

Agreement Number:

K5845

DES Use Only

**MASTER CONTRACT USAGE AGREEMENT**

This Master Contract Usage Agreement (the "Agreement") is made pursuant to Chapter 39.34 of the Revised Code of Washington, and other applicable laws, by and between the state of Washington (the "State"), acting by and through the Department of Enterprise Services ("DES"), an agency of the State, and Southeast Washington Economic Development Assoc.  
*Organization Name*

a state agency, local, federal agency or entity, or public benefit nonprofit corporation, or any tribe located in the State ("Buyer").

1. **Purpose:** The purpose of the Agreement is to establish the terms and conditions for when Buyer purchases or acquires goods and services for its direct use under contracts entered into by DES that permit such use ("Master Contracts").
2. **Duration:** This Agreement will become effective on date of execution, and will continue in full force and effect until 30 days following receipt of written notice from either party cancelling this Agreement.
3. **Agreement Contact Information:** Contact person to whom contract documents and related communications are to be e-mailed.

Organization Name: <u>Southeast Washington Economic Development Assoc.</u>		
Tax Identification Number: <u>91-1319496</u>		
Unified Business Identifier; Required for Non-Profit: <u>601-483-251</u>		
Contact Name: <u>Dawn Smith</u>		
Title: <u>Executive Director</u>		
Address: <u>845 Portway</u>		
City: <u>Clarkston</u>	State: <u>WA</u>	Zip: <u>99403</u>
Phone Number: <u>509-751-9144</u>		
Email Address: <u>dawn@seweda.org</u>		

4. **Cancellation of Agreement:** This agreement can be terminated by either party upon 30 days written notice provided to DES at:  
**Email to:** mcua@des.wa.gov      or      **Mail to:** WA Dept. of Enterprise Services  
 Attn: Contracts Resource Center  
 P.O. Box 41411  
 Olympia, WA 98504-1411
5. **Financial Responsibility:** Buyer will deal directly with Master Contract contractor, supplier, or service supplier ("Contractor") for any purchases Buyer makes pursuant to this Agreement and under a Master Contract. DES does not accept any responsibility, financial or otherwise, for any purchase Buyer makes under a Master Contract.

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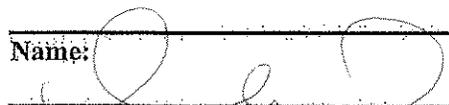
Agreement Number: \_\_\_\_\_  
*DES Use Only*

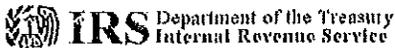
- 6. Compliance with Other Laws: Each of the parties will comply with all applicable federal, state, and local laws and regulations governing its own purchases.
- 7. Master Contract Audits: Buyer agrees to cooperate with DES, Office of the State Auditor, federal officials, or any third party authorized by law, rule, regulation or contract, in any audit conducted by such party related to any Master Contract(s) that Buyer has made purchases from pursuant to this Agreement, including providing records related to any purchase from a Master Contract. In addition, Buyer agrees to provide, upon request from DES, documentation to confirm its eligibility to use Master Contracts.
- 8. Dispute Resolution: If there are any disputes between Buyer and a Contractor, Buyer agrees to (a) provide DES written notice of the nature of the dispute; and (b) unless otherwise provided in the Master Contract or as set forth below, work in good faith with the Contractor to resolve the dispute without the involvement of DES. DES may, upon request, review and assist in the resolution of a dispute, and if DES chooses to do so, the Buyer will cooperate with DES in that resolution process.  
  
In its sole discretion, DES may, but is not obligated to, upon written notice to Buyer, resolve disputes with a Contractor on behalf of Buyer and all other state, local, and federal agencies, local governments, and public benefit nonprofit corporations with similar or related disputes with such Contractor.
- 9. No Separate Entity: No separate legal or administrative entity is intended to be created by, or for the administration of, this Agreement.
- 10. Hold Harmless: Each party agrees to defend, indemnify, and hold the other party harmless from any claim arising from such party's sole negligent, reckless, or willful misconduct.
- 11. Entire Agreement: This Agreement sets forth the entire agreement between the parties, and supersedes any other prior written agreements between the parties, with respect to the subject matter hereof.

IN WITNESS WHEREOF the parties having read this Agreement, agree to it in each and every particular, and have executed it below.

**APPROVED**

**WASHINGTON STATE DEPARTMENT  
OF ENTERPRISE SERVICES**

Name: 	Southeast Washington EDA Organization Name:
Assistant Director Signature: ECI Ameh, Assistant Director	Dawn Smith Signature:
Name/Title: 3/11/2019	Executive Director Name/Title:
Date:	3/7/19 Date:



Department of the Treasury  
Internal Revenue Service  
P.O. Box 2508, Room 4010  
Cincinnati OH 45201

In reply refer to: 4077550279  
Mar. 05, 2009 LTR 4168C 0  
91-1319496 000000 00 000  
00034565  
BODC: TE

SOUTHEAST WASHINGTON ECONOMIC  
DEVELOPMENT ASSOCIATION  
% DON AVERY  
845 PORT WAY  
CLARKSTON WA 99403-1800

019972

Employer Identification Number: 91-1319496  
Person to Contact: Sophia Brown  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Sep. 10, 2008, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in October 1993, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Cindy Westcott  
Manager, EO Determinations





# SE WASHINGTON

ECONOMIC DEVELOPMENT ASSOCIATION

March 7, 2019

WA Dept. of Enterprise Services  
Attn: Contracts Resource Center

Statement of Funding Sources

Southeast Washington Economic Development Association (SEWEDA) is funded by Local public sector support, Washington State Department of Commerce Economic Development Administration, and a Federal Grant from U.S. Department of Commerce.

Dawn Smith  
Executive Director

845 Portway  
Clarkston, Wa 99403  
[www.seweda.org](http://www.seweda.org)



**Amendment**

Contract Number: S18-75106-575  
Amendment Number: A

**Washington State Department of Commerce  
Office of Economic Development & Competitiveness  
Administration  
Associate Development Organization**

<b>1. Contractor</b> Southeast Washington Economic Development Association (SEWEDA) 845 Port Way Clarksion, Washington 99403		<b>2. Contractor Doing Business As (optional)</b>	
<b>3. Contractor Representative</b> Dawn Smith Executive Director 509-751-9144 dawn@seweda.org		<b>4. COMMERCE Representative</b> Kathy Carlson Contracts Coordinator 360-725-4187 PO Box 42525 1011 Plum St SE Olympia, WA 98504-2525	
<b>5. Original Contract Amount (and any previous amendments)</b> \$111,634	<b>6. Amendment Amount</b> \$111,634	<b>7. New Contract Amount</b> \$223,268	
<b>8. Amendment Funding Source</b> Federal:      State: X Other:      N/A:		<b>9. Amendment Start Date</b> July 1, 2018	<b>10. Amendment End Date</b> June 30, 2019
<b>11. Federal Funds (as applicable):</b> NA	<b>Federal Agency:</b> NA	<b>CFDA Number:</b> NA	
<b>12. Amendment Purpose:</b> FY19 is amended to include: New start and end date; Special Terms and Conditions; Scope of work - New reporting due dates; Attachment A: Business Plan, Performance Targets, Business Project Metrics; and Attachment B: Budget			

COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract As Amended and attachments and have executed this Contract Amendment on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Contract As Amended are governed by this Contract Amendment and the following other documents incorporated by reference: Contractor Terms and Conditions including Attachment "A" - Scope of Work, Attachment "B" - Budget. A copy of this Contract Amendment shall be attached to and made a part of the original Contract between COMMERCE and the Contractor. Any reference in the original Contract to the "Contract" shall mean the "Contract as Amended".

<p><b>FOR CONTRACTOR</b></p> <p><u>Dawn Smith</u> Dawn Smith, Executive Director Southeast Washington Economic Development Association</p> <p><u>6/13/18</u> Date</p>	<p><b>FOR COMMERCE</b></p> <p><u>Chris Green</u> Chris Green, Assistant Director Office of Economic Development &amp; Competitiveness</p> <p><u>6/18/18</u> Date</p> <p><b>APPROVED AS TO FORM ONLY</b></p> <p><u>Sandra Adix</u> Assistant Attorney General</p> <p><u>3/20/2014</u> Date</p>
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## Amendment

This Contract is amended as follows:

Start Date: July 1, 2018  
End Date: June 30, 2019

### Special Terms & Conditions

#### Communication

Grantee will provide communication to Commerce regarding any public media events related to companies the Grantee and Commerce worked on together. As well, the Grantee will list Commerce as a partner in any public materials, media, press releases, etc, that the Grantee and Commerce worked on together.

