



**MEDA EDA CALL MINUTES**  
**APRIL 30, 2014; 10:30 a.m. MST**  
**712-432-0175 / Pin 217279**

**Attendees:** Paul Tuss, Bear Paw Development Corp.; Mike Hedegaard, NRMEDD; Luke Walawander, Beartooth RC&D; Pam Haxby-Cote, Headwaters RC&D; Jason Rittal, Eastern Plains EDC; Sarah Converse, Sweetgrass Development; Brian Obert, MBAC; Jodi Duncan, EDA; Kathie Bailey, Snowy Mountain Development Corp.; and Martin DeWitt, Great Northern Development Corp.; and Gloria O'Rourke, MEDA.

**1. Opening and Welcome**

Paul Tuss, EDD/CRDC Working Group Chair, welcomed everyone to the call and encouraged discussion throughout the meeting.

**2. Topics for Review – Jodi Duncan, EDA Program Specialist**

Jodi expressed appreciation for the opportunity to visit with everyone and shared information on the following topics:

- a. Reminder of purpose of quarterly calls:
  - i. Provide an open dialog regarding EDA programs.
  - ii. Review current EDA-supported planning grant activity in MT, and the status of applications.
  - iii. Provide an opportunity for questions and discussion.

- b. EDA has redesigned its web site at [www.eda.gov](http://www.eda.gov)

Jodi encouraged everyone to visit the new EDA website. It has been noted that the links are difficult to see in light blue. Jodi encouraged everyone to submit their comments electronically on the site.

- c. EDA HAS a budget for FY 2014 (no more CRs); the DRO Allocation is:

Planning: \$5,795,300  
Short Term Planning: \$197,586  
Local Technical Assistance: \$427,099  
Public Works: \$8,297,347  
Economic Adjustment: \$4,935,402

- d. A new program for FY 2014: Investing in Manufacturing Communities Partnership (IMCP) initiative – Proposals were due April 14, 2014.
- e. Largest-funded EDA program remains to be Public Works (building economic development infrastructure)
- f. Revised EDA CEDS Guidelines are to be issued this summer, date to be determined.  
Jodi will share when the information is available.
- g. Discussion on Statewide CEDS – is Montana going to do one and if so when?  
Paul explained the MEDA Board has discussed it in the past but does not have a current action item to begin. Jodi said the NADO website has examples showcased and Short Term Planning Funding is available from EDA for the project. Jodi said the Statewide CEDS gives a statewide picture so that common efforts are readily identified. It would also identify areas of needs that are not being met by a CEDS area. The document brings a statewide strategy in focus for legislative and policy purposes as well. This idea will be further discussed within MEDA.

h. Other Things to Note:

- i. Please ensure that your quarterly disbursements are being drawn down in ASAP. If funds are not drawn down or quarterly payments are missed, then you must submit a SF-270 request to EDA for the quarter that was skipped.
- ii. The signature of the Executive Director on the SF-424 – A resolution, letter or board meeting minutes approving the Executive Director's signature of application documents must be submitted with every application to EDA each year.
- iii. When resubmitting documents to EDA, please change the name of the file, for instance change the date or include a 1 or 2 at the end of the file name to denote a revised exhibit or attachment.
- iv. Financial Reports (SF-425's) can be sent to EDA electronically as long as they are dated and signed. Hard copies are not necessary.
- v. Make sure if you have questions regarding your EDA budgets, contracts, eligible expenditure of funds, etc. that you ask and inquire with your Project Officer before proceeding. It's always better to ask first than to move forward assuming you are correct and find out later that the expenditure was ineligible.
- vi. EDA has an example budget and time extension template that can be used if and when you might need to request an amendment.
- vii. EDA has requested several districts (Bear Paw, North Central MT, Southeast MT) include a disaster resiliency section addendum to their CEDS this next year. Jason Rittal offered his report as a sample.
- viii. EDA will be conducting a session (update briefing/training/etc.) on Friday, August 22, 2014 from 1:00 p.m. to 5:00 p.m. in Denver prior to the NADO conference.
- ix. EDA will be conducting peer reviews in Denver prior to and after the NADO conference. EDA has already sent out an e-mail to those who need to have a review conducted. The reviews will take place in the morning on Friday, August 22, 2014 and Wednesday, August 27, 2014 from 8-12. If you will be attending the NADO conference and can help be an evaluator, please let Jodi know. It is hoped more Montanan's will attend as the conference is in Denver.

i. Questions and Discussion

- CRDC funds are eligible match for EDA funds. There may be problems with timing, however, as CRDC award funding may not coincide with the EDA match requirements. Kathie Bailey said the problem is with reporting as the state Scope of Work is January 1 – December 31 and EDA's is July 1 to June 30<sup>th</sup>. The CRDC Scope of Work is able to be used in the EDA Planning Grant and as long as all of the details are included in both, EDA won't have a problem. The EDA Scope of Work could be adjusted the following year. Jodi suggested the CRDC program award for six months, then contribute the remaining six months so that it coincides with the EDA year; EDA wants to make it work and is happy to assist. The CRDC/EDD Working Group will visit with MDOC on the issue.
- EDA Regional Position is still vacant with no announcement pending. EDA's intent is to fill the position.

j. Next Conference Call Meeting: August/September 2014