ 7,250.24	\$ 6,500.00	\$ 8,500.00	\$ 8,500.00	\$ 9,488	\$ 9,488	NADO/IEDC/NEDA/ General Travel
15 Printing	\$ 120.00	\$ 240.15	\$ 4,000.00	\$ 3,500.00	\$ 3,500.00	\$ 1,000.00	\$ 1,000.00	
Bank Svc Fees	\$ 523.00	\$ 22.50	\$ 60.00	\$ 560.00	\$ 560.00	\$ -	\$ -	
Sub-Total Exp Pg 1						\$ 239,738.00	\$ 236,621.00	

EXPENDITURES, Page 2 of 2

EXPENSES	ACTUAL FY 17/18	ACTUAL FY 18/19	APPROVED FY 19/20	APPROVED MID YEAR AMENDMENT	PROJECTED FY 19/20 YEAR END	PROPOSED FY 20/21 25%	PROPOSED FY 20/21 30%	COMMENTS
Services & Supplies, Sub- Total Pg 1						\$ 239,738.00	\$ 236,621.00	
Internet/Web Service	\$ 1,541.00	\$ 1,994.49	\$ 5,272.00	\$ 7,272.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	Increased expenditures to improve member services on website.
SERVICES & SUPPLIES SUB-TOTAL	\$ 194,452.00	\$ 152,250.84	\$ 80,000.00	\$ 355,000.00	\$ 346,440.00	\$ 248,738.00	\$ 245,621.00	
PAYROLL & BENEFITS SUB-TOTAL	\$ 115,903.00	\$ 74,470.24	\$ 80,000.00	\$ 80,000.00	\$ 64,462.24	\$ 99,938.00	\$ 99,938.00	
EXPENSE TOTALS	\$ 310,355.00	\$ 226,761.08	\$ 160,000.00	\$ 435,000.00	\$ 410,902.24	\$ 348,676.00	\$ 345,559.00	Decreased expenditures in 19/20 for year end as a result of reduced activities as a result of COVID-19 as well as reduced salaries. Decrease from 19/20 due to 20/21 as DOE grant completed.
REVENUE TOTALS	\$ 269,783.00	\$ 215,818.82	\$ 160,000.00	\$435,000.00	\$ 447,440.00	\$ 348,676.00	\$ 345,559.00	Reduced revenues from 19/20 to 20/21 as a result of DOE grant being completed in 19/20 and transfer in not necessary in 20/21.
Revenues in excess of exp	(\$40,572.00)	\$ -	\$ -		\$ 36,537.76			
Amortization of Notes Receivable	\$ 12,200.00							
Net changes in fund balance	(\$28,372.00)	(\$10,942.26)						
Fund Balances Beg of Year	\$ 67,952.00	\$ 39,579.00	\$ 28,636.74	\$ 28,636.74	\$ 26,908.74	\$ 51,346.50		
Fund Balance End of Year	\$ 39,579.00	\$ 28,636.74	\$ 28,636.74	\$ 28,636.74	\$ 63,446.50	\$ 51,346.50		

