

**Washtenaw County  
Policy**

Title:

Washtenaw County  
Government  
Economic Development  
Policy

Enabling  
Resolution:

Supersedes:  
03-0250

Effective  
Date:

**I. APPLICATION:**

A. This policy governs all economic development activities entered into by County departments, agencies, or other entities. This shall include, but not be limited to, activities between the County and the following non-county entities:

1. Departments and Agencies of the State of Michigan;
2. Ann Arbor SPARK;
3. the Southeast Michigan Consortium;
4. Local Chambers of Commerce;
5. Local Units of Government; and the
6. Economic Development Corporations (EDC) within Washtenaw County.

B. Economic development activities shall include, but not be limited to:

1. State, federal and local grants and contracts which are created for the purpose of supporting economic development;
2. Cooperative ventures with other economic development entities;
3. Training or employment opportunities in which the County engages; and
4. Other activities in which the County participates relating to Washtenaw County's economic climate.

**II. INTENT:**

It is the intent of the Board of Commissioners to:

- A. Coordinate and structure the economic development activities of County departments and agencies;
- B. Promote the establishment and continuity of cooperative liaisons between County government and other public and private entities to promote economic development within Washtenaw County;
- C. Optimize the utilization of County resources allocated for economic development; and
- D. Assure that the economic development activities entered into by the County are in good keeping with the Washtenaw County Government Economic Development Goal, Objectives, and Strategies.

**III. GENERAL POLICIES:**

A. Implementation

1. An Economic Development Coordination Committee (EDCC) shall be established for the purpose of overseeing and coordinating all County government economic development activities.

a. The EDCC shall consist of 17 members nominated by the chair of the Washtenaw County Board of Commissioners and approved by vote of the Board:

1. Three members of the Washtenaw County Board of Commissioners one of whom shall serve as chair of the committee and one of whom shall serve as vice-chair of the committee;
2. One of Washtenaw County's designees to the Southeast Michigan Consortium;
3. One member of the Washtenaw Food Policy Council;
4. One member of the Washtenaw Historic District Commission;
5. One member of the Eastern Leaders Group;
6. Three members of the board of the Washtenaw County Convention and Visitors Bureau;
7. One member representing the arts or creative sector;
8. One member representing a Downtown Development Authority or a Local Development Finance Authority;
9. One member representing large business interests;
10. One member representing small business interests;
11. One member representing adult or higher education;
12. One member of an employment-seeking constituency; and
13. One member of a tourism-based business

Additionally, geographic inclusion will be considered when the appointments are made.

b. The EDCC shall report directly to the Washtenaw County Board of Commissioners. The EDCC will serve as an Advisory Committee. All grants and loans are to be made subject to approval of the Board of Commissioners unless otherwise authorized by resolution.

- c. The EDCC's primary responsibilities shall be in the following areas:
- (1) Coordinate economic development activities among County departments, agencies, and other entities;
  - (2) Expedite the review process for all economic development grants and projects submitted to Washtenaw County;
  - (3) Serve as the primary economic development contact within County government;
  - (4) Review all economic development studies, projects, and grants proposed by County departments, agencies, and other entities;
  - (5) Establish working relationships with non-County government economic development organizations and agencies;
  - (6) Carry out strategic planning for the County's economic development program, including review and updating of the Washtenaw County

Government Economic Development Goals, Objectives and Strategies;  
And

(7) Develop training and employment opportunities in conjunction with the Southeast Michigan Consortium.

2. The EDCC shall receive staff support from the Office of Community and Economic Development (OCED) and Finance (as specified by statute). OCED (and Finance) staff shall serve as the Committee's administrative representative in carrying out daily operations, and shall:
  - a. Assist the EDCC as necessary, to carry out the duties and responsibilities of the Committee.
  - b. Act as the contact for the EDCC between Committee meetings.
  - c. Assist other County departments, agencies, and committees in areas of economic development.
3. All County departments, agencies, and other entities shall assign a top priority to extending their full cooperation in expediting requests related to County sponsored economic development activities.
4. The organizational relationship of the EDCC to other key participants in the economic development process is shown in the following diagram:

#### B. Funding

The EDCC shall consider several sources of funding that can be used to support Economic Development; Options 1 and 2 (shown below) are established funding sources, currently used by Washtenaw County. Option 3 represents a new source of funding which would be established by the Washtenaw County Board of Commissioners for the express purpose of supporting economic development. In the future, it is possible that private and other funding sources can be used to support this program.

