



Interoffice Memorandum

November 28, 2022

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

FROM: Roseann Harrington, Mayor's Chief of Staff *RHA*
Mayor's Office

SUBJECT: **December 13, 2022 – Consent Agenda Item**
Approval and Execution of Grant Agreement for FY 2022
between Orange County, Florida and University of Central
Florida Research Foundation, Inc.

Funding in the amount of \$800,243 was provided in the FY 2022-23 adopted budget for the University of Central Florida Research Foundation, Inc. (UCF). The funding is to be distributed amongst the following departments: UCF Small Business Development Center's Advisory Board Council to receive \$109,305; UCF Small Business Development Center to receive \$109,305; UCF College of Business Administration - Institute for Economic Competitiveness to receive \$218,609; UCF Business Incubation Program - Central Florida Research Park to receive \$279,299 National Entrepreneur Center – Central Florida International Trade Office to receive \$72,470; and UCF Business Incubator International Soft Landing Program to receive \$11,255.

In order to expedite the disbursement of funds, it is required that the Board approve and execute the grant agreement.

This agreement has been reviewed by the County Attorney's Office.

ACTION REQUESTED: Approval and execution of Orange County, Florida and University of Central Florida Research Foundation, Inc. FY 2023 Grant Agreement and authorization to disburse \$800,243 as provided in the FY 2022-23 adopted budget.



Business Incubation Program

UNIVERSITY OF CENTRAL FLORIDA
Research Park/Photonics * Life Sciences



Innovation Districts

UNIVERSITY OF CENTRAL FLORIDA
Research Park * Lake Nona



UCF Business Incubation & Soft Landing Programs

Quarterly Report

April 1 – June 30, 2022



Research Park

Photonics

Life Sciences

Orange County Incubator Staff

Carol Ann Logue, Director (carolann.dykeslogue@ucf.edu)

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Jessica Schmidt, Finance Manager (jessey.ion@ucf.edu)

Brief Summary of Program

Since 2002, Orange County Government and the University of Central Florida Business Incubation Program (UCFBIP) have partnered to provide comprehensive support for early stage, scalable companies providing them with the training, tools, resources and support needed to establish a firm foundation and more quickly mature into sustainable, high growth enterprises. Three (3) of the UCFBIP incubator facilities are supported in part with the funding received from Orange County....Research Park, Life Sciences and Photonics. The result of that partnership has been 200+ companies assisted, 100+ companies graduated, and an economic return on investment of over \$14 for every \$1 invested by the County for those three incubators.

In addition, the UCFBIP operations five (5) other incubators serving other parts of the Metro Orlando area (Downtown Orlando, East Colonial in Orlando, Kissimmee, Winter Springs and Volusia County). Together this network of UCFBIP incubators with their comprehensive support services has resulted in clients and graduates that sustain over 6,725 local jobs and have had a cumulative impact of over \$725 million on regional GDP and over \$1.3 billion on regional sales. The UCFBIP returns more than \$12.00 in state and local taxes for every \$1.00 invested in the program overall.



In 2019, the UCFBIP restructured the network of incubators into two subgroups to better align the Program with the rapidly changing demographics of the Metro Orlando area. That resulted in the creation of Innovation Districts encompassing four of the UCFBIP Incubator that are co-located with UCF campuses and identifiable clusters of high growth technology and industry.

Creation of the Innovation Districts has resulted in the UCFBIP being able to better serve the targeted clusters of companies that have shared needs for coaching and connectivity and that have potential for collaboration within the clusters in those Districts as well as across Districts.

One result of the Innovation District approach has been the increased attraction of companies in the targeted clusters to those areas of the community because of the synergies created across all sectors in the cluster.

