



**Business Meeting**

**December 15, 2021**





Tri County Council  
For Western Maryland

Tri-County Council for Western Maryland

Revenue and Expenditures

From 1/1/2021 Through 11/30/2021

YTD %

91.67%

**Tentative**

2021 Administrative Funds		Original Budget	Budget Modification #1	Proposed Budget Modification #2	Modified Budget	YTD Administrative Funds	Variance Over / Under	Percent YTD
<b>Revenue</b>								
40100	Grant Revenue [EDA, CARES, MD DoC, RMPF]	649,164.00	44,175.00	140,484.91	833,823.91	700,700.35	(133,123.56)	84.03%
40200	ARC Revenue	148,000.00			148,000.00	117,925.70	(30,074.30)	79.68%
40500	RLF Revenue [RLF, VLT]	170,000.00			170,000.00	244,541.88	74,541.88	143.85%
40700	MTA Revenue	26,000.00			26,000.00	26,517.59	517.59	101.99%
41700	County Revenue	120,000.00			120,000.00	110,000.00	(10,000.00)	91.67%
38500 / 30000	CYU Fund Balance		200,000.00		200,000.00	0.00	(200,000.00)	0.00%
<b>Total Revenue</b>		<b>1,113,164.00</b>	<b>244,175.00</b>	<b>140,484.91</b>	<b>1,497,823.91</b>	<b>1,199,685.52</b>	<b>(298,138.39)</b>	<b>80.10%</b>
<b>Expenditures</b>								
50000	Salaries	480,824.00			480,824.00	433,561.44	47,262.56	90.17%
50500	Fringe Benefits	272,275.00		26,000.00	298,275.00	217,206.90	81,068.10	72.82%
52010	Contractual	4,350.00		120,400.00	124,750.00	23,750.00	101,000.00	19.04%
53000	Travel	15,574.00		(4,500.00)	11,074.00	7,717.82	3,356.18	69.69%
53100	Vehicle Operating Costs	790.00			790.00	163.00	627.00	20.63%
53200	Conference Fees	1,550.00			1,550.00	0.00	1,550.00	0.00%
53300	Training	10,000.00		(6,500.00)	3,500.00	1,736.00	1,764.00	49.60%
53500	Supplies	8,864.00		13,101.00	21,965.00	1,558.09	20,406.91	7.09%
53700	Postage	1,679.00		(1,400.00)	279.00	247.61	31.39	88.75%
54500	Membership	9,835.00		(5,000.00)	4,835.00	3,606.00	1,229.00	74.58%
54800	Fees	600.00		500.00	1,100.00	881.19	218.81	80.11%
55000	Equipment / Software	36,838.00		26,480.91	63,318.91	0.00	63,318.91	0.00%
55500	Publications & Subscriptions	1,900.00			1,900.00	1,046.50	853.50	55.08%
56000	Audit	1,054.00		(1,054.00)	0.00	0.00	-	#DIV/0!
56500	Accounting	5,940.00		5,615.00	11,555.00	10,355.09	1,199.91	89.62%
56800	Technical Assistance	25,000.00		(8,845.00)	16,155.00	11,155.00	5,000.00	69.05%
57000	Sponsored Events	1,500.00		500.00	2,000.00	2,500.00	(500.00)	125.00%
57100	Meeting Expenses	9,000.00		(500.00)	8,500.00	4,683.37	3,816.63	55.10%
57200	Marketing	3,950.00			3,950.00	1,606.46	2,343.54	40.67%
57500	Advertising	3,413.00		(3,413.00)	0.00	0.00	-	#DIV/0!
58500	Legal	19,287.00		(11,000.00)	8,287.00	5,250.00	3,037.00	63.35%
59000	Insurance	3,463.00			3,463.00	2,588.23	874.77	74.74%
59500	Donations & Memorials	0.00		100.00	100.00	100.00	-	100.00%
99900	Indirect Costs	119,483.00		(10,000.00)	109,483.00	94,320.09	15,162.91	86.15%
14200	Capital		244,175.00	0.00		163,272.33	80,902.67	66.87%
<b>Total Expenditures</b>		<b>1,037,168.00</b>	<b>244,175.00</b>	<b>140,484.91</b>	<b>1,421,827.91</b>	<b>987,305.12</b>	<b>434,523.79</b>	<b>69.44%</b>
<b>Net Revenue over Expenditures</b>		<b>75,996.00</b>	<b>0.00</b>	<b>0.00</b>	<b>75,996.00</b>	<b>212,380.40</b>		

