

January 30, 2017

ORSO Number: 131168-001

City of Sequim  
152 West Cedar Street  
Sequim, WA 98382  
Email: [jirvin@sequimwa.gov](mailto:jirvin@sequimwa.gov)

RE: Award letter with City of Sequim No. 131168

Dear Sir/Madam,

Enclosed for your review and approval is one copy of the agreement. If the agreement meets your approval please complete the following item(s) and return to the Office of Research Support & Operations (ORSO) as indicated. This agreement may not be considered binding by either party until fully executed.

- Sign the indicated page(s) of the agreement and return two originals for processing.
- The attached fully executed document is for your records.
- The attached agreement is signed on the behalf of Washington State University.** Please review the documents and return one fully executed version of the agreement to the address listed in the letterhead or via e-mail at [orso@wsu.edu](mailto:orso@wsu.edu).
- Additional comments:** *Please note our address has changed to PO Box 641060, Pullman, WA 99164-1060*

Should you have any questions regarding the agreement, please contact me at (509) 335-9661 or email [diane.rathbun@wsu.edu](mailto:diane.rathbun@wsu.edu).

Sincerely,



Diane Rathbun  
Grant and Contract Supervisor



152 W. Cedar Street, Sequim, WA 98382  
PH (360) 683-4139 FAX (360) 681-3448

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January 9, 2017

Dan Nordquist, AVP  
Washington State University (WSU)  
Lighty 280  
PO Box 641060  
Pullman, WA 99164-1060

Dear Mr. Nordquist:

This letter is to inform you that our community has chosen to participate in the Small Business Development Center (SBDC) program which is run through Washington State University and funded by the U.S Small Business Administration (SBA) for program year 2017. We look forward to working with you to assist small businesses in our community to become more successful.

To demonstrate our commitment in supporting small businesses we are providing \$4,000 as a contribution to the SBDC program, along with office space to assist in meeting the SBDC's mission as defined in the Cooperative Agreement between WSU and SBA. We understand that this contribution will be used as needed to meet the cost matching requirements of the U.S Small Business Administration award.

It is the City of Sequim's expectation that the SBDC program will provide the following deliverables during program year 2017:

- 1) Participate in quarterly practitioner round tables.
  - o The City of Sequim meets on a quarterly basis with economic development practitioners and we want to ensure the SBDC discuss their observations and activities with those practitioners.
- 2) Act on referrals from the City of Sequim.
  - o When a constituent raises a business-related concern to the City of Sequim, a referral to SBDC can be useful to gather more information, make a field visit and assist in business planning analysis for businesses willing and wanting assistance.
- 3) Support special business conditions response plans.
  - o If a major business disruption is planned due to street improvements or other public projects, SBDC can be referred to confidentially deliver or coach impacted businesses to respond proactively with special marketing plans. SBDC can also gather information from impacted businesses and relay observations about opportunities for situational improvements. We understand that the SBDC cannot disclose specific client information without written permission by the client.
- 4) Deliver two business or economic development presentations to audiences selected by the City.
- 5) Deliver quarterly SBDC activity reports at a venue selected by the City.

- 6) Serve as a municipal resource in matters of economic development.

Payment to WSU will be made in full by March 31, 2017.

To confirm agreement of this partnership, please sign below where indicated and return to me.

Sincerely,

  
Dennis Smith, Mayor

City of Sequim  
152 W. Cedar Street  
Sequim, WA 98382

CC: Charlie Bush, City Manager

For Washington State University:

  
Dan Nordquist, AVP

  
Date