Since the UCFBIP began in 1999, the program has supported US subsidiaries of international



companies that desired to establish a presence for R&D and business development in the US markets. The UCFBIP is certified as a Soft Landing Incubation Program by the InBIA (International Business & Innovation Association). The program attracts a growing number of companies expanding within the US or from outside the US who are attracted by the opportunities offered through the Innovation District cluster, key industry sectors in Central Florida and the reputation of UCF in research and academics. The UCFBIP works closely with the Orlando Economic Partnership, Space Florida, National Center for Simulation, Tavistock and others to facilitate the location and expansion of these growing companies in Orange County. All three Orange County supported incubators attract and support Soft Landing companies as evidenced by the list of graduated and new clients during this reporting period and media attention about the Program.

Key Activities During Reporting Period

During this funding period, the Orange County supported incubators conducted the following activities that are of note:

- Continued to engage with several organizations – Central Florida International Trade Office, US Department of Commerce - Orlando, Orange County Economic, Trade and Tourism Development; and Orlando Economic Partnership; and Space Florida – to speak to international delegations about the Soft Landing Program. During this reporting period, BIP staff presented to delegations from the Dominican Republic, Indonesia, Business France representing the French Aerospace industry, First World Community from India, and the State of Parana in Brazil.
- Continued to respond to requests from the organizations mentioned above to meet with individual companies interested in expanding to the US and Orlando specifically by establishing a US. Engagements during this reporting period included companies headquartered in France, Germany, Switzerland, Texas, and Virginia.
- Continued to supported clients and graduates joining the Orange County Cluster Initiative – Cenflucence. Of the 80 companies currently participating in Cenflucence, 26 are UCFBIP clients or graduates making up 33% of those engaged.
 - Energy & Environment: Capacitech, ecoSPEARS, FLUIX, Multicore, Precision Periodic, Semplastics, Sensatek
 - Games & Entertainment: BOLD Technologies, Player Epic, SimBlocks.io
 - Learning Science & Human Performance: Alpha Education, DiSTI, ECS, H2IT Solutions, Serious Simulations, STEP Research, Unknot.io, USEncryption
 - Life Sciences: Aviana Molecular, IDEM Systems, Kismet Technologies, Lifebridge 10000, Nano Discovery, Pink Lotus Technologies, Protean Biodiagnostics, TechFIT Digital Surgery
- Partnered with the Central Florida Tech Grove to host the first Cenflucence Cluster Social providing a program and place for members of the Cenflucence clusters to meet each other face-to-face.

- Participated with the Orlando Economic Partnership Breakthrough Task Force and the Orlando Tech Council Startup Committee. The Task Force helped identify and launch the new MetaCenter brand. The Startup Committee launched new initiatives such as the the inaugural Founders' Dinner. Several BIP clients participated in the Founders' Dinner establishing valuable connections and visibility.
- Engaged with the Florida Venture Forum and Space Florida to support participation of BIP companies in the 2022 Emerging Tech Showcase. Two clients – Helicon Chemical and Kismet Technologies – were selected to participate and pitch. Helicon was one of the four winners.
- Partnered with the Central Florida Tech Grove to support their 2022 SBIR Partnership Day spotlighting Small Business Innovation Research (SBIR) awardees from across the country developing solutions for the DoD members of Team Orlando. One of the 14 companies selected to participate was BIP client TITENN. As a result of being showcased at the event, TITENN established two corporate connections that have led to teaming relationships to pursue additional funding opportunities.
- Partnered with the Central Florida Tech Grove to promote and support their inaugural HUBZone Showcase Day featuring 10 companies from across the country. One of the 10 companies selected to participate was a BIP graduate – H2 IT Solutions. As a result of that participation, H2 IT has established a relationship with one of the other HUBZone companies and they are combining their capabilities to pursue a substantial funding opportunity.
- Continued to establish Mentor relationships for clients through our Mentoring program supported by the Florida High Tech Corridor. One of those relationships resulted in the mentor joining the BIP client company as a co-founder bringing years of seasoned experience to the team.
- Facilitated new First Customer interactions with for BIP clients with key entities in the community to enable engagements such as pilot programs, customer discovery and access to industry knowledge. Some of the First Customer engagements included Beep, Brightline, and AAA.
- Conducted four Coach's Corners with professional service providers in intellectual property, corporate law, accounting and equity capital raising providing 22 clients the opportunity to meeting one-on-one with those professionals for advice and guidance. The engagement with the capital organization – Kirenaga Partners – resulted in two BIP clients being introduced to other capital organizations focused in the specific industries those two clients are working in. Those conversations are on-going.
- Conducted 56 formal coaching sessions for 48 companies to support their needs in addressing strategic and tactical needs. The formal sessions are in addition to the daily interactions with companies to address specific needs.