WESTERN NEVADA DEVELOPMENT DISTRICT
2021 PROPOSED BUDGET - DRAFT

REVENUE		ACTUAL FY 17/18	ACTUAL FY 18/19	APPROVED FY 19/20	APPROVED MID-YEAR AMENDMEN	PROJECTED YEAR END	PROPOSED FY 20/21 25%	PROPOSED FY20/21 30%	COMMENTS
REVENUES									
Resources									
Balance Forward									
1									
2	EDA PPG 07-83-06874-02	\$ 80,000.00	\$ 80,000.00	\$ 4,081.00 \$ 80,000.00	\$ 4,081.00 \$ 80,000.00	\$ 4,081.00 \$ 80,000.00	\$ 16,181.00 \$ 80,000.00	\$ 16,181.00 \$ 80,000.00	\$12,100 increased revenue from CARE-PPP No Changes
3	Membership	\$ 67,000.00	\$ 62,400.00	\$ 64,075.00	\$ 64,075.00	\$ 64,575.00	\$ 49,480.00	\$ 46,363.00	25% \$46,405 - City/Co Dues 30% \$43,288 \$3,075 Assoc. Dues
	CARE-PPP					\$ 12,100.00			
	EPA Brownfields Grant				\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$200K/YR of \$600K Brownfields Grant
	Nevada State DOE Grant				\$ 75,000.00	\$ 75,000.00	\$ -		Grant with JOIN, INC.
7	RLF Interest	\$ 7,784.00	\$ 4,062.24	\$ 3,040.00	\$ 3,040.00	\$ 2,887.00	\$ 3,000.00	\$ 3,000.00	Interest paid from WNDD loans-- Reduced revenue as a result of deferred loan agreements.
	Interest		\$ 21.08	\$ 20.00	\$ 20.00	\$ 13.08	\$ 15.00	\$ 15.00	No Changes
	Transfer In		\$ 13,974.30	\$ 8,784.00	\$ 8,784.00	\$ 8,784.00	\$ -		RLF Balance = \$40,987.26 Projected funds FY19-20 = \$15,600 (\$1300/month) - No Change
	REVENUE TOTAL	\$ 154,784.00	\$ 160,457.62	\$ 160,000.00	\$ 435,000.00	\$ 447,440.08	\$ 348,676.00	\$ 345,559.00	

**PRESIDENT'S REPORT
2020-2021 OPERATIONAL BUDGET**

WNDD - PROPOSED 2021 OPERATIONAL BUDGET - DRAFT

EXPENSES	ACTUAL FY 17/18	ACTUAL FY 18/19	APPROVED 19/20	APPROVED MID YEAR AMENDMENT	PROJECTED FY 19/20 YEAR END	PROPOSED FY 20/21 25%	COMMENTS
1 Personnel and Benefits							
2 Salaries and Wages	\$ 95,631.00	\$ 61,890.70	\$ 64,500.00	\$ 64,500.00	\$ 50,500.00	\$ 73,892.00	\$50,500 - EDA \$23,392 - EPA
3 Benefits	\$ 11,837.00	\$ 6,573.18	\$ 10,077.00	\$ 10,077.00	\$ 9,405.24	\$ 17,174.00	Health Ins - \$10,800 Dental/Life - \$2,734; Vision - \$620; Retirement - \$3,000
4 Payroll Expenses	\$ 8,435.00	\$ 6,006.36	\$ 5,423.00	\$ 5,423.00	\$ 4,557.15	\$ 8,872.00	
5 PAYROLL & BENEFITS SUB-TOTAL	\$ 115,903.00	\$ 74,470.24	\$ 80,000.00	\$ 80,000.00	\$ 64,462.39	\$ 99,938.00	
6 Services and Supplies							
7 Accounting, legal, insurance	\$ 16,124.00	\$ 17,401.86	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	Audit \$7K; Accting. -\$10K; Legal/Insurance - \$5K (workers comp, liability)
8 Contract Services	\$ 10,711.00	\$ 3,647.80	\$ 12,000.00	\$ 285,000.00	\$ 285,000.00	\$ 185,082.00	EPA Brownfields Grant \$166,082 - \$12 K Contract Svcs - Live Stories, \$7K Grant Research & Writing Svcs.
9 Equipment/Maintenance	\$ 772.00	\$ 1,574.84	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 2,500.00	
10 Rent and Utilities	\$ 15,728.00	\$ 8,296.49	\$ 7,668.00	\$ 7,668.00	\$ 7,668.00	\$ 7,668.00	\$600/mo rent = \$7,200, Phone \$39/mo= \$468
11 Dues, subscriptions	\$ -	\$ 8,104.98	\$ 12,500.00	\$ 12,500.00	\$ 5,000.00	\$ 8,000.00	Professional Assoc Membership Dues - Conference, Mtgs Reg.
12 Office Supplies	\$ 1,749.00	\$ 4,906.62	\$ 5,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
13 Postage	\$ 79.00	\$ 128.00	\$ 1,500.00	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00	
14 Travel, meetings & meals	\$ 2,379.00	\$ 7,250.24	\$ 6,500.00	\$ 8,500.00	\$ 8,500.00	\$ 9,488	NADO/IEDC/NEDA/ General Travel
15 Printing	\$ 120.00	\$ 240.15	\$ 4,000.00	\$ 3,500.00	\$ 3,500.00	\$ 1,000.00	

