

Leon County Research and Development Authority
Board of Governors Meeting
Collins Building
2051 East Paul Dirac Drive
Tallahassee, FL 32310

February 13, 2020
11:00am to 1:30pm

Agenda

1. Call to Order
2. Introduction of Guests
3. Modifications to the Agenda
4. Public Comment
5. Approval of Draft Meeting Minutes, January 31, 2019 (*Attachment A*)
6. Consent Agenda
 - a. Treasurer's Report (*Attachment B*)
 - b. Monthly Financial Reports
 - i. November 2019 (*Link: <http://innovation-park.com/wp-content/uploads/2019/12/11.19-Monthly-Report-Innovation-Park.pdf>*)
 - ii. December 2019 (*Link: <http://innovation-park.com/wp-content/uploads/2020/01/12.19-Monthly-Report-Innovation-Park.pdf>*)
 - c. Investment Reports
 - i. November 2019 (*Attachment C1*)
 - ii. December 2019 (*Attachment C2*)
7. Presentation: Blueprint Project Update

Tallahassee/Leon County Office of Economic Vitality will provide an update regard current and future Blueprint projects
8. OEV Elevate Fund Grant Agreement (*Attachment D*)

Staff requests approval of an agreement with The Tallahassee/Leon County Office of Economic Vitality for a grant award of up to \$25,000 for the Authority to conduct an eight-week SBIR/STTR Phase I accelerator program.
9. Domi Station MOU (*Attachment E*)

Staff requests approval of a Memorandum of Understanding to provide Domi Education, Inc. SBIR/STTR training to startups for a fee of \$15,000 in fulfillment of the SBA Growth Accelerator Fund Award received by Domi. Specifically, LCRDA will provide SBIR/STTR education and assistance for selected participants in Domi's Gear Up program.
10. Airport Marketing Opportunity

Executive Director Miller will present information related to a marketing opportunity at the airport.

11. Year-end Financial Review

Executive Director Miller will review the 2018-19 preliminary financial statements for the Board.

12. Chair's Report

- a. Strategic Planning Meeting Discussion

13. Staff Reports

- a. Executive Director (*Attachment F1*)
 - i. Project Juggernaut
 - ii. EDA Grant Update
 - iii. Director of Marketing and Engagement
 - iv. 501(c)(3) Update
 - v. Tech Grant
 - vi. Other
- b. Director of Entrepreneurship (*Attachment F2*)
 - i. North Florida Innovation Labs Recruiting Strategy and Status
 - ii. More Grant Applications
 - iii. Other
- c. Property Manager (*Attachment F3*)

14. New Business

15. Adjourn

Upcoming Meetings and Events:

Executive Committee Meeting

Monday, March 23, 2020

8:00am – 10:00am

Collins Building

2051 E Paul Dirac Dr

Tallahassee, FL 32310

Board of Governors Meeting

Thursday, April 2, 2020

11:00am – 1:30pm

Collins Building

2051 E Paul Dirac Dr

Tallahassee, FL 32310

TechGrant Pitch Night

Wednesday, May 20, 2020

5:30pm – 7:30pm

Goodwood Museum and Gardens

Carriage House

1600 Miccosukee Rd

Tallahassee, FL 32308

**Leon County Research and Development Authority
Board of Governors Meeting**
Collins Building
2051 East Paul Dirac Drive, Tallahassee, FL 32310
Friday, January 31, 2020
9:00am to 10:00am

DRAFT Minutes

Members in Attendance: Kimberly Moore, Eric Holmes, Dave Ramsay, Keith Bowers, John Dailey, Kristin Dozier, Anne Longman, April Salter.

Members Not in Attendance: Ray Bye, Sonjoy Goswami, Kevin Graham.

Guests: Melissa VanSickle, Nelson Mullins Broad & Cassel; Ron Miller and Peggy Bielby, LCRDA Staff.

1. Call to Order

Chair Kimberly Moore called the meeting to order at 9:04am.

2. Introduction of Guests

All present introduced themselves.

3. Modification to the Agenda

April Salter offered a motion to approve the December 12, 2019 Board of Governors meeting minutes. Eric Holmes seconded the motion which passed unanimously.

4. Public Comment

None.

John Dailey joined the meeting at 9:17am.

5. Project Juggernaut Discussion

Proposed changes, if any, to the Authority's proposal for Project Juggernaut resulting from action taken at the January 30, 2020 Blueprint Intergovernmental Agency Board meeting.

Dave Ramsay announced that in order to avoid any possible appearance of a conflict of interest he would not participate in any discussion or votes regarding Project Juggernaut.

Kimberly Moore and Ron Miller reviewed the LCRDA Board's previous discussion, decisions, and approvals. They also reviewed the option approved by the Blueprint IA board at its January 30, 2020 meeting:

“Authorize the Director of PLACE to execute the commitment of funds to Leon County Research and Development Authority Funds in the amount of \$805,000 as agreed upon through a Memorandum of Understanding (MOU) between LCRDA and OEV, to include the following:

- i) Funding to support Asset Maximization and Readiness by creating pad ready sites within the 15 acres of undeveloped land and renovation of the 23,000 square feet of existing space in its buildings.

- ii) Funding to support the targeted recruitment of five new qualified leads in cooperation with OEV. Funding may be utilized for marketing, promotion and travel.
- iii) Disbursement of funds will be based on the following milestones:
 - (1) Disbursement 1: Will occur upon groundbreaking construction or October of 2020, whichever is later.
 - (2) Disbursement 2: Will occur upon the company's obtaining a Certificate of Occupancy for the site or October of 2021, whichever is later."

The MOU timing is independent of the Juggernaut project timing. OEV will draft the MOU, with input from the Executive Director, and then the MOU will come back to the LCRDA Board for its approval before it is finalized. After discussion the Board agreed that the MOU should afford LCRDA some flexibility in both the timing of the funds disbursement and use of the funds while maintaining the alignment with both LCRDA and OEV goals. The MOU should also include an agreed upon "drop dead date" or a time period to align with OEV's ceiling to assure the project is moving forward.

Kristin Dozier offered a motion to direct the Executive Director to work with OEV to draft the MOU to include language that affords LCRDA the ability to amend the MOU and the flexibility to adjust its performance in accordance with its strategic plan during the life of the MOU. The ED is also directed to negotiate a payment disbursement schedule including a trigger that may be before groundbreaking, on a "drop dead date" for the project to commence, and to require the MOU to be approved by the LCRDA Board before it is finalized. Eric Holmes seconded the motion which passed 7-0 with Dave Ramsay abstaining from the vote.

6. EDA Grant Application and Award Resolution

Staff requests approval of a resolution authorizing the Executive Director to apply for, and accept funds if awarded, from the U.S. Department of Commerce, Economic Development Administration (EDA) for the FY2019 EDA Disaster Supplement Grant. EDA has requested this formal resolution in order to continue in the application process. Ron Miller updated the board on the status of the EDA grant application and the receipt of the "Further Consideration Letter".

Dave Ramsay offered a motion to approve the resolution. Keith Bowers seconded the motion which passed unanimously.

7. Chair's Report

Kimberly Moore asked the Board to share topics of interest for the strategic plan scheduling.

8. New Business

Kristin Dozier reported that Senator Rubio introduced a senate bill, with a house companion, to re-draw Opportunity Zones in declared disaster areas. If the bill proceeds, the new zone will include Innovation Park.

The Board discussed the need for the LCRDA to move forward with discussing marketing agreements with FSU and FAMU for the remaining land in the park they control for which there is no planned use.

9. Adjourn

The meeting was adjourned at 10:05am.

Upcoming Meetings and Events:

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Leon County Research and Development Authority
Treasurer's Report

Attachment B
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February 13, 2020

The following is a summary of the more significant items relating to financial position, financial operations, and the budget:

Note: Balances are prior to any GASB 68 or audit adjustments (if any)

| | | | |
|------------------------------|------------|---------------|------------|
| For the months ending | | 11/30/2019 | 12/31/2019 |
| and the year-to-date through | 12/31/2019 | 3 months thru | |

1) Balance Sheet

| <u>Changes for the month:</u> | <u>Increase/ (Decrease)</u> | |
|---|-----------------------------|-------------------|
| | <u>11/30/2019</u> | <u>12/31/2019</u> |
| Operating cash ¹ | \$ (19,002) | \$ (31,313) |
| Receivables | \$ (6,696) | \$ 14,108 |
| Property | \$ - | \$ - |
| Accumulated depreciation and amortization | \$ (22,769) | \$ (22,769) |
| Investments | \$ 7,318 | \$ 7,078 |
| Total assets | \$ (42,901) | \$ (32,049) |
| Total liabilities | \$ (19,702) | \$ (11,566) |
| Total capital | \$ (23,199) | \$ (20,483) |

¹ Normal changes in working capital

2) Income Statement

| | <u>YTD</u> | <u>Month</u> | |
|---|-------------------|-------------------|-------------------|
| | <u>12/31/2019</u> | <u>11/30/2019</u> | <u>12/31/2019</u> |
| Interest income | \$ 21,710 | \$ 7,165 | \$ 6,589 |
| Net operating income (loss) | \$ (15,228) | \$ (429) | \$ 2,286 |
| <i>(before depreciation & amort.)</i> | | | |
| Less: Depreciation & amort. | (68,308) | (22,769) | (22,769) |
| Net income (loss) | \$ (83,536) | \$ (23,198) | \$ (20,483) |

3) Cash Flow Statement

| <u>Operating Cash</u> | | |
|-----------------------|-------------------|-------------------|
| | <u>11/30/2019</u> | <u>12/31/2019</u> |
| Beginning balance | \$ 148,769 | \$ 129,767 |
| Net change | (19,002) | (31,313) |
| Ending balance | <u>\$ 129,767</u> | <u>\$ 98,454</u> |

Operating cash is adequate to meet current cash disbursement needs.

Leon County Research and Development Authority
Treasurer's Report

Attachment B
Page 2 of 2

February 13, 2020

4) Budget Comparison Statement

a) Revenues:

| Revenue Variances Year-to-Date thru: 12/31/2019 | |
|---|-----------------|
| Actual | \$ 236,620 |
| Budgeted | 236,994 |
| Variance Favorable (Unfavorable) | <u>\$ (374)</u> |
| Variance breakdown: | |
| Rent | \$ 10 |
| Interest income | (2,606) |
| EEP program revenue | - |
| Other program revenue | 1,736 |
| All other | 486 |
| Variance Favorable (Unfavorable) | <u>\$ (374)</u> |

b) Operating Expenses (before Depreciation and Amortization):

| Operating Expenses Year-to-Date thru: 12/31/2019 | |
|--|-----------------------------|
| Budgeted | \$ 261,109 |
| Actual | 251,849 |
| Variance Favorable (Unfavorable) | <u>\$ 9,260</u> |
| Operating Expense Variances | Favorable/ (Unfavorable) |
| Year-to-Date thru: 12/31/2019 | |
| Payroll | \$ 288 |
| Utilities | (404) |
| Repairs/Maintenance ¹ | (6,936) |
| Cleaning & Improvements | 2,276 |
| Services | 1,992 |
| Property Administration ² | 12,044 |
| Total Favorable (Unfavorable) Variance | <u>\$ 9,260</u> |

¹. Trail furniture (5.5k); HVAC repairs (3.4k)

². Professional Fees 8k; Travel 4.7k

Respectfully submitted,
April Salter, Treasurer

LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY

INVESTMENT PORTFOLIO

For period ending November 30, 2019

For the Month:

| <u>SECURITY OWNED</u> | <u>BALANCE BOM</u> | <u>EARNINGS</u> | <u>ADDITIONS</u> | <u>DEDUCTIONS</u> | <u>BALANCE EOM</u> | <u>YIELD</u> |
|------------------------------|---------------------------|------------------------|-------------------------|--------------------------|---------------------------|---------------------|
| FL PRIME | \$ 2,648,599.32 | \$ 4,090.23 | \$ - | \$ - | \$ 2,652,689.55 | 1.879% |
| SPIA | 1,102,239.95 | 2,958.61 | - | - | 1,105,198.56 | 3.267% |
| | <u>\$ 3,750,839.27</u> | <u>\$ 7,048.84</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 3,757,888.11</u> | <u>2.286%</u> |