- Hired a new team member to support the BIP with marketing and media outreach. As a result, the BIP social media and website activities have increased substantially giving clients and the BIP increased visibility locally and nationally.
- Collaborated with UCF News and Media to produce a lengthy article in the Spring 2022 issue of the UCF Pegasus publication. The article - "A Generational Effort" - highlighted the 22 year history of the BIP and two decades of growing impact on the local community supporting and graduating companies that continue to thrive in the community today.
- Continued to provide media relations support to clients through our partner Alan Byrd & Associates resulting in the news items appearing in local media channels such as Orlando Business Journal, Orlando Inno, Fox 35, and others about clients and graduates.
 - Command Post may accelerate Orlando job growth after big U.S. Army contract win.
 - UCF Business Incubation Program Announces Graduation of Command Post Technologies
 - Serious Simulations Awarded Prime OTA Contract for U.S. Army Synthetic Training Environment Live Training
 - Hesperos, Inc. Appoints New Chief Executive Officer, Dr. James Kronauge
 - C2 Technologies Opens Center for Immersive learning Tech and MODSIM in Orlando
 - X-MAT receives \$2.2 Million from DOE

Client Metrics April 1 – June 30, 2022

Incubator	Total clients	Soft Landing	Emp	Revenue	Grants	Invest \$	Graduates
Research Park	53	10	290	\$6,615,466	\$1,127,010	\$360,000	1
Photonics	3	1	12	\$54,657	\$650,000	\$00	0
Life Sciences	7	1	43	\$745,000	\$22,780	\$760,000	0
TOTAL	63						1

Client Graduations April 1 – June 20, 2022

Graduate Company	Date	Program Track	Incubator / Graduation Sites	Industry/Tech Focus	Notes
Command Post Technologies	4/2022	Soft Landing	Research Park/ Research Park	Defense focused cyber	Headquartered in Virginia, established their Orlando operations in 2020; graduated following securement of a substantial U.S. Army contract.

New Clients April 1 – June 20, 2022

New Client Company	Date Joined	Program Track	Site	Industry/Technology Focus	Notes
C2 IT Technologies	4/2022	Soft Landing	Research Park	Modeling, Simulation & Training for defense and commercial customers.	Headquartered in VA; Established Center for Immersive Technologies In Orlando
Escalate Life Sciences	5/2022	Growth	Lake Nona	Staffing and consulting to pharmaceutical, medical device, and biotech industries.	Relocated global corporate headquarters from Puerto Rico to Orlando.
Lake Nona Diagnostics	5/2022	Soft Landing	Lake Nona	Medical testing & toxicology	The company was spun out of a South Florida company and selected by Tavistock to open the first advanced medical testing facility in Lake Nona.

Thank you Orange County Government for your unwavering support of the UCFBIP and so many other entrepreneurial support organizations in Central Florida.

BCC Mtg. Date: December 13, 2022

**ORANGE COUNTY, FLORIDA
AND
UNIVERSITY OF CENTRAL FLORIDA RESEARCH FOUNDATION, INC.**

FY 2023 GRANT AGREEMENT

THIS AGREEMENT, made and entered into this 1st day of October 2022, by and between ORANGE COUNTY, a charter county and political subdivision of the State of Florida, hereinafter referred to as the "County" and the UNIVERSITY OF CENTRAL FLORIDA RESEARCH FOUNDATION, INC. ("UCFRF"), a Florida non-profit corporation and direct support organization acting as an instrumentality of the University of Central Florida Board of Trustees ("UCF"), a public institution and part of the State of Florida university system, with a business address of 12201 Research Parkway, Suite 501, Orlando, FL 32826, whose EIN number is 59-3086453.