#### Projects

The Grantee will identify and describe quarterly projects and businesses in the Sales Fore ADO portal. Reporting includes business recruitment, retention, expansion, start-ups as defined by Commerce. This project information is imperative to provide feedback to the Legislature on how the ADO funding is being utilized.

#### Statewide Business Survey

The grantee will assist Commerce in gathering information through an annual survey, provided by Commerce, to be disseminated to business retention and expansion networks. The survey will help determine how to best legislate for sound business policy.

**Scope of Work** is amended for FY19 to include new reporting due dates

- Quarterly Reports will be submitted by the following dates:

October 15, 2018  
January 15, 2019  
April 15, 2019  
July 9, 2019

- Summary of Best Practices Shared and Implemented will be submitted by the following date:

July 9, 2019

**Attachment A:** is amended for FY19 to include the following

- **Table A: Business Plan**
- **Table B: Performance Targets**
- **Table C: Business Projects Metrics**

**Attachment B:** is amended for FY19:

- **Budget**

**Amendment**

**ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT REMAIN IN FULL FORCE AND EFFECT.**

Amendment

Business Plan

TABLE A  
ADO Business Plan Reporting Obligations  
FY19

County: Asotin

ADO Name: Southwest Washington Economic Development Association (SEWEDA)

**Direct assistance**, including business planning, to companies throughout the county who need support to stay in business, expand, or relocate to Washington from out of state or other countries. Assistance must comply with business recruitment and retention protocols established in RCW 43.330.062, and includes:

**Working with the appropriate partners** throughout the county including, but not limited to, local governments, workforce development councils, port districts, community and technical colleges and higher education institutions, export assistance providers, impact Washington, the Washington state quality award council, small business assistance programs, innovation partnership zones, and other federal, state, and local programs to facilitate the alignment of planning efforts and the seamless delivery of business support services within the entire county.

*Describe how you plan to facilitate the alignment of planning efforts and the delivery of business support services within the entire county.*

*Planning efforts are accomplished through the association with the regional economic development district, which Asotin County ADO is a part. Planning activities are also accomplished through groups of stakeholders for specific work plans as they are developed, through associations with stakeholders programs they develop, and through interactions with individual businesses and agencies throughout the County. Additional opportunities are afforded through collaborations with peer organizations during grant-writing and scoping opportunities for various local projects. Over time, our program has developed partnerships with all local governments (both general and special districts), Walla Walla Community College, Small Business Development Centers, Workforce Development Programs, Asotin Co. Library. Alignment is created through the SEWEDA annual work plan development, through the SEWEDA Regional Board and the strategic planning activities it undertakes, and through daily interactions with stakeholder groups throughout the County.*

**Providing information** on state and local permitting processes, tax issues, export assistance, and other essential information for operating, expanding, or locating a business in Washington.

*Describe how you provide this information.*

*This information is contained within a 'toolbox' we have developed over time for the County. Regular program updates are made through contacts with the ADO Best Practices meetings, through program revision announcements by Commerce, and through our own staff meetings. We also interconnect with our County's planning office and with the Small Business Development Centers office for technical assistance for these issues. Client business information is provided with one-on-one meetings for confidentiality.*

## Amendment

**Marketing Washington and local areas** as excellent locations to expand or relocate a business and positioning Washington as a globally competitive place to grow business, which may include developing and executing regional plans to attract companies from out of state.

*Describe how you will market Washington and local areas to expand or relocate businesses and positioning Washington as a globally competitive place to grow business. Please provide Commerce with a copy of your Marketing Outline.*

*We respond to the Department of Commerce business recruitment leads as they apply to our County. We maintain a website and Facebook with information regarding the opportunities. We market the area through cooperative programs developed on a region or a larger basis. We do specialized outreaches through grant opportunities as they develop. We work with partner organizations for specialized projects to develop promotional materials for distribution, or through own-produced promotional materials.*

**Working with businesses on site location and selection assistance**

*Describe how you will work with businesses on site location and selection assistance.*

*A new industrial park has been created, so availability of sites for building is available. We maintain a database of sites available and update it regularly. Appropriately, zoned vacant property is a premium or unavailable within Asotin County due to a lack of availability.*

**Providing business retention and expansion services throughout the county.** Such services must include, but are not limited to, business outreach and monitoring efforts to identify and address challenges and opportunities faced by businesses, assistance to trade impacted businesses in applying for grants from the federal trade adjustment assistance for firms program, and the provision of information to businesses on:

- Resources available for microenterprise development;
- Resources available on the revitalization of commercial districts;
- The opportunity to maintain jobs through shared work programs authorized under chapter 50.60 RCW

*Describe how you will provide business retention and expansion services throughout the county*

*The Asotin County ADO will outreach to businesses through:*

- 1. Site Visits – visiting businesses and holding discussions regarding needs and issues faced by the business that we might be able to assist.*
- 2. Holding educational programs with topics of interest for businesses regarding topics such as: workforce, tax incentives, Business finance, marketing, website development and social media.*
- 3. We work with peer organizations for major outreach programs such as Federal Trade adjustment assistance.*
- 4. Direct one-on-one business assistance, utilizing the 'tool kit' the State offers. Tying start-ups and small businesses to local, regional, and statewide resources, especially workforce programs.*

## Amendment

**Participating in economic development system-wide discussions regarding gaps in business start-up assistance in Washington;**

*Describe how you will address gaps in business start-up assistance.*

*We work through our own efforts, or through partnering with other local agencies, on business start-up issues and with local entrepreneurs as a core service within our program.*

*We offer alternatives for funding: ties with regional, statewide, and national small-business loan funds, direct counseling through the Washington SBDC Network, and through our own staff. Have connections with Walla Walla Community College workforce/entrepreneur center as mentor, working with the local DECA Club in the High School. Connecting start-ups with resources such the Be the Entrepreneur boot camp, training programs, and educational programs we sponsor and conduct.*

**Providing or facilitating the provision of export assistance through workshops or one-on-one assistance**

*Describe how you will facilitate export assistance.*

*Export assistance is typically geared towards boat builders in our county. These manufacturers in Asotin County are the most likely to export internationally. Even though they are composed of small manufacturers, the reach for the boat builders is great, and remain a vital component to the local economy. Ongoing efforts are made in outreaching to these businesses to provide assistance through the various programs offered by the State. These are effected through direct outreach, through bringing in outside expertise into the area for training, and through our own efforts, as well as through partnerships with peer organizations, in educating them regarding export assistance programs and STEP grants available.*

**2. Support for regional economic research and regional planning efforts to implement target industry sector strategies and other economic development strategies, including cluster-based strategies. Research and planning efforts should support increased living standards and increased foreign direct investment, and be aligned with the statewide economic development strategy. Regional associate development organizations retain their independence to address local concerns and goals. Activities include:**

**Participating with the state board for community and technical colleges as created in RCW 28B.50.050, and any community and technical colleges in the coordination of the job skills training program and the customized training program within its region.**

*Describe how you will participate with the SBOTC and any community technical colleges regarding job skills and customized training programs.*

*We participate with Walla Walla Community College in several areas regarding coordination for workforce training programs. The community college has opened the new Workforce Development Center, Sept. 2017; this was designed for the regional needs in manufacturing and entrepreneur development. Our participations starts at initiation and contact with the business community, and continues throughout any program as it is delivered, and as a facilitator with business workshops and showcases.*

## Amendment

**Participate in development of a countywide economic development plan in conjunction with other governmental jurisdictions and institutions:**

*Describe how your economic development plan compliments other governmental jurisdictions and institutions:*

*Within SEWEDA, we interconnect with the Regional Economic Development District, so we develop Countywide plans based on the CEDS (Comprehensive Economic Development Strategy) which encompasses the input of all Countywide stakeholders from both the private and public sectors. Public outreaches are made to codify the infrastructure needs and planned projects as well as reviewing the strategies to use to reach the goals developed.*

