

Attachment 1
Authorized Scope of Work

Recipient: **Northwest Colorado Council of Governments (NWCCOG) - Economic Development District**

Award Number: **ED23DEN3020017**

The Recipient will perform the following activities for 2023-2026:

Planning

1. Monitor, maintain, manage current CEDS and Regional Action Plan
2. Maintain and update CEDS Strategy Committee regarding EDD accomplishments

Business Assistance

1. Serve as a resource for businesses on topics such as access to capital, technical assistance, trainings, workshops, entrepreneurial resources
2. Provide direct assistance to businesses looking for assistance, and to towns/counties looking for resources for their business community.

Data

1. Compile, analyze, present regional economic and demographic data
2. Respond to data inquiries from regional stakeholders

Capacity Building

1. Serve as a resource to the region's communities, economic development partners, and stakeholders on best practices, grant funding, training, technical assistance, and other resources
2. Support the work being done by our region's communities, partner organizations, and stakeholders that supports the goals, objectives and strategies outlined in the CEDS and Regional Action Plan

Partnership Building / Regional Collaboration

1. Develop and nurture collaborative relationships with the region's communities, economic development partners, and stakeholders
2. Serve as a forum for regional collaboration

Economic Development District Management

1. Maintain board membership; maintain board relations
2. Complete all EDA-required grant reporting
3. Organize and facilitate board of directors meetings throughout the year
4. EDD staff to participate in training offered by various professional organizations