For the Fiscal Year Beginning October 1:

| <u>SECURITY OWNED</u> | <u>BALANCE BOP</u> | <u>EARNINGS</u> | <u>ADDITIONS</u> | <u>DEDUCTIONS</u> | <u>BALANCE EOP</u> | <u>YIELD</u> |
|------------------------------|---------------------------|------------------------|-------------------------|--------------------------|---------------------------|---------------------|
| FL PRIME | \$ 2,644,008.72 | \$ 8,680.83 | \$ - | \$ - | \$ 2,652,689.55 | 1.962% |
| SPIA | 1,099,012.41 | 6,186.15 | - | - | 1,105,198.56 | 3.361% |
| | <u>\$ 3,743,021.13</u> | <u>\$ 14,866.98</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 3,757,888.11</u> | <u>2.338%</u> |

| | |
|---|-----------------|
| SPIA Available Balance (see security description for minimum balance requirements) | \$ 445,733.38 |
| Investments Designated for Capital Projects | \$ 1,800,000.00 |
| Undesignated Investments | \$ 1,957,888.11 |

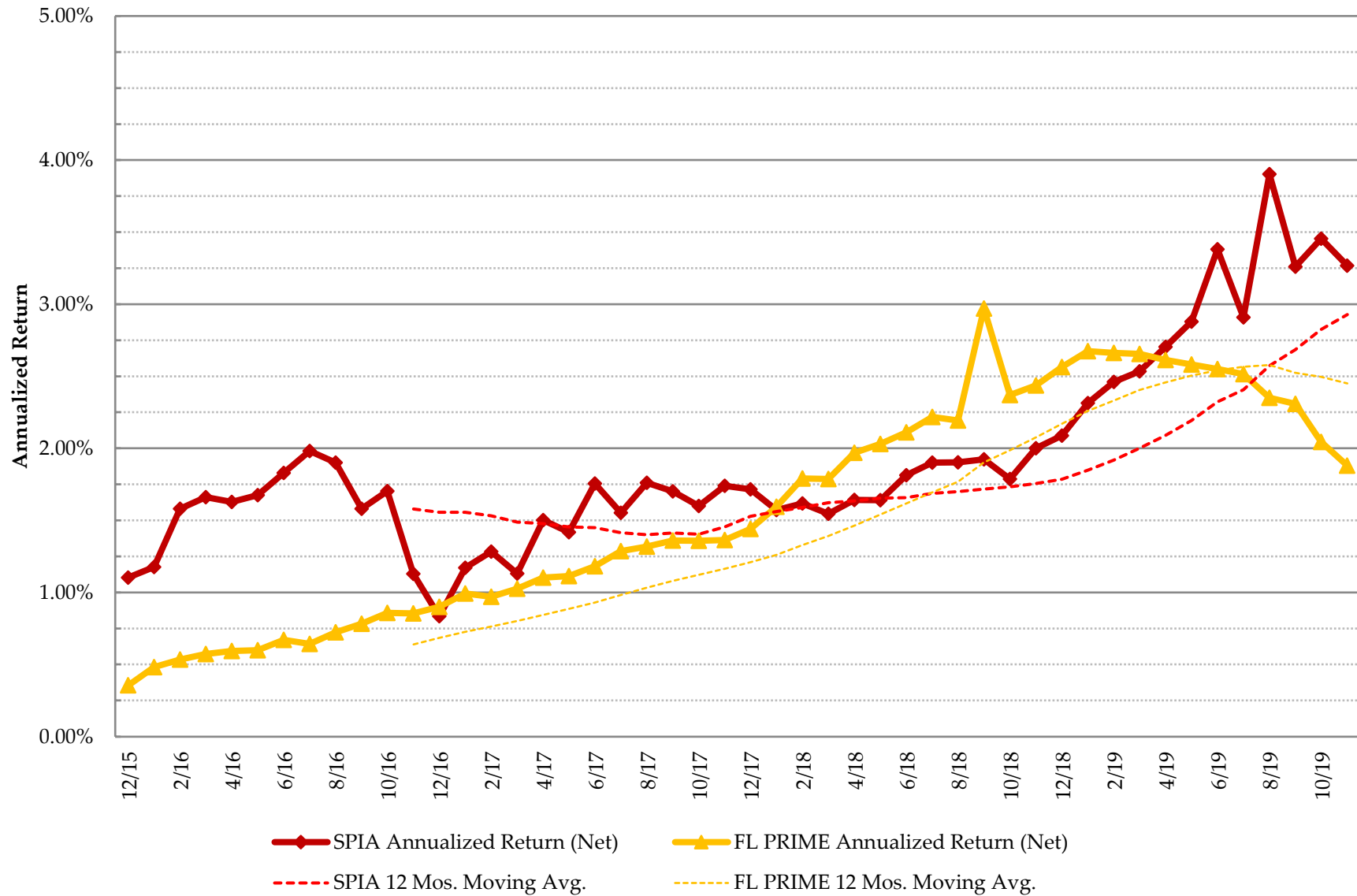
NOTABLE ADDITIONS OR DELETIONS TO ACCOUNTS:

Note: Security descriptions shown on reverse

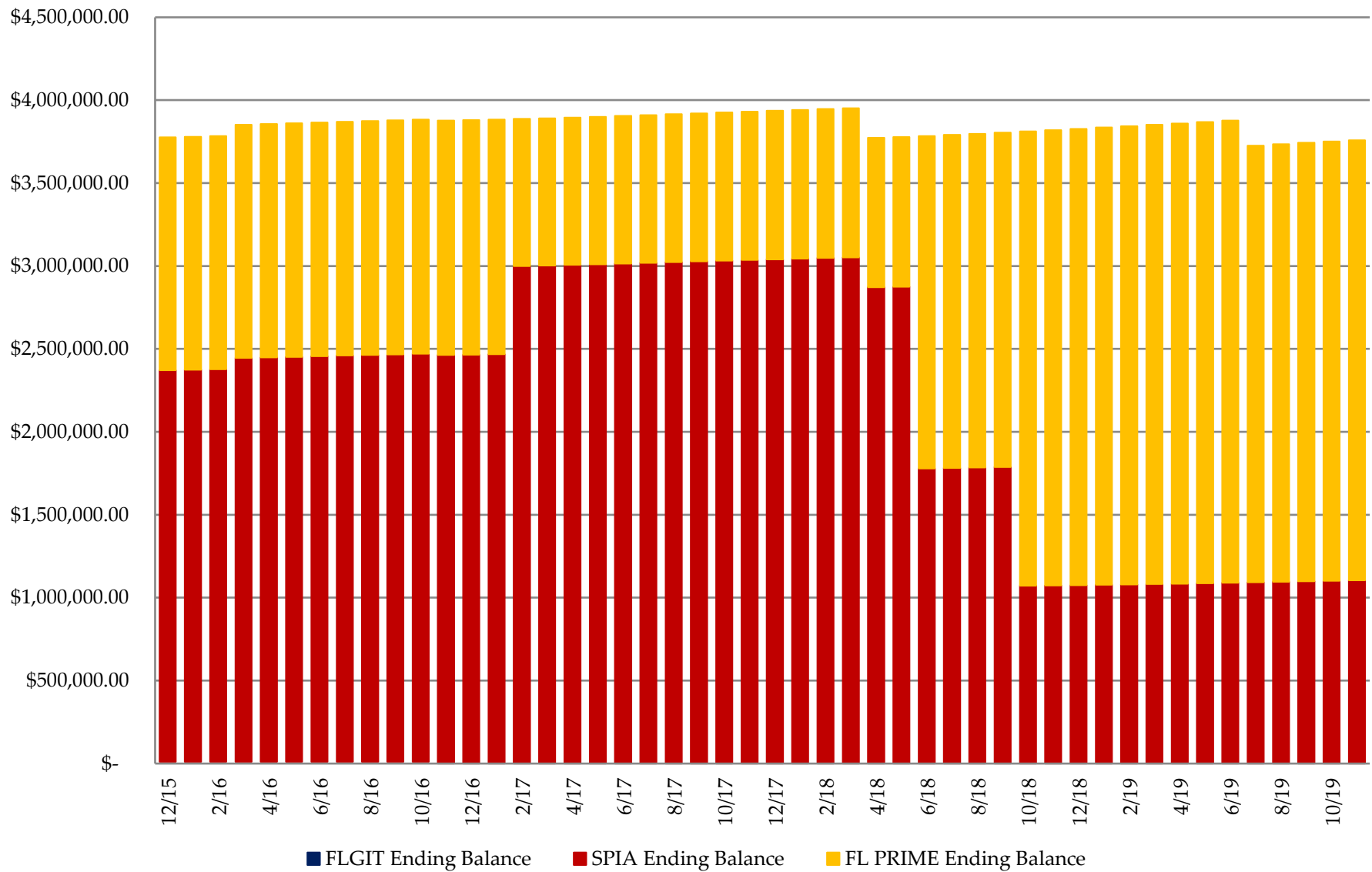
SECURITY DESCRIPTIONS:

- FL PRIME - SBA Florida Prime - The Local Government Surplus Funds Trust Fund (Florida PRIME) was created by an Act of the Florida Legislature in 1977 and currently serves over 800 participants across the state. Invests exclusively in short-term, high-quality fixed-income securities rated in the highest short-term rating category by one or more nationally recognized statistical rating organizations, or securities of comparable quality. Seeks to maintain a \$1.00 value and maintain a weighted average maturity of 60 days or less, with the maximum maturity of any investment limited to 397 days. Rated AAAm by Standard & Poor's, the highest rating available for a local government investment pool. Complies with legislation that requires numerous operational and reporting enhancements, including restating investment objectives to emphasize safety, liquidity and competitive returns with minimization of risks; and providing for enhanced internal controls, transparency and communication. Federated Investors has managed the assets of Florida PRIME to the exact specifications of its investment policies since February 13, 2008.
- SPIA – Florida Treasury Special Purpose Investment Trust – The Florida State Treasury operates a special investment program for public entities other than the State. This program is authorized in Section 17.61(1), Florida Statutes and is called the Treasury Special Purpose Investment Account (SPIA). Component units of the State, Universities, or Colleges that are created by the Florida Constitution or Florida Statutes are eligible to invest in SPIA. Current non-component unit participants, like the Authority, are allowed to stay in the program with capped investment limits and a minimum balance equal to 60% of the previous 3 months average balance. Liquidations in excess of the minimum balance require 6 months' notice. SPIA funds are invested in the same portfolio as Treasury funds, so the pool of funds has a stable base of funds (over 85% of the funds are captive trust funds) not needed for immediate disbursement. These funds are invested in a combination of short-term liquid instruments and intermediate-term fixed income securities. This “barbell” investment strategy, along with incremental income produced by securities lending, has the ability to return higher yields than a typical money market fund. Participants have the ability to invest and obtain fund withdrawals same day with an 11:00 a.m. deadline for notifying the Treasury. The SPIA maintains a credit rating of A+f by Standard & Poor's.

Leon County Research & Development Authority Investment Yield



Leon County Research & Development Authority Investments Balances



INVESTMENT PORTFOLIO

For period ending December 31, 2019

For the Month:

| <u>SECURITY OWNED</u> | <u>BALANCE BOM</u> | <u>EARNINGS</u> | <u>ADDITIONS</u> | <u>DEDUCTIONS</u> | <u>BALANCE EOM</u> | <u>YIELD</u> |
|-----------------------|------------------------|--------------------|------------------|-------------------|------------------------|---------------|
| FL PRIME | \$ 2,652,689.55 | \$ 4,119.65 | \$ - | \$ - | \$ 2,656,809.20 | 1.829% |
| SPIA | 1,105,198.56 | 2,363.49 | - | - | 1,107,562.05 | 2.516% |
| | <u>\$ 3,757,888.11</u> | <u>\$ 6,483.14</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 3,764,371.25</u> | <u>2.031%</u> |

For the Fiscal Year Beginning October 1:

| <u>SECURITY OWNED</u> | <u>BALANCE BOP</u> | <u>EARNINGS</u> | <u>ADDITIONS</u> | <u>DEDUCTIONS</u> | <u>BALANCE EOP</u> | <u>YIELD</u> |
|-----------------------|------------------------|---------------------|------------------|-------------------|------------------------|---------------|
| FL PRIME | \$ 2,644,008.72 | \$ 12,800.48 | \$ - | \$ - | \$ 2,656,809.20 | 1.917% |
| SPIA | 1,099,012.41 | 8,549.64 | - | - | 1,107,562.05 | 3.080% |
| | <u>\$ 3,743,021.13</u> | <u>\$ 21,350.12</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 3,764,371.25</u> | <u>2.239%</u> |

SPIA Available Balance (see security description for minimum balance requirements)