# 2020 Audit

- Completed and submitted to Clearinghouse by September 30
- Independent Auditors Report Opinion – Pages 4 - 5
- Management Discussion & Analysis – Pages 7- 16
- Year in Review – Page 86 - 90
- Schedule of Findings and Questioned Costs – Pages 76 - 78

# Director's Report

# Legislative Report

- Continuing Resolution through February 18, 2022
  - ARC planning grant increase \$6.8 million to \$8 million = \$175,000
  - IIJA Infrastructure Investment & Jobs Act – November 15
    - The bipartisan portion of the infrastructure negotiations
    - Surface transportation reauthorization – includes water & broadband
    - Historic funding for regional commissions – including \$1 billion for ARC
  - The House version of BBB passed November 19, sits in Senate
  - House version of BBB includes \$5 billion for EDA
  - Also includes \$3.5 billion for USDA Rural Partnership Program

# Operating Report

- All reports for 2021 have been completed in a timely and accurate manner, and all funding has been received except as noted:

- FY 2022 ARC - \$175,000
- FY 2022 EDA - \$70,000
- EDA Cares Act - \$400,000 (2 years)
- EDA Cares RLF - \$1,023,000 (2 years)
- Maryland Department of Commerce FY22 - \$200,000
- Maryland Transit Administration FY22- \$26,000
- Rural Maryland Council FY22 - \$400,000

# Loan Fund Reports

For FY21, TCCWMD was awarded \$1,750,000 for the existing VLT Program.

In addition, because of the pandemic, TCCWMD was awarded funding to be used for lending from the EDA and the State of Maryland.

**RLF** \$ 930,000 Applied and Awarded a grant through the EDA CARES ACT with a disbursement phase of 2 years.

**VLT** \$1,250,000 Awarded from State of Maryland through the Business Relief Fund. Fund needed depleted by June 30, 2021. TCCWMD lent \$923,677.94 with the remaining \$326,322.06 equally disbursed in the form of a principal reduction grant to the VLT clients who were in good standing on June 30<sup>th</sup>.

## 2021 Lending Activity

2021	RLF	VLT
<b>Inquiries</b>	<b>255 Inquiries for Funding</b>	<b>124 Requests for State Grants</b>
<b>Applications</b>	<b>12</b>	<b>15</b>
<b>Approved</b>	<b>12</b>	<b>13</b>
<b>Denied</b>	<b>0</b>	<b>2</b>
<b>Total Settled</b>	<b>11 @ \$957,569</b>	<b>10 @ \$1,375,178</b>
<b>Approved Not Disbursed</b>	<b>2 @ \$520,500</b>	<b>2 @ \$208,000</b>
<b>Died Before Settlement</b>	<b>0</b>	<b>1 @ \$35,600</b>
<b>Leverage \$</b>	<b>\$ 3,064,762.00</b>	<b>\$ 4,073,500.00</b>
<b>Jobs</b>	<b>53 Retained &amp; 40 Created</b>	<b>42 Retained &amp; 28 Created</b>

## Lending Portfolio

<b><u>Current Portfolio</u></b>	<b>RLF</b>	<b>VLT</b>
<b>Projects</b>	<b>30</b>	<b>23</b>
<b>Total Lent</b>	<b>\$ 3,722,357.14</b>	<b>\$ 3,546,329.94</b>
<b>Principal Outstanding</b>	<b>\$ 2,736,684.27</b>	<b>\$ 2,662,987.81</b>
<b>Available to Lend</b>	<b>\$ 2,438,945.53</b>	<b>\$ 2,171,303.75</b>
<b><u>Since Inception</u></b>		
<b>Projects</b>	<b>274</b>	<b>33</b>
<b>Lent</b>	<b>\$ 19,735,605.79</b>	<b>\$ 5,528,329.94</b>
<b>Leveraged</b>	<b>\$ 101,762,262.00</b>	<b>\$ 14,463,501.00</b>
<b>Jobs Created</b>	<b>2376</b>	<b>167</b>
<b>Jobs Retained</b>	<b>2276</b>	<b>197</b>

