



Executive Committee Meeting
Wednesday, June 7, 2017
4:00 P.M.

MCEDD Office, 515 East Second Street, The Dalles

AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order, Introductions		
Executive Committee Minutes <i>May 2017</i>	5 minutes	Approval
Financial Report	5 minutes	Information
Updated Title VI and LEP Plan	10 minutes	Recommendation
NADO Budget Analysis <i>Recommended Actions, Letters</i>	10 minutes	Action
Executive Director Report	10 minutes	Information
Executive Session per ORS 192.660(e) (Real Property Transactions) <i>Regular Session Reconvened</i>		
Other New Business; Updates from Committee Members		

The meeting location is accessible to persons with disabilities. If you have a disability that requires any special materials, services or assistance, please contact Sherry Bohn at 541-296-2266 (TTY 711) at least 48 hours before the meeting.

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING
WEDNESDAY, APRIL 5, 2017
4:00 p.m.
MCEDD Office and Teleconference

ATTENDANCE:

In Person: Jan Brending, Rod Runyon, Ken Bailey and Eric Proffitt

Teleconference: Bob Hamlin

Absent: Rex Johnston, Judge Gary Thompson, Bob Benton and Bill Schmitt

Staff: Sherry Wickert, Jessica Metta and Amanda Hoey

CALL TO ORDER:

Jan Brending called the meeting to order at 4:03 p.m. A quorum was present.

EXECUTIVE COMMITTEE MINUTES:

Eric Proffitt moved to approve the March 1, 2017 Executive Committee meeting minutes with the correction of Bill Schmitt's name. Ken Bailey seconded the motion. Motion carried unanimously.

FINANCIAL REPORT:

Sherry Wickert reviewed the written financial summary. She also noted that the FY18 budget proposal was made publicly available on March 31. The Budget Committee will meet on April 13, 2017 to review the budget, which will go to the full Board at its June meeting. Amanda Hoey noted this gap in time was to ensure the Budget Committee met prior to her departure for the Marshall Fellowship and to allow time if additional committee meetings were needed.

Ken Bailey moved to approve the financial report as presented. Eric Proffitt seconded the motion. Motion carried unanimously.

Amanda presented an update of the loan program revenue expenses for the 3rd quarter. She noted that \$69,400 in new loans have been funded in this fiscal year. A \$150,000 to Steelhead is expected to close shortly and an additional \$25,000 loan is committed for Dwinell Ales. Additionally, a \$250,000 loan for the Attainable Loan Fund was approved on April 4, 2017. On a positive note, the anticipated shortfall has been reduced to an estimated \$13,400 due to a reduction in expenses. This is a little lower than previously estimated, primarily as a result of lower legal fees and redistribution of staff. She also stated that the lower level of lending in FY17 will impact FY18. She stated that MCEDD has seen an increase in inquiries but they are mostly smaller amounts. Sherry Wickert noted that the Attainable Housing fund has a lower interest rate and processing fees than MCEDD's typical loan funds.

Discussion: Rod Runyon asked how this impacts MCEDD. Amanda Hoey noted that the Attainable Housing loans should require less staffing. Rod Runyon asked how the total amount available to loan is tracked since there are different funds, such as Attainable Housing, OIB, MCEDD. Amanda Hoey noted that the funds are tracked separately, including for the amounts available to loan. Ken Bailey stated that he thought the right decisions were made since our position is as good or better than it was three months ago and it is hard to come back from quick cuts. Jan Brending noted that we will need to carefully review the FY18 budget for long term trends in lending. Ken Bailey stated that the Loan Administration Board has done a good job recently at trying to work with existing loan clients to keep them in our portfolio.

EXECUTIVE DIRECTOR EVALUATION:

Per ORS 192.660 (i) Performance evaluations of public officers and employees, the MCEDD Executive Committee moved into Executive Session at 4:20 p.m.

Regular session was reconvened at 4:39 p.m.

Ken Bailey made a motion to approve Jan Brending to sign the evaluation form for Amanda Hoey, MCEDD Executive Director, with inclusion of the three goals for the Executive Director. Eric Proffitt seconded the motion. Motion carried unanimously.

EXECUTIVE DIRECTOR REPORT:

Amanda Hoey reviewed highlights from her written report including:

- She will be out of the office from April 15-May 22 for the Marshall Memorial Fellowship and she has been working with staff in preparation of her departure. Once Bill Schmitt signs the bank documents, Jessica Metta will be added as an authorized signer to the MCEDD accounts. Authorized Board signers will be called on to sign checks to Amanda Hoey or Jessica Metta and larger checks as required per policy. On contracts, Jan Brending should be able to sign the EDA planning grant agreement which should arrive while Amanda is out of the office, but Amanda may need to first send a letter to EDA denoting that process.
- The Comprehensive Economic Development Strategy (CEDS) is now published and public comment open through May 25, 2017. A PowerPoint and summary documents are available to the Board for outreach. The full Board is anticipated to approve the strategy at its June meeting.
- There is no Executive Committee meeting scheduled in May.
- There may be a few loan and legal issues that arise while she is out and Board signatures may be required.
- A \$150,000 loan to Steelhead Enterprises should close this week or next.
- She provided updates on the visit with David Porter, EDA representatives. David was provided with the draft CEDS to review the document for consistency with EDA requirements. Staff also brought him on a tour of a few projects on the western end of the region the Cascade Locks Flex Building and the Stevenson Wastewater treatment facility. In Hood River he met with a couple of local leaders discussing priority items in the CEDS including housing issues, bridge replacement and workforce with support for Columbia Gorge Community College. The Stevenson project and Columbia Gorge Community College project were the two most likely in line with EDA's funding priorities and staff will be following up.
- The Columbia River Gorge Commission meeting on April 11 will include presentations from Scott Bailey and Dallas Fridley and a discussion about the Commission's role in economic development. Amanda was able to provide comments on a draft staff report to the Commission and can share those if anyone will be attending the April 11 meeting.

ADJOURN: Meeting adjourned at 4:47 p.m.

*Respectfully submitted,
Sherry Wickert, Finance & Operations Manager*



FINANCIAL SUMMARY

FOR: April 2017

April's balance sheet has notable differences, mainly in the distribution between assets. The trend of higher loan fund cash and lower Loans Receivable continues. However, a loan was recently funded for \$150,000 and several others are expected to close soon. The change from the prior year's balance on Accrued Revenue (1205) was due to a \$175,000 loan that closed in May 2016. There was one change in liabilities, which was the decrease in A/P General (2010). The prior year included an invoice that was pending final approval for payment.

The Operations Budget vs. Actual for April report reflects differences in both revenue and expense categories. Revenue categories, such as Federal (4100), State (4200) and Contract Reimbursement (4500) vary from budget due to the billings of special projects. In addition, as noted before, loan fund revenue is down due to fewer new loans made and/or additional (unanticipated) loan repayments made. However, with the lower than anticipated revenue, expenses are also lower than expected. The current loss for MCEDD's loan programs is \$9,218.58 (without the Attainable Housing program's loss of \$2,566.76). Expenses continue to be under budget, due to a variety of factors. Personnel costs are and will likely be under budget due to earlier staff changes and less costs associated with health insurance coverage for staff. Expense categories that include Travel (6110), Supplies (6300), and Communications (6600) are below budget due to fewer costs associated with special projects. Professional Services (6400) which includes costs for legal and filing fees are down due to fewer costs incurred for the loan program. Other Professional Services are significantly down due to costs for special projects. At this point, it is likely that these expenditures will be under budget for this fiscal year.

Respectfully Submitted,

Sherry Wickert
Finance & Operations Manager

Mid-Columbia Economic Development District
Balance Sheet
As of April 30, 2017

	Apr 30, 17	Apr 30, 16
ASSETS		
Current Assets		
Checking/Savings		
1000 · Bank Demand Deposits		
1010 · MCEDD Checking	38,767.88	69,480.57
1015 · MCEDD MM	241,981.49	277,061.92
1020 · IRP		
1021 · IRP - Sherman	75,683.65	72,517.18
1022 · IRP - WA	78,811.31	81,266.19
1020 · IRP - Other	101,747.60	-68,759.32
Total 1020 · IRP	256,242.56	85,024.05
1030 · Loan Funds		
1036 · EDA RLFs	222,294.90	62,585.56
1045 · Reg Strat	128,021.90	162,684.24
1050 · RBEG-OR	58,781.89	33,668.11
1055 · RBEG-WA	95,435.59	42,108.44
1057 · RBEG-KL	126,628.51	96,536.27
1067 · CDBG Microenterprises	66,166.98	41,230.05
Total 1030 · Loan Funds	697,329.77	438,812.67
1031 · Housing RLF	2,000,082.20	2,000,846.62
1070 · National Scenic Fund	1,377,732.12	1,053,101.06
Total 1000 · Bank Demand Deposits	4,612,136.02	3,924,326.89
1100 · CDS		
1121 · IRP Reserve	96,031.33	96,031.33
Total 1100 · CDS	96,031.33	96,031.33
1122 · IRP - DDM Product	581,808.85	349,695.62
1196 · OR Telecom Conference	19,254.17	18,196.01
Total Checking/Savings	5,309,230.37	4,388,249.85
Accounts Receivable		
1202 · Accounts Receivable	83,921.98	77,165.18
Total Accounts Receivable	83,921.98	77,165.18
Other Current Assets		
1200 · Receivables & Accruals		
1205 · Accrued Revenue	4,408.33	179,024.22
1227 · Accrued Loan Interest	31,067.59	19,351.10
1229 · Structured Accts Accr'd Int		
1231 · Unrecorded Structured Accrd Int	-2,419.68	-401.23