\$ 446,272.45

Investments Designated for Capital Projects

\$ 1,800,000.00

Undesignated Investments

\$ 1,964,371.25

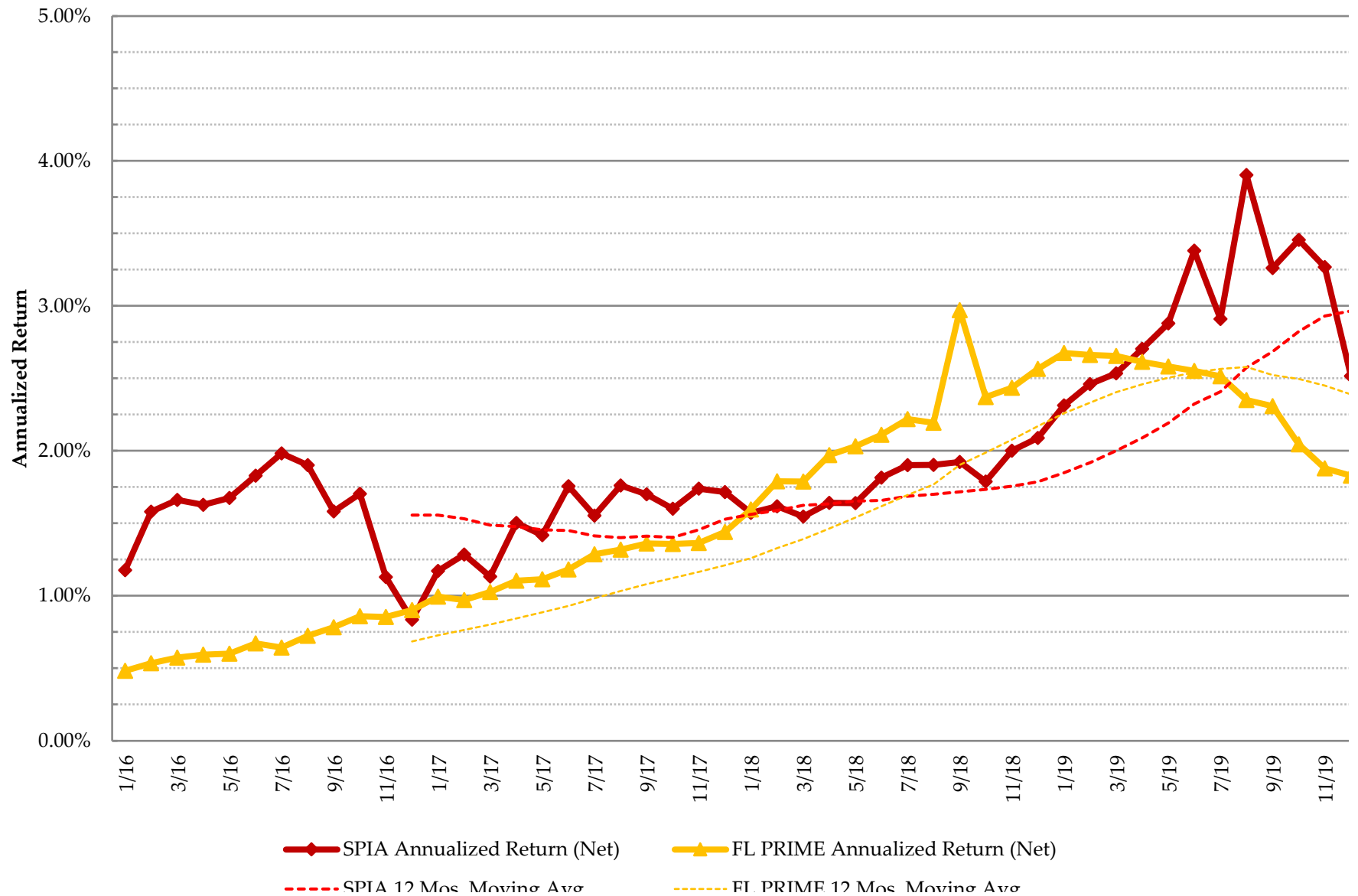
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Note: Security descriptions shown on reverse

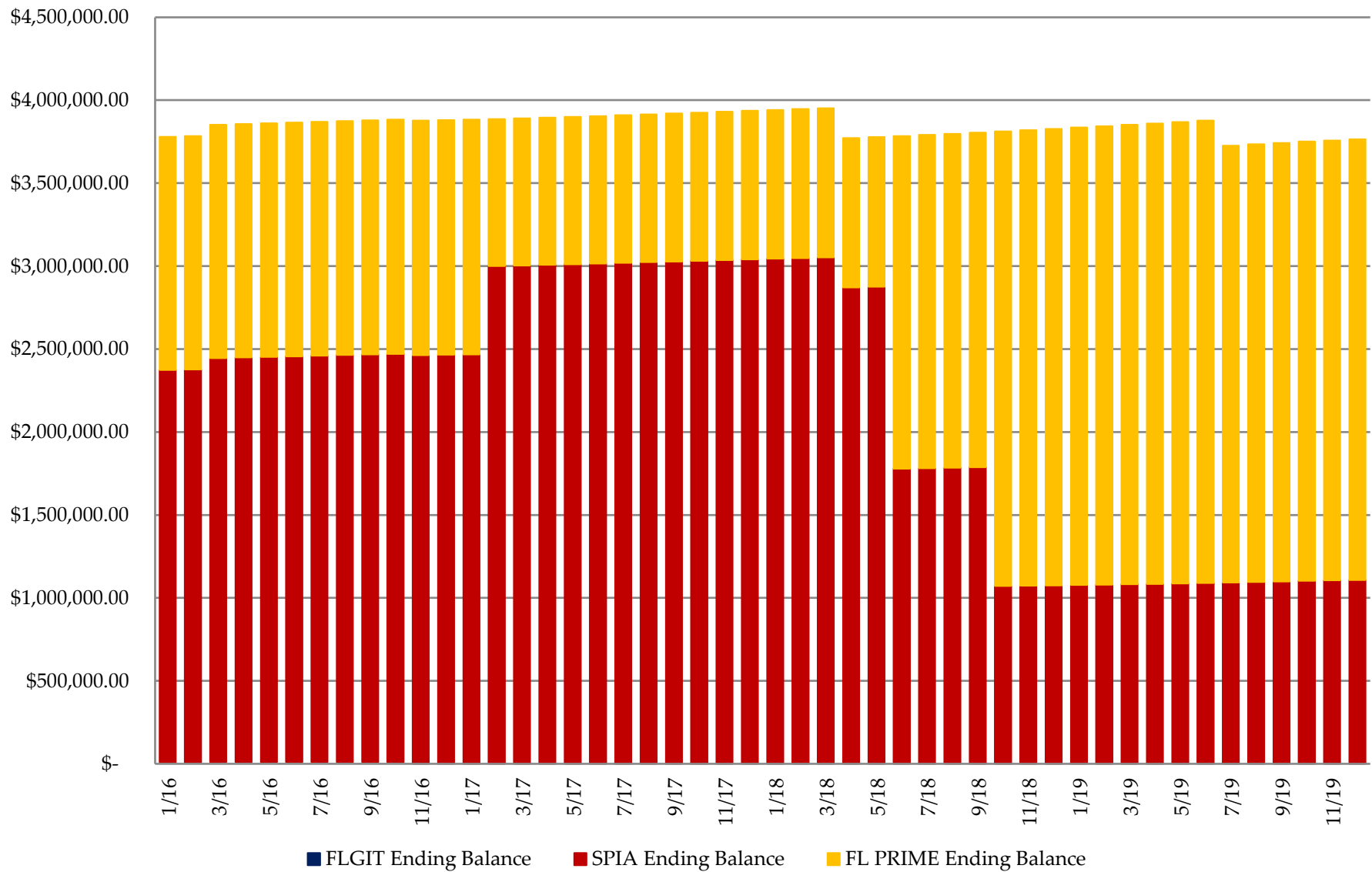
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- SPIA – Florida Treasury Special Purpose Investment Trust – The Florida State Treasury operates a special investment program for public entities other than the State. This program is authorized in Section 17.61(1), Florida Statutes and is called the Treasury Special Purpose Investment Account (SPIA). Component units of the State, Universities, or Colleges that are created by the Florida Constitution or Florida Statutes are eligible to invest in SPIA. Current non-component unit participants, like the Authority, are allowed to stay in the program with capped investment limits and a minimum balance equal to 60% of the previous 3 months average balance. Liquidations in excess of the minimum balance require 6 months' notice. SPIA funds are invested in the same portfolio as Treasury funds, so the pool of funds has a stable base of funds (over 85% of the funds are captive trust funds) not needed for immediate disbursement. These funds are invested in a combination of short-term liquid instruments and intermediate-term fixed income securities. This “barbell” investment strategy, along with incremental income produced by securities lending, has the ability to return higher yields than a typical money market fund. Participants have the ability to invest and obtain fund withdrawals same day with an 11:00 a.m. deadline for notifying the Treasury. The SPIA maintains a credit rating of A+f by Standard & Poor's.

Leon County Research & Development Authority Investment Yield



Leon County Research & Development Authority Investments Balances



**OFFICE OF ECONOMIC VITALITY GRANT FUNDING AGREEMENT
ELEVATE FUND WORKFORCE DEVELOPMENT GRANT**

This Agreement is made and entered into this _____ day of _____, 2020, by and between the TALLAHASSEE – LEON COUNTY OFFICE OF ECONOMIC VITALITY, (OEV), and LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY, (Grantee).

RECITALS

WHEREAS, the Grantee has presented OEV a proposal, identifying the workforce development service activities, as well as those persons responsible for overseeing and assuring delivery of those services, to implement with the grant funding provided for herein; and

WHEREAS, the OEV, by and through the Leon County – City of Tallahassee Blueprint Intergovernmental Agency Board of Directors (IA Board), approved a disbursement of funds for the purposes of providing those identified workforce development service activities; and

WHEREAS, the Grantee is either a governmental, civic, business, or not-for-profit organization; and

WHEREAS, the grant funding herein provided is not construed by Grantee to be a continuing obligation of the OEV; and

WHEREAS, the Parties desire to reduce their intentions to writing.

NOW, THEREFORE, in consideration of the premises and mutual covenants contained herein, the sufficiency of which is acknowledged hereby, the Parties do agree as follows:

I. Services to be Provided

- A. Grantee shall provide those workforce development activities and services (“Services”) identified in the Elevate Fund Workforce Development Grant Proposal dated October 25, 2019, in which the Grantee set out and identified the workforce development activities and services which it would undertake as a community service and identified the person or persons responsible for overseeing and assuring that those services would be delivered, a copy of which is attached hereto as Exhibit A and incorporated herein as if fully set forth below.

- B. Grantee shall be responsible for all expenses associated with the delivery of Services required by this Agreement.
- C. Grantee shall comply with all applicable laws, ordinances, and regulations governing its operation and in the provision of Services herein required.

II. Budget and Grant Funds Distribution

- A. OEV agrees to provide not more than twenty-five thousand dollars (\$25,000.00) for those Services provided by Grantee under this Agreement, which shall include but are not limited to, a comprehensive Small Business Innovation Research / Small Business Technology Transfer (SBIR/STTR) training program, as set forth in Exhibit A.
- B. OEV will reimburse the Grantee up to \$25,000.00 or one-hundred percent (100%) of its grant funding which has been allocated under this Agreement by September 30, 2020, contingent upon receipt of the deliverables identified in Exhibit B, including the Final Performance Report as set forth in Exhibit C.
- C. Future distributions to the Grantee will be contingent upon compliance with this Agreement and the status of previously disbursed funds to the Grantee.
- D. Upon termination of this Agreement, the Grantee shall remit all unexpended funds to OEV within ten (10) business days following the effective date of such termination.
- E. Funding for Services to be reimbursed under this agreement must be expended no later than August 31, 2020. The Grantee shall return any unexpended funds to OEV by October 15, 2020.
- F. OEV specifically reserves the right to reduce, increase, or totally withdraw its financial commitment as set forth herein to the Grantee at any time and for any reason.

III. Personnel and Subcontracting

- A. The Grantee represents that it has and will maintain adequate staffing to carry out the Services to be provided under this Agreement. Such employees shall not be employees of OEV or have any contractual relationship with the OEV.
- B. All Services required hereunder will be performed by the Grantee and all personnel engaged in the performance of work or Services shall be fully qualified and properly authorized under appropriate state and local laws to perform such Services.

- C. None of the work or Services to be performed under this Agreement shall be subcontracted without prior written approval from the OEV.