## **Rural MD Prosperity Investment Fund (RMPIF) Technical Assistance Activity**

- The source for T.A. funding is a grant through the Rural MD Council
- TCCWMD can provide grants for technical assistance to small businesses in Allegany, Garret and Washington counties
- TCCWMD may approve projects that will assist businesses that need professional guidance and services of a technical nature
- The program is intended to help small businesses expand, grow, improve operations and create jobs

17 Inquiries

3 Applications

\$13,055 paid out

\$4,125 committed not yet paid

# Maryland Transit Administration (MTA)

- TCCWMD acts as the Regional Coordinating Body for WMD on behalf of MTA
- Represent Garrett, Allegany, Washington and rural Frederick Counties
- Transportation Association of Maryland (TAM)
- Allegany County Transit Advisory Committee
- Washington County Transit Advisory Committee
- Frederick County Transit Advisory Committee



# **MTA FY 20-21 Section 5310 Grants**

- **To improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options**
- **Funds can be used for capital purchases such as vehicles, equipment, and Preventative Maintenance as well as operating and mobility management projects**
- **Grants are on a 2 year cycle**
- **September 2022 application release date**
- **January 2023 applications due to MTA**

# **MTA FY 23-25 JARC Grants**

- **The Maryland Jobs Access Reverse Commute (MD-JARC) grant program, established in 2018, is modeled after the Federal Transit Administration (FTA) grant program, Jobs Access Reverse Commute (JARC). By using transportation services, this program is designed to connect targeted populations with employment areas that have experienced significant growth.**
- **Eligible MD-JARC grant recipients include: Private Non-Profit Organizations, Local Transit Systems, and One or More Employers/Corporations (that implement a job access and reverse commute project/program)**
- **January 2022 Application Release with April 2022 deadline to MTA**

# Maryland Department of Commerce Report

# Small Business Development Center Report

The background of the slide is an abstract composition. It features several broad, sweeping, wavy lines in shades of white, cream, and light yellow, which flow from the left side towards the right. These lines are layered over a background of smaller, semi-transparent triangles in various shades of yellow, orange, and red, creating a mosaic-like effect. The overall color palette is warm and vibrant, with a gradient from light yellow on the left to deeper orange and red tones on the right.

# ARC Program Manger Update

The background of the slide is an abstract composition. It features several broad, sweeping, wavy lines in shades of white, cream, and light yellow, which flow from the left side towards the right. These lines are layered over a background of a fine, repeating triangular or mosaic pattern. The color palette is warm, ranging from pale yellow and cream to deep orange and red tones, particularly visible on the right side and in the background pattern.

# Unfinished Business

The background of the slide is an abstract composition. It features several broad, flowing, wavy bands in shades of cream, light yellow, and pale orange. These bands are layered and overlap, creating a sense of movement. Overlaid on these smooth curves is a subtle, low-resolution mosaic or pixelated pattern. The colors of the mosaic transition from a pale yellow on the left to a deeper, more saturated orange and red on the right, mirroring the color gradient of the wavy bands.

# New Business

- 2022 Work Plan and Budget
- 2022 CEDS Update
- 2022 Calendar of Meetings
- Announcements from the floor

# 2022 Work Plan & Budget

The Work Plan for TCCWMD is an agency wide document that outlines the tasks required to be performed under the various grants that fund our operations.

The agency currently operates under ten programs as indicated in the budget.

This presentation will only highlight changes from the FY 2021 document.

# 2022 Changes

- Planning

- EDA CARES Act Supplemental Grant

- Counties providing data for impact of COVID to businesses

- Community and Economic Development

- Capital Project
  - TCCWMD 50<sup>th</sup> Anniversary

# Planning Activities

## EDA Cares Act Supplemental Grant

To benefit the Development District:

- Development of a resiliency planning guide for inclusion in the FY22 CEDS
- Data from the 3 County Departments of Economic Development and a region-wide survey will be used to write this section of the CEDS

# Community and Economic Development

Equipment and Technology for the new facility including:

VOIP Phone System and Teleconferencing Center

Firewalls, switches and access points

Rewire building with CAT 6

Fiber to the Building

Back up generator

# 50<sup>th</sup> Anniversary



- On February 14, 2022 the agency will reach the milestone of 50 years in service.