Bank Svc Fees	\$ 523.00	\$ 22.50	\$ 60.00	\$ 560.00	\$ 560.00	\$ -	\$ 239,738.00
Sub-Total Exp Pg 1							

W/NDD - PROPOSED 20/21 OPERATIONAL BUDGET - DRAFT

EXPENDITURES, Page 2 of 2

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EXPENSE TOTALS	\$ 310,355.00	\$ 226,761.08	\$ 160,000.00	\$ 435,000.00	\$ 410,902.24	\$ 348,676.00	Reduced revenues from 19/20 to 20/21 as a result of DOE grant being completed in 19/20 and transfer in not necessary in 20/21.
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Fund Balance End of Year	\$ 39,579.00	\$ 28,636.74	\$ 28,636.74	\$ 28,636.74	\$ 63,446.50	\$ 51,346.50	
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WESTERN NEVADA DEVELOPMENT DISTRICT

MINUTES

**Executive Board of Directors Meeting
11 am to 12 noon, Tuesday, May 19, 2020
CONFERENCE CALL**

1. **Call to Order** – President Roy Edgington called the meeting to order at 11 am.
2. **Roll Call** – In attendance – Roy Edgington, Pat Rowe, Teri Bath and Rob McDougal.
3. **Agenda Approval** – It was moved by Teri Bath and seconded by Rob McDougal to approve the agenda as presented. Passed unanimously.

ADMINISTRATIVE AGENDA

4. **Approve for submittal to EDA the 2020-2023 WNDD Partnership Planning Grant Application, including letter confirming match of \$34,286 for FY 2020-2021.**
The EDA 2020-2023 Partnership Planning Grant was reviewed with the Executive Board by Executive Director, Sheryl Gonzales. This is a 3-year grant totaling \$240,000 or \$80,000 annually. The match required by WNDD is \$102,858. This is the grant that primarily funds WNDD and the CEDS document.
It was moved by Rob McDougal to approve the grant application, seconded by Pat Rowe. Passed unanimously.
5. **Approve for submittal to EDA the 2020-2022 CARES Act Supplemental EDA Award**
EDA invited WNDD to apply for a non-competitive supplemental financial assistance grant award of up to \$400K to undertake pre-approved EDA activities that will help to prevent, prepare for, and respond to coronavirus and the economic injuries sustained as a result of the pandemic. The grant application is due no later than June 8. The scope of work that WNDD is proposing is attached. The \$400K, is approved and awarded, will be distributed over a two year period beginning with FY 2020-2021.
It was moved by Teri Bath, seconded by Pat Rowe to approve submittal to EDA for the 2020-2022 Supplemental EDA Award for \$400K. Passed unanimously.
6. The meeting adjourned at 11:48 am.

Respectively Submitted,

Teri Bath, Secretary/Treasurer

Minutes developed by Sheryl Gonzales

**PRESIDENT'S REPORT
EDA PPG APPLICATION
SCOPE OF WORK**

Partnership Planning Grant
Application
U.S. Economic Development Administration
Western Nevada Development District
1000 North Division Street, 102 B
Carson City, Nevada 89703
May 20, 2020

SCOPE OF WORK
FY 2020-2023

GOAL I

SUPPORT ECONOMIC VITALITY THROUGHOUT THE REGION WITH COMMUNITY & REGIONAL PLANNING

Activity A – Complete the rewrite and begin implementation of the Comprehensive Economic Development Strategy (CEDS) 2020-2025

1. Establish a CEDS Stewarding Committee that will work with staff and the member agencies in the realization of the CEDS goals, strategies and projects. Committee will be representative of WNDD Board, public partners, the educational community, the business/industry community, financial agency representatives, GOED, utilities, transportation, and others important to the successful realization of the CEDS.
2. Will place the CEDS 2020-2025 onto the WNDD website as an interactive opportunity for member agencies to obtain data about the region as well as their respective communities.
3. Continue the CEDS Committee to update the 2020-2025 CEDS annually which includes review and update of goals, strategies, performance measures and projects. These updates will be based on economic trends, demography and business/industry data.