WITNESSETH:

WHEREAS, UCFRF has applied to the County for grant funding for several small business programs operated in association with the UCF College of Business Administration, Small Business Development Center, National Entrepreneur Center, and Business Incubation Program; and

WHEREAS, the County has determined that there is a public interest for such programs in order to promote businesses in Central Florida through education, training, work sessions, seminars, and other activities conducive to Orange County's economy and, to that end, the County has appropriated funds to be donated to UCFRF for such purposes; and

WHEREAS, the County desires to enter into an agreement with UCFRF whereby UCFRF will receive and disburse grant funds of the County in accordance with the terms and conditions herein set forth; and

WHEREAS, the County understands and agrees that UCFRF does not have any employees, and that all personnel performing under this Agreement are employees or agents of UCF, and that UCF has available the necessary qualified and trained personnel, facilities, materials and supplies to perform its obligations as set forth in this Agreement.

THEREFORE, in consideration of the premises and mutual covenants herein contained, the parties agree as follows:

Section 1. County's Payment Obligation.

1.1 The County has appropriated for the period commencing October 1, 2022 and ending September 30, 2023, the total sum of Eight Hundred Thousand Two Hundred Forty-Three and No/100 Dollars (\$800,243) to be allocated as follows:

- (a) One Hundred Nine Thousand Three Hundred Five and No/100 Dollars (\$109,305) for the Small Business Development Center - Advisory Board Council;
- (b) One Hundred Nine Thousand Three Hundred Five and No/100 Dollars (\$109,305) for the UCF Small Business Development Center;
- (c) Two Hundred Eighteen Thousand Six Hundred Nine and No/100 Dollars (\$218,609) for the UCF College of Business Administration - Institute for Economic Competitiveness;
- (d) Two Hundred Seventy-Nine Thousand Two Hundred Ninety-Nine and No/100 Dollars (\$279,299) for the UCF Business Incubation Program - Central Florida Research Park;
- (e) Seventy-Two Thousand Four Hundred Seventy and No/100 Dollars (\$72,470) for the National Entrepreneur Center (NEC) Central Florida International Trade Office;
- (f) Eleven Thousand Two Hundred Fifty-Five and No/100 Dollars (\$11,255) for the UCF Business Incubator Soft Landing Program.

Such funds shall be administered and disbursed by UCFRF solely for the purposes set forth in Exhibit "A." Any funds not spent or encumbered by September 30, 2023 for the designated purposes set forth in Exhibit "A", shall be returned to the County. At UCFRF's request and for good cause shown, the Economic Development Administrator may, at his or her sole discretion, grant UCFRF up to six (6) additional months to expend the funds. Any such request shall be submitted in writing to the Office of Economic Development. The Economic Development Administrator shall issue a written decision in response to such request within 10 County business days. The County's contributions of \$800,243 to UCFRF shall be made in one (1) installment upon execution of this Agreement and the County's receipt of an original invoice from UCFRF.

A quarterly-based progress report is due to Orange County Office of Economic, Trade & Tourism Development no later than 30 days after the end of the County's fiscal year quarters ending December 31; March 31; and June 30 as described in Exhibit "B", attached hereto and incorporated herein by this reference. The first report is due no later than January 31; the second report is due by no later than April 30; and, the third quarterly report is due July 31. A final report, to include progress on remaining months not covered by quarterly reports, is due September 1 with required outline explained in Appendix "B". These reports will determine compliance for future funding. Failure to comply with the County's request for submission of such reports shall constitute grounds for termination of this Agreement.