Mid-Columbia Economic Development District
Balance Sheet
As of April 30, 2017

	Apr 30, 17	Apr 30, 16
1229 · Structured Accts Accr'd Int - Other	5,735.72	5,551.13
Total 1229 · Structured Accts Accr'd Int	3,316.04	5,149.90
Total 1200 · Receivables & Accruals	38,791.96	203,525.22
1300 · Loans Receivable		
1330 · MCEDD Loans Receivable		
1320 · IRP	1,806,413.60	2,047,100.98
1321 · IRP - Sherman	177,386.17	181,956.37
1322 · IRP - WA	246,282.31	245,010.97
1336 · EDA RLFs	477,014.47	609,278.04
1345 · Reg Strat	42,843.57	9,391.45
1350 · RBEG-OR	243,063.53	261,993.61
1355 · RBEG-WA	0.00	53,436.94
1357 · RBEG-KL/SK	0.00	30,001.69
1367 · CDBG Microenterprises	40,619.18	64,737.61
Total 1330 · MCEDD Loans Receivable	3,033,622.83	3,502,907.66
1370 · OIB Loans Receivable	1,497,101.15	1,802,571.23
Total 1300 · Loans Receivable	4,530,723.98	5,305,478.89
1500 · Allowance for Doubtful Loans		
1520 · IRP Allowance	-118,027.66	-127,089.85
1521 · IRP - SH Co	-10,797.99	-15,000.00
1522 · IRP - WA	-14,476.77	-15,178.13
1536 · EDA RLFs Allowance	-35,290.15	-37,163.51
1545 · Reg Strat Allowance	-2,776.54	-644.83
1555 · RBEG Allowance	-18,584.67	-23,405.81
1567 · CDBG Microenterprises	-2,987.33	-3,171.24
1575 · OIB Allowance	-45,000.00	-45,000.00
Total 1500 · Allowance for Doubtful Loans	-247,941.11	-266,653.37
Total Other Current Assets	4,321,574.83	5,242,350.74
Total Current Assets	9,714,727.18	9,707,765.77
TOTAL ASSETS	<u>9,714,727.18</u>	<u>9,707,765.77</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · A/P General	285.00	4,448.70

Mid-Columbia Economic Development District
Balance Sheet
As of April 30, 2017

	Apr 30, 17	Apr 30, 16
Total Accounts Payable	285.00	4,448.70
Other Current Liabilities		
2030 · Accrued Loan Payment	97,939.92	89,586.31
2035 · Accrued Interest Payable	190.24	488.26
2050 · PTO - Accrued	23,098.99	24,497.84
2070 · Health Insurance Payable	-7,863.07	-8,495.37
2080 · Life & Disability Payable	-357.88	-321.96
2090 · WC SAIF Ins	-158.90	-154.56
2100 · Payroll Liabilities		
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	29.60	40.27
2115 · OR- SUTA Payroll Liabilities - Other	43.22	41.49
Total 2115 · OR- SUTA Payroll Liabilities	72.82	81.76
Total 2120 · State Payroll Liabilities	72.82	81.76
Total 2100 · Payroll Liabilities	72.82	81.76
2800 · Deferred Revenue	13,333.33	13,333.33
Total Other Current Liabilities	126,255.45	119,015.61
Total Current Liabilities	126,540.45	123,464.31
Long Term Liabilities		
2820 · IRP Loan Payable \$1million	514,805.20	551,573.23
2821 · IRP Loan Payable \$600,000	417,520.24	438,485.25
2822 · IRP Loan Payable \$750,000	600,226.72	625,806.66
2823 · IRP Loan Payable - Washington	299,967.25	309,906.38
2824 · IRP Loan Payable - Sherman	186,672.31	193,188.09
Total Long Term Liabilities	2,019,191.72	2,118,959.61
Total Liabilities	2,145,732.17	2,242,423.92
Equity		
3100 · Fund Balances	7,572,025.03	7,320,555.07
3110 · Carryforward Balance	-105,004.58	11,565.72
Net Income	101,974.56	133,221.06
Total Equity	7,568,995.01	7,465,341.85
TOTAL LIABILITIES & EQUITY	9,714,727.18	9,707,765.77

Mid-Columbia Economic Development District
Operations Budget vs. Actual
 July 2016 through April 2017

	Jul '16 - Apr 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Carryover Revenue	426,597.18	302,193.00	124,404.18	141.2%
4100 · Federal	136,496.27	126,236.91	10,259.36	108.1%
4200 · State	22,318.73	46,342.00	-24,023.27	48.2%
4300 · Local Match	9,000.00	7,000.00	2,000.00	128.6%
4400 · Local Assessment	45,529.00	45,530.00	-1.00	100.0%
4500 · Contract Reimbursement	248,652.73	256,453.16	-7,800.43	97.0%
4600 · Loan Interest	196,863.09	231,680.86	-34,817.77	85.0%
4700 · Loan Processing Fees	6,306.27	27,916.66	-21,610.39	22.6%
4705 · Loan Filing Fees	1,738.58	11,249.96	-9,511.38	15.5%
4710 · Loan Late Fee	8,653.07	1,749.98	6,903.09	494.5%
4750 · Investment Interest	1,611.39	1,291.62	319.77	124.8%
4800 · Receipts - Other	1,424.93	3,916.66	-2,491.73	36.4%
4801 · Paypal Registrations	1,435.00	0.00	1,435.00	100.0%
4803 · Sponsor Donations	3,900.00	0.00	3,900.00	100.0%
4934 · In-Kind Revenue	3,750.44	48,083.00	-44,332.56	7.8%
4935 · In Kind - MM	0.00	1,050.00	-1,050.00	0.0%
Total Income	1,114,276.68	1,110,693.81	3,582.87	100.3%
Gross Profit	1,114,276.68	1,110,693.81	3,582.87	100.3%
Expense				
5000 · Wages	386,048.57	390,495.84	-4,447.27	98.9%
5500 · Fringe Benefits	97,862.00	112,980.64	-15,118.64	86.6%
5700 · Payroll Taxes	33,700.38	34,097.52	-397.14	98.8%
6110 · Travel & Conference	9,339.33	25,048.98	-15,709.65	37.3%
6190 · Event Services	1,647.26	1,584.16	63.10	104.0%
6200 · Equipment	2,765.07	3,750.00	-984.93	73.7%
6300 · Supplies	16,300.31	22,430.02	-6,129.71	72.7%
6400 · Professional Services	37,173.60	64,264.16	-27,090.56	57.8%
6600 · Communications	9,792.66	15,488.32	-5,695.66	63.2%
6700 · Building Costs	14,962.20	15,783.30	-821.10	94.8%
6800 · Bonds & Insurance	4,317.50	3,350.00	967.50	128.9%
6900 · Other Materials & Supplies	6,628.62	5,490.00	1,138.62	120.7%
9000 · Indirect Spread	0.00	-1,279.98	1,279.98	0.0%
9600 · Transfer to/from Source	15,385.40	0.00	15,385.40	100.0%

Mid-Columbia Economic Development District
Operations Budget vs. Actual
 July 2016 through April 2017

	Jul '16 - Apr 17	Budget	\$ Over Budget	% of Budget
Total Expense	635,922.90	693,482.96	-57,560.06	91.7%
Net Ordinary Income	478,353.78	417,210.85	61,142.93	114.7%
Other Income/Expense				
Other Expense				
7400 · Loan Payment	101,171.70	101,171.66	0.04	100.0%
7500 · Carryover to Next Year	321,592.60	336,978.00	-15,385.40	95.4%
7600 · In-Kind Contractual	3,750.44	49,133.00	-45,382.56	7.6%
Total Other Expense	426,514.74	487,282.66	-60,767.92	87.5%
Net Other Income	-426,514.74	-487,282.66	60,767.92	87.5%
Net Income	<u>51,839.04</u>	<u>-70,071.81</u>	<u>121,910.85</u>	<u>-74.0%</u>

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
2017 PIPELINE**

SPECIAL PROJECTS SUMMARY		ANTICIPATED 2017	SUBMITTED	IN PROCESS	TOTAL	CONFIRMED %
	Special Projects - Anticipated Revenue	510,721	-	10,000	520,721	98.08%
	Budgeted Expenses FY 2017 (Excludes In-Kind)	456,438				
	Gap/Surplus	54,283				
PROJ CODE	SPECIAL PROJECTS DETAILS	2017	NOTES			
	ANTICIPATED REVENUE					
517	Klickitat CDBG	4,250	Multi-year project			
518	Cascade Locks CDBG	10,000	Multi-year project			
519	Dallesport CDBG	12,500	Multi-year project			
519	DWD - USDA Grant Administration (Well #3)	9,000	Multi-year project			
521	Specialty Crop Grant	16,824	Multi-year project			
523	Human Services Coordinated Transportation Plan	4,689	Multi-year project			
524	Travel Oregon Wine Country Mktng	1,500	Multi-year project			
525	GTA Wind Challenge	19,200				
526	MCCFL - CDBG	13,000	Multi-year project			
527	City of Antelope - CDBG	12,500	Multi-year project			
528	DWD Wastewater - CDBG	1,200	Multi-year project			
529	Gorge Night Sky	9,500				
530	The Dalles Airport - Flex Space	10,000				
531	AOC HR/Wasco	19,550				
532	Specialty Crop Grant - Cider	32,178	Multi-year project			
533	TD Wastewater Plant Labor Standards Admin	23,000	Multi-year project			
548	ColPac	4,600				
549	CL-HR Enterprise Zone	5,000				
551	Urban Renewal	877				
554	Sherman Co ED	40,000				
557	GTA Staffing	37,600				
559	Wasco Co EDC	45,000				
560	Oregon Connections	3,650				
570	OEDD Website	700				
571	Mobility Management	75,146	2nd year of 2-year contract			
575	GTA Robotics	5,850				
582	HR EDG	7,000				
585	Commute Options	8,000				
587	HR Drive Less Connect - ODOT	11,071	2nd year of 2-year contract			
596	RBDG - Wine Marketing	8,841				
599	Agora	17,055	Multi-year project			
E557	GTA - FFF	6,440	Multi-year project - Encumbered Funds Include??			
	Cyrstal Springs Grant Administration	35,000	Multi-year project - how much to include in FY17, FY18 has \$17,000			
	TOTAL ANTICIPATED REVENUE	510,721				
	PROPOSALS SUBMITTED					
	TOTAL PROPOSALS SUBMITTED	-				
	IN DEVELOPMENT					
	City of Cascades Locks - USDA Grant Admin	10,000				
	TOTAL IN DEVELOPMENT	10,000				
	DECLINED					
	Wishram CDBG management (PUD)	18,000				
	Columbia Gorge Transportation Options Enhancement	22,500				
	TOTAL DECLINED	40,500				

