

Town of Cabot
Cabot Community Investment Fund Plan
Detailed Summary of Proposed Changes to CCIF Plan
Draft Revision March 2019

The CCIF (formerly known as UDAG) plan was last updated in 2012, and the CCIF Committee is proposing updates to the the CCIF plan to provide clarification, and to improve the protection, preservation and growth of the fund for the future benefit of the Cabot Community, while still providing money for investments in the economic development of the town.

The major changes to the plan consist of:

1. Document Re-Organization
 - Numbered or lettered all sections and requirements to make referencing easier and practical.
 - Collected requirements into sections relative to targeted audience (i.e. committee, grant applicants, etc) to make reading easier.
2. Changed Committee Size and Structure
 - Reduced committee to 5 members (removed village board appointee) to reduce the required quorum size to 3 members.
 - Added Vice-Chair to provide coverage when the Chair is unavailable (i.e. on vacation)
3. Education Grants (a.k.a. Scholarships)
 - Added Professional Development Education Grants with application deadlines four times a year to provide education support for residents other than high school graduates. These grants can be used for job training, or re-training.
 - Increased money available to support expanded grant program
4. Subsidized Interest Rates
 - Reduced general availability and limit future of the program by qualifying all *new* applications for losses incurred in a natural disaster.
 - Existing subsidized interest rate subsidies will continue under the existing program rules.

A more detailed explanation of the changes in each section follows:

General Changes

1. Added mission Statement
2. Format change from bullets to letters and numbers to make referencing easier
3. Change of name from UDAG to CCIF
4. Move effective date description to front of document
5. Re-sorted information into sections that target specific audiences
6. Scholarship Endowment Fund renamed to CCIF Education Fund
7. Rewrote how terms are staggered
8. Changed name of Development Grants to Discretionary Grants

9. Removed references to the Village Government

III. Goals

1. Added town plan to commercial development consistency clause.

IV. Summary

1. Limited future subsidized interest rate loans to damages from declared natural disasters.
2. Added paragraph to suggest how grants made outside of the grant programs of the plan should be structured.

V. Administration

1. Reduced committee size to 5 member
2. Removed member appointed by the village board
3. Added vice-chair to be appointed by the school board
4. Changed specific meeting date to one selected by committee when it is re-formed after town meeting
5. Changed meeting place from specific room to Willey building
6. Added Vice-Chair to signator list
7. Changed minutes posting to reference open meeting laws
8. Changed “is” and “should” statements in reporting section to “must”
9. Added terminology to accommodate the elimination of a school board in Cabot if the school should ever close or be merged with another school district.

V-D. Reporting

1. Changed calendar to fiscal year
2. Changed to align with the towns fiscal year
3. Removed “the principal amount of loans outstanding in the subsidized interest program at 6/30 of the reported year;” because the town is not tracking that information.
4. Require a report in the town report by changing terminology to “shall”
5. Changed “CPA” to an independent auditing firm.

VI. Management of Funds

1. Replicated the rate of return sentence in the educational endowment, as the original sentence seems to imply it covered both fund.
2. Changed “can be set aside and added to the grant money as determined above in subsequent years; however, any such set aside monies will be excluded from the calculation of the total assets of the CCIF Fund.” to “will remain in the fund.”

3. Changed Educational funding amount from 10% to 25%, current funding levels are equal to 20%
4. Added how the amount available for education grants will be divided between post-secondary and professional development grants.

VII-A. Town Meeting Grants

1. Removed from town meeting grants: “Generally, applicants will be notified of the CCIF Committee decision within two weeks following the CCIF meeting.”
2. Removed from town meeting grants “Each voter must decide if a particular grant proposal is a worthwhile use of CCIF funds, and cast their vote accordingly.”
3. Changed “more NO votes than YES votes...” to “more YES votes than NO votes...” to avoid a conflict in the plan with regard to ties.
4. Added “as determined by the allocation formula”
5. Changed deadline from October 1st to November 1st, as that has been the practice
6. Removed “When such a determination is made for all grants proposed, a warned information meeting on the grants the CCIF Committee considers consistent with the CCIF Plan will be hosted by the CCIF Committee at its regularly scheduled meeting on the 3rd Thursday of December.”
7. Added format for the wording of town meeting articles.
8. Added “to such vendors or as reimbursements to the grantee, up to the amount of the grant.”

VI-B. Discretionary Grants

1. Changed to “Discretionary” Grants
2. Changed “Eligible projects need not meet the criteria for Town Meeting grant eligibility” to avoid conflict with requirement that they grants meet the town meeting grant requirements.
3. Removed “Costs may include hiring outside consultants to write grants, conduct feasibility or planning studies” to avoid impression it is limited to these type of costs.
4. Added time limit.
5. Added “to such vendors or as reimbursements to the grantee, up to the amount of the grant.”

VI-C. Education Grants

1. Changed scholarship to education grants
2. Divided the education grant program into two different type of grants: Post-secondary and Professional Development

3. Changed “residents pursuing post-high school education/training, and/or continuing education or professional development” to “Cabot residents, youth and adults,”
4. Added Proof of residency and Essay to requirement for applications
5. Removed from Scholarships “Recipients of scholarships are announced at Cabot High School graduation each year.”
6. Changed subcommittee from minimum of 4 members to 3, and those 3 shall be members of the CCIF committee.
7. Removed “One of the members must be on the staff of Cabot School. “ from sub-committee requirement and rewrote the section.
8. Removed “and announced in the Cabot Chronicle”
9. Changed “notified by mail” to indicate the award letter will be either by mail, or through the school as part of graduation.

VI-D. Subsidized Interest Rate Loans

1. Added text to limit this program ***to loans for damages by natural disasters***
2. Changed text to qualified lenders and removed text regarding “financial partner”
3. Removed the need for the lender to determine qualification for the subsidy and returned that to the committee
4. Removed the refinancing debt disqualification
5. Removed examples of interest rate subsidy calculations
6. Clarified that interest rate subsidy is paid as a reimbursement.
7. Specifically stated that the committee can limit money available for new interest rate loan subsidies.