



February 18, 2021

Jerry Bougie
County Planning Director
Winnebago County Planning Department
112 Otter Avenue
Oshkosh, WI 54903-2808

COPY

RE: Administration of Winnebago County IDB Loan Programs

Dear Mr. Bougie,

In 2020, the COVID-19 pandemic, with its immediate and severe impact took everyone by surprise. We are proud of the collaboration between Greater Oshkosh Economic Development Corporation and the Winnebago County Industrial Development Board to take immediate action to support our local businesses with the Winnebago County Rapid Recovery Loan Fund. Winnebago County was the first to provide local support in the New North and the results of the program are clear, even as the pandemic continues to impact our region.

When we agreed upon creation of this program, all of us were moving quickly and without long-range understanding of the total scope of the program. We are pleased Greater Oshkosh Economic Development Corporation has been able to donate our time and resources to this effort in 2020. We appreciate the support of our partner organizations, Oshkosh Chamber of Commerce and Fox Cities Regional Partnership for their marketing assistance and input through the review process of the loans. As we near the end of the first year, there is a better understanding of the duration and resources that will be required to properly manage the program.

In our role of administrators of the program, Greater Oshkosh Economic Development Corporation is responsible for all aspects of the Winnebago County Rapid Recovery Loan Fund following committee approval or an applicant. This includes drafting loan documents, disbursing of funds, setting up and monitoring payments, managing deferments, reconciliation with accountants, and regular tracking and reporting. All these actions go in hand with ongoing support and consultation for these businesses. As loans and deferrals continued to be issued to this date, the program will extend into 2025 and potentially longer.

The efforts to administer this loan program go beyond the normal scope of support Greater Oshkosh Economic Development Corporation provides to the region. There are direct and ongoing professional fees associated with program such as accounting, legal, and administrative which are not typically within the organization's budget.

Additionally, through our work on this and other COVID relief programs, we recognized a gap in availability of access capital to our rural areas. We have also identified a solution through with the USDA Rural Business Development Grant and the matching funds from Winnebago County Industrial Development Board. Originally it was thought that administrative fees could come out of these funds, but it has been made clear that any grant or matching funds go directly into the revolving loan fund.



It is our request to enter into an agreement with the Winnebago County Industrial Development Board for the reimbursement of fees for both loan programs, structured as follows:

- Greater Oshkosh Economic Development Corporation would continue to contribute staff administration and consulting time towards the program.
- The Industrial Development Board would reimburse the professional fees directly incurred resulting from program activities and duties. These professional services are integral to the responsible administration of the loan fund and proper handling of taxpayer funds. The fees involved are likely to be primarily accounting and any legal costs associated with the administration and monitoring of loans already made.
- Documentation of all fees would be provided and would be reflective of activity within the programs. Annual reimbursement shall not exceed \$5,000.

Finally, for the Winnebago County Rapid Response Fund, all undisbursed funds, all repayments, and earned interest will be returned to the Winnebago County Industrial Development Board at the sunset of the program or as requested, unless there is a further agreed upon use for the funds. In the case that we are awarded the USDA Rural Development Business Grant, all repayments will be revolved in the program and a portion of interest may be used to offset future fees.

We welcome the guidance of County Staff and the Industrial Development Board on this process. We appreciate the partnership that has allowed us to bring much needed support to the region and look forward to continuing to work together.

Thank you,

A handwritten signature in blue ink, appearing to read "Jason White".

Jason White

President & Chief Operating Officer

Greater Oshkosh Economic Development Organization



Agreement Proposal for Winnebago County COVID-19 Rapid Recovery Loan Fund

Whereas Greater Oshkosh Economic Development Corporation (GOEDC) agrees to administer the Winnebago County COVID-19 Rapid Recovery Loan Fund (RRL), the following agreement for administration is proposed with the Winnebago County Industrial Development Board (IDB) beginning January 1, 2021.

Greater Oshkosh Economic Development Corporation will be responsible to:

- Provide management and administration of the loan program in the form of staff time, including but not exclusive to the following activities:
 - Meeting with clients and reviewing applications
 - Coordinating committee meetings
 - Draft loan paperwork
 - Disbursement of funds
 - Properly maintain loan documents and paperwork from clients.
 - Collect payments and manage financial accounts.
 - Prepare reports for the IDB on a quarterly basis.
 - Provide consultation and technical support to clients.
- Contract and manage relationships with professional services as required:
 - Accounting/Bookkeeping
 - Legal counsel
 - Third party audits

Winnebago County Industrial Development Board will be responsible to:

- Provide oversight and guidance on the program.
- Reimburse GOEDC for all professional services in conjunction with the program.
 - Services will be invoiced on an annual basis not to exceed \$5,000 based on evidence of costs to be reimbursed.

This agreement will be valid for the duration of the loan program until all funds have been repaid and returned to the IDB. The terms of the agreement can be reviewed and amended on an annual basis.



Agreement Proposal for Winnebago County Rural Revolving Loan Fund

Whereas Greater Oshkosh Economic Development Corporation (GOEDC) agrees to administer the Winnebago County Rural Revolving Loan Fund (RURL), the following agreement for administration is proposed with the Winnebago County Industrial Development Board (IDB).

Greater Oshkosh Economic Development Corporation will be responsible to:

- Secure grant funding from United States Department of Agriculture
- Provide management and administration of the loan program in the form of staff time, including but not exclusive to the following activities:
 - Create program guidelines, manual, application and loan documents
 - Promotion and marketing of program
 - Meet with clients and reviewing applications
 - Coordinating committee meetings
 - Draft loan paperwork
 - Disbursement of funds
 - Properly maintain loan documents and paperwork from clients.
 - Collect payments and manage financial accounts.
 - Prepare reports for the IDB and USDA as required
 - Provide consultation and technical support to clients.
- Contract and manage relationships with professional services as required:
 - Accounting/Bookkeeping
 - Legal counsel
 - Third party audits

Winnebago County Industrial Development Board will be responsible to:

- Supply matching funds to the grant award
- Provide oversight and guidance on the program.
- Reimburse GOEDC for all professional services in conjunction with the program.
 - Services will be invoiced on an annual basis not to exceed \$5,000.

This agreement is contingent on Greater Oshkosh Economic Development Corporation's receipt of the USDA Rural Business Development Grant and the formation of the Winnebago County Rural Revolving Loan Fund and will begin once the award notice has been received.

This agreement will be valid for the life of the loan program with the understanding that once the program has begun to revolve, a limited amount of earned interest will be utilized to offset costs and will be represented in future invoices. The terms of the agreement can be reviewed and amended on an annual basis.