MEMORANDUM

Date: June 1, 2017
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: Limited English Proficiency Plan

Overview

As a recipient of federal funds, MCEDD is required to adopt a Limited English Proficiency (LEP) plan. USDA Rural Development Washington has established a deadline for compliance of September 1, 2017. They state:

“In accordance with Title VI of the Civil Rights Act of 1964, 7 CFR 15, and Executive Order 13166, ‘Improving Access to Services for Persons with Limited English Proficiency’ and related case law, recipients of Federal funds shall not discriminate on the basis of race, color, or national origin. Rural Development is in the process right now of sending a letter to all recipients of funding from assisted programs to make them aware of their obligation to not discriminate against customers on the basis of ‘national origin.’ United States Department of Justice has determined that this obligation includes providing meaningful access to Federally funded programs to persons with Limited English Proficiency (LEP). USDA published guidelines to help those who participate in Federally assisted programs to comply with their obligation to provide meaningful access to LEP individuals. [...] To comply with the requirements, Rural Development (RD) recipients are to examine the services provided, identify any need for services to those with Limited English Proficiency (LEP), and develop and implement a system to provide such services to enable persons with LEP have meaningful access to RD funded programs. [...] To comply with the LEP requirements, you must complete the 4-Factor Analysis and implement any needed language assistance measures in your programs and services no later than Sept. 1, 2017.”

MCEDD has an established Title VI plan (last updated in 2015) that includes an LEP section. The plan was developed primarily in relation to our federal transportation funds. In order to ensure it is broadly applicable and meets all requirements, staff proposes an update to the Title VI plan and pulling out the LEP plan to a new document given the additional information which must be included. MCEDD has completed LEP plans for some of our member jurisdictions and utilized this same template form for the draft MCEDD policy which is attached to this memorandum. It is updated to our regional and agency specifics, but the format is the same as we know it can be implemented and that it will meet federal requirements.

Request

The MCEDD Executive Committee is asked to review the attached policy documents and make a recommendation to the full MCEDD Board for adoption.

Attached: Draft Updated Title VI plan
Draft LEP plan
Copy of the 2015 Title VI plan as reference

DRAFT

**Mid-Columbia Economic
Development District (MCEDD)**

TITLE VI PLAN

Adopted _____

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Introduction

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color and national origin in programs and activities receiving Federal financial assistance.

Mid-Columbia Economic Development District (MCEDD) is committed to ensuring that no person is excluded from participation in, or denied the benefits of its programs and services on the basis of race, color, sex, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.A

Title VI Complaint Procedures

In order to comply with 49 CFR Section 21.9(b), MCEDD has developed procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public upon request. Complainants, or their representative, may file a written complaint with the Title VI Complaint Coordinator at any time within one hundred and eighty (180) days from the date of the alleged discriminatory act.

If you believe you have been subjected to discrimination under Title VI, you may file a complaint.

How to file a Title VI Complaint

You may file a signed, written complaint up to one hundred and eighty (180) days from the date of alleged discrimination. The complaint should include the following information:

- Your name, mailing address, and how to contact you (i.e., telephone number, email address, etc.)
- Name, address, phone number and relationship of Representative to Complainant, if applicable
- How, when, where and why you believe you were discriminated against. Include the location, names and contact information of any witnesses.
- Other information that you deem significant

A form is available at <http://www.mcedd.org/about/policies.htm>, which may be completed for this purpose. (Attachment B)

The complaint may also be filed in writing with MCEDD at the following address:

Mid-Columbia Economic Development District

515 East 2nd Street

The Dalles, OR 97058

By phone: 541-296-2266

By fax: 541-296-3283

NOTE: MCEDD encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the Title VI Coordinator as soon as possible, but no later than 180 days from the alleged date of discrimination.

What happens to your complaint after it is submitted to MCEDD?

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by MCEDD will be directly addressed by MCEDD. MCEDD provides for staff to take complaints and forward them to the Title VI Complaint Coordinator (Office Administrator) who categorizes, tracks them, and develops responses and forwards them to the MCEDD Executive Director for approval. The Executive Director will investigate the complaint and make a determination. Formal investigation of the complaint will be confidential and will include, but is not limited to, details of the specific incident, frequency and dates of occurrences and names of any witnesses. Customer will be notified of resolution.

MCEDD shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, MCEDD shall make every effort to address all complaints in an expeditious and thorough manner.

In instances where additional information is needed for investigation of the complaint, MCEDD will contact the complainant in writing. Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

Once sufficient information for investigating the complaint is received by MCEDD, a written response will be drafted, subject to review by the organization's attorney. If appropriate, MCEDD's attorney may administratively close the complaint. In this case, MCEDD will notify the complainant of the action as soon as possible.

How you will be notified of the outcome of your complaint

MCEDD will send a final written response to the complainant and advise the complainant of his or her right to 1) appeal within seven (7) calendar days of receipt of the final written decision from MCEDD, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the Federal Transit Administration. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

An appeal request for review of a determination of unlawful denial of access or accommodation to services must be filed, in writing, within 60 calendar days of the incident. The written appeal must include the customer's name, address, and telephone contact number. A statement of reason(s) why the applicant believes the denial of accommodation request or access to services was inappropriate is recommended.

The MCEDD Board of Directors will set a mutually agreed-upon time and place for the review process with the applicant and/or representatives within 30 days of the request. The applicant may submit documents or other information to be included with the record and considered in the review process. Anyone needing special accommodations may contact MCEDD at 541-296-2266 for assistance.

The right of the appellant to a prompt and equitable resolution of the complaint must not be impaired by the appellant's pursuit of other remedies, such as filing of a complaint with the Department of Justice or other appropriate federal agency or the filing of a suit in state or federal court. Use of this procedure is not a prerequisite to the pursuit of other remedies.

In addition to the complaint process described above, a complainant may file a Title VI complaint or lawsuit with the following offices:

Federal Transit Administration Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Ave., SE
Washington, DC 20590

Washington State Department of Transportation
Public Transportation Division
Attn: Title VI Coordinator
PO Box 47387
Olympia, WA 98504-47387

U.S. Department of Justice
Civil Rights Division
Coordination and Review
Section – NWB
950 Pennsylvania Ave, NW
Washington, DC 20530

Disposition of Complaints and Resolution

Sustained Complaints- If the complaint is substantiated and a probable cause of a discriminatory practice based on race, color, or national origin is found to exist, MCEDD shall endeavor to eliminate said practice by means of a Remedial Action Plan. The Remedial Plan shall include: a list of all corrective actions accepted by the agency; description of how the corrective action will be implemented; and a written assurance that the agency will implement the accepted corrective action in the manner discussed in the plan.

Unsustained Complaints- If there is insufficient evidence to either prove or disprove the allegation(s) both parties to the complaint will be informed of the reason(s) for this disposition.

Unfounded Complaint- If it is determined that an act reported pursuant to this policy/procedure did not in fact occur, a finding of unfounded shall be made.

Exonerated Complaints- If it is determined that an act reported pursuant to this policy/procedure did in fact occur, but was lawful and proper within the guidelines established herein, a finding of exonerated shall be made.

Recording Title VI Investigations, Complaints and Lawsuits

In order to comply with 49 CFR Section 21.9(b), MCEDD prepares and maintains a list of any active investigations conducted by entities other than the FTA, lawsuits, or complaints naming MCEDD that allege discrimination on the basis of race, color, or national origin. This list includes the date of the investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response to the investigation, lawsuit, or complaint. The MCEDD Title VI Complaint Coordinator (Office Administrator) maintains these files until closed. The MCEDD Title VI Complaint Coordinator will also maintain a log of all complaints received. Records will be stored according to state and federal record retention requirements. Tracked information will be reported to WSDOT as the grantor of the funds as required in the WSDOT “Guide to Managing Public Transportation Grants.”

Additional Information Upon Request

At the discretion of FTA, information other than that required by the referenced circular may be requested, in writing, from MCEDD in order to investigate complaints of discrimination or to resolve concerns about possible noncompliance with Title VI requirements. The MCEDD Title VI Complaint Coordinator is available to provide additional information as needed and to respond to any inquiry.

Board Composition

At this time, the Mid-Columbia Economic Development District does not have a transit-related, non-elected planning board, advisory council, or committee. MCEDD is overseen by a Board of Directors, and the table depicting the membership of this Board as of June 2017 is depicted in the table below.

	Caucasian	Hispanic or Latino	Black or African American	Asian	Native Hawaiian	American Indian or Alaskan Native	Two or more races	Other
Region Population (2010 Census)	70,005	13,154	307	732	213	1,981	2,379	5,091
MCEDD Board of Directors	20	1	0	0		0		

Record of Title VI or Other Civil Rights Investigations, Complaints or Lawsuits

To date, there have been no Title VI investigations, complaints or lawsuits.

Limited English Proficiency Plan

MCEDD is committed to breaking down language barriers by implementing consistent standards of language assistance across its service area. MCEDD has adopted an updated Limited English Proficiency Plan as part of our Title VI policy. The plan is attached.

Notifying Beneficiaries of Their Rights Under Title VI

Our website includes our Title VI policy and complaint form. The website also states the Anti-Discrimination Statement listed on page 10 of this plan. MCEDD's Title VI policy and complaint form are also posted at MCEDD's office (located at 515 East 2nd Street, The Dalles, OR). Individuals who believe they have been discriminated against may request a complaint form from the Office Administrator at MCEDD's office.