1. State or Federal General Purpose Funds
2. State or Federal Special Purpose Funds
3. Washtenaw County General Purpose Fund
  - a. General Purpose Funds appropriated for Economic Development will be administered through a grant program and a loan program. The specifics of both the grant program and the loan program are still under investigation and will be fully explained in a separate policy.
    - (1) Grant Program
      - (a) Awards are to be based on need, and to be made available only after other sources of funding have been explored and utilized (b) Funds will be used to meet the local public match requirement of state and federal grant programs.
    - (2) Loan Program
      - a. The loan program will be administered by an outside agency or financial institution as appointed by the EDCC
      - b. An initial County appropriation of \$25,000 to \$75,000 is recommended to establish the grant and loan programs.
      - c. As available, other sources of funding (state, federal, private) should be used to augment County appropriated funds.
      - d. Total County assistance, including grants, loans, and inking services will be limited to an amount not to exceed 50% of the total grant and/or loan cost.
      - e. All recommended grants and loans will be submitted for final approval to the Washtenaw County Board of Commissioners.
4. Private and Other Funding Sources

#### C. Non-Financial Assistance

##### 1. Grant Assistance

The County shall provide grant assistance to applicants of County sponsored projects who are applying for state and federal grants. Assistance will be provided during the three main phases of the grant process listed below.

- a. Pre-Application

- (1) Provide information on grant programs and requirements.
- (2) Review potential grant applications for compliance with the requirements of specific grant programs, the Washtenaw County Government Economic Development Project, and Grant Evaluation Criteria.

b. Application

- (1) Assist in the preparation of background data and supporting documentation.
- (2) Assist in writing grant applications, preparing budgets and other financial documentation.
- (3) Prepare resolutions, legal notices and hold public reviews.
- (4) Track the grant application throughout the inter-agency review process.

c. Administration

- (1) Provide general grant administration
- (2) Monitor compliance with programmatic requirements.
- (3) Prepare all legal contracts between the County and other entities.
- (4) Monitor financial compliance: prepare financial statements and reports, as required by grant programs.

2. Infrastructure Development

Through the various physical development departments of the County, coordinates infrastructure improvements with development and land use policies. Where feasible, speed up planned infrastructure improvements/extensions to improve the development situation.

3. Review of Economic Development Projects/Grants

- a. The EDCC shall review all economic development projects, proposals or grants submitted to or sponsored by the County.
- b. Review shall be based on the Washtenaw County Government Economic Development Project, Grant Evaluation Criteria, and other standards deemed applicable.
- c. County departments and agencies shall extend their full cooperation to the EDCC in expediting the review process for economic development projects, proposals and grants.
- d. Barring extenuating circumstance, the internal County review process shall be completed within thirty (30) working days from the date of submittal of a complete proposal.

D. Review and Updating of the Economic Development Program

1. The EDCC shall review the components of the Washtenaw County Economic Development Program and report to the BOC minimally on an annual basis. They shall utilize the following criteria:
  - a. Goals and Objective should be reviewed for currency and either modified, as appropriate, or re-affirmed.
  - b. The success of strategy implementation and progress toward meeting the County's economic development goals and objectives should be ascertained at this time.
  - c. New strategies will be discussed and developed as needed.

E. Reporting

1. The EDCC shall report to the County Board of Commissioners during a Working Session on the progress of County economic development activities on an annual basis, unless requested to do so more frequently.
2. All other County departments, agencies and other entities are required to keep the EDCC informed of economic development activities as they arise.