**Amendment**

<b>TABLE B</b> <b>ADO – Performance Measures Targets</b> <b>FY19 – July 1, 2018 – June 30, 2019</b>	
County: Asotin	
ADO Name: Southwest Washington Economic Development Association (SEWEDA)	
<b>1. RECRUITMENT &amp; MARKETING ACTIVITIES</b>	
<p><b>Recruitment &amp; Marketing</b> — Business attraction (recruitment and marketing) is a means of contributing to the economic vitality of the community to enhance and diversify the local tax base, to increase the number of jobs available to residents in the community, and to improve the local quality of life. For communities to maintain and boost their economic vitality, they must persuade businesses or investors to locate, expand or remain in the area rather than in a competing location. Economic development marketing and attraction is not just selling business sites or attracting businesses, it is a means of promoting the community as a viable location for economic activity. Marketing techniques to reach targeted audience and attract potential investors could include advertising (e.g., electronic media, mailings, catalogs, magazine or news inserts or supplements, directories, billboards, broadcasts (radio, television commercials, online advertising)); publicity (e.g., press kits, public official speeches, news releases, public relations); promotional materials (e.g., trade exhibits, economic development newsletters, slide and video presentations, brochures, fact books, websites); direct mail (e.g., letters, e-mail, postcards, brochures); personal selling (e.g., trade fairs, trade shows, business envoys, events); email (e.g., electronic newsletters, event invitations, announcements, links to your website for prospects); social media (e.g., Facebook LinkedIn)</p>	
	<b>Performance Measure Targets</b>  <b>(A)</b>  <b>FY19</b>  <b>July 1, 2018</b> <b>June 30, 2019</b>
<ul style="list-style-type: none"> <li>Number of businesses contacts initiated, site selector contacts initiated and trade shows attended</li> </ul> <p>Definition: The contacts should be unique or first-time contacts during the grant year. Follow-up or repeat contacts throughout the year should not be included in the count. Web site hits should not be included in the count.</p>	8
<ul style="list-style-type: none"> <li>Current Marketing Outline with work items and timelines on file? Enter a "1" for FY19. Please provide Commerce with a copy of your Marketing Outline</li> </ul>	1

**Amendment**

**2. BUSINESS RETENTION & EXPANSION ACTIVITIES:**

**Retention & Expansion** — Businesses retention and expansion (BRE) is a core program of any economic development plan. These programs are designed to 1) retain or keep existing businesses in the community, and 2) provide assistance for businesses to expand. Retention and expansion programs can be implemented at the local, regional and state levels in a variety of ways. Some programs might focus on central business districts in downtown areas or on the commercial and industrial areas where many small and medium-sized firms comprise a large portion of the employment base. Other may focus on allocating resources to support specific industry or channeling resources to support economic diversification strategies.

	<b>Performance Measure Targets</b>
	<b>(A)</b>
	<b>FY 19</b>
	<b>July 1, 2018 June 30, 2019</b>
<ul style="list-style-type: none"> <li>• Number of outreach interactions initiated with existing businesses such as phone calls, site visits, or surveys</li> </ul>	12
<ul style="list-style-type: none"> <li>• Number of follow-up interactions initiated with existing businesses</li> </ul>	8

**3. BUSINESS ASSISTANCE**

**Business Assistance (including start-ups)** Small and emerging businesses generate wealth and provide significant source of employment in today's high technology global economy. They stimulate job creations, develop crucial innovations in both products and services, and diversify the economic base. It is critical that communities' economic development strategies dedicate resources to developing and promoting new business start-ups and establishing effective support systems so these new businesses can grow successfully. A community that meets the needs of its entrepreneurs increases its chances of job growth within small businesses, and those gains translate into a more vibrant community.

	<b>Performance Measure Targets</b>
	<b>(A)</b>
	<b>FY 19</b>
	<b>July 1, 2018 June 30, 2019</b>
<ul style="list-style-type: none"> <li>• Number of businesses requesting assistance</li> </ul>	8
<ul style="list-style-type: none"> <li>• Number of follow-up interactions with businesses</li> </ul>	6

Amendment

**4. READINESS & CAPACITY BUILDING**

**Readiness & Capacity Building** The purpose of readiness and capacity building is to raise the living standards and to improve the quality of life for all citizens in a community. It is a comprehensive initiative to improve all aspects of a community's interdependent human infrastructure, social infrastructure and physical infrastructure. It seeks to build initiatives around shared values, opportunities, problems, threats and concerns. Positive change begins with creating shared vision that can be transformed into reality by goals, objectives and action plans. It encourages leaders to avoid conflicts of interest, seek consensus and disengage from activities that might benefit one group or individual at the expense of others. It also involves consensus building that looks for the best solutions rather than politically expedient or popular. It is directed towards increasing a community's leadership capacity for solving problems. Leaders in community initiatives are shared so that responsibility and commitments are encouraged among broad base of the population. Leaders work to transform their communities for the better and inspire others to do the same. It is an educational process that helps citizen to understand the economic, social, political, environmental and psychological aspects of various solutions. Readiness and capacity building is focused on action that improves communities by transforming learning into performance.

	<b>Performance Measure Targets</b>  (A)  FY19  July 1, 2018 June 30, 2019
<ul style="list-style-type: none"> <li>Number of engagements with other organization and local governments to increase community assets/capacity</li> </ul> Definition: This counts meetings, events, and contacts with other groups and individuals where the purpose is to increase the community's ability to grow and prosper economically.	20
<ul style="list-style-type: none"> <li>Number of activities involved in within the community</li> </ul> Definition: This counts fairs, parades, global entrepreneur week, business plan competitions, farmer's markets, seminars, and other structured activities involving the community in which the ADO is involved in planning, organizing sponsoring or co-sponsoring.	25

Amendment

TABLE C ADO – Metrics FY19 – July 1, 2018 – June 30, 2019
County: Asotin
ADO Name: Southwest Washington Economic Development Association (SEWEDA)
<b>Metrics – Results Washington and/or Legislative Reporting via Salesforce ADO Portal</b>
<p>The ADO will identify and describe projects and business in the Sales Force ADO portal.</p> <p>The portal will have selections to define the type of business (e.g. recruitment, retention, expansion, start-ups)</p> <p>Commerce will tally totals to report aggregate metrics for the following:</p> <ul style="list-style-type: none"><li>• Number of businesses sited, retained, expanded, or startups</li><li>• Number of jobs created</li><li>• Number of jobs retained</li><li>• Amount of investment generated</li><li>• Average annual wage of created jobs (in dollars)</li><li>• Amount of new state tax dollars generated</li></ul>

Amendment

Business Plan

TABLE A ADO Business Plan Reporting Obligations FY19
County: Garfield
ADO Name: Southwest Washington Economic Development Association (SEWEDA)
1. Direct assistance, including business planning, to companies throughout the county who need support to stay in business, expand, or relocate to Washington from out of state or other countries. Assistance must comply with business recruitment and retention protocols established in RCW 43.330.062, and includes:
<p><b>Working with the appropriate partners</b> throughout the county including, but not limited to, local governments, workforce development councils, port districts, community and technical colleges and higher education institutions, export assistance providers, Impact Washington, the Washington state quality award council, small business assistance programs, innovation partnership zones, and other federal, state, and local programs to facilitate the alignment of planning efforts and the seamless delivery of business support services within the entire county</p> <p><i>Describe how you plan to facilitate the alignment of planning efforts and the delivery of business support services within the entire county.</i></p> <p><i>Planning efforts are accomplished through the association with the regional economic development district, which Garfield County ADO is a part. Planning activities are also accomplished through groups of stakeholders for specific work plans as they are developed, through associations with stakeholders programs they develop, and through interactions with individual businesses and agencies throughout the County. Additional opportunities are afforded through collaborations with peer organizations during grant-writing and scoping opportunities for various local projects. Over time, our program has developed partnerships with all local governments (both general and special districts), Walla Walla Community College, Small Business Development Centers, Workforce Development Programs, Library. Alignment is created through the SEWEDA annual work plan development, through the SEWEDA Regional Board and the strategic planning activities it undertakes, and through daily interactions with stakeholder groups throughout the County.</i></p>
<p><b>Providing information</b> on state and local permitting processes, tax issues, export assistance, and other essential information for operating, expanding, or locating a business in Washington.</p> <p><i>Describe how you provide this information.</i></p> <p><i>This information is contained within a 'toolbox' we have developed over time for the County. Regular program updates are made through contacts with the ADO Best Practices meetings, through program revision announcements by Commerce, and through our own staff meetings. We also interconnect with our County's planning office and with the Small Business Development Centers office for technical assistance for these issues. Client business information is provided with one-on-one meetings for confidentiality.</i></p>

## Amendment

**Marketing Washington and local areas** as excellent locations to expand or relocate a business and positioning Washington as a globally competitive place to grow business, which may include developing and executing regional plans to attract companies from out of state.