Activity B - Maintain and update the region's economic data for use in the CEDS as well as for the WNDD website, providing trends to the Board members, and their agencies.

1. Work closely with the University of Nevada, Reno and the University Center for Economic Development (UCED), and the Governor's Office of Economic Development regarding data analysis, economic trends important for the economic vitality for the WNDD region and its members.
2. Utilizing data sources such as the Bureau of Economic Analysis (BEA), Bureau of Labor Statistics (BLS), American Community Survey and STATS America.

GOAL II

PROVIDE AND PARTICIPATE IN TRAINING AND WORKSHOPS

Activity A – Partnering with UNR Center for Economic Development, as well as other partners WNDD will provide quarterly trainings and/or workshops supporting economic vitality.

1. Will develop trainings with the Board and CEDS Committee to identify and plan 4 trainings throughout the year.
2. Training will be in support of the CEDS Strategies and Goals.
3. Present ongoing training and education on regional planning and Economic Resiliency for the Region.

Activity B – Attend staff training.

1. Participate in training that advances the goals and strategies of the CEDS.
2. Participate in training that supports understanding, knowledge and skills in regional resiliency.

3. Will begin development of webinars to provide trainings and when appropriate and safe for attendees in light of the COVID-19 Pandemic.
4. Ongoing training will be provided to Board members at the WNDD meetings.

GOAL III

WORK WITH MEMBER AND REGIONAL AGENCIES FOR DEVELOPMENT OF INFRASTRUCTURE PROJECTS, WORKFORCE DEVELOPMENT WITH AN EMPHASIS ON BROADBAND

Activity A - Assist member agencies with EDA applications for projects either listed in the CEDS and/or address one or more of the CEDS Goals. High priority projects include:

1. Churchill County with an EDA application for the Churchill Hazen Industrial Park Water Treatment and Sewer Projects.
2. Washoe County with an EDA application for the Sparks and South Truckee Meadows Water Reclamation Facility (STMWRF) and Truckee Meadows Water Reclamation Facility (TMWRF) Intertie project.
3. Workforce Development Projects including building and programs from Truckee Meadows Community College, Western Nevada College, the Tahoe Prosperity Center and JOIN, Inc.
4. Broadband projects for improved connectivity throughout the region with an emphasis on Pershing County, Douglas County-Tahoe Area, and Fernley.
5. The Greening of William Street project for Carson City.
6. Industrial Property Utilities for the North Babbitt Industrial Park in Hawthorne, Mineral County.

Activity B - Work with member agencies to provide project development and technical assistance as needed.

Activity C – Work with member agencies to provide grant writing and management.

GOAL IV

PROMOTE AND ASSIST IN CREATING ECONOMIC DISASTER RESILIENCY PLANS

Activity A - Develop and submit a Technical Assistance application for training and development of a regional Economic Development Resiliency Plan.

1. In concert with regional planning, provide for agency members to participate in the development of a plan for respective communities.
2. Enlist the involvement of partners that are important to the development of the Economic Resiliency Plan including the Governor's Office of Economic Development, UNR Center for Economic Development, and Nevada DPS Division of Emergency Management & Homeland Security and other important stakeholders.
3. Ensure resiliency plans interface with CEDS.