Analysis of Construction Projects

Over the last three years MCEDD has not completed a construction project requiring an environmental assessment (EA) or environmental impact statement (EIS).

Inclusive Public Participation

Community Outreach is a requirement of Title VI. MCEDD and its sub-recipients shall seek out and consider the viewpoints of minority and low-income populations in the course of conducting public outreach. Recipients have wide latitude to determine what specific measures are most appropriate and should make this determination based on the composition of the affected population, the public involvement process, and the resources of MCEDD. MCEDD has engaged the public in its planning and decision-making processes, as well as its marketing and outreach activities. MCEDD also follows public notification regulations as required by any federal funds received by MCEDD.

Anti-Discrimination Statement/Title VI Policy

Anti-Discrimination Statement: Mid-Columbia Economic Development District and Gorge TransLink Alliance members are affirmative-action, equal-opportunity employers. Public Transportation services are available to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

Declaración de Anti-discriminación: Mid-Columbia Economic Development District y los miembros de la alianza de empleados. Servicios de transporte públicos son disponibles a todos sin importar raza, color, origen nacional, genero, identidad de

genero, religión, edad, altura, peso, incapacidad, creencias políticas, orientación sexual, estado de matrimonio , estado familiar o si es veterano de guerra.

MCEDD's Title VI policy and complaint form are posted on the MCEDD website (<http://www.mcedd.org/about/policies.htm>) and at MCEDD's office (located at 515 East 2nd Street, The Dalles, OR). Individuals who believe they have been discriminated against may request a complaint form from the Office Administrator at MCEDD's office.

Ref: FTA Circular 4702.1A Title VI and Title VI Dependent Guidelines for Federal Transit Administration Recipients

Purpose

The purpose of this policy is to establish guidelines to effectively monitor and ensure that the Mid-Columbia Economic Development District (MCEDD) is in compliance with all FTA Title VI requirements and regulations in order to carry out the provisions of the Department of Transportation's (DOT) Title VI Regulations at 49 CFR Part 21.

Authorities

Title VI of the Civil Rights Act of 1964, as amended, provides that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

Policy Statement

MCEDD assures that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, as amended, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. MCEDD is committed to creating and maintaining programs and services that are free of all forms of discrimination.

Responsibilities

All employees of MCEDD shall follow the intent of these guidelines in a manner that reflects the organization's policy. Employees receiving information regarding violations of this order shall determine if there is any basis for the allegation and shall proceed with resolution as stated in the sections *Employee Responsibility* and/or *Investigation of Complaints and Appeal Process*.

Certification and Assurance

To ensure accordance with 49 CFR Section 21.7, every application for financial assistance from FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with Title VI of the Civil Rights Act of 1964. This requirement shall be fulfilled when the applicant submits its annual certifications and assurances to FTA. The text of FTA's annual certifications and assurances is available on FTA's Web site. MCEDD complies with this instruction annually in order to receive FTA funding.

Title VI Complaint Form

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party:				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year):				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.				
Section IV:				
Have you previously filed a Title VI complaint with this agency?			Yes	No

Notification of Compliance with Title VI

In order to comply with 49 CFR Section 21.9 (d) MCEDD has posted information for the public regarding the Title VI obligations and protections against discrimination afforded to the public by Title VI on the MCEDD website. MCEDD has also posted the following notice of compliance with Title VI, which is visible to the public at the MCEDD office and directs the public to the MCEDD website and to the appropriate phone number to inquire for more information. Additionally, this information is available upon request.

Notification of Compliance with Title VI

Mid-Columbia Economic Development District (MCEDD) complies with Title VI and Title VI Dependent Guidelines for Federal Transit Administration Recipients. Title VI obligations and protections against discrimination afforded to the public by Title VI can be found on the MCEDD website at <http://www.mcedd.org>. This information is also available upon request, please inquire inside office or contact Title VI Complaint Coordinator at (541) 296-2266.

Notificación de la conformidad con Title VI

El Distrito del Desarrollo Económico de Mid-Columbia (MCEDD) se conforma con las pautas dependientes del Title VI y del Title VI para los recipientes federales de la administración del tránsito. Las obligaciones y las protecciones del Title VI contra la discriminación producida al público por Title VI se pueden encontrar en el Web site de MCEDD en <http://www.mcedd.org>. Esta información está también disponible a petición, investiga por favor dentro de oficina o entra en contacto con a coordinador de la queja del Title VI en (541) 296-2266.

DRAFT

**Mid-Columbia Economic Development
District (MCEDD)**

Limited English Proficiency Plan

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Introduction

This *Limited English Proficiency Plan* has been prepared to address Mid-Columbia Economic Development District's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled *Improving Access to Services for Persons with Limited English Proficiency*, indicates that differing treatment based upon a person's inability to speak, read, write or understands English is a type of national origin discrimination. It directs each agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds, including Mid-Columbia Economic Development District (MCEDD).

MCEDD is committed to breaking down language barriers by implementing consistent standards of language assistance across its service area.

Elements of an Effective LEP Policy

The US Department of Justice, Civil Rights Division has developed a set of elements that may be helpful in designing an LEP policy or plan. These elements include:

1. Identifying LEP person who needs language assistance
2. Identifying ways in which language assistance will be provided
3. Training staff
4. Providing notice to LEP persons
5. Monitoring and updating the LEP Plan

These recommended elements have been incorporated into this plan.

Methodology and Four Factor Analysis

Methodology for Assessing Needs and Reasonable Steps for an Effective LEP Policy

MCEDD analyzes four factors to determine what reasonable steps should be taken to ensure meaningful access for LEP persons:

1. The number or proportion of LEP person eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.
2. The frequency with which LEP individuals come in contact with the program.
3. The nature and importance of the program, activity, or service provided by the recipient to the LEP Community.
4. The resources available to MCEDD and the overall cost.

The greater the number or proportion of eligible LEP persons; the greater the frequency with which they have contact with a program, activity, or service; and the greater the importance of that program, activity, or service, the more likely enhanced language services will be needed.

The Four-Factor Analysis

Each of the factors outlined above is examined to determine the extent of language assistance measures required. Recommendations in this plan are based on the results of the analysis.

Factor 1: The Proportion, Numbers and Distribution of LEP Persons

The Census Bureau has a range of four classifications of how well people speak English. The classifications are ‘very well,’ ‘well,’ ‘not well,’ and ‘not at all.’ Table 1 in the appendix of this plan shows the number and percent of persons in regards to their English language skills for MCEDD. Based on this information, there are 5,567 out of 77,154 (or **7.2%**) which speak English less than “very well” with the majority speaking Spanish or Spanish Creole as their language.

Factor 2: Frequency of Contact with LEP Individuals

Contacts with MCEDD are made through its office in The Dalles, its websites, its Facebook pages, its officers, and its staff who make presentations and build networks among public agencies and private employers in the Columbia River Gorge region. MCEDD serves LEP persons daily via: Spanish content on the Gorge TransLink website that is available online at all times. We have offices accessible to the public and therefore accessible to LEP individuals, however we currently do not have much contact with LEP individuals except in our business assistance services department. We have an average of zero calls a month that require translations, however, MCEDD utilizes translation services from partner organizations in the region to produce publications to distribute in Spanish and has used Gorge Translation Services.

Factor 3: The Nature and Importance of the Program, Activity, or Service to LEP

MCEDD serves individuals throughout a five county bi-state region in a variety of ways which include Business Assistance Services, Mobility Management Services, Technical Assistance Services and Regional Planning. While important to the region, the Technical Assistance and Regional Planning activities generally serve entities/organizations rather than individuals. The Business Assistance and Mobility Management programs, however, engage directly with entities/organizations, as well as individuals. The nature of their services thus has greater potential for offering services to LEP individuals.

Factor 4: The Resources Available to MCEDD and the Overall Cost

MCEDD reviewed its available resources that could be used for providing LEP assistance, specifically for written resource materials and translation services for the most likely needed programs and services. MCEDD's funds are limited. Thus, the costs associated with necessary translation are allocated on an as-needed basis each fiscal year. MCEDD's current in-house language capabilities are English, with very limited Spanish. MCEDD partners with The Next Door, Inc. who have provided experienced staff fluent in Spanish to assist as needed. MCEDD has not encountered a need to have language services in other languages besides Spanish.

Implementation Plan

Options

Federal fund recipients have two main ways to provide language services: oral interpretation either in person or via telephone interpretation service and written translation. The correct mix should be based on what is both necessary and reasonable in light of the four-factor analysis. MCEDD is defining an interpreter as a person who translates spoken language orally, as opposed to a translator, who translates written language and a translator as a person who transfers the meaning of written text from one language into another. The person who translates orally is not a translator, but an interpreter.

Considering the relatively small scale of MCEDD, the low concentration of LEP individuals in the service area, and MCEDD's financial resources, it is necessary to limit language aid to the most basic and cost-effective services. Other than vital documents, if there are any language assistance measures required for the LEP individuals, MCEDD shall proceed with oral interpretation options to meet all requests for those language groups to ensure equal access while also complying with LEP regulations.

Proposed Actions

MCEDD will take the following actions:

- With advance notice of at least seven working days, MCEDD will provide interpreter services at public meetings.
- The Census Bureau "I-speak" Language Identification Card will be distributed to all employees that may potentially encounter LEP individuals.
- Publications of MCEDD's complaint form is made available on our website.
- In the event that a MCEDD employee encounters a LEP individual, they will follow the procedure listed below.

Office Encounter

1. Provide an "I-speak" language identification cards to determine the language spoken of the LEP individual.
2. Once the foreign language is determined, provide information to the Title VI coordinator who will contact an interpreter.
3. If the need for a vital document to be translated arises, the Title VI coordinator will have the document translated and provided to the requestor as soon as possible.