*Describe how you will market Washington and local areas to expand or relocate businesses and positioning Washington as a globally competitive place to grow business. Please provide Commerce with a copy of your Marketing Outline*

*We respond to the Department of Commerce business recruitment leads as they apply to our County. We maintain a website and Facebook with information regarding the opportunities. We market the area through cooperative programs developed on a region or a larger basis. We do specialized outreaches through grant opportunities as they develop. We work with partner organizations for specialized projects to develop promotional materials for distribution, or through own-produced promotional materials.*

**Working with businesses on site location and selection assistance**

*Describe how you will work with businesses on site location and selection assistance.*

*The Port of Garfield is the industrial property developer for the County. We interact with the Port regarding development opportunities when they are available. We work with the Main Street businesses, and keep an inventory of the available business locations. Much of our work relates to these businesses, as industrial employers are few and far between in Garfield County. For this reason, we spend more efforts upon business retention than site location and selection assistance. We maintain a database of sites available and update it regularly.*

**Providing business retention and expansion services throughout the county.** Such services must include, but are not limited to, business outreach and monitoring efforts to identify and address challenges and opportunities faced by businesses, assistance to trade impacted businesses in applying for grants from the federal trade adjustment assistance for firms program, and the provision of information to businesses on:

- Resources available for microenterprise development;
- Resources available on the revitalization of commercial districts;
- The opportunity to maintain jobs through shared work programs authorized under chapter 50.60 RCW.

*Describe how you will provide business retention and expansion services throughout the county.*

*We outreach to businesses through:*

1. *Site Visits – visiting businesses and holding discussions regarding needs and issues faced by the business that we might be able to assist.*
2. *Holding educational programs with topics of interest for businesses regarding topics such as: workforce, tax incentives, Business finance, marketing, website development and social media.*
3. *We work with peer organizations for major outreach programs such as Federal Trade adjustment assistance.*
4. *Direct one-on-one business assistance, utilizing the "tool kit" the State offers. Tying start-ups and small businesses to local, regional, and statewide resources, especially workforce programs.*

## Amendment

**Participating in economic development system-wide discussions** regarding gaps in business start-up assistance in Washington;

*Describe how you will address gaps in business start-up assistance.*

*We work through our own efforts, or through partnering with other local agencies, on business start-up issues and with local entrepreneurs as a core service within our program.*

*We offer alternatives for funding: ties with regional, statewide, and national small-business loan funds; direct counseling through the Washington SBDC Network, and through our own staff. Have connections with Walla Walla Community College workforce/entrepreneur center as mentor, working with the local FBLA Club in the High School. Connecting start-ups with resources such the Be the Entrepreneur boot camp, training programs, and educational programs we sponsor and conduct.*

**Providing or facilitating the provision of export assistance** through workshops or one-on-one assistance

*Describe how you will facilitate export assistance.*

*Export is defined differently in Garfield County due to the nature of the business community we support. We export some goods and services to the Counties around us, but there is no manufacturing presence that exports any goods of value internationally. For this reason, little effort is expended with the export programs that in place to assist other counties.*

2. Support for regional economic research and regional planning efforts to implement target industry sector strategies and other economic development strategies, including cluster-based strategies. Research and planning efforts should support increased living standards and increased foreign direct investment, and be aligned with the statewide economic development strategy. Regional economic development organizations retain their independence to address local concerns and goals. Activities include:

**Participating with the state board for community and technical colleges as created in RCW 28B.50.050, and any community and technical colleges** in the coordination of the job skills training program and the customized training program within its region.

*Describe how you will participate with the SBCTC and any community technical colleges regarding job skills and customized training programs.*

*We participate with Walla Walla Community College in several areas regarding coordination for workforce training programs. The community college is opened the new Workforce Development Center, Sept. 2017; this was designed for the regional needs in manufacturing and entrepreneur development. Our participations starts at initiation and contact with the business community, and continues throughout any program as it is delivered, and as a facilitator.*

**Participate in development of a countywide economic development plan** in conjunction with other governmental jurisdictions and institutions.

*Describe how your economic development plan compliments other governmental jurisdictions and institutions.*

*Within SEWEDA, we interconnect with the Regional Economic Development District, so we develop Countywide plans based on the CEDS (Comprehensive Economic Development Strategy) which encompasses the input of all Countywide stakeholders from both the private and public sectors. Public outreaches are made to codify the infrastructure needs and planned projects as well as reviewing the strategies to use to reach the goals developed.*

**Amendment**

<b>TABLE B</b> <b>ADO – Performance Measures Targets</b> <b>FY19 – July 1, 2018 – June 30, 2019</b>	
County: Garfield	
ADO Name: Southwest Washington Economic Development Association (SEWEDA)	
<b>1. RECRUITMENT &amp; MARKETING ACTIVITIES</b>	
<p><b>Recruitment &amp; Marketing</b> — Business attraction (recruitment and marketing) is a means of contributing to the economic vitality of the community to enhance and diversify the local tax base, to increase the number of jobs available to residents in the community, and to improve the local quality of life. For communities to maintain and boost their economic vitality, they must persuade businesses or investors to locate, expand or remain in the area rather than in a competing location. Economic development marketing and attraction is not just selling business sites or attracting businesses, it is a means of promoting the community as a viable location for economic activity. Marketing techniques to reach targeted audience and attract potential investors could include advertising (e.g., electronic media, mailings, catalogs, magazine or news inserts or supplements, directories, billboards, broadcasts (radio, television commercials, online advertising)); publicity (e.g., press kits, public official speeches, news releases, public relations); promotional materials (e.g., trade exhibits, economic development newsletters, slide and video presentations, brochures, fact books, websites); direct mail (e.g., letters, e-mail, postcards, brochures); personal selling (e.g., trade fairs, trade shows, business envoys, events); email (e.g., electronic newsletters, event invitations, announcements, links to your website for prospects); social media (e.g., Facebook LinkedIn)</p>	
	<b>Performance Measure Targets</b>  <b>(A)</b>  <b>FY19</b>  <b>July 1, 2018 - June 30, 2019</b>
<ul style="list-style-type: none"> <li>Number of businesses contacts initiated, site selector contacts initiated and trade shows attended.</li> </ul> <p>Definition: The contacts should be unique or first-time contacts during the grant year. Follow-up or repeat contacts throughout the year should not be included in the count. Web site hits should not be included in the count.</p>	4
<ul style="list-style-type: none"> <li>Current Marketing Outline with work items and timelines on file? Enter a "1" for FY19. Please provide Commerce with a copy of your Marketing Outline</li> </ul>	1

**Amendment**

<b>2. BUSINESS RETENTION &amp; EXPANSION ACTIVITIES:</b>	
<p><b>Retention &amp; Expansion</b> — Businesses retention and expansion (BRE) is a core program of any economic development plan. These programs are designed to 1) retain or keep existing businesses in the community; and 2) provide assistance for businesses to expand. Retention and expansion programs can be implemented at the local, regional and state levels in a variety of ways. Some programs might focus on central business districts in downtown areas or on the commercial and industrial areas where many small and medium-sized firms comprise a large portion of the employment base. Other may focus on allocating resources to support specific industry or channeling resources to support economic diversification strategies.</p>	
	<b>Performance Measure Targets</b>  <b>(A)</b> <b>FY 19</b>  <b>July 1, 2018</b> <b>June 30, 2019</b>
<ul style="list-style-type: none"> <li>• Number of outreach interactions initiated with existing businesses such as phone calls, site visits, or surveys</li> </ul>	10
<ul style="list-style-type: none"> <li>• Number of follow-up interactions initiated with existing businesses</li> </ul>	5
<b>3. BUSINESS ASSISTANCE</b>	
<p><b>Business Assistance (including start-ups)</b> Small and emerging businesses generate wealth and provide significant source of employment in today's high technology global economy. They stimulate job creations, develop crucial innovations in both products and services, and diversify the economic base. It is critical that communities' economic development strategies dedicate resources to developing and promoting new business start-ups and establishing effective support systems so these new businesses can grow successfully. A community that meets the needs of its entrepreneurs increases its chances of job growth within small businesses, and those gains translate into a more vibrant community.</p>	
	<b>Performance Measure Targets</b>  <b>(A)</b> <b>FY 19</b>  <b>July 1, 2018</b> <b>June 30, 2019</b>
<ul style="list-style-type: none"> <li>• Number of businesses requesting assistance</li> </ul>	6
<ul style="list-style-type: none"> <li>• Number of follow-up interactions with businesses</li> </ul>	4