Section 2. UCFRF's Obligation.

2.1 Representation of UCFRF. UCFRF represents that it will use its best efforts to develop and promote small businesses in Central Florida, which should include partnering with Orange County Economic Development and Business Development Offices. UCFRF represents and agrees that it shall use the funds paid under this Agreement solely for the purposes set forth in Exhibit "A."

2.2 No Lobbying. UCFRF acknowledges and agrees that no funds paid under this Agreement shall be expended for any lobbyist, as such term is defined in section 2-351 of the Orange County Code, to engage in any lobbying activities designed to influence decisions or other foreseeable actions of the Board of County Commissioners or the governing body of any other municipality located within Orange County. Furthermore, UCFRF agrees that it shall not undertake, or cause to be undertaken, or participate in, any lobbying before the state legislature in order to advocate for or influence legislative decision making inconsistent with legislative priorities adopted by the Board of County Commissioners, without the prior written consent of the Board or the County Administrator.

2.3 UCFRF as Independent Contractor. The parties expressly acknowledge that UCFRF is acting as an independent contractor, and nothing in this Agreement is intended or shall be construed to establish an agency, partnership or joint venture relationship between the parties.

2.4 Unlawful Discrimination. UCFRF, in performing its obligations under this Agreement shall not unlawfully discriminate against any worker, employee, applicant or member of the public because of race, religion, sex, sexual orientation and gender expression/identity, color, age, disability or national origin.

2.5 Accounting. UCFRF will utilize such accounting procedures and practices in maintenance of the records of receipts and disbursements of the funds contributed by the County as will be in accordance with generally accepted accounting principles.

2.6 Non-Profit Status. UCFRF agrees to maintain its non-profit and direct support organization status in the State of Florida throughout the term of this Agreement. If UCFRF should, during the term of this Agreement, change its status as an institution within the State of Florida university system, it shall promptly notify the County in writing, and the County reserves the right to terminate this Agreement immediately.

2.7 Right to Inspect and Audit Accounts. During the term of this Agreement, UCFRF, with respect to the receipt and expenditure of funds provided under this Agreement, shall permit County staff and the Orange County Comptroller and her staff to inspect and audit the UCFRF's books and accounts at any time during normal working hours, provided that reasonable notice is given to UCFRF prior to any such inspection. Any costs incurred by UCFRF as a result of a County audit shall be the sole responsibility of and shall be borne by UCFRF. In addition, should UCFRF provide any or all of the County's funds to sub-recipients, then, and in that event,

UCFRF shall include in written agreements with such sub-recipients a requirement that records of the sub-recipient be open to inspection and audit by the County or the County's designee.

2.8 Maintenance of Records; Audit. For a period ending five (5) years after the expiration or termination of this Agreement, UCFRF shall make all records and documents relating to this Agreement available for inspection and copying by the County or any agent designated by the County.

2.9 Assignment. Neither party may assign its rights hereunder, without the prior written consent of the other party. Failure to comply with this section may result in immediate termination of this Agreement.

2.10 Assumption of Risk. Each Party assumes any and all risks of personal injury and property damage attributable to the negligent acts or omissions of that Party and its officers, employees, servants, and agents thereof while acting within the scope of their employment. UCFRF, UCF and the County each expressly retains all rights, benefits, and immunities of sovereign immunity in accordance with section 768.28, Florida Statutes, and nothing in this Agreement shall be deemed as a waiver of sovereign immunity or limits of liability beyond any statutory waiver by UCF or the County. The County and UCFRF acknowledge and agree that UCFRF represents that it is a direct support organization acting on behalf and as an instrumentality of UCF and that, to the extent permitted but without waiver of sovereign immunity beyond the waiver provided under Florida law, UCFRF retains all rights, benefits, and immunities of sovereign immunity in accordance with section 768.28, Florida Statutes, granted to instrumentalities of state agencies. The Parties further agree that the cap on the amount and liability of UCF and the County for damages, regardless of the number or nature of claims in tort, equity, or contract, shall not exceed the dollar amount set by the legislature for tort in section 768.28, Florida Statutes, and that the cap on the amount and liability of UCFRF for damages, regardless of the number or nature of claims in tort, equity, or contract, shall not exceed the policy limits of UCFRF's insurance coverage.

