



November 16, 2012

TO: FY 2013 Economic Development Loan and Public Infrastructure Grant Program  
Advisory Committee Members

FROM: Michael A. Hiler, Deputy Chief, Office of Community Development  
*Michael A. Hiler*

SUBJECT: FY 2013 Economic Development Loan and Public Infrastructure Grant Program  
Advisory Committee Meeting Minutes

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On October 2, 2012, from 9:30 a.m. to 12:00 p.m., the FY 2013 Economic Development Loan and Public Infrastructure Grant Program Advisory Committee met at the Creekside Conference and Event Center in Gahanna. The following is a summary of the major topics discussed during the meeting.

#### Introduction

- Michael Kinnering, Office of Community Development (OCD), Economic Development Coordinator, and Michael Novakov, OCD, Community Development Analyst, called the meeting to order at 9:30 a.m.
- Introductions were made, the agenda was reviewed, and the contents of the committee member packets were presented.
- An update was provided on the Ohio Department of Development's transition to the Ohio Development Services Agency (ODSA), effective September 28, 2012. Attendees were informed that the Agency's website has been remodeled in coordination with the transition. The website will continue to be reviewed to ensure all necessary information and documents are available to OCD grantees and stakeholders.

#### Program Update

- Mr. Kinnering provided an overview of the FY 2011 Economic Development Program as well as provided a brief overview of program years 2007 – 2010. In FY 2011, 12 projects were approved totaling \$3,679,000. The 12 projects are expected to leverage \$83.8 million in public and private investment and create and/or retain 560 jobs, 363 or 64.8 percent of which are to be for persons of low- and moderate-income (LMI). For FY 2011, \$3 million had been allocated to the program; additional funds were allocated to the program by using recaptured funds from previous program years.
- Mr. Kinnering also provided a status report on the FY 2012 Economic Development Program. To date, three projects have been approved totaling \$955,000.
- Mr. Novakov next provided a summary of the FY 2011 Economic Development Revolving Loan Fund (RLF) Program. There are 45 projects expected to create and/or retain 283

- jobs approved. A total of \$4.6 million in RLF funds was loaned. Waivers for another \$2.9 in expenditures were approved.
- Mr. Novakov also presented information on the FY 2012 Community Development Program RLF add-on requirement. There are 34 communities with large and/or stagnant balances required to commit approximately \$1.7 million in RLF funds to their Community Development Program allocations.

### **Planning Update**

- In the 2013 program year, Mr. Kinninger suggested OCD may consider giving additional scoring consideration to businesses belonging to a JobsOhio targeted industry. Several committee members suggested scoring consideration should not only be given to pre-identified industries; rather, if applicants can indicate how a business fits into a local strategic plan for development, that business should also receive additional scoring consideration.

### **Application Documents and Instructions/Project Review Process and Rating Criteria**

- Mr. Kinninger announced that a new Job Certification template would be used for existing and future grants. While the format and data collected will not change, the new template is expected to clarify what documentation is required and assist grantees with completing the job certification process.
- Mr. Novakov announced that a new RLF Waiver application is available and posted on the OCD website. The new application is a reflection of additional reporting requirements HUD is imposing on OCD for RLF waiver activities.
- Scoring considerations for job quality were also discussed. Committee members suggested that in addition to projected starting salary, OCD should consider the likelihood of employee promotion when evaluating job quality.
- Several grantees expressed interest in electronic submission of the application and a need to make the application available in a more user-friendly format. OCD acknowledged this as a need moving forward and will consider merging the RLF and Economic Development applications into a single document.

### **Policy or Program Issues**

- Pat Beard, JobsOhio Project Manager, provided an update. JobsOhio is also in the process of developing a new website. Some economic development-related documents currently on the ODSA website may transition to the JobsOhio website. OCD and JobsOhio are working together on many projects and, in some cases, OCD is providing language regarding Community Development Block Grant (CDBG) and Governor's Office of Appalachia (GOA) funding for JobsOhio commitment letters.
- Mr. Kinninger noted the Economic Development program has a combined funding allocation with the Residential Public Infrastructure Grant (RPIG) Program for FY 2012. This combined funding allocation is anticipated to continue for FY 2013. OCD will work to use recaptured funds to minimize the chances of funding running out before the program year ends.

- The committee reiterated the need to keep RLF dollars revolving and to ensure frequent activity from all local RLFs. Members proposed for OCD to recapture a portion of local RLF dollars to help ensure funds are being used for economic development activities. A suggestion was also made to allow neighboring RLFs to regionalize and pool resources. OCD will continue investigating the regulatory issues associated with recapture and regionalization of RLFs. Despite the committee agreeing more can be done to increase RLF activity, there was a consensus that required RLF commitments to Formula Allocation Grants have been successful in encouraging communities to spend available RLF dollars.
- Committee members noted that community development staff and economic development staff are frequently housed in separate offices at the local level. When this division exists, additional outreach to economic development staff may be needed to increase RLF activity.
- Due to lower funding levels across all programs, the need to ensure program dollars are only used as gap financing for loan projects is increasingly important. Committee members noted that strong relationships with local banks are critical to ensure private financing is maximized in projects.

#### **Training Needs and Recommendations**

- Mr. Kinninger noted the biennial Community Development Conference will be held at Salt Fork State Park November 7-9, 2012. In addition to a "Lifecycle of Grants" series that will provide training and technical assistance on all compliance areas for administrators, several policy- and program-specific workshops will be available to attendees. Among the classes, Wednesday, November 7, will include an economic development tract that will outline strategies for local economic development, detail available economic development programs in Ohio, and provide training specific to administering the Community Development Block Grant (CDBG) Economic Development Program.

#### **Other Policy or Program Issues**

- There were no additional issues or comments from the attendees.

The FY 2013 Economic Development Program Advisory Committee adjourned at noon.

**Ohio Development Services Agency  
Office of Community Development**

**FY 2013  
Economic Development Loan and Public Infrastructure Grant Program  
Advisory Committee Meeting**

**Creekside Conference and Event Center  
Gahanna, Ohio  
October 2, 2012**

**Attendance List**

<b><u>Name</u></b>	<b><u>Organization</u></b>
Tim Allen	ODSA/OCD
Pat Beard	JobsOhio
Cindy Caskey	Ironton-Lawrence County CAO
Cecilia Castillo	ODSA/OCD
Matt Davis	Maumee Valley Planning Organization
Jared Ebbing	Mercer County
Lauren Falcone	Poggemeyer Design Group
Anthony Forte	HUD
Terri Fetherolf	Vinton County
Linda Hall	Poggemeyer Design Group
William Homka	Hancock Regional Planning Commission
Michelle Hyer	Buckeye Hills Hocking Valley Regional Development District
Michael Kinninger	ODSA/OCD
Ralph Kline	Ironton-Lawrence County CAO
Timothy Leasure	ODSA/OCD
Dennis Miller	Maumee Valley Planning Organization
Michael Norton-Smith	ODSA/OCD
Mary R. Oakley	ODSA/OCD
David J. Pasquariello	ODSA/OCD
Ron Puthoff	Community Development Services, Inc.
Shannon Southworth	ODSA/OCD
Linda Stansbery	City of Upper Sandusky
Jeannette Wierzbicki	Ohio Mid-Eastern Governments Association
Mark Zigmont	Trumbull County Planning Commission