In Writing

1. Once a letter has been received it will be immediately forwarded to the Title VI Coordinator.
2. The Title VI Coordinator will contact a translator to determine the specifics of the letter request information.
3. The Title VI Coordinator will work with the elected agency to provide the requested service to the individual in a timely manner.

Over the Phone

1. If someone calls into MCEDD office speaking another language, every attempt will be made to keep that individual on the line until an interpreter can be conferenced into the line and if possible determine the language spoken of the caller.
2. Once the language spoken by the caller has been identified, we will proceed with providing the requested assistance to the LEP individual.

MCEDD Staff Training

MCEDD staff will be provided training at staff meetings of the requirements for providing meaningful access to services for LEP persons.

Providing Meaningful Access to Limited English Proficient (LEP) Persons

Title VI and its implementing regulations require that recipients of federal funds take responsible steps to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for individuals who are Limited English Proficient. MCEDD partners with local nonprofits to provide translation services as necessary.

Employee Responsibility

Each employee shall:

1. Ensure that there are no barriers to service or accommodation that would prevent usage or access to services.
2. Train subordinates as to what constitutes discrimination and barriers to access.
3. Take prompt and appropriate action to avoid and minimize the incidence of any form of discrimination.
4. Notify the Executive Director in writing of the circumstances surrounding any reported allegations of discrimination no later than the next business day.

Notice and Access

Providing Notice to LEP Persons

MCEDD will provide language service by notifying LEP persons of services available free of charge. MCEDD will post the LEP Plan on our website. MCEDD will post notices of available services, in languages LEP persons would understand, in the office in places where LEP persons may seek services and on our website.

MCEDD staff will be informally surveyed periodically on their experience concerning any contacts with LEP persons during the previous year to identify modifications to this plan to improve outreach and services to Limited English Proficient Persons.

LEP Plan Access

A copy of the LEP plan document can be requested at MCEDD's main office during normal business hours:

MCEDD Title VI Coordinator
515 E. 2nd Street
The Dalles, OR 97058
541-296-2266

Our website includes our Title VI policy and complaint form. The website also states the Anti-Discrimination Statement. MCEDD's Title VI policy and complaint form are also posted at MCEDD's office (located at 515 East 2nd Street, The Dalles, OR). Individuals who believe they have been discriminated against may request a complaint form from the Office Administrator at MCEDD's office.

Table 1: Language Spoken at Home by Ability to Speak English (Population 5 yrs and over)

2011-2015 American Community Survey 5-Year Estimates

	TOTAL ESTIMATE	Hood River County,		Sherman County,		Wasco County,		Klickitat County,		Skamania County,	
		Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Total:	77,154	21,236	+/-56	1,682	+/-113	23,893	+/-58	19,645	+/-121	10,698	+/-49
Speak only English	64,966	15,240	+/-291	1,602	+/-111	20,255	+/-370	17,843	+/-244	10,026	+/-136
Spanish or Spanish Creole:	10,485	5,694	+/-243	76	+/-35	2,990	+/-348	1,349	+/-224	376	+/-96
Speak English "very well"	5,185	2,768	+/-348	36	+/-23	1,400	+/-213	743	+/-213	238	+/-74
Speak English less than "very well"	5,300	2,926	+/-388	40	+/-30	1,590	+/-297	606	+/-230	138	+/-53
French (incl. Patois, Cajun):	293	114	+/-103	0	+/-12	23	+/-15	111	+/-94	45	+/-34
Speak English "very well"	284	114	+/-103	0	+/-12	21	+/-14	111	+/-94	38	+/-29
Speak English less than "very well"	9	0	+/-22	0	+/-12	2	+/-3	0	+/-22	7	+/-12
Italian:	9	0	+/-22	0	+/-12	7	+/-13	2	+/-4	0	+/-19
Speak English "very well"	9	0	+/-22	0	+/-12	7	+/-13	2	+/-4	0	+/-19
Portuguese or Portuguese Creole:	13	0	+/-22	0	+/-12	11	+/-15	2	+/-3	0	+/-19
Speak English "very well"	13	0	+/-22	0	+/-12	11	+/-15	2	+/-3	0	+/-19
German:	140	15	+/-20	0	+/-12	70	+/-59	11	+/-12	44	+/-26
Speak English "very well"	118	15	+/-20	0	+/-12	54	+/-52	11	+/-12	38	+/-26
Speak English less than "very well"	22	0	+/-22	0	+/-12	16	+/-17	0	+/-22	6	+/-8
Other West Germanic languages:	44	9	+/-14	0	+/-12	19	+/-20	13	+/-19	3	+/-5
Speak English "very well"	40	9	+/-14	0	+/-12	15	+/-16	13	+/-19	3	+/-5
Speak English less than "very well"	4	0	+/-22	0	+/-12	4	+/-10	0	+/-22	0	+/-19
Scandinavian languages:	50	0	+/-22	0	+/-12	9	+/-13	34	+/-48	7	+/-7
Speak English "very well"	50	0	+/-22	0	+/-12	9	+/-13	34	+/-48	7	+/-7
Greek:	9	0	+/-22	0	+/-12	9	+/-14	0	+/-22	0	+/-19
Speak English "very well"	9	0	+/-22	0	+/-12	9	+/-14	0	+/-22	0	+/-19
Russian:	53	0	+/-22	0	+/-12	18	+/-27	2	+/-5	33	+/-53
Speak English "very well"	35	0	+/-22	0	+/-12	5	+/-7	2	+/-5	28	+/-46
Speak English less than "very well"	18	0	+/-22	0	+/-12	13	+/-20	0	+/-22	5	+/-7
Polish:	9	0	+/-22	0	+/-12	9	+/-14	0	+/-22	0	+/-19
Speak English "very well"	9	0	+/-22	0	+/-12	9	+/-14	0	+/-22	0	+/-19
Serbo-Croatian:	8	5	+/-11	0	+/-12	0	+/-22	0	+/-22	3	+/-5
Speak English "very well"	8	5	+/-11	0	+/-12	0	+/-22	0	+/-22	3	+/-5
Other Slavic languages:	45	16	+/-28	0	+/-12	22	+/-35	0	+/-22	7	+/-10
Speak English less than "very well"	45	16	+/-28	0	+/-12	22	+/-35	0	+/-22	7	+/-10
Persian:	72	9	+/-14	0	+/-12	0	+/-22	63	+/-46	0	+/-19
Speak English "very well"	27	9	+/-14	0	+/-12	0	+/-22	18	+/-14	0	+/-19
Speak English less than "very well"	45	0	+/-22	0	+/-12	0	+/-22	45	+/-33	0	+/-19
Gujarati:	8	0	+/-22	0	+/-12	0	+/-22	0	+/-22	8	+/-12
Speak English less than "very well"	8	0	+/-22	0	+/-12	0	+/-22	0	+/-22	8	+/-12
Hindi:	2	0	+/-22	0	+/-12	0	+/-22	0	+/-22	2	+/-3
Speak English "very well"	2	0	+/-22	0	+/-12	0	+/-22	0	+/-22	2	+/-3
Urdu:	10	0	+/-22	0	+/-12	10	+/-23	0	+/-22	0	+/-19
Speak English less than "very well"	10	0	+/-22	0	+/-12	10	+/-23	0	+/-22	0	+/-19
Other Indic languages:	63	0	+/-22	0	+/-12	0	+/-22	0	+/-22	63	+/-60
Speak English "very well"	63	0	+/-22	0	+/-12	0	+/-22	0	+/-22	63	+/-60
Chinese:	194	73	+/-102	1	+/-3	101	+/-148	16	+/-21	3	+/-5
Speak English "very well"	126	33	+/-50	1	+/-3	80	+/-174	12	+/-19	0	+/-19
Speak English less than "very well"	68	40	+/-57	0	+/-12	21	+/-48	4	+/-8	3	+/-5
Japanese:	61	9	+/-14	0	+/-12	9	+/-18	26	+/-40	17	+/-24
Speak English "very well"	42	0	+/-22	0	+/-12	5	+/-11	20	+/-30	17	+/-24
Speak English less than "very well"	19	9	+/-14	0	+/-12	4	+/-10	6	+/-15	0	+/-19
Korean:	62	9	+/-15	0	+/-12	4	+/-8	42	+/-61	7	+/-10
Speak English "very well"	51	9	+/-15	0	+/-12	0	+/-22	42	+/-61	0	+/-19
Speak English less than "very well"	11	0	+/-22	0	+/-12	4	+/-8	0	+/-22	7	+/-10
Vietnamese:	10	10	+/-15	0	+/-12	0	+/-22	0	+/-22	0	+/-19
Speak English "very well"	10	10	+/-15	0	+/-12	0	+/-22	0	+/-22	0	+/-19
Tagalog:	41	33	+/-62	0	+/-12	0	+/-22	8	+/-15	0	+/-19
Speak English "very well"	33	33	+/-62	0	+/-12	0	+/-22	0	+/-22	0	+/-19
Speak English less than "very well"	8	0	+/-22	0	+/-12	0	+/-22	8	+/-15	0	+/-19
Other Pacific Island languages:	175	0	+/-22	0	+/-12	87	+/-95	85	+/-94	3	+/-7
Speak English "very well"	175	0	+/-22	0	+/-12	87	+/-95	85	+/-94	3	+/-7
Navajo:	22	0	+/-22	0	+/-12	22	+/-24	0	+/-22	0	+/-19
Speak English "very well"	22	0	+/-22	0	+/-12	22	+/-24	0	+/-22	0	+/-19
Other Native North American languages:	174	0	+/-22	0	+/-12	171	+/-87	3	+/-7	0	+/-19
Speak English "very well"	163	0	+/-22	0	+/-12	160	+/-88	3	+/-7	0	+/-19
Speak English less than "very well"	11	0	+/-22	0	+/-12	11	+/-12	0	+/-22	0	+/-19
Arabic:	47	0	+/-22	0	+/-12	47	+/-107	0	+/-22	0	+/-19
Speak English "very well"	47	0	+/-22	0	+/-12	47	+/-107	0	+/-22	0	+/-19
African languages:	33	0	+/-22	3	+/-5	0	+/-22	30	+/-68	0	+/-19
Speak English "very well"	33	0	+/-22	3	+/-5	0	+/-22	30	+/-68	0	+/-19
Other and unspecified languages:	56	0	+/-22	0	+/-12	0	+/-22	5	+/-8	51	+/-74
Speak English "very well"	26	0	+/-22	0	+/-12	0	+/-22	5	+/-8	21	+/-31
Speak English less than "very well"	30	0	+/-22	0	+/-12	0	+/-22	0	+/-22	30	+/-44



Title VI Plan

Adopted March 19, 2015

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INTRODUCTION

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color and national origin in programs and activities receiving Federal financial assistance.