IV. Reporting and Notices

- A. Upon execution of the Agreement the Grantee will provide in writing the Grantee staff member who will be responsible for the submission of all Grantee reports to the OEV for the administration of this Agreement.
- B. All reports, if required hereunder, shall be submitted electronically to Cristina Paredes at Cparedes@oevforbusiness.org. All other related correspondence may be submitted to:

Office of Economic Vitality
Cristina Paredes
Office of Economic Vitality Director
315 S. Calhoun Street, Suite 450
Tallahassee, FL 32301

- C. All notices required hereunder shall be in writing sent by United States certified mail, postage prepaid, return receipt requested, overnight courier or by hand delivery. All notices required under this Agreement shall be given to the Parties at the addresses below or at such other place as the Parties may designate in writing.

Notice to Grantee: North Florida Innovation Labs
Michael J. Tentnowski
Director of Entrepreneurship
Leon County Research and Development Authority
2051 E. Paul Dirac Drive
Tallahassee, FL 32310

Notice to OEV: Cristina Paredes
Office of Economic Vitality Director
315 S. Calhoun Street, Suite 450
Tallahassee, FL 32301

- D. Grantee shall provide an annual report to the OEV of all Services provided in the approved Grant Funding Performance Report form, attached hereto as Exhibit B and incorporated herein as if fully set forth below.
- E. The Grantee shall develop a spreadsheet, approved by the OEV, that summarizes the annual report and provide a copy of same upon delivery of the annual reports to the OEV.

V. Termination

- A. This Agreement may be terminated by either Party without cause upon no less than 30 calendar days' notice in writing to the other Party, unless an earlier time is mutually agreed upon in writing by the Parties. Said notice shall be delivered in accordance with Section IV. C. herein.
- B. In the event that funds for payment pursuant to this Agreement become unavailable or inadequate, the OEV may terminate this Agreement upon not less than 24 hours' notice in writing to the Grantee. Said notice shall be sent in accordance with Section IV.C., hereof. The OEV shall be the final authority as to the availability and/or adequacy of funds. In the event of termination of this Agreement, the Grantee will be compensated only for any work performed under this Agreement which has been satisfactorily completed.
- C. This Agreement may be terminated as a result of the Grantee non-performance and/or breach of this Agreement upon not less than 24 hours written notice to the Grantee. Failure to object to a breach of any provisions of this Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms and conditions of this Agreement. The provisions herein do not limit the OEV's right to any other available remedies at law or in equity. Failure to have performed any contractual obligations in the Agreement in a manner satisfactory to the OEV shall be deemed sufficient cause for termination.

VI. Audits and Records

- A. Grantee acknowledges and agrees that the OEV reserves the right to conduct, either or both, a financial audit and management audit. An audit by the OEV may encompass an examination of all financial transactions, all accounts, and all reports, as well as an evaluation of compliance with the Terms and Conditions of this Agreement.
- B. Within fifteen (15) days of the end of the Agreement Term, the Grantee shall submit a report of expenditures to the OEV for the entire contract period, documenting the details of each expenditure made and Service provided hereunder.
- C. The OEV may inspect all reports and conduct audits to ensure both program and fiscal compliance and shall provide written notice of any findings and proposed corrective action, if any, to the Grantee.
- D. Grantee shall provide the OEV for their review, a copy of any audit Grantee has performed of itself.

- E. Grantee agrees to maintain and keep any and all records necessary to substantiate the expenditure of funds consistent with Services set out in this Agreement.
- F. Grantee shall produce all records requested by the OEV for its determination that monies distributed by the OEV are being spent in accordance with this Agreement.
- G. The Grantee shall use an accounting system that meets generally accepted accounting principles. The Grantee shall maintain such property, personnel, financial and other books, records, documents and other evidence sufficient to reflect accurately the amount, receipt, and disposition by the Grantee of all funds received. The Grantee shall preserve and make its records available until the expiration of three (3) years from the date of Termination or Expiration of the Term of this Agreement, and for such longer period, if any, as is required by applicable statute or lawful requirement.

VII. Use of the OEV Funds

- A. Funds received by the Grantee pursuant to this Agreement shall only be used for those purposes outlined in the Agreement.
- B. Funds shall be deemed misused when the Grantee does not fully utilize funds in accordance with this Agreement. The Grantee agrees to repay to the OEV all misused funds.

VIII. Term

The Effective date of this Agreement shall commence on January 1, 2020, or the date on which the Agreement is signed by the last Party, and shall terminate on October 30, 2020, unless otherwise extended in writing by the Parties.

IX. General Provisions

- A. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Any action to enforce any of the provisions of this Agreement must be maintained in Tallahassee, Leon County, Florida.
- B. Waiver. Failure to insist upon strict compliance with any term, covenant or condition of this Agreement shall not be deemed a waiver of it. No waiver or relinquishment of a right or power under this Agreement shall be deemed a waiver of that right or power at any other time.
- C. Modification. This Agreement shall not be extended, changed or modified, except in writing duly executed by the Parties hereto.

- D. Binding Effect. This Agreement shall be binding upon the successors and, subject to below, assigns of the Parties hereto.
- E. Assignment. Because of the unique nature of the relationship between the Parties and the terms of this Agreement, neither Party hereto shall have the right to assign this Agreement or any of its rights or responsibilities hereunder to any third Party without the express written consent of the other Party to this Agreement, which consent shall not unreasonably be withheld.
- F. Entire Agreement. This Agreement constitutes the entire agreement between the Parties with respect to the matters contained herein, and all prior agreements or arrangements between them with respect to such matters are superseded by this Agreement.
- G. Headings. Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.
- H. Ambiguity. This Agreement has been negotiated by the Parties with the advice of counsel and, in the event of an ambiguity herein, such ambiguity shall not be construed against any Party as the author hereof.
- I. Public Bodies. It is expressly understood between the Parties that the OEV is a special district of the State of Florida. Nothing contained herein shall be construed as a waiver or relinquishment by the OEV to claim such exemptions, privileges or immunities as may be provided to that Party by law.
- J. Force Majeure. A Party shall be excused from performance of an obligation under this Agreement to the extent, and only to the extent, that such performance is affected by a "Force Majeure Event" which term shall mean any cause beyond the reasonable control of the Party affected, except where such Party could have reasonably foreseen and reasonably avoided the occurrence, which materially and adversely affects the performance by such Party of its obligation under this Agreement. Such events shall include, but not be limited to, an act of God, disturbance, hostility, war, or revolution; strike or lockout; epidemic; accident; fire; storm, flood, or other unusually severe weather or act of nature; or any requirements of law.
- K. Cost(s) and Attorney Fees. In the event of litigation between the Parties to construe or enforce the terms of this Agreement or otherwise arising out of this Agreement, the prevailing Party in such litigation shall be entitled to recover from the other Party its reasonable costs and attorney's fees incurred in maintaining or defending subject litigation. The term litigation shall include appellate proceedings.
- L. Severability. It is intended that each Section of this Agreement shall be viewed as separate and divisible, and in the event that any Section, or part

thereof, shall be held to be invalid, the remaining Sections and parts shall continue to be in full force and effect.

- M. Revision. In any case where, in fulfilling the requirements of this Agreement or of any guarantee, embraced or required hereby, it is deemed necessary for the Grantee to deviate from the requirements of this Agreement, the Grantee shall obtain the prior written consent of the OEV.
- N. Publicity. Without limitation, the Grantee and its employees, agents, and representatives shall not, without prior written approval of the OEV, in each instance, use in advertisement, publicity or other promotional endeavor any OEV mark, the name of OEV, or any OEV officer or employee, nor represent directly or indirectly, that any products or Services provided by the Grantee have been approved or endorsed by OEV or refer to the existence of this Agreement in press releases, advertising or materials distributed by the Grantee to its respective customers.
- O. Public Entity Crime. Pursuant to section 287.133, Florida Statutes, the following restrictions are placed on the ability of persons convicted of a public entity crime to transact business with OEV: when a person or affiliate has been placed on the convicted vendor list following a conviction for public entity crime, he/she may not submit a bid on a contract to provide any goods or Services to a public entity, may not submit a bid on a contract with a public entity for the construction or the repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, Florida Statutes, for Category two, for a period of 36 months from the date of being placed on the convicted vendor list.
- P. Civil Rights Requirements. The Grantee shall not discriminate against any employee in the performance of this Agreement or against any applicant for employment because of age, race, religion, color, disability, national origin, or sex. The Grantee further agrees that all subcontractors or others with whom it arranges to provide Services or benefits to participants or employees in conjunction with any of its programs and activities are not discriminated against because of age, race, religion, color, disability, national origin, or sex. The Grantee shall conduct its funded activities in such a manner as to provide for non-discrimination and full equality of opportunity regardless of race, color, religion, national origin, sex, age, handicap, marital status, political affiliation, or beliefs. Therefore, the Grantee agrees to comply with Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Florida Human Rights Act, and the American Disabilities Act of 1990.

- Q. Survival. Any provision of this Agreement which contemplates performance or observance subsequent to any termination or expiration of this Agreement, will survive expiration or termination of this Agreement.
- R. Counterparts. This Agreement may be executed in one or more counterparts, each of which will be deemed an original but all of which taken together will constitute one and the same instrument.
- S. Indemnity. The Grantee agrees to indemnify, defend and hold harmless the OEV, its officials, officers, employees and agents, from and against any and all claims, damages, liabilities, losses, costs, or suits, of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Grantee, its delegates, employees and agents, arising out of or under this Agreement, including a reasonable attorney's fees. The OEV may, at its sole option, defend itself or require the Grantee to provide the defense. The Grantee acknowledges that ten dollars (\$10.00) of the amount paid to the Grantee is sufficient consideration of the Grantee's indemnification of the OEV.
- T. Agency. Nothing herein contained is intended or should be construed as creating or establishing the relationship of agency, partners, or employment between the Parties hereto, or as constituting either Party as the agent or representative of the other for any purpose. Grantee is not authorized to bind the OEV to any contracts or other obligations and shall not expressly represent to any Party that the Grantee and OEV are partners or that Grantee is the agent or representative of the OEV.
- U. Public Records. The Grantee shall, to the extent applicable, comply with public records access requirements, set forth in Section 119.0701(2) Florida Statutes, including the obligation to:
1. Keep and maintain public records required by the OEV to perform the Services required under this Agreement.
 2. Upon request from the OEV's custodian of public records, provide the OEV with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
 3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Term of this Agreement and following termination of the Agreement if the Grantee does not transfer the records to the OEV.
 4. Upon termination of the Agreement, transfer, at no cost, to the OEV all public records in possession of the Grantee or keep and maintain

public records required by the OEV to perform the Services required hereunder. If the Grantee transfers all public records to the OEV upon termination of the Agreement, the Grantee shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Grantee keeps and maintains public records upon termination of the Agreement, the Grantee shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the OEV, upon request from the OEV's custodian of public records, in a format that is compatible with the information technology systems of the OEV.

5. IF THE GRANTEE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850) 219-1060; Shelonda.meeks@blueprintia.org; Shelonda Meeks, 315 South Calhoun Street, Tallahassee, FL 32301.

V. Sovereign Immunity

Nothing herein shall be construed as a waiver of any rights and privileges afforded OEV under section 768.28, Florida Statutes.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK
SIGNATURE PAGE FOLLOWS

WHERETO, the Parties have set their hands and seals effective the date whereon the last
Party executes this Agreement.

TALLAHASSEE – LEON COUNTY
OFFICE OF ECONOMIC VITALITY

GRANTEE

BY: _____
Cristina Paredes
Office of Economic Vitality Director

By: _____
Its: _____

Date: _____

Date: _____

ATTEST:

By: _____
James O. Cooke, IV
City of Tallahassee Treasurer-Clerk

APPROVED AS TO FORM:

By: _____
Susan Dawson, Esq.
Blueprint Attorney

Exhibit A
Grant Proposal

North Florida Innovation Labs – Elevate Workforce Development Grant Proposal

Proposal Cover Sheet

Date Submitted: October 25, 2019

Funds Requested: \$25,000

Project Title: SBIR/STTR Accelerator

Period of Performance: January 01, 2020 – September 30, 2020

Primary Organization Information

Leon County Research and Development Authority (LCRDA)
2051 E. Paul Dirac Drive
Tallahassee (Leon County), FL 32310

LCRDA is a Florida Special District under Section 159-Part V, Florida Statutes and manages Innovation Park of Tallahassee, a 208-acre research park. North Florida Innovation Labs (NFIL) is a DBA for Innovation Park TLH, Inc, a Florida non-profit affiliate of LCRDA. LCRDA provides all staffing and facilities to NFIL. NFIL was created to deliver business incubation and acceleration programs to the region's early stage companies focused on hard-science high-impact potential companies.

Proposed Event Information

The development of a comprehensive Small Business Innovation Research / Small Business Technology Transfer (SBIR/STTR) training program is essential to educate scientist, engineers, and other technologists on the primary funding source of R&D for early stage innovative research. SBIR/STTR programs assist small business and start-ups by providing non-dilutive funding to support proof of concept and prototype development, with the goal of moving successful technologies into the commercial market.