Amendment

**4. READINESS & CAPACITY BUILDING**

**Readiness & Capacity Building** The purpose of readiness and capacity building is to raise the living standards and to improve the quality of life for all citizens in a community. It is a comprehensive initiative to improve all aspects of a community's interdependent human infrastructure, social infrastructure and physical infrastructure. It seeks to build initiatives around shared values, opportunities, problems, threats and concerns. Positive change begins with creating shared vision that can be transformed into reality by goals, objectives and action plans. It encourages leaders to avoid conflicts of interest, seek consensus and disengage from activities that might benefit one group or individual at the expense of others. It also involves consensus building that looks for the best solutions rather than politically expedient or popular. It is directed towards increasing a community's leadership capacity for solving problems. Leaders in community initiatives are shared so that responsibility and commitments are encouraged among broad base of the population. Leaders work to transform their communities for the better and inspire others to do the same. It is an educational process that helps citizen to understand the economic, social, political, environmental and psychological aspects of various solutions. Readiness and capacity building is focused on action that improves communities by transforming learning into performance.

**Performance Measure Targets**  
**(A)**  
**FY19**  
**July 1, 2018**  
**June 30, 2019**

- Number of engagements with other organization and local governments to increase community assets/capacity

Definition: This counts meetings, events, and contacts with other groups and individuals where the purpose is to increase the community's ability to grow and prosper economically.

14

- Number of activities involved in within the community

Definition: This counts fairs, parades, global entrepreneur week, business plan competitions, farmer's markets, seminars, and other structured activities involving the community in which the ADO is involved in planning, organizing sponsoring or co-sponsoring.

8

Amendment

TABLE C ADO – Metrics FY19 – July 1, 2018 – June 30, 2019
County: Garfield
ADO Name: Southwest Washington Economic Development Association (SEWEDA)
Metrics – Results Washington and/or Legislative Reporting via Salesforce ADO Portal
The ADO will identify and describe projects and business in the Sales Force ADO portal. The portal will have selections to define the type of business (e.g. recruitment, retention, expansion, start-ups) Commerce will tally totals to report aggregate metrics for the following: <ul style="list-style-type: none"><li>• Number of businesses sited, retained, expanded, or startups</li><li>• Number of jobs created</li><li>• Number of jobs retained</li><li>• Amount of investment generated</li><li>• Average annual wage of created jobs (in dollars)</li><li>• Amount of new state tax dollars generated</li></ul>

Amendment

Business Plan

TABLE A ADO Business Plan Reporting Obligations FY19
County: Whitman
ADO Name: Southwest Washington Economic Development Association (SEWEDA)
1) Direct assistance, including business planning, to companies throughout the county who need support to stay in business, expand, or relocate to Washington from out of state or other countries. Assistance must comply with business recruitment and retention protocols established in RCW 43.330.062, and includes:  <b>Working with the appropriate partners</b> throughout the county including, but not limited to, local governments, workforce development councils, port districts, community and technical colleges and higher education institutions, export assistance providers, impact Washington, the Washington state quality award council, small business assistance programs, innovation partnership zones, and other federal, state, and local programs to facilitate the alignment of planning efforts and the seamless delivery of business support services within the entire county  <i>Describe how you plan to facilitate the alignment of planning efforts and the delivery of business support services within the entire county.</i>  <i>Planning efforts are accomplished through the association with the regional economic development district. The alignment of planning efforts and the delivery of business support services within Whitman County will be done by working and partnering with a variety of local entities. These partnerships include local governments (both general and Special districts), Washington State University, Small Business Development Action Centers, Palouse Knowledge Corridor, Port of Whitman, Whitman County Library District, and small town local entities such as Pullman and Colfax Downtown Associations. Alignment is created through the SEWEDA annual work plan development, through the SEWEDA Regional Board and the strategic planning activities it undertakes, and through daily interactions with stakeholder groups throughout the County.</i>
<b>Providing information</b> on state and local permitting processes, tax issues, export assistance, and other essential information for operating, expanding, or locating a business in Washington.  <i>Describe how you provide this information</i>  <i>Provide information to businesses or potential businesses by referring to professionals in the field and state websites/local government on permits, taxes, and tax credits. Direct businesses to County planning office, and with the Small-Business Development Centers office to technical assistance. Information is provided to the client business through one-on-one interactions in a confidential manner.</i>

## Amendment

**Marketing Washington and local areas** as excellent locations to expand or relocate a business and positioning Washington as a globally competitive place to grow business, which may include developing and executing regional plans to attract companies from out of state.

*Describe how you will market Washington and local areas to expand or relocate businesses and positioning Washington as a globally competitive place to grow business. Please provide Commerce with a copy of your Marketing Outline.*

*Market Washington by listing opportunities within our region as well as large and small businesses that already exist and are thriving here. The Whitman County ADO responds in a timely manner to Dept of Commerce business recruitment leads as they apply. SEWEDA staff maintains a website with information regarding the opportunities for out-of-state businesses. The Whitman County ADO works to develop promotional materials for specialized projects with partners including the Inland Northwest Economic Alliance, the Palouse Knowledge Corridor, the Whitman County Food Coalition, and our own promotional materials including Cup O' Joe on the Palouse. Cup O' Joe helps drive individuals seeking business assistance to the ADO once a month.*

### **Working with businesses on site location and selection assistance**

*Describe how you will work with businesses on site location and selection assistance.*

*The Whitman County ADO works with partners, including afore mentioned agencies and organizations and developers, commercial real estate professionals and financial institutions to access site readiness and make information available to businesses.*

**Providing business retention and expansion services throughout the county:** Such services must include, but are not limited to, business outreach and monitoring efforts to identify and address challenges and opportunities faced by businesses, assistance to trade impacted businesses in applying for grants from the federal trade adjustment assistance for firms program, and the provision of information to businesses on:

- Resources available for microenterprise development.
- Resources available on the revitalization of commercial districts;
- The opportunity to maintain jobs through shared work programs authorized under chapter 50.60 RCW

*Describe how you will provide business retention and expansion services throughout the county*

*The Whitman County ADO will outreach to businesses and communities through:*

- 1. Site Visits-- visiting businesses and holding discussions regarding needs and issues faced by the business that we might be able to assist.*
- 2. Holding educational programs with topics of interest for businesses regarding topics such as: workforce, tax incentives, Business finance, marketing, website development and social media.*
- 3. We work with peer organizations for major outreach programs such as Federal Trade adjustment assistance.*
- 4. Direct one-on-one business assistance, utilizing the 'tool kit' the State offers. Tying start-ups and small businesses to local, regional, and statewide resources, especially workforce programs.*

**Amendment**

**Participating in economic development system-wide discussions** regarding gaps in business start-up assistance in Washington;

*Describe how you will address gaps in business start-up assistance.*

*Whitman County plays a lead role in initiatives and partnerships that focus on issues relative to business start-ups and entrepreneurial growth; staff is on the Palouse Knowledge Corridor Board, which produces business showcases. We are active member of the Inland Northwest Economic Alliance. The Whitman County AD offers start-ups opportunities and alternatives for funding, including fund local initiatives, regional, statewide, and national small-business loan funds. We provide resources to the SBDC for counseling and technical assistance.*

**Providing or facilitating the provision of export assistance** through workshops or one-on-one assistance.

*Describe how you will facilitate export assistance.*

*Export assistance to individual businesses is facilitated on a case-by-case basis, with assistance from the State's International Marketing Programs, and through partnership with WSU, which plans value-added agriculture presence at trade shows in Asia. Partner with our local SBA office for export assistance and guidance for clients.*

**2. Support for regional economic research and regional planning efforts to implement target industry sector strategies and other economic development strategies, including cluster-based strategies. Research and planning efforts should support increased living standards and increased foreign direct investment, and be aligned with the statewide economic development strategy. Regional associate development organizations retain their independence to address local concerns and goals. Activities include:**

**Participating with the state board for community and technical colleges as created in RCW 28B.50.050, and any community and technical colleges** in the coordination of the job skills training program and the customized training program within its region.