Mid-Columbia Economic Development District (MCEDD) is committed to ensuring that no person is excluded from participation in, or denied the benefits of its programs and services on the basis of race, color, sex, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.A

TITLE VI COMPLAINT PROCEDURES

In order to comply with 49 CFR Section 21.9(b), MCEDD has developed procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public upon request. Complainants, or their representative, may file a written complaint with the Title VI Complaint Coordinator at any time within one hundred and eighty (180) days from the date of the alleged discriminatory act.

If you believe you have been subjected to discrimination under Title VI, you may file a complaint.

How to file a Title VI Complaint

You may file a signed, written complaint up to one hundred and eighty (180) days from the date of alleged discrimination. The complaint should include the following information:

- Your name, mailing address, and how to contact you (i.e., telephone number, email address, etc.)
- Name, address, phone number and relationship of Representative to Complainant, if applicable
- How, when, where and why you believe you were discriminated against. Include the location, names and contact information of any witnesses.
- Other information that you deem significant

A form is available at <http://www.mcedd.org/about/policies.htm>, which may be completed for this purpose. (Attachment B)

The complaint may also be filed in writing with MCEDD at the following address:

Mid-Columbia Economic Development District
515 East 2nd Street
The Dalles, OR 97058
By phone: 541-296-2266
By fax: 541-296-3283

NOTE: MCEDD encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the Title VI Coordinator as soon as possible, but no later than 180 days from the alleged date of discrimination.

What happens to your complaint after it is submitted to MCEDD?

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by MCEDD will be directly addressed by MCEDD. MCEDD provides for staff to take complaints and forward them to the Title VI Complaint Coordinator (Office Administrator) who categorizes, tracks them, and develops responses and forwards them to the MCEDD Executive Director for approval. The Executive Director will investigate the complaint and make a determination. Formal investigation of the complaint will be confidential and will include, but is not limited to, details of the specific incident, frequency and dates of occurrences and names of any witnesses. Customer will be notified of resolution.

MCEDD shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, MCEDD shall make every effort to address all complaints in an expeditious and thorough manner.

In instances where additional information is needed for investigation of the complaint, MCEDD will contact the complainant in writing. Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

Once sufficient information for investigating the complaint is received by MCEDD, a written response will be drafted, subject to review by the organization's attorney. If appropriate, MCEDD's attorney may administratively close the complaint. In this case, MCEDD will notify the complainant of the action as soon as possible.

How you will I be notified of the outcome of your complaint

MCEDD will send a final written response to the complainant and advise the complainant of his or her right to 1) appeal within seven (7) calendar days of receipt of the final written decision from MCEDD, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the Federal Transit Administration. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

An appeal request for review of a determination of unlawful denial of access or accommodation to services must be filed, in writing, within 60 calendar days of the incident. The written appeal must include the customer's name, address, and telephone

contact number. A statement of reason(s) why the applicant believes the denial of accommodation request or access to services was inappropriate is recommended.

The MCEDD Board of Directors will set a mutually agreed-upon time and place for the review process with the applicant and/or representatives within 30 days of the request. The applicant may submit documents or other information to be included with the record and considered in the review process. Anyone needing special accommodations may contact MCEDD at 541-296-2266 for assistance.

The right of the appellant to a prompt and equitable resolution of the complaint must not be impaired by the appellant's pursuit of other remedies, such as filing of a complaint with the Department of Justice or other appropriate federal agency or the filing of a suit in state or federal court. Use of this procedure is not a prerequisite to the pursuit of other remedies.

In addition to the complaint process described above, a complainant may file a Title VI complaint or lawsuit with the following offices:

Federal Transit Administration Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Ave., SE
Washington, DC 20590

Washington State Department of Transportation
Public Transportation Division
Attn: Title VI Coordinator
PO Box 47387
Olympia, WA 98504-47387

U.S. Department of Justice
Civil Rights Division
Coordination and Review
Section – NWB
950 Pennsylvania Ave, NW
Washington, DC 20530

Disposition of Complaints and Resolution

Sustained Complaints- If the complaint is substantiated and a probable cause of a discriminatory practice based on race, color, or national origin is found to exist, MCEDD shall endeavor to eliminate said practice by means of a Remedial Action Plan. The Remedial Plan shall include: a list of all corrective actions accepted by the agency; description of how the corrective action will be implemented; and a written assurance that the agency will implement the accepted corrective action in the manner discussed in the plan.

Unsustained Complaints- If there is insufficient evidence to either prove or disprove the allegation(s) both parties to the complaint will be informed of the reason(s) for this disposition.

Unfounded Complaint- If it is determined that an act reported pursuant to this policy/procedure did not in fact occur, a finding of unfounded shall be made.

Exonerated Complaints- If it is determined that an act reported pursuant to this policy/procedure did in fact occur, but was lawful and proper within the guidelines established herein, a finding of exonerated shall be made.

Recording Title VI Investigations, Complaints and Lawsuits

In order to comply with 49 CFR Section 21.9(b), MCEDD prepares and maintains a list of any active investigations conducted by entities other than the FTA, lawsuits, or complaints naming MCEDD that allege discrimination on the basis of race, color, or national origin. This list includes the date of the investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response to the investigation, lawsuit, or complaint. The MCEDD Title VI Complaint Coordinator (Office Administrator) maintains these files until closed. The MCEDD Title VI Complaint Coordinator will also maintain a log of all complaints received. Records will be stored according to state and federal record retention requirements. Tracked information will be reported to WSDOT as the grantor of the funds as required in the WSDOT “Guide to Managing Public Transportation Grants.”

Additional Information Upon Request

At the discretion of FTA, information other than that required by the referenced circular may be requested, in writing, from MCEDD in order to investigate complaints of discrimination or to resolve concerns about possible noncompliance with Title VI requirements. The MCEDD Title VI Complaint Coordinator is available to provide additional information as needed and to respond to any inquiry.

RECORD OF TITLE VI OR OTHER CIVIL RIGHTS INVESTIGATIONS, COMPLAINTS OR LAWSUITS

To date, there have been no Title VI investigations, complaints or lawsuits.

BOARD COMPOSITION

At this time, the Mid-Columbia Economic Development District does not have a transit-related, non-elected planning board, advisory council, or committee. MCEDD is overseen

by a Board of Directors, and the table depicting the membership of this Board as of March 2015 is depicted in the table below.

	Caucasian	Hispanic or Latino (of any race)	Black or African American	Asian	Native Hawaiian	American Indian or Alaskan Native	Two or more races	Other
Region Population (2010 Census)	70,005	13,154	307	732	213	1,981	2,379	5,091
MCEDD Board of Directors	20	1	0	0		0		

LIMITED ENGLISH PROFICIENCY (LEP) PLAN

MCEDD is committed to breaking down language barriers by implementing consistent standards of language assistance across its service area.

Census. The United States is home to millions of national origin minority individuals with Limited English Proficiency (LEP). That is, their primary language is not English and they cannot speak, read, write or understand the English language at a level that permits them to interact effectively with recipients of Federal financial assistance.

Because of language differences and the inability to effectively speak or understand English, persons with LEP may be subject to exclusion from programs or activities, experience delays or denials of services. These individuals may be entitled to language assistance with respect to a particular type of service. The federal government and those receiving assistance from the federal government must take reasonable steps to ensure that LEP persons have meaningful access to the programs, services, and information those entities provide. This will require agencies to establish creative solutions to address the needs of this ever-growing population of individuals, for whom English is not their primary language.

ANALYSIS OF FACTORS

Factor No. 1: The number or proportion of LEP persons in the service area.

MCEDD's jurisdiction covers Klickitat and Skamania counties in Washington, and Sherman, Wasco, and Hood River counties in Oregon, which are largely English speaking. The vast majority of the population with which we do business (individuals wishing to ride transit, transit agencies, and employers in the region) is Proficient in English. According to the 2007-2011 American Community Survey, 84% of the district's population age five and up speaks English only, while 14% have Spanish as the language spoken at home. Those who speak English less than very well make up 8.74% of the district's population, 96% of which speak Spanish.

Factor No. 2. The frequency with which LEP individuals come into contact with the service.

Contacts with MCEDD are made through its office in The Dalles, its websites (www.mcedd.org and www.gorgetranslink.com), its Facebook pages, its officers, and its staff who make presentations and build networks among public agencies and private employers in the Columbia River Gorge region. MCEDD serves LEP persons daily via: Spanish content on the Gorge TransLink website and Facebook page that is available online at all times.

We have an average of zero calls a month that require translations, however, MCEDD utilizes translation services from partner organizations in the region, such as The Next Door, Inc. and La Clinica, to produce publications to distribute in Spanish.

Factor No. 3: The nature and importance of service provided by MCEDD.

MCEDD provides important mobility management and transportation coordination services to the public through the Gorge TransLink Alliance Mobility Manager.

Factor No. 4. The resources available to the recipient of the federal funds to assure meaningful access to the service by LEP persons.

MCEDD's current in-house language capabilities are English, with very limited Spanish. MCEDD partners with The Next Door, Inc. and La Clinica who provide experienced staff fluent in Spanish to assist as needed. MCEDD has not encountered a need to have language services in other languages besides Spanish.