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0008
Expiration Date: 02/28/2022

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. Economic Development Support for Planning Organizations	11.302	\$	\$	\$ 240,000.00	\$ 102,858.00	\$ 342,858.00
2.						
3.						
4.						
5. Totals		\$	\$	\$ 240,000.00	\$ 102,858.00	\$ 342,858.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	Economic Development Support for Planning Organizations				
a. Personnel	\$ 106,050.00	\$ 45,450.00	\$	\$	\$ 151,500.00
b. Fringe Benefits	19,750.50	8,464.00			28,214.50
c. Travel	19,924.20	8,539.00			28,463.20
d. Equipment	5,280.00	2,250.00			7,530.00
e. Supplies	6,300.00	2,700.00			9,000.00
f. Contractual	2,730.00	1,172.00			3,902.00
g. Construction	0.00	0.00			0.00
h. Other	79,995.30	34,283.00			114,278.30
i. Total Direct Charges (sum of 6a-6h)	240,000.00	102,858.00			\$ 342,858.00
j. Indirect Charges					\$
k. TOTALS (sum of 6i and 6j)	\$ 240,000.00	\$ 102,858.00	\$	\$	\$ 342,858.00
7. Program Income	\$	\$	\$	\$	\$

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. Economic Development Support for Planning Organizations	\$ 102,858.00	\$	\$	\$ 102,858.00	
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$ 102,858.00	\$	\$	\$ 102,858.00	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 80,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
14. Non-Federal	\$ 34,286.00	\$ 8,571.50	\$ 8,571.50	\$ 8,571.50	\$ 8,571.50
15. TOTAL (sum of lines 13 and 14)	\$ 114,286.00	\$ 28,571.50	\$ 28,571.50	\$ 28,571.50	\$ 28,571.50
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. Economic Development Support for Planning Organizations	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$	
17. Western Nevada Development District	34,286.00	34,286.00	34,286.00		
18.					
19.					
20. TOTAL (sum of lines 16 - 19)	\$ 114,286.00	\$ 114,286.00	\$ 114,286.00	\$	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges: \$342,858.00		22. Indirect Charges:			
23. Remarks:					

**PRESIDENT'S REPORT
EDA 2020-2022 CARES ACT SUPPLEMENTAL
SCOPE OF WORK**

WESTERN NEVADA DEVELOPMENT DISTRICT
CARES Act Supplemental EDA Award
PROJECT NARRATIVE

Western Nevada Development District (WNDD) project narrative is being submitted in response to the CARES Act Supplemental EDA Award invitation to help respond to the economic impacts of the coronavirus pandemic. WNDD is applying for funds to support the following Scope of Work activities pre-approved by EDA.

ACTIVITIES

I. Development of an Economic Recovery and Resiliency Plan

The development of an Economic Recovery and Resiliency Plan will be tied to the WNDD Comprehensive Economic Development Strategy (CEDS) document and its section specifically related to resiliency. It will involve short-term and long-term economic development planning and coordination focused on pandemic recovery and resiliency. The WNDD – CEDS plan will be updated with a focus on pandemic recovery and resiliency that will be based on the existing and/or anticipated COVID-19 impacts on the communities throughout the WNDD region, as well as the general needs and capacities of the EDD.

II. Regional Disaster Economic Recovery Coordinators

WNDD will recruit and hire two economic recovery coordinators for a two-year period. They will serve as liaisons in identifying potential resiliency, mitigation, and economic recovery projects in the WNDD disaster-impacted areas. Additional work elements of the positions will include but not be limited to:

1. Implement economic recovery and resilience plans with the goal of rebuilding resilient and sustainable communities throughout the WNDD region;
2. Assist in local, state and federally led coronavirus recovery planning efforts among the most highly impacted communities;
3. Help identify economic development grant-eligible projects with state and federal resources for locally impacted communities to ensure these entities take full advantage of available funding opportunities;
4. Identify and foster private and non-profit partnership opportunities;
5. Serve as a liaison between local, state, and federal partners in order to speed the recovery process through strategic technical assistance and local capacity augmentation for the highly impacted communities within the organization's jurisdiction; and
6. Facilitate the implementation of locally generated disaster recovery economic development projects developed as a part of the CEDS or CEDS-aligned economic recovery and resilience plan;

III. Technical Assistance and Capacity Building

WNDD will provide technical assistance and capacity building for member organizations, local businesses, and other local stakeholders impacted by coronavirus.