*Describe how you will participate with the SBCTC and any community technical colleges regarding job skills and customized training programs.*

*Whitman County residents and businesses benefit from the services and programming at Walla Walla Community College in nearby Asotin County, including job skills training within the workforce development/entrepreneur center. The ADQ participates in I corps program at WSU, and directs entrepreneurs in business plan competitions. Partner with local college and or high school programs with job training opportunities within the county.*

**Participate in development of a countywide economic development plan** in conjunction with other governmental jurisdictions and institutions.

*Describe how your economic development plan compliments other governmental jurisdictions and institutions.*

*Within SEWEDA, we interconnect with the Regional Economic Development District, so we develop Countywide plans based on the CEDS (Comprehensive Economic Development Strategy) which encompasses the input of all Countywide stakeholders from both the private and public sectors. Public outreaches are made to codify the infrastructure needs and planned projects as well as reviewing the strategies to use to reach the goals developed.*

*The Whitman County economic development plan compliments other governmental jurisdictions and institutions by aligning with the already established and newly written comprehensive plans of City of Pullman, Downtown Associations*

**Amendment**

*In Colfax and Pullman, and Chambers of Commerce by participating in the creation of their economic development plans. Being active in the local governmental groups is important and helps us be as county wide as possible when planning for economic development and having the same goals and strengthens our support system.*

**Amendment**

<b>TABLE B</b> <b>ADO – Performance Measures Targets</b> <b>FY19 – July 1, 2018 – June 30, 2019</b>	
County: Whitman	
ADO Name: Southwest Washington Economic Development Association (SEWEDA)	
<b>1. RECRUITMENT &amp; MARKETING ACTIVITIES</b>	
<p><b>Recruitment &amp; Marketing</b> — Business attraction (recruitment and marketing) is a means of contributing to the economic vitality of the community to enhance and diversify the local tax base, to increase the number of jobs available to residents in the community, and to improve the local quality of life. For communities to maintain and boost their economic vitality, they must persuade businesses or investors to locate, expand or remain in the area rather than in a competing location. Economic development marketing and attraction is not just selling business sites or attracting businesses, it is a means of promoting the community as a viable location for economic activity. Marketing techniques to reach targeted audience and attract potential investors could include advertising (e.g., electronic media, mailings, catalogs, magazine or news inserts or supplements, directories, billboards, broadcasts (radio, television commercials, online advertising)); publicity (e.g., press kits, public official speeches, news releases, public relations); promotional materials (e.g., trade exhibits, economic development newsletters, slide and video presentations, brochures, fact books, websites); direct mail (e.g., letters, e-mail, postcards, brochures); personal selling (e.g., trade fairs, trade shows, business envoys, events); email (e.g., electronic newsletters, event invitations, announcements, links to your website for prospects); social media (e.g., Facebook LinkedIn)</p>	
	<b>Performance Measure Targets</b>  <b>(A)</b>  <b>FY19</b>  <b>July 1, 2018</b> <b>June 30, 2019</b>
<ul style="list-style-type: none"> <li>Number of businesses contacts initiated, site selector contacts initiated and trade shows attended</li> </ul> <p>Definition: The contacts should be unique or first-time contacts during the grant year. Follow-up or repeat contacts throughout the year should not be included in the count. Web site hits should not be included in the count.</p>	9
<ul style="list-style-type: none"> <li>Current Marketing Outline with work items and timelines on file? Enter a "1" for FY19 Please provide Commerce with a copy of your Marketing Outline</li> </ul>	1

**Amendment**

**2. BUSINESS RETENTION & EXPANSION ACTIVITIES**

**Retention & Expansion** — Businesses retention and expansion (BRE) is a core program of any economic development plan. These programs are designed to 1) retain or keep existing businesses in the community, and 2) provide assistance for businesses to expand. Retention and expansion programs can be implemented at the local, regional and state levels in a variety of ways. Some programs might focus on central business districts in downtown areas or on the commercial and industrial areas where many small and medium-sized firms comprise a large portion of the employment base. Other may focus on allocating resources to support specific industry or channeling resources to support economic diversification strategies.

	Performance Measure Targets  (A) FY 19 July 1, 2018 June 30, 2019
<ul style="list-style-type: none"> <li>• Number of outreach interactions initiated with existing businesses such as phone calls, site visits, or surveys</li> </ul>	19
<ul style="list-style-type: none"> <li>• Number of follow-up interactions initiated with existing businesses</li> </ul>	11

**3. BUSINESS ASSISTANCE**

**Business Assistance (including start-ups)** Small and emerging businesses generate wealth and provide significant source of employment in today's high technology global economy. They stimulate job creations, develop crucial innovations in both products and services, and diversify the economic base. It is critical that communities' economic development strategies dedicate resources to developing and promoting new business start-ups and establishing effective support systems so these new businesses can grow successfully. A community that meets the needs of its entrepreneurs increases its chances of job growth within small businesses; and those gains translate into a more vibrant community.

	Performance Measure Targets  (A) FY 19 July 1, 2018 June 30, 2019
<ul style="list-style-type: none"> <li>• Number of businesses requesting assistance</li> </ul>	12
<ul style="list-style-type: none"> <li>• Number of follow-up interactions with businesses</li> </ul>	8

Amendment

**4. READINESS & CAPACITY BUILDING**

**Readiness & Capacity Building** The purpose of readiness and capacity building is to raise the living standards and to improve the quality of life for all citizens in a community. It is a comprehensive initiative to improve all aspects of a community's interdependent human infrastructure, social infrastructure and physical infrastructure. It seeks to build initiatives around shared values, opportunities, problems, threats and concerns. Positive change begins with creating shared vision that can be transformed into reality by goals, objectives and action plans. It encourages leaders to avoid conflicts of interest, seek consensus and disengage from activities that might benefit one group or individual at the expense of others. It also involves consensus building that looks for the best solutions rather than politically expedient or popular. It is directed towards increasing a community's leadership capacity for solving problems. Leaders in community initiatives are shared so that responsibility and commitments are encouraged among broad base of the population. Leaders work to transform their communities for the better and inspire others to do the same. It is an educational process that helps citizen to understand the economic, social, political, environmental and psychological aspects of various solutions. Readiness and capacity building is focused on action that improves communities by transforming learning into performance.

**Performance Measure Targets**  
**(A)**  
**FY19**  
**July 1, 2018**  
**June 30, 2019**

- Number of engagements with other organization and local governments to increase community assets/capacity

Definition: This counts meetings, events, and contacts with other groups and individuals where the purpose is to increase the community's ability to grow and prosper economically.

14

- Number of activities involved in within the community

Definition: This counts fairs, parades, global entrepreneur week, business plan competitions, farmer's markets, seminars, and other structured activities involving the community in which the ADO is involved in planning, organizing sponsoring or co-sponsoring.

12

Amendment

TABLE C ADO – Metrics FY19 – July 1, 2018 – June 30, 2019	
County:	Whitman
ADO Name:	Southwest Washington Economic Development Association (SEWEDA)
Metrics – Results Washington and/or Legislative Reporting via Salesforce ADO Portal	
The ADO will identify and describe projects and business in the Sales Force ADO portal.	
The portal will have selections to define the type of business (e.g. recruitment, retention, expansion, start-ups)	
Commerce will tally totals to report aggregate metrics for the following:	
<ul style="list-style-type: none"><li>• Number of businesses sited, retained, expanded, or startups</li><li>• Number of jobs created</li><li>• Number of jobs retained</li><li>• Amount of investment generated</li><li>• Average annual wage of created jobs (in dollars)</li><li>• Amount of new state tax dollars generated</li></ul>	

**Amendment**

**Attachment B: Budget**

Grant Recipient: Southeast Washington Economic Development Association

	FY 19
Asotin County Award	\$35,000
Garfield County Award	35,000
Whitman County Award	41,634
<b>Total Commerce Award</b>	<b>\$111,634</b>

1. Projected Expenditures of COMMERCE Funds:

	FY19 Amount
a. Personnel	\$80,000
b. Contracted Services	0
c. Project Related Expenses	27,634
d. Travel	4,000
e. Other	0
<b>TOTAL COMMERCE AWARD</b>	<b>\$111,634</b>

2. Budget Summary:

	FY18 Award	FY19 Amended Award	Total FY18 / FY19
COMMERCE Funds	\$111,634	\$111,634	\$223,268
Local Match Required – Asotin County	11,893	11,893	23,786
Local Match Required – Garfield County	1,246	1,246	2,492
Local Match Required – Whitman County	24,627	24,627	49,254
<b>Total Budget</b>	<b>\$149,400</b>	<b>\$149,400</b>	<b>\$298,800</b>

3. Estimated Quarterly Draw:

	Quarter	FY19
a.	First: July-Sept	\$27,908.50
b.	Second: Oct-Dec	27,908.50
c.	Third: Jan-March	27,908.50
d.	Fourth: Apr-June	27,908.50
	<b>TOTAL</b>	<b>\$111,634.00</b>

2. Special Budget Provisions:

- A. As a condition of receiving funds under this GRANT, the GRANTEE agrees to document at least \$37,766 for fiscal year 2019 in matching resources. These matching funds shall be used exclusively to perform the work described in Attachment "A" to this GRANT.