This proposal is designed to increase the win percentage of SBIR/STTR submissions by small business. A new SBIR/STTR Phase I accelerator program will be offered. This will be an eight-week process from finding solicitations to submitting proposals. The idea is new and creates SBIR/STTR immersion that supports scientists, engineers, and technologists. The focus will be on developing proposal writing skills and includes proposal reviews by LCRDA. Attention will be on winning a Phase I award of up to \$252,131 using training, mentorship, and on-line tutorials. Pre- and post-submission reviews will be offered by LCRDA to strengthen proposals from regional researchers. To LCRDA's knowledge, there are no other programs like this that focus solely on winning a Phase I SBIR/STTR.

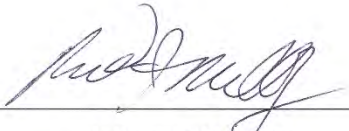
The goal of this program is to educate researchers so that they can increase the number of SBIR/STTR awards for the region, while elevating Florida's ranking on projects won and research dollar brought into the state. Special emphasis will be placed on attracting economically and/or socially disadvantaged individuals to the training by engaging partners, such as FAMU. The initial program will be developed to best prepare for the Phase I SBIR/STTRs, which is the feasibility or proof-of-concept portion of the proposed innovation.

North Florida Innovation Labs – Elevate Workforce Development Grant Proposal

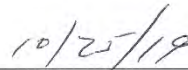
Acknowledgements

LCRDA acknowledge that:

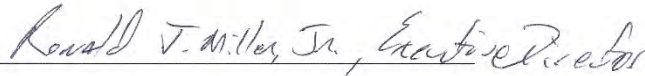
- A. The Elevate Fund Grant is funded for a one-year period expiring on September 30, 2020
- B. No more than \$25,000 will be provided per fiscal year to LCRDA for this program
- C. OEV reserves the right to determine the final award amount for the program
- D. LCRDA is headquartered and operates in Tallahassee-Leon County
- E. LCRDA has been in existence for at least three years
- F. LCRDA will not receive retroactive Elevate Fund awards for the program
- G. LCRDA must demonstrate that external funding will be provided to support the program



Authorized Signature



Date



Printed Name

North Florida Innovation Labs – Elevate Workforce Development Grant Proposal

Strategy

Approach

A new SBIR/STTR Phase I accelerator program is proposed. This will be an eight-week process from finding solicitations to submitting proposals. The accelerator model is an SBIR/STTR immersion program that supports scientists, engineers, and technologists. The focus will be on proposal writing skills training and includes proposal reviews by LCRDA. Attention will be on winning a Phase I award of up to \$252,131 using training, mentorship, and on-line tutorials if possible. The first year under this proposal will be dedicated to building the comprehensive program and signing up mentors.

The Director of Entrepreneurship has recently completed the SBA SBIR/STTR Train the Trainer Certificate program and will be able to disseminate the latest information available to clients. Projects expected under this proposal include advance training modules that drill down into the numerous elements of proposal development. Various databases that companies and/or the Principal Investigator (PI) need to register with such as; D&B, SAM, SBA Company Registration, plus all agency specific requirements will be taught. Creating a schedule and week by week proposal development is laid out on a calendar template. How to develop or assemble a winning team will also be discussed.

An interesting missing element to most program offerings is the inability to successfully match small businesses with university-based researchers. A match-making component of this project is proposed to create SBIR/STTR “speed-dating” events for finding small business partners for various funding opportunities. There will also be a database created to list previous award winners and mentors that can assist new proposal developers.

LCRDA personnel will be actively searching funding announcements for distribution to scientist, engineers, and department leaders to spark interest in various solicitations. Because of the advanced knowledge of the SBIR/STTR participating agencies, LCRDA staff can target release dates that match areas of interest with various technologists throughout the region. Pre- and post-submission reviews will be offered to strengthen future proposals for regional researchers.

The goal of creating this program is to educate researchers so that they can increase the number of SBIR/STTR awards for the region, while elevating Florida’s ranking on projects won and research dollar brought into the state. Special emphasis will be placed on attracting economically and/or socially disadvantaged individuals to the training by engaging partners.

North Florida Innovation Labs – Elevate Workforce Development Grant Proposal

Timeline

| Date | Activity | Deliverable |
|-------------------|--|----------------------------|
| 2020 Q1 | Launch the Accelerator program with a cohort of 10 participants expected | Activity Report |
| Q2 | Mentor Matching; 10 Mentors engaged by SBIR/STTR Program | Performance Report |
| Q3 | Offer the second Accelerator program; another cohort of 10 participants expected | Activity Report |
| Q3 | Mentor Matching; 20 Mentors engaged by SBIR/STTR Program | Year End Report |
| On-going | Pre- and post-submission reviews, proposal development workshops, demographic profiling, and collecting information on the no. of participants, no. of proposal submissions, and the no. of awards | Year End Report Statistics |
| Sept. 2020 | A one-time payment is requested at the conclusion of the grant period and after the successful outcomes are met | Outcome Matrix |

Expected Results

Ten participants are expected to attend the cohort twice a year, or twenty attendees during the grant period. Of these participants, fifteen are expected to submit SBIR/STTR proposals, and six should be awarded in the first year. This number should increase as the program refines its training modules. Once the mentor program is initiated, it should include a minimum of 30 well-qualified mentors assisting numerous potential SBIR/STTR researchers.

If successful in 2020, then years two and three should show greater results, with a significant increase of won awards. A secondary outcome would be the increase in number of jobs created in the Tallahassee region, and the total number of overall grants coming into the state of Florida.

Benchmarks

- Number of hours and other in-kind resources committed to the project
- Table showing the participants served, demographic details, and industries represented
- Proposals submitted
- Awards granted
- Dollars brought in
- Mentoring hours recorded
- Additional jobs created (post-award)

North Florida Innovation Labs – Elevate Workforce Development Grant Proposal

Strengths & Weaknesses

Strengths

LCRDA has been assisting companies with their growth strategies for the past 35 years. The Director of Entrepreneurship is charged with creating the accelerator program and has over 25 years in the business incubation / acceleration industry, and 15 years of experience with assisting scientists and engineers with SBIR/STTR proposals. He has recently completed the SBA SBIR/STTR Train the Trainer Certificate program and will be able to disseminate the very latest information available to cohort clients.

FAMU, FSU, and other partners have offered personnel to the project once the deployment plan is finalized. LCRDA will work with the FSU's Office of Commercialization, the Office of Technology Transfer within FAMU, and other partners as appropriate. FSU and FAMU will also assist by providing instructors, meeting space, technical assistance, and with mentors.

Weaknesses

Since this is a new model that is proposed, there is no guarantee that the minimum number of attendees per cohort will be achieved. Other unknowns are the actual proposals submitted, number of awards granted, the amount of funds brought into the region, and the number of jobs created as a result.

Potential Problems

1. The number of attendees does not meet the estimate provided in this proposal
2. The number of mentors recruited into the network fall short of the stated goals
3. The number of awards won do not meet expectations
4. The number of minority and women-owned small businesses does not meet internal goals

Alternative Strategies

Florida has generally lagged behind other states in the number of won SBIR/STTR awards. For 2018, Florida ranked 10th in the number of firms winning SBIR/STTRs (108 project awards). Florida is the 3rd most populous state and has many excellent research institutions, yet it is well behind California, Massachusetts, Virginia, Colorado, Texas, Ohio, Pennsylvania, New York, and other states in this important metric.

Should this proposal fail to win funding, the activity presented will still be a primary focus for the Director of Entrepreneurship. It may take longer to implement the accelerator program, but the goal will remain in place in order to build the necessary resources to bring additional research dollars and advance Florida's ranking of won SBIRs/STTRs.

North Florida Innovation Labs – Elevate Workforce Development Grant Proposal

Statement of Relevance to OEV's Objectives and Priorities

Because LCRDA and the North Florida Innovation Labs focus on hard science companies with high impact potential, attracting additional applied science and innovation industries to the region is paramount. These industry sectors are designated as high skill / high wage occupations and helps promote collaborative research with Park tenants.

Specific to OEV's objectives and priorities, this proposal aims to reach the tech transfer and commercialization cornerstone identified in the solicitation documents. The proposal will also help better position and promote Tallahassee-Leon County as a business destination, utilizes two or more existing research organizations, and spurs innovative growth.

Sustainability

Once the Accelerator receives seed funding, the program will be self-supporting by being incorporated into the regular workload of the Director of Entrepreneurship. As demand grows, it may be necessary to charge a fee for acceleration services in order to offset costs. However, with in-kind support from two universities and a primary focus of the North Florida Innovation Labs' programming, sustainability is anticipated to be maintained beyond the grant award period.

Outcomes

Since the Tallahassee-Leon County area has not seen any SBIR/STTR training for the past three years, there is no data on the number of proposals submitted during that timeframe. However, there were eleven SBIR/STTR awards received over the last three years. Since the Director of Entrepreneurship was hired in late January 2018, these metrics are being tracked and will continue to be collected in the foreseeable future.

Based on the popularity of three SBIR/STTR seminars offered by LCRDA over the last fiscal year, LCRDA expects the number of participants to number over 80 during the next two years. Of these attendees, 50 are expected to apply for SBIR/STTR funding. Of the 50 that apply, 20 are expected to receive awards with proper assistance provided by LCRDA personnel.

Funding

No other funding is available for this initiative at this time. In the past, a similar proposal was submitted to the SBA under the FAST program to fund a SBIR/STTR accelerator, but it was not awarded. During the second quarter of 2020, another opportunity for funding through the FAST program becomes available. It is anticipated that LCRDA will again apply when the FAST solicitation is released.

Letters of Intent to Collaborate (Attached separately)

- FSU Office of Commercialization – Providing subject matter expertise to the class
- FAMU Office of Tech Transfer – Providing subject matter expertise to the class

North Florida Innovation Labs – Elevate Workforce Development Grant Proposal

Budget

The Director of Entrepreneurship is tasked with creating the accelerator program. It is estimated that 25% time be allocated to the program. Salaries are calculated as total salary times the percentage dedicated to the project, or \$20,800. This is a direct cost and does not include indirect costs or fringe benefits.

There are several supplies necessary for the delivery of SBIR/STTR programs. A dedicated laptop computer and projector is requested and estimated to cost \$3,000. Standard office supplies will be consumed, and includes markers, flip charts, workbooks, copy paper, folders, and miscellaneous. This is estimated to cost \$1,200 for the year-long period of performance under the grant.

The total budget of \$25,000 will be used solely for researching, creating, delivering, and any associated expenses of providing expert SBIR/STTR training, coaching, mentoring, and assistance to scientists, engineers, professors, and graduate students wishing to commercialize their innovative discoveries.

Branding

LCRDA and North Florida Innovation Labs is dedicated to recognizing partners in various programs, including funding partners. OEV branding will be accomplished through the following:

- Joint press release announcing the Accelerator Program
- Recognition on the Park's and NFIL's website
- Logo placed on printed materials distributed to accelerator cohorts
- Newsletter announcement with logo placement
- Blog post and/or other social media recognition
- Opportunity to be recognized and /or comment during the opening session
- Recognition during speaking engagements specific to the SBIR/STTR accelerator
- Any other branding desired by OEV and endorsed by the LCRDA

North Florida Innovation Labs – Elevate Workforce Development Grant Proposal

Biographical Information

Michael J. Tentnowski

Michael Tentnowski is the Director of Entrepreneurship at LCRDA. Prior to joining LCRDA, Michael managed the Chesapeake Innovation Center at Ft. Meade, Maryland and the Quantico Innovation Center in Virginia. He has directed several university-based incubators and was part of two Incubator of the Year winners and one runner up.

Michael has been involved with economic and business development for over twenty-five years, and has expertise in commercializing defense innovations, growing cybersecurity and technology companies, and in creating entrepreneurial ventures. He has practical knowledge by way of starting and managing two successful small businesses of his own.

Michael earned an undergraduate degree in Accounting, and a Master of Business Administration at the University of Montana. He started his economic development and business assistance career at Virginia Tech, where he co-authored the book entitled *The Virginia Entrepreneur's Guide*.