Section 3. Term and Termination.

3.1 Term and Termination. The term of this Agreement shall begin on October 1, 2022 and shall continue until September 30, 2023. However, this Agreement can be terminated by either party at any time, with or without cause, upon no less than fifteen (15) days notice in writing to the other party. Said notice shall be delivered by certified mail or in person to the business address of the party upon whom such notice is served.

Section 4. Miscellaneous.

4.1 Entire Agreement. This Agreement constitutes the entire agreement between the parties. Any representations or statements heretofore made with respect to such subject matter, whether verbal or written are merged herein. No other agreement, whether verbal or written, with regard to the subject matter hereof, shall be deemed to exist.

4.2 Waivers. Performance of this Agreement by either party, after notice of default of any of the terms, covenants or conditions, shall not be deemed a waiver of any right to terminate this Agreement for any subsequent default, and no waiver of such default shall be construed or act as a waiver of any subsequent default.

4.3 No Third Party Beneficiaries. This Agreement does not create, and shall not be construed as creating, any rights enforceable by any person or entity other than the parties to the Agreement.

4.4 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Venue for any litigation occurring as a result of this Agreement shall be held in the Ninth Circuit Courts in and for Orange County, Florida, and shall be governed by the laws of the State of Florida.

4.5 Severability. It is agreed by and between the parties that if any covenant, condition or provision contained in this Agreement is held to be invalid by any court of competent jurisdiction, such invalidity shall not affect the validity of any other covenants, conditions or provisions herein contained.

Section 5. Notice. Whenever notice or communications shall or may be given to either party, such notice shall be in writing and shall be delivered or sent to:

COUNTY: Orange County
Office of Economic, Trade & Tourism Development
ATTN: Economic Development Administrator
201 S. Rosalind Avenue, 5th Floor
Orlando, Florida 32802
Phone: (407) 836-7370
Fax: (407) 836-7399

UCFRF: University of Central Florida Research Foundation, Inc.
ATTN: Kim Smith, Director and COO
12201 Research Parkway, Suite 501
Orlando, Florida 32826
Phone: (407) 823-3062
Fax: (407) 823-3299

Section 6. Commercial Crime or Third Party Fidelity Bond. UCF shall maintain in effect during the term of this Agreement a commercial crime insurance policy or fidelity bond, which shall include coverage for employee dishonesty on a blanket basis with limits of not less than the full amount of the grant disbursed under this Agreement, as may be amended from time to time. The bond shall be endorsed to cover third-party liability and shall include a third-party beneficiary clause in favor of the County. The bond shall include a minimum 12-month discovery period when written on a claims-made basis.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates set below.



ORANGE COUNTY, FLORIDA
By: Board of County Commissioners

By: *Jerry L. Demings*
for Jerry L. Demings
Orange County Mayor

Date: December 13, 2022

ATTEST: Phil Diamond, CPA, County Comptroller
As Clerk of the Board of County Commissioners

By: *Phil Diamond*
Deputy Clerk
Clerk/Deputy Clerk of the Board

Date: December 13, 2022

**UNIVERSITY OF CENTRAL FLORIDA RESEARCH
FOUNDATION, INC.**

By: *Amanda Coveney*
Amanda Coveney
Assistant Director

Date: 11/21/22

EXHIBIT A

ACTIVITY FOR WHICH FUNDING IS REQUESTED

Funding in the total amount of \$800,243 for FY22-23 will be used to support UCFRF's operations, which consist of highly skilled staff in providing entrepreneur and business support.