### **Amendment**

- B. The total amount of transfers of funds between line item budget categories shall not exceed twenty (20) percent of the total budget. If the cumulative amount of these transfers exceeds or is expected to exceed twenty (20) percent, the total budget shall be subject to justification and negotiation of a GRANT amendment by the GRANTEE and COMMERCE.
- C. A sum of ten (10) percent of funds shall be withheld until activities and final products defined in Attachment "A" have been successfully completed by the GRANTEE and accepted fully by COMMERCE.

SPECIAL AWARD CONDITIONS  
U.S. DEPARTMENT OF COMMERCE  
Economic Development Administration (EDA)

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**Partnership Planning Assistance Program**

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**Project Title:** Economic Development Support for Planning organizations

**Recipient Name:** Southeast Washington Economic  
Development Association

**Project Number:**  
**ED17SEA3020015**

1. This EDA Award supports the work described in the approved final scope of work, which is incorporated by reference into this Award, as the *Authorized Scope of Work*. All work on this project should be consistent with this *Authorized Scope of Work*, unless the Grants Officer has authorized a modification of the scope of work in writing through an amendment memorialized through execution of a Form CD-451.

The *Authorized Scope of Work* for this project includes: SEE Scope of Work attached to the CD-450

2. The Recipient Contact's name, title, address, and telephone number are:

Ms. Dawn Smith Southeast Washington Economic Development Association Tel: 509-751-9144	Executive Director 845 Port Way Clarkston, WA 99403-0619
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Email: [dawns@seweda.org](mailto:dawns@seweda.org)

3. The Grants Officer is authorized to award, amend, suspend, and terminate financial assistance awards. The Grants Officer is:

A. Leonard Smith Regional Director Tel: 206-220-7660 Fax: 206-220-7669	Economic Development Administration Seattle Regional Office Jackson Federal Building, Suite 1890 915 Second Avenue
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4. The Federal Program Officer (Area Director) oversees the programmatic aspects of this Award. The Federal Program Officer is:

Maiea Sellers, Area Director Seattle Regional Office Tel: 206-220-7665 Fax: 206-220-7669 Email: msellers@eda.gov	Economic Development Administration Jackson Federal Building, Suite 1890 915 Second Avenue Seattle, WA 98174
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5. The EDA Project Officer is responsible for day-to-day administration and liaison with the Recipient and receives all reports and payment requests. The Project Officer is:

Sharon Metiva, Economic Development Specialist Tel: 206-220-7691 FAX:206-220-7669 Email: smetiva@eda.gov	Economic Development Administration Jackson Federal Building, Suite 1890 915 Second Avenue Seattle, WA 98174
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6. **ADDITIONAL INCLUDED DOCUMENTS:**

In addition to the regulations, documents, or authorities incorporated by reference on the Financial Assistance Award form (Form CD-450) the following additional documents are included with and considered to be part of the Award's terms and conditions:

- A Recipient's final completed Application (this item not enclosed in this Award package); and
- Instructions on how to enroll and access funds in ASAP (if applicable).

Should there be a discrepancy among these documents the Special Award Conditions (this document) and associated attachments hereto shall control.

7. **PROJECT DEVELOPMENT TIME SCHEDULE:** The Recipient agrees to the following Project development time schedule:

Time allowed in Financial Assistance Award after EDA Award date:

Return of Executed Financial Assistance Award.....Due no later than 30 calendar days  
 after receipt of Form CD-450/451  
 Annual CEDS Update and Performance Report.....April 30, 2019  
 (Submitted in Grants Online with the Comprehensive Final Report)  
 Authorized Award End Date..... March 31, 2019  
 Submission of Final Financial Document (SF-425) ...Due no later than 90 calendar days  
 after Award End Date

The Recipient shall diligently pursue the development of the Project so as to ensure completion within this time schedule. Moreover, the Recipient shall promptly notify EDA in writing of any event that could substantially delay meeting any of the proscribed time limits for the Project as set forth above. The Recipient further acknowledges that failure to meet the development time schedule may result in EDA's taking action to terminate the Award in accordance with the regulations.

**8. PROJECT REPORTING AND FINANCIAL DISBURSEMENTS INSTRUCTIONS:**

**A. AWARD DISBURSEMENTS: Reimbursement:** EDA will make Award payments using the Department of Treasury's Automated Standard Application for Payments (ASAP) system. The Recipient is required to furnish documentation as required by ASAP including but not limited to Recipient and Requestor Identification Numbers. Complete information concerning the ASAP system may be obtained by visiting [www.fms.treas.gov/asap](http://www.fms.treas.gov/asap).

In order to receive payments, Recipients must draw down funds from the Automated Standard Application for Payment (ASAP) in accordance with the schedule and amounts outlined below:

<b>Period</b>	<b>Amount</b>
April 1, 2018- June 30, 2018	\$18,750
July 1, 2018 – September 30, 2018	\$18,750
October 1, 2018 – December 31, 2018	\$18,750
January 1, 2019 – March 31, 2019	\$18,750

Please note that prior to the initial disbursement, Recipients must complete the attached Form SF-3881, "*ACH Vendor/Miscellaneous Payment Enrollment Form*" is submit it to NOAA's Accounting Office by FAX to 301-528-3675 (*FAX is required to secure confidentiality of sensitive information*). The form must be completed by the respective parties (EDA, Recipient Bank, and Recipient) at the start of each new award.

EDA retains the right to change Recipients from Advance to Reimbursement or Agency Review status if the Grants Officer deems it necessary or prudent to ensure successful monitoring of Federal funds and protect the Federal interest. In such cases, Recipients can be required to submit a complete Form SF-270, "*Request for Reimbursement*" for the applicable period electronically to the Project Officer, who will review and process the request.

**B. REPORTS:**

a. *Project Progress Reports*: The Recipient agrees to provide the Project Officer with project reports as outlined in the table below

Report Name	Report Due to EDA Project Officer
Annual CEDS Update <i>Performance Report</i>	<i>April 30, 2019</i>
<i>5 year CEDS Revision (2018-2022)</i>	April 30, 2023

- b. Financial Reports: The Recipient shall submit a “Financial Status Report” (Form SF-425) on a semi-annual basis for the periods ending **March 31** and **September 30**, or any portion thereof, for the entire project period. Form SF-425 (and instructions for completing this form) is available at:  
[http://www.whitehouse.gov/omb/grants/grants\\_forms.html](http://www.whitehouse.gov/omb/grants/grants_forms.html).

A final Form SF-425 must be submitted no more than 90 calendar days after the expiration date of the Award (e.g., the Award end date specified on the Form CD-450 or Form CD-451). Final financial reports should follow the guidance outlined by the form instructions for submitting mid-term financial reports, but should ensure that all fields accurately reflect the total outlays for the entire project period, and that all matching and program income (if applicable) is fully reported. Final grant rate and determinations of final balances owed to the government will be determined by the information on the final Form SF-425, so it is imperative that this final financial form is submitted in a timely and accurate manner.

- c. Complete Comprehensive Economic Development Strategy (CEDS) Document or Annual Update: The Recipient shall submit, each year, either a revised CEDS or a CEDS Annual Performance Report, as required. After five years from EDA approval of the full CEDS, the Recipient must submit a new 5-year CEDS reflecting current regional priorities and data.

