"BUILDING A MORE RESILIENT ECONOMY"

FISCAL YEAR 2019 ANNUAL OPERATING BUDGET

U.S. Virgin Islands Economic Development Authority



U.S. VIRGIN ISLANDS ECONOMIC DEVELOPMENT AUTHORITY

FISCAL YEAR 2019 BUDGET OCTOBER 1, 2018 – SEPTEMBER 30, 2019

St. Thomas: 8000 Nisky Shopping Center, Suite 620 St. Thomas, U.S. Virgin Islands 00803 (340) 714-1700 www.usvieda.org St. Croix: 116 King Street, Frederiksted St. Croix, U.S. Virgin Islands 00840 (340) 773-6499 www.usvieda.org Economic Development Authority

U.S.VIRGIN ISLANDS ECONOMIC DEVELOPMENT AUTHORITY

FISCAL YEAR 2019 BUDGET October 1, 2018 – September 30, 2019

TABLE OF CONTENTS

I. Introductory Section

Acting CEO's Budget Message to Chairman of the Legislature's Committee on Finance	1
Principal Officials	.3
Mission Statement	.4
Scope and Overview	.5
Organizational Chart	.6
Accounting System and Financial Reporting Roles and Responsibilities	. 7
USVIEDA Direct and Indirect Cost Allocations	. 8
Goals, Objectives, Performance Measurements, and Performance Evaluations	10
Annual Budget Processes1	1

II. Departmental Goals and Objectives

1.0 USVIEDA Administrative Departments	14
1.1 Board of Directors	14
1.2 Executive Office	16
1.3 Administration and Finance Department	19
1.4 Human Resources ("HR") Department	22
1.5 Legal Department	25
1.6 Marketing / Public Relations Department	28
1.7 Economic Development Management ("EDM")	

U.S. VIRGIN ISLANDS ECONOMIC DEVELOPMENT AUTHORITY

FISCAL YEAR 2018 BUDGET October 1, 2018 – September 30, 2019

TABLE OF CONTENTS

2.0 US	VIEDA Operational Department	.33
	2.1 V.I. Economic Development Commission	. 33
	2.1.1 Applications Department	.33
	2.1.2 Compliance Department	. 37
	2.2 Economic Development Bank (EDB)	.40
	2.2.1 Incubator Program	.45
	2.3 Enterprise Zone Commission	.47
	2.4 Economic Development Park Corporation	. 50

III. Financial Information

3.1 Revenues	52
3.2 Expenditure Comparisons for FY17, FY18 Projected, and FY19 Budgeted	53
3.3 Professional Services Breakdown in Detail	54
3.4 Personnel Service Cost Breakdown by Department and Classification	55
3.5 Budget Summary	56

IV. Supplemental Information

Vehicle Listing for USVIEDA	58
Real Property Leased by the USVIEDA	58
Personnel Statistics	59
Appropriation and Allotment Comparison	61
Glossary of Selected Terms	62



ST. CROIX 116 King Street, Frederiksted, VI 00840 (340) 773-6499 FAX (340) 773-7701 ST. THOMAS 8000 Nisky Shopping Center, Suite 620, St. Thomas, VI 00802 (340) 714-1700 FAX (340) 777-1103

Economic Development Authority www.USVIEDA.org

July 10, 2018

The Honorable Kurt A. Vialet Chairman, Committee on Finance 32nd Legislature of the U.S. Virgin Islands Capital Building, P.O. Box 1690 St. Thomas, U.S. Virgin Islands 00804

Re: U.S. Virgin Islands Economic Development Authority's FY 2019 Budget Submission

Dear Senator Vialet:

It gives me great pleasure to present the U.S. Virgin Islands Economic Development Authority's ("USVIEDA" or "Authority") Fiscal Year 2019 budget for consideration by the Committee on Finance.

The USVIEDA Fiscal Year 2019 budget request is \$5,882,865. This amount is the same level requested in Fiscal Year 2018.