UCFRF is expected to deliver the following major initiatives by September 30:

\$109,305 for Small Business Development Center: Funds shall be used solely to provide 1) Strategic Workshop series, designed for businesses who are undertaking growth and expansion and 2) Small Business Institute program, which allows UCF students to participate in hands-on learning experiences by providing management consulting services to local small businesses. The County's contribution will be used exclusively to help fund the general operating expenses of the Small Business Development Center activities of UCF and support the following types of activities: 1) administration and equipment acquisition; 2) activities associated with advising local businesses; 3) activities associated with organizing and hosting events and workshops in areas ranging from strategy planning, sales strategies, export strategies, government business opportunities, and digital marketing strategies; and 4) other university-driven initiatives that support entrepreneurship in Orange County. In its marketing efforts, UCF in its capacity as the Small Business Development Center will recognize the important role it plays in the County's economic development strategy.

\$109,305 for Small Business Development Center - Advisory Board Council: The sole mission of the Advisory Board Council is to provide advisory boards to small businesses at no cost to such businesses. The County's contribution will be used solely to fund the general operating expenses of UCF's Advisory Board Council and support the following types of activities: 1) soliciting, screening, and selecting companies for the program; 2) recruiting, preparing, and managing volunteers to serve on advisory boards; 3) networking receptions and other events associated with the Advisory Board Council program; and 4) staff development activities in order to better serve advisory boards. In its marketing efforts, UCF in its capacity as the Advisory Board Council will recognize the important role it plays in the County's economic development strategy.

\$279,299 for UCF Business Incubation Program – Central Florida Research Park: County funds will be used exclusively for the following types of activities: 1) admitting new client companies into the Business Incubator; 2) graduating companies from the Business Incubator; 3) offering the "Excellence in Entrepreneurship" Certificate Course; 4) consolidating operations and facilities; 5) supporting technology companies that utilize the National Entrepreneur Center; and 6) partnering with other UCF initiatives to coordinate and carry out marketing, education, and networking activities to promote new business creation and growth. In its marketing efforts, UCF in its capacity as the Business Incubator will recognize the important role it plays in the County's economic development strategy.

\$218,609 for UCF College of Business Administration - Institute for Economic Competitiveness: The sole mission of the Institute is to provide economic information and research to support informed economic choices regarding the Central Florida economy. It is further understood that the County's contribution will be used exclusively to help fund the general operating expenses of

the Institute and support the following types of activities: 1) staffing the Institute with a full-time Director, economists, and student interns; 2) publishing quarterly economic forecasts for the nation, the state of Florida, and Florida metropolitan areas; 3) benchmarking Central Florida against other regions and the national economy; 4) staging an economic outlook conference or event; and 5) undertaking other activities that increase both the public's understanding of the regional economy and the means for improving its performance. In its marketing efforts, UCF in its capacity as the Institute will recognize the important role it plays in the County's economic development strategy.

\$72,470 for National Entrepreneur Center (NEC) Central Florida International Trade Office (CFITO): This office will serve as the regional point of contact for all activities related to international trade and protocol and will act as the liaison between the inquiring party and the relevant regional partners. The Program will support the following types of activities: 1) Hire Program Specialist; 2) Develop an International Trade Database to include, Central Florida exporters, Central Florida importers, listing of resources, assistance and partners in international trade; 3) Gather support materials from regional international trade resources; and 4) Plan, coordinate, and deliver International trade education & events, especially in concert with the Corridor's Industry Cluster initiative.

\$11,255 for UCF Business Incubator International Soft Landing Program: The Soft Landing Program has been piloted at UCF since late 2011. This program provides businesses outside the Central Florida region the ability to easily locate satellite offices in the area at an existing UCF Business Incubation facility. This is especially appealing for international companies looking to establish a presence in the USA. The funding for this initiative will be used to provide operational support and outreach in support of economic development activities targeting companies being recruited into Orange County. In addition, this program will utilize existing Orange County funded economic development programs and resources—such as the UCF Business Incubator and UCF Venture Accelerator.