9. **ALLOWABLE COSTS AND AUTHORIZED BUDGET:** Total allowable costs will be determined at the conclusion of the award period in accordance with the administrative authorities applicable pursuant to the *Financial Assistance Award* (Form CD-450), including the applicable *Cost Principles* and *Uniform Administrative Requirements*, after Final Financial Documents are submitted.

Line Item Budget:

- A. Under the terms of the Award, the total approved/authorized budget is:

Federal Share (EDA)	\$75,000
Non-Federal Matching Share	\$75,000
Total Project Cost	\$150,000

B. Under the terms of this Award, the total approved line item budget is: – enter line item budget here-

Direct Charges:	
Personnel	\$90,000
Fringe Benefits	\$25,200
Travel	\$9,500
Equipment	\$0
Supplies	\$3,150
Contractual	\$0
Other	\$22,150
Total Direct Charges	\$150,000
Indirect Charges	\$0
Grand Total	\$150,000

10. **FEDERAL SHARE:** The EDA participation in total eligible project costs will be limited to the EDA grant amount or the EDA share of total allowable project costs, based on the area's grant rate eligibility at the time of award, whichever is less.
11. **MATCHING SHARE:** The Recipient agrees to provide the Recipient's non-Federal Matching Share contribution for eligible project expenses in proportion to the Federal share requested for such project expenses. The Recipient also certifies that, in accepting the Financial Assistance Award, the Recipient's Matching Share of the project costs is committed and unencumbered, from authorized sources, and shall be available as needed for the project.
12. **REFUND CHECKS, INTEREST, OR UNUSED FUNDS:** Treasury has given the EDA two options for having payments deposited to EDA's account:
  - i. The first one is Pay.Gov. This option allows the payee to pay EDA through the Internet. The payee will have the option to make a one-time payment or to set up an account to make regular payments.
  - ii. The second option is Paper Check conversion. All checks must identify on their face the name of the DOC agency funding the award, award number, and no more than a two-word description to identify the reason for the refund or check. A copy of the check should be provided to the EDA Project Officer.

This option allows the payee to send a check to NOAA's Accounting Office, who processes EDA's accounting functions at the following address:

U.S. Department of Commerce,  
National Oceanic and Atmospheric Administration,  
Finance Office, AOD, EDA Grants  
20020 Century Boulevard,  
Germantown, MD 20874

The accounting staff will scan the checks in to an encrypted file and transfer to the Federal Reserve Bank, where the funds will be deposited in EDA's account. While this process will not be an issue with most payees, there are occasionally issues for entities remitting funds to EDA via check. If you are remitting funds to EDA via check, please make note of the following:

- If a check is sent to EDA, it will be converted into an electronic funds transfer by copying the check and using the account information to electronically debit your account for the amount of the check. The debit from your account will usually occur within 24 hours and will appear on your regular account statement.
- EDA will not return your original check; the original will be destroyed and a copy will be maintained in our office. If the Electronic Funds Transfer (EFT) cannot be processed for technical reasons, the copy will be processed in place of the original check. If the EFT cannot be completed because of insufficient funds, EDA will charge you a one-time fee of \$25.00, which will be collected by EFT.

13. **PLANNING COORDINATION:** In keeping with regional economic development principles, Recipients should coordinate economic development planning and implementation projects with other economic development organizations affecting the area, especially EDA-funded recipients such as State and Urban planning grantees, adjoining Economic Development Districts (EDDs) and Indian Tribes, and University Centers (UCs).
14. **PROCUREMENT:** The Recipient agrees that all procurement transactions shall be in accordance with Department of Commerce adopted Regulations at 2 C.F.R. part 200 and the EDA regulations contained in 13 C.F.R. Chapter III, particularly 13 C.F.R. part 305 and 13 C.F.R. 302.17 ("Conflicts of Interest").
15. **NONRELOCATION:** In signing this award of financial assistance, Recipient(s) attests that EDA funding is not intended by the Recipient to assist its efforts to induce the relocation, or the movement of existing jobs from one region to another region in competition with those jobs. In the event that EDA determines that its assistance was used

for such purposes, EDA retains the right to pursue appropriate enforcement action in accord with the Standard Terms and Conditions of the Award, including suspension of disbursements and termination of the award for convenience or cause, which may include the establishment of a debt requiring the Recipient to reimburse EDA.

16. **PERFORMANCE MEASURES:** The Recipient agrees to report on program performance measures and program outcomes in such a form and at such intervals as may be prescribed by EDA in compliance with the Government Performance and Results Act (GPRA) of 1993, and the Government Performance and Results Modernization Act of 2010. Recipients are to retain sufficient documentation so that they can submit these required reports. Failure to submit this required report can adversely impact the ability of the Recipient to secure future funding from EDA.

Performance measures and reporting requirements that apply to program activities funded by this investment will be provided in a separate GPRA information collection document. EDA staff will contact Recipients in writing within a reasonable period prior to the time of submission of the reports with information on how this data should be submitted.

17. **STAFFING CHANGES:** In the event of a change in the professional staff positions funded with the EDA grant, the Recipient shall provide the name of the individual selected to fill the position to the Project Officer and a copy of his or her resume within thirty (30) business days of the selection.
18. **MULTI-YEAR AWARD:** The project period and budget(s) incorporated into this award cover a 3 -year period for a total amount of \$225,000 in Federal funds. However, Federal funding available at this time is limited to \$75,000 awarded on the CD 450/451 for this funding period. Receipt of any prospective funding is contingent upon the availability of funds from Congress, satisfactory performance, continued relevance to program objectives, and will be at the sole discretion of the Department of Commerce. The Department of Commerce is not liable for any obligations, expenditures, or commitments which involve any amount in excess of the Federal amount presently available. The Recipient will be responsible for any and all termination costs it may incur should prospective funding not become available. No legal liability will exist or result on the part of the Federal Government for payment of any portion of the remaining funds which have not been made available under the award. Notifications affecting funding or notice of non-availability of additional funding for prospective years will be made only by the Grants Officer. The amendment to obligate prospective funding available shall be made on Form CD-451, "Amendment to Financial Assistance Award," if at all possible prior to the expiration of each year's activities.

The project period for this action is April 1, 2017 through March 31, 2020  
The funding period for this award is April 1, 2018 through March 31, 2019.  
The funding period may be extended through March 31, 2020.

19. **REAFFIRMATION OF APPLICATION:** Recipient(s) acknowledges that Recipient's application for this Award may have been submitted to the Government and signed by Recipient(s), or by an authorized representative of Recipient, electronically. Regardless of the means by which Recipient(s) submitted its application to the Government or whether Recipient or an authorized representative of Recipient submitted its application to the Government, the Recipient(s) hereby reaffirms and states that:

- i. all data in said application and documents submitted with the application are true and correct as of the date of this Award and were true and correct as of the date of said submission.
- ii. said application was, as of the date of this Award and as of the date of said application, duly authorized as required by local law by the governing body of the Recipient(s) and
- iii. Recipient confirms that it will comply with the Assurances and Certifications submitted with or attached to said application. The term "application" includes all documentation and any information provided to the Government as part of, and in furtherance to, the request for funding, including submissions made in response to information requested by the Government after submission of the initial application.

**20. REPORTING OF MATTERS RELATED TO RECIPIENT INTEGRITY AND PERFORMANCE**

*A. General Reporting Requirement*

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph B of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

*B. Proceedings About Which You Must Report*

Submit the information required about each proceeding that:

1. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
2. Reached its final disposition during the most recent five-year period; and
3. Is one of the following:

(a) A criminal proceeding that resulted in a conviction, as defined in paragraph E of this award term and condition;

(b) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;

(c) An administrative proceeding, as defined in paragraph E. of this award term and condition, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or

(d) Any other criminal, civil, or administrative proceeding if:

(i) It could have led to an outcome described in paragraph B.3. (a), (b), or (c) of this award term and condition;

(ii) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and

(iii) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

#### *C. Reporting Procedures*

Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph B of this award term and condition. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.

#### *D. Reporting Frequency*

During any period of time when you are subject to the requirement in paragraph A of this award term and condition, you must report proceedings information through SAM for the most recent five-year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 must disclose semiannually any

information about the criminal, civil, and administrative proceedings.

*E. Definitions*

For purposes of this award term and condition:

1. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

2. Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.

3. Total value of currently active grants, cooperative agreements, and procurement contracts includes—

(a) Only the Federal share of the funding under any Federal award with a recipient cost share or match; and

(b) The value of all expected funding increments under a Federal award and options, even if not yet exercised.