IMPLEMENTATION PLAN

MCEDD currently has implemented its plan and will review it annually, including any contacts with LEP persons to determine the frequency of contacts, the language used, and how the contacts were handled.

MCEDD identifies LEP persons in the service area by telephone contacts and regional demographics. MCEDD's Title VI policy and Complaint Form are available on our

website. Bus schedules for Gorge TransLink Alliance agencies that are distributed by the Mobility Manager contain Title VI language.

In order to comply with 49 CFR 21.9(d), MCEDD and its sub-recipients must provide information to beneficiaries regarding their Title VI obligations and inform beneficiaries of the protections against discrimination afforded them by Title VI. MCEDD has established a policy statement (Attachment A).

MCEDD provides materials relevant to FTA funded programs, such as outreach materials and policy documents, the Title VI and Anti-Discrimination policies in particular, as translated into Spanish on the MCEDD website and on the Gorge TransLink website. These materials are also available in the MCEDD office upon request. MCEDD partners with local non nonprofits to provide translation services as necessary.

NOTIFYING BENEFICIARIES OF THEIR RIGHTS UNDER TITLE VI

Our website includes our Title VI policy and complaint form. The website also states the Anti-Discrimination Statement listed on page 10 of this plan. MCEDD's Title VI policy and complaint form are also posted at MCEDD's office (located at 515 East 2nd Street, The Dalles, OR). Individuals who believe they have been discriminated against may request a complaint form from the Office Administrator at MCEDD's office.

ANALYSIS OF CONSTRUCTION PROJECTS

Over the last three years MCEDD has not completed a construction project requiring an environmental assessment (EA) or environmental impact statement (EIS).

INCLUSIVE PUBLIC PARTICIPATION

Community Outreach is a requirement of Title VI. MCEDD and its sub-recipients shall seek out and consider the viewpoints of minority and low-income populations in the course of conducting public outreach. Recipients have wide latitude to determine what specific measures are most appropriate and should make this determination based on the composition of the affected population, the public involvement process, and the resources of MCEDD. MCEDD has engaged the public in its planning and decision-making processes, as well as its marketing and outreach activities. MCEDD also follows public notification regulations as required by any federal funds received by MCEDD.

ANTI-DISCRIMINATION STATEMENT / TITLE VI POLICY

Anti-Discrimination Statement: Mid-Columbia Economic Development District and Gorge TransLink Alliance members are affirmative-action, equal-opportunity employers. Public Transportation services are available to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

Declaración de Anti-discriminación: Mid-Columbia Economic Development District y los miembros de la alianza de empleados. Servicios de transporte públicos son disponibles a todos sin importar raza, color, origen nacional, genero, identidad de genero, religión, edad, altura, peso, incapacidad, creencias políticas, orientación sexual, estado de matrimonio , estado familiar o si es veterano de guerra.

MCEDD's Title VI policy and complaint form are posted on the MCEDD website (<http://www.mcedd.org/about/policies.htm>) and at MCEDD's office (located at 515 East 2nd Street, The Dalles, OR). Individuals who believe they have been discriminated against may request a complaint form from the Office Administrator at MCEDD's office.

Ref: FTA Circular 4702.1A Title VI and Title VI Dependent Guidelines for Federal Transit Administration Recipients

Purpose

The purpose of this policy is to establish guidelines to effectively monitor and ensure that the Mid-Columbia Economic Development District (MCEDD) is in compliance with all FTA Title VI requirements and regulations in order to carry out the provisions of the Department of Transportation's (DOT) Title VI Regulations at 49 CFR Part 21.

Authorities

Title VI of the Civil Rights Act of 1964, as amended, provides that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

Policy Statement

MCEDD assures that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, as amended, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. MCEDD is committed to creating and maintaining programs and services that are free of all forms of discrimination.

Responsibilities

All employees of MCEDD shall follow the intent of these guidelines in a manner that reflects the organization's policy. Employees receiving information regarding violations of this order shall determine if there is any basis for the allegation and shall proceed with

resolution as stated in the sections *Employee Responsibility* and/or *Investigation of Complaints and Appeal Process*.

Certification and Assurance

To ensure accordance with 49 CFR Section 21.7, every application for financial assistance from FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with Title VI of the Civil Rights Act of 1964. This requirement shall be fulfilled when the applicant submits its annual certifications and assurances to FTA. The text of FTA's annual certifications and assurances is available on FTA's Web site. MCEDD complies with this instruction annually in order to receive FTA funding.

Providing Meaningful Access to Limited English Proficient (LEP) Persons

Title VI and its implementing regulations require that recipients of federal funds take responsible steps to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for individuals who are Limited English Proficient. MCEDD partners with local nonprofits to provide translation services as necessary.

Employee Responsibility

Each employee shall:

- A. Ensure that there are no barriers to service or accommodation that would prevent usage or access to services.
- B. Train subordinates as to what constitutes discrimination and barriers to access.
- C. Take prompt and appropriate action to avoid and minimize the incidence of any form of discrimination.
- D. Notify the Executive Director in writing of the circumstances surrounding any reported allegations of discrimination no later than the next business day.

TITLE VI COMPLAINT FORM

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party:				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year):				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.				
Section IV:				
Have you previously filed a Title VI complaint with this agency?			Yes	No

Section V:			
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?	Yes		No
If yes, check all that apply:			
[] Federal Agency: _____			
[] Federal Court: _____			
[] State Agency: _____			
[] State Court: _____			
[] Local Agency: _____			
Please provide information about a contact person at the agency/court where the complaint was filed.			
Name:	Agency:		
Title:	Telephone:		
Address:			
Section VI:			
Name of agency complaint is against:			
Contact person:			
Title:			
Telephone number:			

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below:

Signature

Date

Please submit this form in person at the address below, or mail this form to:

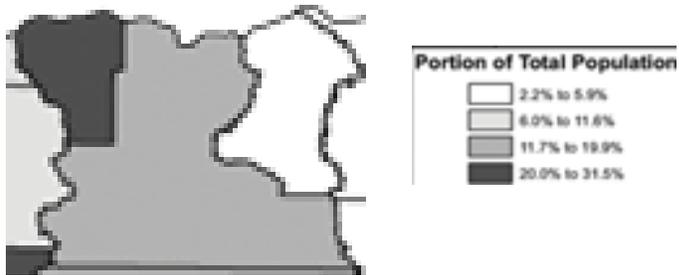
MCEDD
 515 East 2nd Street
 The Dalles, OR 97058

**2010 ETHNIC DIVERSITY MAP: HOOD RIVER, WASCO, SHERMAN,
Klickitat, Skamania Counties**

Washington's Hispanic Population by Census Tract



Source:
<http://www.newgeography.com/content/002220-stories-2010-census-race-and-ethnic-change-washington-state>



Source:
<http://www.qualityinfo.org/olmisj/ArticleReader?itemid=00006700>

Oregon's Hispanic Population by County, 2010

NOTIFICATION OF COMPLIANCE WITH TITLE VI

In order to comply with 49 CFR Section 21.9 (d) MCEDD has posted information for the public regarding the Title VI obligations and protections against discrimination afforded to the public by Title VI on the MCEDD website. MCEDD has also posted the following notice of compliance with Title VI, which is visible to the public at the MCEDD office and directs the public to the MCEDD website and to the appropriate phone number to inquire for more information. Additionally, this information is available upon request.



Notification of Compliance with Title VI

Mid-Columbia Economic Development District (MCEDD) complies with Title VI and Title VI Dependent Guidelines for Federal Transit Administration Recipients.

Title VI obligations and protections against discrimination afforded to the public by Title VI can be found on the MCEDD website at <http://www.mcedd.org>. This information is also available upon request, please inquire inside office or contact Title VI Complaint Coordinator at (541) 296-2266.

Notificación de la conformidad con Title VI

El Distrito del Desarrollo Económico de Mid-Columbia (MCEDD) se conforma con las pautas dependientes del Title VI y del Title VI para los recipientes federales de la administración del tránsito.

Las obligaciones y las protecciones del Title VI contra la discriminación producida al público por Title VI se pueden encontrar en el Web site de MCEDD en <http://www.mcedd.org>. Esta información está también disponible a petición, investiga por favor dentro de oficina o entra en contacto con a coordinador de la queja del Title VI en (541) 296-2266.

Memorandum

Date: June 2, 2017
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: NADO Budget Analysis

Overview

The National Association of Development Organizations (NADO) released a special comprehensive budget report to analyze the proposed President's budget. The report is attached to this memorandum. Staff also participated in a NADO webinar which discussed the budget process and anticipated implications. Key takeaways from the proposed budget which could impact the region and the agency if they were to be implemented in a final budget include:

- Proposed elimination of the US Economic Development Administration
- Proposed elimination of the Community Development Block Grant program
- Significant reductions in USDA rural development funding, coupled with a proposal to eliminate the undersecretary of rural development. While there is a new USDA rural infrastructure fund proposed at \$162M, cuts to existing rural infrastructure programs would equate to an overall loss of \$862M in loans/grants via Rural Business and Cooperative Services.

Congress has the ultimate authority on the budget, with significant work anticipated in the months of June and July, prior to the August recess. However, given the difficulties anticipated for programs critical to rural economic development, the association provided a recommendation to its members to pass a resolution that will allow us to react quickly to modifications within the budget process. The resolution can react to the proposed cuts or state support of the programs (and funding of those programs) that are important on a regional and local level.

Staff recommendation: Provide a recommendation to the MCEDD Board of Directors to pass a resolution stating support for USDA Rural Development, US Economic Development Administration and Community Development Block Grant programs, plus any others the Executive Committee would like to recommend. Staff does not recommend the negative reactionary resolution, but it is an alternate option.

Following the budget analysis report, NADO also circulated a letter the National Rural Housing Coalition is leading opposing proposed budget cuts and USDA's reorganization proposal that calls for eliminating the Undersecretary for Rural Development position. The coalition is keeping the letter open through June 9 for organizations to sign. It can be accessed here: http://org2.salsalabs.com/o/5172/p/dia/action4/common/public/?action_KEY=24933.