IV. Organizational Capacity

Support by WNDD will be provided for the coronavirus response, which will include technology and personnel costs for staff members directly working or supporting the work of WNDD related to coronavirus-related economic development response, including additional hiring as needed.

HOW PROJECT WILL HELP REGION TO PREVENT, PREPARE FOR, AND RESPOND TO CORONAVIRUS & ITS ECONOMIC INJURY ON THE WNDD REGION

WNDD has a track-record of working with its members on resolving regional issues and meeting economic development challenges. With additional recovery-focused staffing, WNDD anticipates capitalizing on that experience to develop a more coordinated ecosystem of leadership, collaboration, resources, and education supporting economic recovery and planning for future resiliency and sustainability.

Development of an Economic Recovery and Resiliency Plan – WNDD will be staffed and equipped to work with member agencies as well as leaders and the business community to develop a regional Economic Recovery and Resiliency Plan. This will enable the region to reduce the scope of any disruption that results in economic injury, including the pandemic. WNDD's plan will strengthen the regional response through the strategies that have been developed through informed data and best practices. This will result in mitigating damages caused by those unexpected disasters, including the pandemic. It will strategically coordinate and leverage resources throughout the region, creating partnerships and collaboration who will become champions for the implementation of the plan.

Regional Disaster Economic Recovery Coordinators – Disaster Recovery Coordinators will enable WNDD to work directly with its member agencies, their communities and stakeholders to inform and target early response priorities for short- and long-term needs for economic recovery. Increased collaboration and partnerships will be developed that will result in shared vision and goals for economic recovery. Identification and support of funding opportunities will occur to provide for quicker recovery strategies and projects. Community leadership and champions to deploy the Economic Recovery and Resiliency Plan will evolve to expedite recovery and resiliency for the future. It will be because of the Disaster Recovery Coordinators, the Economic Recovery and Resiliency Plan, the implementation of that plan and being successful with funding projects that will best respond to the economic injury as a result of coronavirus.

Technical Assistance and Capacity Building – Technical assistance provided by WNDD will support the acceleration of economic recovery for the region and its communities, promoting resiliency and sustainability. Assistance included will be identification and support for acquiring funding; identification of policies and procedures that will stimulate and promote economic recovery/resiliency; economic recovery plans that are county specific; development of public-private partnerships promoting recovery. These activities will enhance agency member skills in preventing, preparing for and responding to economic injury as a result of the pandemic. The region and its communities will expand their capacity to better respond to the pandemic and plan for future economic shocks as a result of this technical assistance.

Organizational Capacity

Staffing for WNDD currently includes the Executive Director. Limited resources through 1 paid staff member constrains WNDD's ability to develop and implement responses to the economic injury as a result of the pandemic. With increased funding for the hiring of staff there will be increased outreach to work with member agencies and their communities to assess needs, inventory resources, identify gaps and engaging short- and long-term strategies to address the economic injuries sustained by the pandemic. Informed strategies and the design of systems to bridge communications between agencies will be more robust as a result of increased technology, including equipment, internet data and planning tools, web-based meetings and workshops. Projects will be advanced more quickly and the deployment of the Recovery and Resiliency Plan strategies will have greater outcomes supporting the region to prevent, prepare for, and respond to coronavirus and the economic injury.

AUTHORIZED BUDGET

Project Budget	
Federal Share (EDA)	\$400,000.00
Non-Federal Matching Share	\$0.00
Total Project Cost	\$400,000.00
Federal Grant Rate	100%

Personnel	\$230,000.00
Fringe Benefits	\$51,308.00
Travel	\$18,000.00
Equipment	\$11,250.00
Supplies	\$11,442.00
Contractual	\$53,000.00
Construction	\$0.00
Other	\$25,000.00
Total Direct Charges	\$400,000.00
Indirect Charges	\$0.00
Total Project Budget	\$400,000.00