Incubators/Accelerators:

- Dan River Business Development Center – Virginia
 - Mixed use facility (42,000 sf)
 - Runner up for Incubator of the Year (2010)
 - Client of the Year winner (2010)
- Geneses Center – New Mexico State University
 - Five-building; mixed use facilities
 - Focused on NMSU technologies created by the Physical Science Laboratory
 - Transformed into the Physical Science Institute for Tech Commercialization
- RPI Incubator Program - Rensselaer Polytechnic Institute
 - High tech facility focused on LEDs, material science, biotech, and gaming
 - Incubator of the Year winner (1992) and reciprocal agreement with the Business Innovation Center in Montpellier, France – Incubator of the Year winner (2005)
- Enterprise Center at Plymouth - Plymouth State University
 - Newly constructed; mixed use facility
 - 100% occupancy at start-up
- Chesapeake Innovation Center - Maryland
 - High tech facility focused on cybersecurity, big data analytics, and IT
 - Supported by the National Security Agency (NSA)
 - 100% occupancy and a waiting list
- Quantico Innovation Center – Virginia
 - High tech facility focused on cybersecurity, big data, and geospatial technologies (typically classified work)
 - Attracted eleven companies in the first six months

8

North Florida Innovation Labs – Elevate Workforce Development Grant Proposal

National Laboratories/U.S. Military/Federal Agency Collaborators:

- National Renewable Energy Laboratory – CO
- Sandia National Laboratories – NM
- Los Alamos National Laboratory – NM
- White Sands Missile Range – NM
- NASA Johnson Space Center – NM
- Playas Research and Training Center (DoD) – NM
- Yuma Proving Ground – AZ
- Watervliet Army Arsenal – NY
- Fort George G. Meade (NSA) – MD
- Marine Corps Base Quantico – VA
- Naval Support Facility Dahlgren – VA
- Doolittle Institute (Air Force) – FL
- Border Patrol – NM/TX
- Airforce – Kirkland AFB, Space Vehicle Directorate
- Army – Army Research Lab
- Navy – Navel Research Lab
- Marine Corps – Quantico, Virginia
- National Security Agency – Ft. Meade
- U.S. Department of Homeland Security – D.C.
- Defense Information Systems Agency – Ft. Meade
- National Cybersecurity Center of Excellence – Maryland
- National Institute of Standards and Technology – Maryland
- National Institutes of Health – Maryland
- Federal Bureau-Investigation – Quantico
- U.S. Department of Commerce – Economic Development Administration
- Small Business Administration – SBIR/STTR Program
- U.S. Embassy and Consulates – D.C.

University Tech Transfer/Commercialization Offices:

- New Mexico State University – Physical Science Laboratory
- Rensselaer Polytechnic Institute – Office of Technology Commercialization

University Teaching Assignments:

- Virginia Tech – Small Business Management / International Business
- Radford University – Entrepreneurship / Organizational Behavior
- Lethbridge University, Canada – Entrepreneurship / Professional Consulting
- New Mexico State University – Marketing / Business Strategy
- Rensselaer Polytechnic Institute – Small Business Management / Accounting
- Union College – Accounting / Marketing Management
- Wilmington University – Small Business Management / Business Law
- Plymouth State University – Business Consulting / Accounting

North Florida Innovation Labs – Elevate Workforce Development Grant Proposal

Facilities

LCRDA recently completed the renovation of an existing building in order to create space for the new North Florida Innovation Labs business incubator. This facility has 10 private offices and features a shared wet lab. There are conference rooms available, one of which will be used to hold class for the accelerator. This room can be configured to accommodate from small groups to up to 60 people, and has appropriate conferencing equipment including a large screen, phone, internet connection, podium, and catering tables.

Financial Viability

Fiscal management will be the responsibility of LCRDA through its Executive Director who manages all financial transactions for the organizations. The Executive Director will also be accountable for the receipt and expenditure of funds and for addressing any audit findings. The LCRDA is a public entity that has all of its financial information, including the budget, available for review at any time by viewing www.innovation-park.com/financials/. Below is a screenshot of the 2019-2020 budget created on October 14, 2019. LCRDA possesses reserve funds in excess of \$3.7 million.

Leon County R&D Authority
FINAL Budget: Fiscal Year 2019-20
Budget by Building

| FINAL Budget FY 2019-20 | | | | | | | |
|---|-------------------|--------------|-------------|--------------|------------|------------|--------------------|
| | Tenants in Common | Knight | Collins | Fugus Shared | Morgan | Johnson | Phipps |
| | | | | | | | Total FINAL Budget |
| INCOME | | | | | | | |
| OPERATING INCOME | | | | | | | |
| Rent | \$ - | \$ 5,316 | \$ 50,162 | \$ - | \$ 115,644 | \$ 478,714 | \$ 128,640 |
| Common Area Maintenance | 58,990 | - | - | - | - | - | - |
| Other Rents | - | 312 | - | - | - | - | - |
| EEP Program Income | - | 2,400 | - | - | - | - | - |
| Other Program Income | - | 37,500 | - | - | - | - | - |
| Other Income | - | - | - | - | - | - | - |
| TOTAL OPERATING INCOME | 58,990 | 45,528 | 50,162 | - | 115,644 | 478,714 | 128,640 |
| NON-OPERATING INCOME | | | | | | | |
| Interest | 96,838 | - | - | - | - | - | - |
| Operating Expense Reimbursement | - | - | - | 5,615 | - | - | - |
| TOTAL NON-OPERATING INCOME | 96,838 | - | - | 5,615 | - | - | - |
| TOTAL INCOME | 155,828 | 45,528 | 50,162 | 5,615 | 115,644 | 478,714 | 128,640 |
| EXPENSES | | | | | | | |
| OPERATING EXPENSES | | | | | | | |
| Total Authority Employee Expense | - | 438,371 | - | - | - | - | - |
| Total Utilities | 672 | 4,215 | 31,291 | 6,657 | 31,042 | 31,000 | - |
| Total Maintenance & Repairs | 5,100 | 2,925 | 10,200 | 6,505 | 10,455 | 15,055 | 5,694 |
| Total Cleaning & Improvements | - | - | - | - | 1,500 | 18,150 | 4,150 |
| Total Services | 14,238 | 11,034 | 24,705 | 2,882 | 18,615 | 45,734 | 1,942 |
| Property Administrative | | | | | | | |
| Audit | - | 17,500 | - | - | - | - | - |
| Phone Service | - | 1,200 | - | - | - | - | - |
| Internet Charge | - | 2,574 | - | - | - | - | - |
| Copies | - | 600 | - | - | - | - | - |
| Fees/Licenses/Permits | - | 204 | - | - | - | - | - |
| Office Supplies | - | 1,200 | - | - | - | - | - |
| Office Equipment Maintenance | - | 600 | - | - | - | - | - |
| Postage/Delivery | - | 60 | - | - | - | - | - |
| Professional Fees | - | 30,300 | - | - | - | - | - |
| Printing | - | 1,380 | - | - | - | - | - |
| EEP Program Expenses | - | 2,000 | - | - | - | - | - |
| Other Program Expenses | - | 13,875 | - | - | - | - | - |
| Subscriptions/Dues | - | 3,345 | - | - | - | - | - |
| Travel/Conferences | - | 9,900 | - | - | - | - | - |
| Marketing/PR | - | 8,340 | - | - | - | - | - |
| General Authority Expense | - | 1,440 | - | - | - | - | - |
| Other Administrative Expense | - | 2,500 | - | - | - | - | - |
| Research Grants | - | 25,000 | - | - | - | - | - |
| Total Property Administrative | - | 122,018 | - | - | - | - | - |
| Total Other Expenses (Talcot) | - | 10,512 | 16,896 | - | 22,068 | 26,688 | 9,948 |
| Total Insurance & Taxes | 1,330 | 11,901 | 11,934 | - | 15,076 | 18,235 | 1,798 |
| TOTAL OPERATING EXPENSES | 21,340 | 600,978 | 95,026 | 16,044 | 98,729 | 154,862 | 23,532 |
| NET OPERATING INCOME | 134,488 | (555,451) | (44,865) | (10,429) | 16,885 | 323,852 | 105,108 |
| Less: Capital Expenditures | - | - | (10,000) | - | (10,000) | (10,000) | - |
| CASH FLOW AFTER CAPITAL TRANSACTIONS | \$ 134,488 | \$ (555,451) | \$ (54,865) | \$ (10,429) | \$ 6,885 | \$ 313,852 | \$ 105,108 |

North Florida Innovation Labs – Elevate Workforce Development Grant Proposal

Recognition of OEV's Support

Examples of OEV logo placement on marketing materials include the following:

- Logo recognition on the Park's and NFIL's website
- Logo placed on printed materials distributed to accelerator cohorts
- Newsletter announcement with logo placement
- Other logo branding desired by OEV and endorsed by the LCRDA

Bonus Opportunities

- I. Historically Underutilized Business (HUB) Zone – Census Tract ID: 12073001902

Innovation Park and North Florida Innovation Labs is located in a SBA Qualified HUBZone.

Please see: [https://maps.certify.sba.gov/hubzone/map#center=30.422680,-](https://maps.certify.sba.gov/hubzone/map#center=30.422680,-84.323909&zoom=15&q=2051%20East%20Paul%20Dirac%20Drive%2C%20Tallahassee%2C%20FL%2C%20USA)

[84.323909&zoom=15&q=2051%20East%20Paul%20Dirac%20Drive%2C%20Tallahassee%2C%20FL%2C%20USA](https://maps.certify.sba.gov/hubzone/map#center=30.422680,-84.323909&zoom=15&q=2051%20East%20Paul%20Dirac%20Drive%2C%20Tallahassee%2C%20FL%2C%20USA).

- II. Single reimbursement payment point was requested
- III. Requested funds will be matched by in-kind services provided by LCRDA, FSU, and FAMU



Florida Agricultural and Mechanical University

TALLAHASSEE, FLORIDA 32307-3100

DIVISION OF RESEARCH
OFFICE OF TECHNOLOGY TRANSFER
416 FOOTE-HILYER ADMINISTRATION CENTER

TELEPHONE: (850) 412-7232
FAX: (850) 412-7290

October 23, 2019

Office of Economic Vitality
Engagement & Operations Division
315 S. Calhoun Street, Suite 450
Tallahassee, Florida 32301

Dear Ms. Paredes,

Florida Agricultural and Mechanical University (FAMU) is pleased to support the Leon County Research and Development Authority's (LCRDA) application to provide technical assistance and support to small businesses through the SBIR/STTR accelerator program.

FAMU is the HBCU within Florida's State University System, a Research 2 institution and an 1890 Land Grant university. Under the new FAMU Rising strategic plan and the leadership of President Larry Robinson, FAMU strongly committed to increasing commercialization of technology and entrepreneurship as a foundation for business startups and expansion. FAMU's nationally leading STEM and business schools along with support from the Economic Development Administration have enabled us to establish new programs to build the pool of minority and women owned enterprises and expand the presence of technology-based opportunities in underserved communities. LCRDA is a key partner and collaborator for FAMU in these efforts, which include expanded engagement with specific federal agency's SBIR/STTR opportunities including USDA, NASA, and Departments of Energy and Defense. We are also actively partnering with NSF to expand support from and participation in Innovation Corps programs and funding. These activities will support the activities in the grant,

With this grant, LCDRA will help the region realize the commercial potential from scientific and engineering discoveries by increasing the number of SBIR/STTR grants awarded. Better leveraging the capital region's research base to create new economic opportunities is our central challenge. LCRDA's proposed SBIR/STTR program will build new bridges from lab to business to market and help FAMU engage our highly talented research faculty and students in bringing their innovations and discoveries to the marketplace.

Thank you for considering LCRDA's application for this very important initiative, and we agree to the problem, the outcome targets, and outcome measures expressed in the proposal. Please let me know if I can provide any additional information.

Sincerely,

Reis Alsberry
Director, Office of Technology Transfer & Export Control

FAMU IS AN EQUAL OPPORTUNITY/EQUAL ACCESS UNIVERSITY



THE FLORIDA STATE UNIVERSITY
OFFICE *of* COMMERCIALIZATION

October 23, 2019

Office of Economic Vitality
Engagement & Operations Division
315 S. Calhoun Street, Suite 450
Tallahassee, Florida 32301

I am pleased to provide Florida State University Office of Commercialization's endorsement of the Leon County Research and Development Authority's (LCRDA) North Florida Innovation Lab's application to provide assistance and support to small businesses through the SBIR/STTR accelerator program. LCRDA is a Florida Special District which governs the Innovation Park of Tallahassee and is associated with two research universities, a national laboratory, and a top community college promoting high-tech entrepreneurship and innovation.

With this grant, LCDRA will help the region realize the commercial potential from scientific and engineering discoveries by increasing the number of SBIR/STTR grants awarded. This investment in the Florida's economy will strengthen our leadership in STEM innovation and increase opportunities to attract top personnel and resources that create jobs throughout the State.