In addition to executing the above programs by providing adequate staffing and facilities, a staff member from each of the above organizations must:

- Provide impact reports to County as outlined in Exhibit B (each organization will have unique report structures but UCFRF may submit an aggregated report)
- Participate in monthly group grantee calls with County staff, as well as in utilizing the SourceLink web resource provided by the National Entrepreneur Center and the County, and the Central Florida STEM Online Mentor Database provided by The Corridor and the County (training will continue to be provided in monthly group grantee calls for how to access and use the online resources)
- Work with Orange County staff to investigate and prioritize business opportunities which the County may invest in or procure; as well as work with The Corridor on the local industry cluster strategy plans complimentary to the Program's outcomes

EXHIBIT B

The following reports are to be submitted to the Office Economic, Trade & Tourism Development as indicated:

1) Within 30 days of the end of the quarter, UCFRF shall provide the County with a copy of some Programs' quarterly performance and financial reports of the agency's activities/programs/services. Quarterly reporting periods shall end on December 31, March 31, and June 30.

Programs funded by the County requiring quarterly reports are:

- UCF Business Incubation Program - Central Florida Research Park
- Central Florida International Trade Office
- UCF Business Incubator Soft Landing Program

The Program of the Small Business Development Center and the UCF College of Business Administration - Institute for Economic Competitiveness will continue to provide services and an annual report only.

The schedule for Programs requiring quarterly reports is as follows:

Quarter	Reports Due (no later than)
First (1 st)	January 31
Second (2 nd)	April 30
Third (3 rd)	July 31

Within each quarterly report, the following information needs to be included as it pertains to the deliverables outlined above:

- Brief summary of the progress of Programs – should include topics shared in any educational offerings and number of unique attendees, as well as total attendee numbers for each offering; number of mentors obtained and/or connected to participants; total number of hours coaching provided across participants; any impact metrics or anecdotes of notable connections or outcomes from investor introduction or customer connecting events, etc.
- Updated listing of new clients of Program - information provided can be in a table format and must be at least: name of company, address of company, type of corporation (i.e. Sole Proprietorship vs. LLC, etc.), major industry company sells to (recommend also providing NAICs and NIGP codes), demographic information including gender and race/ethnicity, and potential opportunities/synergies for the company to work with the County (can be short summaries); if the participant is an individual and not incorporated, please briefly explain why they are not incorporated by creating an additional column named "Notes".

For the final report, the following is also needed:

- Number of unique, as well as total participants in each Program
- Cumulative listing of every participant across Programs up until September 1 – adding a progress column to the quarterly provided progress report table which provides any of the following for that organization that can be obtained through best efforts: 1) total dollar amount of revenues/contracts obtained during the work period; 2) total dollar amount of grants obtained during the work period as well as total dollar amount of grants/contracts pursued; 3) total dollar amount of investment funding secured during the work period as well as listing of investment groups who made investments into portfolio companies; 4) total number of customer and/or partner connections made by Program for client as well as who clients were introduced to; 5) whether Small Business Administration certifications or other designations were obtained as a result of the programs and which ones were obtained; 6) total number of new jobs full or part-time/1099s created within the fiscal year; and 7) any other notable progress metrics and/or anecdotes indicating participant's growth as a result of the program.

A presentation to County staff will also be required to discuss through the final report. For international programs, Program staff should bring up countries to target through outreach, any challenges/concerns incoming businesses face, opportunities for trade incentives/funding/programs, etc.

2) Within 30 days of its release, if requested by the County, CFAE shall provide the County with a copy of its annual financial report, external audit reports, if any, and any performance or statistical data requested by Orange County.

Reports and Communications to the COUNTY:

Orange County. Office of Economic, Trade & Tourism Development
ATTN: Economic Development Administrator
201 S. Rosalind Avenue, 5th Floor
Orlando, Florida 32802
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