AUTHORIZED STAFFING PLAN

Staffing Plan - Budget					
Name	Annual Rate	% of Annual Hours	Annual \$ from Award	Number of Years	Total Cost by Employee
Disaster Coordinator	\$ 60,000.00	100%	\$ 60,000.00	2.00	\$ 120,000.00
Disaster Coordinator	\$ 55,000.00	100%	\$ 55,000.00	2.00	\$ 110,000.00
Total Personnel Costs					\$ 230,000.00
Total Fringe Costs (Please Provide the Basis for Fringe Calculations)				0.00%	\$0

Staffing Plan - Explanation		
Name	Title	Project Responsibilities
Employee 1	Disaster Coordinator	Implement economic recovery & resiliency plans, assist in local, state and federally led coronavirus recovery planning, help identify economic development grant eligible projects, foster private & nonprofit partnerships, serve as a liaison between local, state and federal partners, facilitate implementation of disaster recovery economic projects as part of the CEDS, and provide technical assistance for for communities and local governments across the WNDD region.
Employee 2	Disaster Coordinator	Implement economic recovery & resiliency plans, assist in local, state and federally led coronavirus recovery planning, help identify economic development grant eligible projects, foster private & nonprofit partnerships, serve as a liaison between local, state and federal partners, facilitate implementation of disaster recovery economic projects as part of the CEDS.

Personnel - Cost as shown on the Staffing Plan	
Total Personnel Costs	\$230,000

Fringe - Associated fringe costs for the personnel listed in the staffing plan	
Total Fringe Costs	\$51,308

Travel - More information on Travel can be found in 2 CFR 200.474.			
<u>Event</u>	<u>Travelers</u>	<u>Purpose</u>	<u>Cost</u>
Meetings	Disaster Coord, Ex Dir, Comm & Board Members, Stakeholders	Meetings regarding disaster project coordinations, economic resiliency & recovery plans, technical assistance.	\$6,000
Site Visits	Disaster Coord, Ex Dir, Comm & Board Members, Stakeholders	Site visits regarding disaster project coordinations, economic resiliency & recovery plans, projects, technical assistance.	\$6,000
Training	Disaster Coord, Ex Dir, Comm & Board Members, Stakeholders	Site visits regarding disaster project coordinations, economic resiliency & recovery plans, projects, technical assistance.	\$6,000
Total Travel Costs			\$18,000

Equipment - Typically exceeds \$5000 per unit cost and has a useful life greater than 1 year. See 2 CFR 200.33.			
<u>Equipment</u>	<u>Amount</u>	<u>Purpose</u>	<u>Cost</u>
Office furniture, computers, printers, storage equipment, computer software, phones	\$15,000.00	Provide for office equipment, computers and printers to be utilized by 2 disaster coordinators. Equipment for training, workshops, meetings.	\$11,250
Total Equipment Costs			\$11,250

found in 2 CFR 200.94.			
<u>Supply</u>	<u>Amount</u>	<u>Purpose</u>	<u>Cost</u>
Training & Meeting Supplies	\$10,000.00	Board and committee member meetings, stakeholder meetings, training supplies.	\$6,250
Office Supplies	\$5,192.00	Provide office supplies for staff and projects.	\$5,192
			\$0
			\$0
Total Supply Costs			\$11,442

<u>Task</u>	<u>Basis for Selection</u>	<u>Details</u>	<u>Cost</u>
Audit	Small Purchase	Audit required	\$6,000
Accounting	Small Purchase	Financial accounting, accounts payable and management of grant	\$5,000
Communications	Small purchase	Website, marketing information & materials	\$8,000
Training	Small Purchase	Training, consultation and facilitation of economic recovery and resiliency plan	\$27,000
Document development	Small Purchase	Development of economic resiliency & recovery plan - including writing, and graphic support	\$7,000
Total Contractual Costs			\$53,000

Construction - N/A			
<u>Construction</u>	<u>Amount</u>	<u>Purpose</u>	<u>Cost</u>

	0	N/A	\$0
Total Construction Costs			\$0

Other -

<u>Other</u>	<u>Amount</u>	<u>Purpose</u>	<u>Cost</u>
Office rent & Utilities	\$25,000.00	Office space, plus utilities for disaster coordinators	\$25,000
Total Other Costs			\$25,000