# Capital Project

## We bought a building!

- In the process of renovation
- Windows, floors, HVAC, painting, decks and parking and minor interior design changes.

Thank you to the Rural Maryland Council and the State of Maryland for supporting our funding through the Rural Maryland Prosperity Investment Fund





# Tri-County Council for Western Maryland, Inc.

## 2022 Administrative Budget

**DRAFT**

Draft 4	Account	Account	2022
	Number	Name	Original Budget
R e v e n u e	31000	ARC - federal	\$ 175,000
	31500	EDA - federal	70,000
	31520	EDA Plan, Prepare, Prevent, Respond to COVID-19	111,446
	31550	EDA CARES Act RLF	36,948
	31600	MTA - Maryland Transit Administration	26,000
	34000	TCCWMD VLT	85,000
	34303	Maryland Dept of Commerce	200,000
	35900	RMPIF - Rural Maryland Prosperity Investment Fund	400,000
	38300	RLF - Revolving Loan Funds	85,000
	38500	Local Funds	120,000
	Total Revenue:		\$ 1,309,394
E x p e n d i t u r e s			
	50000	Salaries	\$ 522,873
	50500	Fringe Benefits	336,575
	52010	Contractual	33,563
	53000	Travel	23,795
	53100	Vehicle Operating	790
	53200	Conference Fees	2,600
	53300	Training	7,880
	53500	Supplies	4,964
	53700	Postage	876
	54500	Membership	5,450
	54800	Fees	600
	55000	Equipment under \$5,000	22,035
	55500	Publications	1,800
	56000	Audit	1,054
	56500	Accounting	5,940
	56800	Technical Assistance	25,000
	57100	Meeting Expenses	10,750
	57200	Marketing/Sponsored Events	5,450
	58500	Legal	13,892
	59000	Insurance	3,163
	99900	Indirect Costs	159,264
90000	Capital	62,450	
	Total Administration Expenditures:		\$ 1,250,763
Undesignated Funds Remaining:			\$ 58,631

# Comprehensive Economic Development Strategy (CEDS) Update

- Annual Update to 5 Year Plan 2018-2022
- Projects update – Spring
- Planning update - Fall

# CEDS Strategic Goals and Objectives for 2018-2022

- Strategic Initiative 1: Broadband and High Speed Infrastructure and Access
- Strategic Initiative 2: Leverage Assets to Increase Competitiveness
- Strategic Initiative 3: Coordination Between High Schools, Colleges, and Employers for Workforce Training, Agriculture, and Economic Development
- Strategic Initiative 4: Infrastructure Improvements
- Strategic Initiative 5: Entrepreneurship and Small Business

# CEDS Planning Updates

- Demographics
- SWOT Analysis
- Economic Resilience
- COVID-19 Pandemic
- FY22 Projects List

# CEDS Committee

Roger Fairbourn, <i>Chair</i>	Washington County, Private Sector
David Cotton	ARC Program Manager / Maryland Department of Planning
Kim Durst	Garrett County Department of Business Development
Jeremy Irons	Allegany County, Private Sector
Amy Jacobs	Tri-County Council for Western Maryland
Karen Johnson	Allegany County, Private Sector
Jonathan Kessler	Garrett County, Private Sector
Steve MacGray	Allegany County, Private Sector
Jeff McKenzie	Allegany County, Private Sector
Jack Miller	Washington County, Private Sector
Matt Miller	Cumberland Economic Development Corporation
David Nedved	Allegany County Dept of Economic & Community Development
Steve Nelson	Allegany County, Private Sector
Andrew Sargent	Maryland Department of Commerce
Spencer Schlosnagle	Garrett County Mayor, Town of Friendsville
Cindy Sharon	Garrett County Finance Department
Robert Smith	Allegany County, Private Sector
Linda Spence	Washington County Business Development
Elizabeth Stahlman	Allegany County, City of Frostburg
Guy Winterberg	Tri-County Council for Western Maryland

# Calendar of Meetings 2022

## **Date**

Wednesday, April 13, 2022

Wednesday, June 22, 2022

Wednesday, November 30, 2022

## **Location**

Allegany County

Garrett County

Washington County

# Announcements from the Floor

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