The Office of Commercialization is happy to support this effort, and agree to the problem, the outcome targets and outcome measures expressed in the proposal. Thank you for considering LCRDA's application for this important initiative.

Sincerely,

Dr. Brent Edington
Director of Office of Commercialization
Florida State University

Florida State University, 95 Chieftan Way Suite 312, Dittmer Building, Tallahassee, Florida 32306-4391
(850) 645-7217 • <http://www.techtransfer.fsu.edu>

DELIVERABLES

This Exhibit addresses Paragraph II.B, “Budget and Grant Funds Distribution,” of the Agreement.

For each Deliverable identified in the Deliverables Table below, Grantee will submit a Deliverable Documentation form on the next page with an associated invoice and any other documentation no later than five days after the associated Deliverable Completion Date in the Deliverables Table below. Allowable costs may be funded during the grant period of January 1, 2020 – September 15, 2020.

Allowable costs include staff time, staff development, and program expenses. Operational expenses including rent, payroll taxes, accounting services, and other overhead expenses are not allowable costs.

DELIVERABLES TABLE

| Deliverable Number and Name | Deliverable Description and Specific Submittals | Deliverable Completion Date | Deliverable Cost |
|----------------------------------|---|-----------------------------|------------------|
| 1. Activity Report 1 – Cohort #1 | Activity Report with short discussion of curriculum, outcomes, and lessons learned; Photographs of at least one training session; Sign in sheets from all associated trainings for Cohort 1 | April 30, 2020 | \$16,000 |
| 2. Activity Memo - Cohort #2 | 1-page report detailing Cohort 2 activity; Photographs of at least one training session; Sign in sheets from all associated trainings for Cohort 2 | August 31 ,2020 | \$4,500 |
| 3: Final Performance Report | Final grant funding performance report, including a spreadsheet, approved by the OEV, that summarizes the report and expenditures covered by grant funding. | September 1, 2020 | \$4,500 |

DELIVERABLE DOCUMENTATION

| Deliverable Addressed | Staff Hours | Hourly Rate | Total Cost |
|-----------------------|-------------|-------------|------------|
| | | | |
| | | | |
| | | | |

| Deliverable Addressed | Materials/Billable | Cost per unit (if applicable) | Total Cost |
|-----------------------|--------------------|-------------------------------|------------|
| | | | |
| | | | |
| | | | |

GRANT FUDING BALANCE PRIOR TO DISBURSEMENT: _____
TOTAL AMOUNT ALLOWABLE FOR THIS DELIVERABLE: _____
TOTAL AMOUNT REQUESTED: _____
REMAINING GRANT FUNDING BALANCE: _____

EXHIBIT C

ELEVATE FUND: FINAL PERFORMANCE REPORT

The Final Performance Report captures quantitative and qualitative outcomes of Grantee’s use of Elevate Grant funds. The grantee must answer the below sections, but may provide additional materials to illustrate outcomes and impacts of the project.

Grantee Name: _____

Grantee FEIN: _____

Elevate Fund Project Name:

Elevate Fund Project Dates: January 2020 – September 2020

1. Please provide a short description of the issue/need/hypothesis that the project was designed to address, and how actual grant activities addressed it (1000 words or less).
2. Please provide answers to the following areas, where applicable (reference grant application):

| Outcome Area | Anticipated Outcome, Grant Start | Actual Observed Outcome | Documentation of Observed Outcome |
|---|----------------------------------|-------------------------|-----------------------------------|
| Area 1: Persons Engaged (Provide Specific Description of Stakeholder Type(s)) | | | |
| Area 2: Persons Trained (Provide Specific Description of Stakeholder Type(s)) | | | |
| Area 3: Other Impact (Provide Specific Description of Stakeholder) | | | |

3. Please provide a synopsis of how this project can inform one or more of the following areas of economic development in Tallahassee-Leon County (at least one required):
- a. Workforce Development
 - b. Entrepreneurship

- c. Business Retention/Expansion
- d. Business Recruitment
- e. Other Area (e.g. Equity, Place Enhancement, etc.)

Memorandum of Understanding

Parties

Domi Education, Inc.
("Domi")
914 Railroad Ave
Tallahassee, FL 32310

Leon County Research and Development Authority
("LCRDA")
2051 E Paul Dirac Dr #100
Tallahassee, FL 32310

Purpose

Together, the Parties enter into this Memorandum of Understanding to provide SBIR/STTR training to startups in fulfillment of the SBA Growth Accelerator Fund Award received by Domi. Specifically, LCRDA will provide SBIR/STTR education and assistance for selected participants in Domi's Gear Up program.

Domi will provide the general accelerator components including team formation, product development, pricing and marketing, customer development, and startup formation labs. Participants will also have access to an online curriculum and access to the Tallahassee Mentor Network through Domi's Gear Up entrepreneur program.

DOMI shall render \$15,000 to LCRDA for the following services to be completed before August 31, 2020:

A. **Entrepreneur Engagement** - LCRDA will support Domi in identifying and engaging with potential program participants, provided however, that such efforts do not inhibit LCRDA's other SBIR/STTR programs already scheduled in 2020. LCRDA will advise Domi in the development of outreach plans and collateral to support the effort and will assist Domi staff at up to 3 information sessions/events.

B. **SBIR/STTR Lab** - LCRDA will adapt its existing content to be delivered to the selected participants in Gear Up. LCRDA will deliver the workshop to up to 12 participants.

C. **Final report** - LCRDA will assist Domi in developing the final report for the program as required by the U.S. Small Business Administration ("SBA"), which is providing the funding for this effort.

D. **Payment schedule** - Domi will remit payments to LCRDA in two equal installments: \$7,500 at the start of the agreement, and \$7,500 after the final funding has been received from the SBA, and provided all terms of this MOU have been fulfilled.

Coordination

Each party will appoint a person to serve as the official contact and coordinate the activities of each organization in carrying out this MOU. The initial appointees of each organization are:

Domi

LCRDA

Antonio Montoya

Michael Tentnowski

antonio@domistation.org

mtentnowski@inn-park.com

850-391-8758

850-575-0343

Duration of Agreement

The term of this MOU is for a period of seven (7) months starting February 1, 2020 ending August 31, 2020.

Authorization

Domi Education, Inc.

Leon County Research and
Development Authority

Antonio Montoya
Executive Director

Ron Miller
Executive Director

| Goal | Status |
|--|--|
| 1) Goal: Incubation & Entrepreneurship Development | |
| a) Establish the North Florida Innovation Labs (NFIL) programs, membership, mentors, and marketing, marketing collateral, and membership guidelines which results in 5 new resident members in the incubator | <ul style="list-style-type: none"> • Targeted high-level marketing plan being developed • Member prospect tracking and follow up has begun • Marketing has begun on social media, at events, partner organizations, and press releases—developing NFIL specific social media presence • Marketing collateral has been developed • Director is arranging speaking engagements with local organizations • One new “Virtual Member” has been signed • QuarryBio anchor tenant press release to follow • NEXT STEPS: Michael (MT) and NEW STAFF will continue marketing efforts to build membership; develop process for renting out seminar and conference room |
| b) Obtain non-profit status for Innovation Park TLH, Inc. (IPTLH) | <ul style="list-style-type: none"> • NEXT STEPS: Develop needed documents • Reviewed application and completed with available information 12/19 • Additional documents and agreements need to be developed in order to complete the application |
| c) Recruit 2 new IPTLH Board Members | <ul style="list-style-type: none"> • NEXT STEPS: Review recommendations and make connections |
| d) Exclusive of the EDA Disaster Supplement Grant raise, \$200,000 in funds for incubator operations and programs via grants and/or legislative requests | <ul style="list-style-type: none"> • MT has identified \$172,000 in grants so far • \$30k from FAMU to be received this fiscal year • \$40k awarded with agreements to be approved 2/13/20 • Remaining have been applied for and awaiting award • NEXT STEPS: MT will identify additional grants for which he can apply, and follow up with those awaiting award |
| e) Further develop and refine programs: | |
| i) Deliver new T-EEP program in the spring with 6 teams | <ul style="list-style-type: none"> • In progress: website updated with new program, class descriptions and dates |
| ii) Deliver Mini I-corps in February with 12-15 teams | <ul style="list-style-type: none"> • In progress |
| iii) Deliver SBIR/STTR training quarterly with 20 attendees each | <ul style="list-style-type: none"> • Q1 was delivered with 20 attendees • Remaining in progress |
| iv) Integrate T-EEP with TechGrant to better train finalists | <ul style="list-style-type: none"> • In progress |
| v) Deliver one more e-club event with 40 attendees (one was delivered in October with 14 attendees) | <ul style="list-style-type: none"> • In progress |

| Goal | Status |
|--|--|
| 2) Goal: Asset Maximization & Readiness | |
| a) Maximize the value of park assets | |
| i) Issue an RFI for Knight Building to identify viable food options, meeting space and other amenity options | <ul style="list-style-type: none"> • NEXT STEPS: Draft the RFI and identify any supporting information which might be needed like architectural/engineering conditions for the building |
| ii) Develop plan for future land use including identifying any Geotech issues | <ul style="list-style-type: none"> • Contacted firm to estimate budget number for OEV • Invited Rick Moore from Moore Bass Consulting to present at strategic planning board meeting regarding steps and costs involved in land use planning and developing pad ready sites (similar presentation to one given at Airport/Chamber meeting.) • OEV included designated funding in Juggernaut project proceeds |
| b) Get park assets ready to market | |
| i) Develop an inventoried list of Park assets to ensure market readiness | <ul style="list-style-type: none"> • NEXT STEPS: Develop inventory of other park assets and assess market readiness • Assign new staff to work with Park partners to identify partner assets and provide access through our website |
| ii) Streamline development process and requirements | <ul style="list-style-type: none"> • Met with FSU re: aligning its master plan with Park PUD/C&R • Attended follow up meeting regarding FSU Master Plan 7/25/19 • Met with Growth Management 4/5 and identified needed PUD amendments • Identified need to amend PUD to include 12 acre outparcel • NEXT STEPS: <ul style="list-style-type: none"> ○ Reviewing draft C&R documents working with Kristin Dozier and General Counsel on changes, follow C&R amendment process ○ Amend PUD and submit through City amendment process (2-3 months) |
| iii) Identify and develop more service offerings and amenities | |
| (1) Add 4 th Tech Topic event for the year | <ul style="list-style-type: none"> • Two events have been held with future events TBD after onboarding new staff |
| (2) Deliver 1 new networking event | <ul style="list-style-type: none"> • Planning for some time between March and June |
| (3) Develop an affinity program for area amenities like golf, pool, tennis, and libraries | <ul style="list-style-type: none"> • NEXT STEPS: Develop a list of potential partners, review other example programs, develop our draft program, and reach out to potential partners |
| 3) Goal: Attract at least 1 new targeted private company to expand/relocate to Innovation Park | |
| a) Implement a comprehensive marketing plan for the park | <ul style="list-style-type: none"> • Board approved draft marketing plan at 8/1/19 board meeting. Implementation has begun. |

| Goal | Status |
|--|---|
| | <ul style="list-style-type: none"> • New staff person will review, and continue implementation. • Worked with board chair and staff to develop a 12-month marketing calendar • NEXT STEPS: Develop checklist of steps and priorities |
| b) Partner with OEV to recruit 1 private company to the park by continued coordination of marketing plans between organizations and working with OEV staff to be more engaged in recruitment process | <ul style="list-style-type: none"> • Met with Cristina Paredes and Steve Evans to brief them on the strategic plan; setup quarterly meeting to continue to work with them as we advance our plan. Discussed need to establish/ communicate process for difference prospect scenarios. Discussed potential prospect needs for space (5-7 people, 5000sf) including office and basic lab space. Will provide more details. • OEV recently hired business development person and had introductory meeting. • NEXT STEPS: After onboarding our new staff need to meet with OEV to see what we can do to coordinate and support |
| 4) Goal: Develop new partnerships and collaborations and strengthen current partner relationships | |
| a) Develop a collaboration plan jointly with the Tallahassee Airport Authority board and senior leaders by engaging the airport director with Executive Committee and/or Board to identify collaboration opportunities | <ul style="list-style-type: none"> • Provided airport director with collaboration talking points for presentation to City Commission • Worked with airport on their advertisement which included reference to Innovation Park and Mag Lab • David Pollard named permanent airport Director • Attended Airport/Community meeting presented by the Chamber • Airport is piloting a program to assist with raising visibility to community businesses and specifically mentioned helping Innovation Park; I will follow up with David Pollard to see how we can implement • David Pollard attended December Board meeting to discuss opportunities with the Board • Met with airport and MagLab staff in February to explore terminal marketing opportunity; presenting to board at February meeting • NEXT STEPS: Follow up with opportunities identified in Board meeting <ul style="list-style-type: none"> ○ Get results of table top exercise ○ Board meeting/tour of airport ○ Attendance at airport board meetings ○ Can we coordinate grant apps like Florida Job Growth Grant Fund |
| b) Identify and develop 2 new partnerships that support the mission of the Park and other strategic initiatives | <ul style="list-style-type: none"> • Met in January with DOMI board members to discuss more collaboration opportunities and ensuring staff level issues are escalated as needed. |

| Goal | Status |
|---|---|
| | <ul style="list-style-type: none"> Collaborated with DOMI on grant opportunity and Michael is teaching one of their classes. NEXT STEPS: Engage Board to identify potential organizations and how they see the opportunities to partner |
| 2) Goal: Develop and execute resource assessment plan | <ul style="list-style-type: none"> Presented 5-year forecast and draft assessment for June 2019 Board of Governor's meeting discussion |
| a) Identify and pursue 2 new revenue opportunities which align with the mission of the park and support strategic initiatives (such as federal planning grants) | NEXT STEPS: Research federal and state grant opportunities that can support the achieving the above goals. |