Staff recommendation: The intent of the letter may align on certain levels, but I have some concern with language used in the letter. Since we cannot modify the letter, I do not recommend signing on. Submitting a separate letter, or signing onto the Coalition's letter, is an alternate option.

NADO indicated they have a good advocacy packet they will circulate.

Staff recommendation: Review and modify to MCEDD's purposes once released.



Executive Director’s Report
Prepared for June 2017 Executive Committee Meeting

The following are primary activities of MCEDD in April and May 2017.

Business Assistance Division

- The Columbia River Gorge Oregon Investment Board approved a \$24,500 loan to Celilo Paddle Company. They approved a \$63,000 loan to Root and Cane Vineyard Services.
The MCEDD Loan Administration Board approved the following loans:

Table with 3 columns: Client, Amount, Purpose. Rows include Bent River, Inc (\$55,000), All Seasons, LLC (\$25,000), Freeborn Designs, LLC (\$7,000), and Honald Building, LLC (\$250,000).

- In May MCEDD received a letter from the US Economic Development Administration related to the default rate for clients in the EDA RLF portfolio. The letter was prompted by the figures included in the last semi-annual report for the period ending March 31, 2017. At the time, there were three delinquent clients and one in default. Since the report submission, only one client remains past due for that particular fund and this client has committed to a repayment plan. Per EDA’s instructions, we have prepared a response letter describing the circumstances of delinquent and defaulted clients. The letter will be reviewed and submitted to EDA by the MCEDD Loan Administration Board.
I talked with a representative from Craft3 who is drafting an Oregon clean energy fund proposal. He will be present at the next Columbia Gorge Bi-State Renewable Energy Zone meeting for discussion of the proposal and consideration of a working group member to join the development of the proposal.
Early Payoffs/Anticipated Early Payoffs

Table with 3 columns: Client, Payoff Amount, Circumstances. Rows include E Plus 10 dba The Learning Farm Preschool (Anticipated payoff of approximately \$77,000) and Downeys (OIB client) (Approximately \$35,000).

- Staff anticipates presenting a policy modification proposal in July to The Dalles Urban Agency Board. The request would remove the designation that “federally regulated and insured financial institution” are the only allowed lenders for the Loan Interest Subsidy Program. An unforeseen consequence from this restriction is that loans through economic development entities, government and non-profit lending programs (such as the Attainable Housing Fund) do not qualify for this program.

Economic Development Administration, Regional Economic Development

- The public comment period for the Comprehensive Economic Development Strategy closed on May 25, 2017. Staff anticipates one further review prior to presentation of the document to the Board in July for formal adoption. We have resource materials available for board members willing to assist in making presentations to the entities they represent on the board. The Executive Committee should discuss the next steps in press outreach.
- A number of prioritized CEDS projects are making progress. Significant changes include:
 - Skamania County was selected by EPA for two brownfields assessment grants for a total \$300,000 funding award. EPA notes that “With this funding, Skamania County will assess seven brownfields sites as an initial step towards cleaning up and redeveloping vacant and underutilized properties, transforming them into an asset for both the community and the local economy while protecting public health and the environment.” MCEDD provided a letter of support.
 - Port of Hood River Bridge: The Port has active legislation in Salem.
 - Carrie Pipinich provided assistance to the City of The Dalles in developing their Oregon Water Resources Department grant application for Dog River Pipeline.
- MCEDD’s \$80,000 EDA planning grant was confirmed and signed, with appreciation to Chair Brending for the additional work she had to do to complete the acceptance.
- Broadband: Carrie Pipinich has continued to work with Q-Life and the City of Maupin to move the fiber project forward. Q-Life has reissued the RFP with some modifications in hopes of closing some of the funding gap after responses to the first RFP came in significantly higher than anticipated.
- Staff is participating in conversations about the potential utilization of EDA resources to support local jurisdictions and businesses in relation to the August full solar eclipse.
- Our National Association provided a budget summary. The discussion is included in the meeting packet. Senator Merkley was one of 18 senators who sent a letter to the Senate Appropriations Subcommittee on Commerce, Justice and Science in support of fiscal year (FY) 2018 funding for the U.S. Economic Development Administration.

Infrastructure, Industry Development and Project Management

- The Crystal Springs Water District project is underway. MCEDD signed an agreement with the District to support grant administration tasks and labor standards management for their project (Safe Drinking Water RLF \$3,743,000 loan and \$500,000 forgivable loan). They plan to go to bid on the project by August and start construction by October. The estimated completion date of the project is end of 2018.
- Jacque Schei participated in a site visit with US Economic Development Administration staff to the Columbia Gorge Regional Airport Flex Space.
- City of The Dalles wastewater plant upgrade project: Construction on the project has started and is estimated to continue through December. MCEDD has an agreement to support the \$11M project with grant administration and labor standards services.
- County Economic Development
 - Klickitat County approved their strategic economic development plan. MCEDD staff will be connecting with Klickitat County staff on mechanisms to support implementation of the plan.
 - Skamania County Economic Development will host a PubTalk in June. The Skamania PubTalk will include a welcome from Red Bluff Taphouse, followed by a New Business Pitch from Kevin Waters, NoBo Microfarms- Dave Goldring/Tommy Thomas, Art of Action- Jeff Logosz and highlights from the Small Business Administration. Eric Nerdin will attend to represent MCEDD.

- Wasco County: Carrie Pipinich worked with the Port of The Dalles to submit a proposal for technical assistance for the AgLAB food business building project to the University of Oregon's EDA University Center to conduct a feasibility study and related research. Carrie is bringing training to the Wamic Water and Sanitary Board regarding the funding process for their water system projects, with a one-stop meeting tentatively scheduled for late June. Carrie worked closely with the South Wasco Park and Recreation District to provide grant writing technical assistance for their Oregon State Marine Board application for over \$300,000 in funding to replace the North Boat Ramp at the Pine Hollow Reservoir. The District also submitted a successful grant application to Oregon Department of Fish and Wildlife for approximately \$93,000 for the project. Carrie supported Dufur to complete their Community Vision and Action Plan which was adopted by the City in April.
- Sherman: Jessica Metta submitted to a proposal to University of Oregon's EDA University Center to support research into best practices and successful models in reutilization of rural schools. She has been talking with some of the cities in Sherman County regarding shared code enforcement needs and solutions. She is also working on completion of the JDRT kiosks.
- Hood River: In May the Hood River Economic Development Group toured the Port of Cascade Locks facilities, discussing recent business growth and future plans to spur business development. The visit included a tour of flex space tenants, including the Renewal Workshop. The key constraint the business noted was workforce and skilled industrial sewers. The Renewal Workshop recently received a provisional award for incumbent workforce training funds through the East Cascades Workforce Investment Board to address their Industrial Sewing Training need.
- The June Columbia Gorge Bi-State Renewable Energy Zone was led by board member Dana Peck and featured updates from the Government Affairs Specialist, David Van't Hof with highlights on the PGE IRP, PacifiCorp IRP and California markets status.
- Gorge Technology Alliance: The GTA is in process of an update to their strategic plan. GTA activities included:
 - Corwin Hardham Memorial Scholarship: Margaret Totten, a senior at Hood River Valley High School, was selected to receive the 2017 Corwin Hardham Memorial Scholarship. This is the second year of this scholarship being awarded to Gorge students pursuing advanced degrees in science, technology, engineering or math disciplines.
 - STEM Career Day highlights: Around 700 seventh graders from the Gorge's five counties attended the fourth annual STEM Career Day to learn about local jobs in STEM and the educational pathways to reach those jobs. Oregon Governor Kate Brown was present to welcome students in the morning.
 - The next GTA event on June 19th will feature Daimler autonomous trucks. Kary Schaefer, General Manager of Marketing and Strategy for Daimler Trucks North America, will discuss the breakthroughs Daimler is bringing to the transport industry. The presentation begins at 7 pm at Columbia Center for the Arts in Hood River.
- Fermentation Industry Associations
 - The Gorge Cider Society developed its 2017 map with a new format. The map will be provided in the board packets.
 - Approximately 65 attendees participated in the three trainings hosted by the Columbia Gorge Winegrowers Association and supported by a USDA Rural

Business Development Grant received by MCEDD. These trainings focused on tasting room experience, social media best practices, and brand development. This grant was completed in April.

- Mobility Management
 - As you will see in the pipeline, the Transportation Innovations Grant application was declined.
 - We received confirmation from the Washington State Department of Transportation of funding for the next biennium. We are meeting with ODOT staff in June to discuss their process.

Operations

- **Board representatives:** While September is still a number of months away, we are beginning the process of checking in with entities regarding board reappointments for positions that will term out in August.
- **Letters of Support:** Two letters of support were submitted: One to the John Day River Territory for their AmeriCorps RARE application and one to the Port of Skamania for their application to the Southwest Washington Regional Transportation Council for the 2017 Transportation Alternatives Grant Program. This grant would help fund the construction of a new, accessible 550-foot waterfront bike-ped trail to improve the public's access to the Columbia River.
- **Evaluations:** Jacque Schei's annual evaluation was completed in April. Dan Hoyt's evaluation is scheduled for June.
- **Building:** Removal of damaged materials in the MCEDD bathroom from the winter leak is complete. A contractor for the refurbishment is anticipated to begin work in June.
- **Website:** The web developer has developed the framework for the new MCEDD website and we are in process of adding content. Take a sneak peek at: <http://mcedd.gorgewebdesign.com/> (note that it is still *in development!*)
- **Marshall Memorial Fellowship:** In addition to the brief photo summary, I will provide a debrief of the month long exchange and potential applications within the MCEDD region, including a small grant option and the blog post submitted to GMF.

**Full Board meeting: Thursday, June 15, 2017 at 4 pm; Hood River Fire Department
Next Executive Committee: Wednesday, July 5, 2017 at 4 pm.**