Other Activities

- Project Juggernaut/Wasp:
 - OEV proposal letter/term sheet development
 - Meetings/calls with OEV staff and company
 - Juggernaut ad-hoc committee meeting/presentation development
 - IA member communications
 - Attend Intergovernmental Agency Meeting (1/30)
 - Special board meeting to consider IA Juggernaut package
- EDA Grant
 - Natural Features Inventory request
 - Further Consideration Letter/create and assemble documents
 - Meeting with Counsel
 - Communications with matching pledge partner
 - Public Notice
- IPTLH
 - IRS Form 1023 review and initial draft
 - Annual Report filing—officer changes
 - Register office changes
 - Board member financial disclosure requirements/Commission on Ethics request
- Resignation and replacement of Director of Programs and Communications
- Director of Entrepreneurship performance evaluation
- OEV and Grant Contracts
- Collaboration meeting with DOMI board members
- GASB 68 data download/analysis/preparation for audit
- Leon County Benefits follow up
- General Liability/Workers Comp Audits
- 2019 Local Government Census reporting
- Hosted Greater Tallahassee Chamber of Commerce Grow Business Committee Meeting and Tours
- Meetings with incubator prospects
- New lease with Axion Technologies in Morgan Building lab
- Draft NWRDC 5-year lease extension
- Lease prospects follow up
- Meeting with OEV and park prospect
- New board member alternate orientation session
- Work with Chair on new Investment Advisory Committee members
- Board Chair meeting
- Replaced Knight Building signage with new design
- Vacation!

Coming Up (other than “Next Steps” above)

- Complete Project Juggernaut MOU with OEV and start lease documents as necessary
- New staff person onboarding
- TechGrant application review/judging
- Airport marketing opportunity follow up
- Finalize audit report and notes to financial statements
- IPTLH form 501(c)(3) document creation
- IPTLH tax filings
- Strategic Planning Meeting prep
- Meeting with National Park Service regarding lease
- Collins building contractor video
- Continue compensation committee recommendations implementation
- Fill vacant position on DRC
- LCRDA year-end financial reporting/audit report
- IPTLH year-end financial and tax reporting
- Investment Advisory Committee Meeting
- Audit Committee Meeting
- Executive Committee Meeting
- Three new Investment Advisory Committee members orientation session
- Participate in Greater Tallahassee Chamber of Commerce Grow Business Committee Meeting
- Finalize accounting for Trail contract, and final permit completion

Director of Entrepreneurship Report – Jan. 2020

| Grants: | <u>Agency</u> | <u>Amount</u> | <u>Status</u> |
|---------|---------------|---------------|--------------------------------|
| | EDA | \$10,200,000 | “Further Consideration” letter |
| | FAMU-SPARC | \$102,000 | Anticipating |
| | FAMU-REACH | \$30,000 | Awarded - in progress |
| | OEV | \$25,000 | Awarded – in planning |
| | DOMI-SBIR | \$15,000 | Awarded - in planning |

SBIR/STTR:

- SBIR workshop delivered to FSU Office of Technology Commercialization
- Seminar development under REACH grant (ongoing)
- Workshop development under DOMI grant (awarded)
- 8-week accelerator proposed under OEV grant (awarded)
- DoD SBIR webinar training

NFIL:

- New member – Nhu Energy (virtual)
- Prospecting - two meetings held at NFIL
 - Chamber Grow Business Committee
 - Student Invention Commercialization
- Marketing - new leave behind (postcard)

Programs:

- T-EEP – on hold due to various grants received and anticipated
- I-Corps – working with FAMU to develop a GT - Southern Node
- TechGrant – promoting the tech pitch event and suggesting incubator membership
- E-Club – planning additional e-club events throughout the year

Prospecting:

| <u>Month</u> | <u>Number</u> | <u>Industries</u> | <u>Status</u> | <u>Notes</u> |
|--------------|---------------|--|----------------------------|---|
| October | 10 | Materials, Food/Ag, ChemTech, Energy/ Storage, MedTech | 6-Contingent 4-Doubtful | 2 SBIR, 1 Lic., 1 Corp. No SBIR, Exploratory |
| November | 5 | MedTech, CleanTech Energy/Storage | 4-Contingent 1-Doubtful | 3 SBIR, 1 Funding Out of State (GA) |
| December | 1 | Security | Not appropriate | Physical Security |
| January | 2 | BioTech, VR | 1 - No, 1 - Contingent | SBIR |

SBIR/STTR Mentoring

FY19

| <u>Month</u> | <u>Companies</u> | <u>Number of Hours</u> |
|--------------|------------------|------------------------|
| 4/1-9/30 | 11 | 27.5 |

FY20

| <u>Month</u> | <u>Companies</u> | <u>Number of Hours</u> |
|--------------|------------------|------------------------|
| Oct. | 12 | 14.5 |
| Nov. | 8 | 12.0 |
| Dec. | 1 | 1.5 |
| Jan. | 2 | 4.0 |

Cumulative Totals

| | | |
|------------------------------------|--|-------------------------------------|
| NUMBER of COMPANIES 1 | NUMBER of JOBS CREATED 0 | COMPANY SALES REVENUE \$0 |
| NO. of CLIENTS SERVED* 6 | AMOUNT of CAPITAL RAISED \$0 | NUMBER of EVENTS HELD 8 |
| SBIR COUNSELING HOURS 58 | SBIR AWARDS 0 | TOTAL ECONOMIC IMPACT 0 |

* Client = Counseling 8 hrs. or more

**NAI Talcor Property Manager's Report to the
Leon County R&D Authority Board of Governors
12/1/2019-1/31/2020**

Occupancy:

| Building | Leasable Square Feet | Vacant Square Feet | % Vacant |
|----------------|-------------------------|-----------------------|------------|
| Phipps | 14,661 | 0 | 0% |
| Morgan | 21,936 | 13,803 | 63% |
| Johnson | 28,385 | 0 | 0% |
| Collins | 18,435 | 15,439 | 84% |
| Knight | 1,512 | 772 | 51% |
| Total | 90,622 | 30,014 | 33% |

Non-Routine Repairs & Maintenance:

| Building | Completed Since Last Report | In Process | Deferred/To Do |
|----------------|--|---|---|
| Phipps | <ul style="list-style-type: none"> Adjusted door closers. Installation of new VCT flooring. Waxing of VCT floors. | <ul style="list-style-type: none"> None | <ul style="list-style-type: none"> The irrigation system is not connected and has no backflow. |
| Morgan | <ul style="list-style-type: none"> Convert several lights to LED on second floor. Replaced heating element in water heater. Adjusted various door closers. | <ul style="list-style-type: none"> Maintenance continues to balance the HVAC for the building. Patch common area walls. Replace two EXIT signs and one safety light. | <ul style="list-style-type: none"> Common areas - Carpet cleaning and the interior of entrance ways. |
| Collins | <ul style="list-style-type: none"> Install "Parking in Rear" sign in parking lot. Install water filtration system in lab. Installed "No Smoking" signs. Replaced wall pack on exterior. Rewired the pedestal light located to the right of the Collins entrance. Installed new light fixture in womens restroom. | <ul style="list-style-type: none"> Maintenance continues to balance the HVAC in the building. Caulk sinks and counters. Replace ceiling tiles in vacant areas. Clean up all vacant areas. | <ul style="list-style-type: none"> N/A |

**NAI Talcor Property Manager's Report to the
Leon County R&D Authority Board of Governors
12/1/2019-1/31/2020**

| Building | Completed Since Last Report | In Process | Deferred/To Do |
|----------------|--|--|---|
| Johnson | <ul style="list-style-type: none"> • Repair drinking fountain in second floor lobby. • Replace vent in office 129, NPS. • Sand down, paint vents in restrooms. • Replace defrost board in HVAC unit 13. • Change out light switch in office 120, NPS. • Purchase and install two back up battery's in fire panels. • HVAC 13, adjusted and disconnected dampers. • Repaired fan in elevator. • Replaced metal handrail at the National Park Service loading dock. • HVAC unit 11, heat board has been replaced. • Inspection of the fire panel was completed. Two back up batteries for the panel replaced. Maintenance purchased and installed. This saved us \$500 by having maintenance install verses Johnson Controls. | <ul style="list-style-type: none"> • Paint one wall in lobby area. • Install additional light in 120, NPS. • Removing hard water stains from exterior windows. • Cleaning aerators in faucets restrooms. | <ul style="list-style-type: none"> • Missing up light on right side of Johnson building. • Remove all broken and cracked tiles and replace in lobby. May have to replace portions of tiled areas. |

**NAI Talcor Property Manager's Report to the
Leon County R&D Authority Board of Governors
12/1/2019-1/31/2020**

| Building | Completed Since Last Report | In Process | Deferred/To Do |
|---------------|---|---|--|
| Knight | <ul style="list-style-type: none"> Removed parking signs in front parking lot. Termite inspection was performed in January, no issues where found. Administration building sign located on the street has now been changed. The new sign says "The Knight Building". | <ul style="list-style-type: none"> Installation of additional lighting on exterior of the building. Replaced light fixtures located in the hallway. | <ul style="list-style-type: none"> Back deck in need of repair. Wood rot is visible and deck needs paint. Exterior paint Interior paint of common areas. All screens in need of replacement. |
| Fuqua | <ul style="list-style-type: none"> Replaced damaged metal stair treads, and painted stairs. Replace lights on ceiling that require a lift. Plumbing line was repaired, concrete was replaced. | <ul style="list-style-type: none"> Cleaning, sanding and priming exterior doors is in process. Replace EXIT light. Replace flooring in elevator. | <ul style="list-style-type: none"> Irrigation repair to the flower beds in the atrium areas. Planting of flowers in flower beds to be planted once irrigation repairs have been completed in the spring. |
| Common | <ul style="list-style-type: none"> Assemble two additional park benches and place around the pond. City repaired two separate wash outs around the pond trail. Pine straw has been installed. | <ul style="list-style-type: none"> Move directional signs to correct placement in order to direct people to the new administration building/Collins. Adding lawn care maintenance to the Central Pond Trail. Management submitted work order requests to repair City lights at the park entrances. | <ul style="list-style-type: none"> Irrigation repairs around entrance monument signs. Plants and flowers around entrance monument signs. Replace damaged backflow covers. Maintenance is taking inventory of all covers that need to be replaced. Manager will get quotes and submit to the Executive Director. |

**NAI Talcor Property Manager's Report to the
Leon County R&D Authority Board of Governors
12/1/2019-1/31/2020**

Accounts Receivable Past Due as of Report Date (30+days):

| Tenant | Invoice Date | Invoice Amount | Last Contact Date | Tenant Response/Date to be Paid/Comments |
|------------------------|---------------------|-----------------------|--------------------------|---|
| FSU | 11/12/19 | \$44,757.92 | 1/7/20,1/27,1/29 | This is 2018-2019 CAM for all FSU owned property combined. Manager is in contact with FSU. They say they are processing for payment. |
| Nhu Energy Inc. | 11/19 | \$251.23 | 1/7/20,1/29/20 | Multiple short pays in past months. Tenant has questioned past due balance. Manager sent tenant a spread sheet breaking down charges. |

Tenant Issues Encountered, Status of Other Outstanding Issues, Contract Procurements, Projects, Accounting issues, etc.:

1. Cleaning and waxing of the tile floors in National Park Service will take place on February 28th.

Management is working on the following projects:

1. Directional Signs.