We arrived at this request by analyzing the level of appropriations and allotment releases in Fiscal Year 2017 and 2018 as follows:

Fiscal Year 2017

Use of Funds	Appropriation	Allotment	Difference (\$)	Reduction (%)
General Operations	\$5,482,865	\$4,875,163	\$607,702	11%
Supp. Marketing Funds	500,000	485,000	15,000	3%
Economic Impact Study	150,000	95,000	55,000	37%
Supp. Incubator Funds	150,000	-	150,000	100%
Total	\$6,282,865	\$5,455,163	\$827,702	13%

Fiscal Year 2018 (Roll Over Budget)

Use of Funds	Appropriation	Allotment	Difference (\$)	Reduction (%)
General Operations	\$5,482,865	\$4,797,507	\$685,358	12.5%
Supp. Marketing Funds	-	-	-	
Economic Impact Study	-	-	-	
Supp. Incubator Funds	-	-	-	
Total	\$5,482,865	\$4,797,507	\$685,358	12.5%



ST. CROIX 116 King Street, Frederiksted, VI 00840 (340) 773-6499 FAX (340) 773-7701 ST. THOMAS 8000 Nisky Shopping Center, Suite 620, St. Thomas, VI 00802 (340) 714-1700 FAX (340) 777-1103

Economic Development Authority www.USVIEDA.org

The Honorable Kurt Vialet USVIEDA FY 2019 Budget Request July 10, 2018 Page 2-

Fiscal Year 2019 Budget Request

Use of Funds	Appropriation
General Operations	\$5,482,865
Supp. Marketing Funds	300,000
Economic Impact Study	-
Supp. Incubator Funds	100,000
Total	\$5,882,865

The supplemental marketing funding that we are requesting is even more critical now since the storms, as our aim is to attract more investors by spreading the good news around that the Territory is recovering and steadily rebuilding its infrastructure much better than ever before.

It has been said that small business is the backbone of an economy, and we believe that the supplemental funding request for the Incubator Program will help to ensure that this sector receives the level of support it needs to grow into mainstream businesses creating new jobs for our citizens.

We are aware that a budget is just what it is - a plan. Therefore, our aim is to maximize the limited resources available to us to achieve the greatest return on our investment, that is, to create new jobs paying decent wages to our citizens.

We look forward to dialogue with you and the rest of your colleagues during the budget hearing process.

Respectfully,

Wayne L. Biggs, Jr.

Wayne L. Biggs, Jr. Acting Chief Executive Officer





U.S. VIRGIN ISLANDS ECONOMIC DEVELOPMENT AUTHORITY FISCAL YEAR BEGINNING OCTOBER 1, 2018

Principal Officials

Governing Board1¹

Board Member

Position

José A. Penn Philip Payne Avery Lewis Haldane Davies, PhD. Eugene Farrell Juan Figueroa, Sr.

Chairman Vice Chairman Secretary Member

Member

Member

Senior Management Team

Kamal Latham, Chief Executive Officer

Wayne L. Biggs, Jr., Assistant Chief Executive Officer / Chief Operating Officer

Tracy Lynch Bhola, Esq., General Counsel

Ernest Halliday, CPA, CGMA, Director, Administration & Finance

Margarita Benjamin, Director, Economic Development Commission, Applications Department

Claude S.M. Gerard, Director, Economic Development Commission, Compliance Department

Nadine Marchena Kean, Director, Enterprise Zone Commission

Shanell Petersen, Director, Marketing Department

Monique Samuel, Acting Director, Economic Development Bank

Mark Finch, Industrial Park Superintendent, Economic Development Park Corporation

¹ Seven Member Board has one vacancy as of June 25, 2018

Mission Statement

The U.S. Virgin Islands Economic Development Authority ("USVIEDA" or "Authority") is a semi-autonomous governmental agency responsible for promoting and enhancing economic development, and fostering positive public/private sector partnerships to improve the standard of living for residents of the United States Virgin Islands.



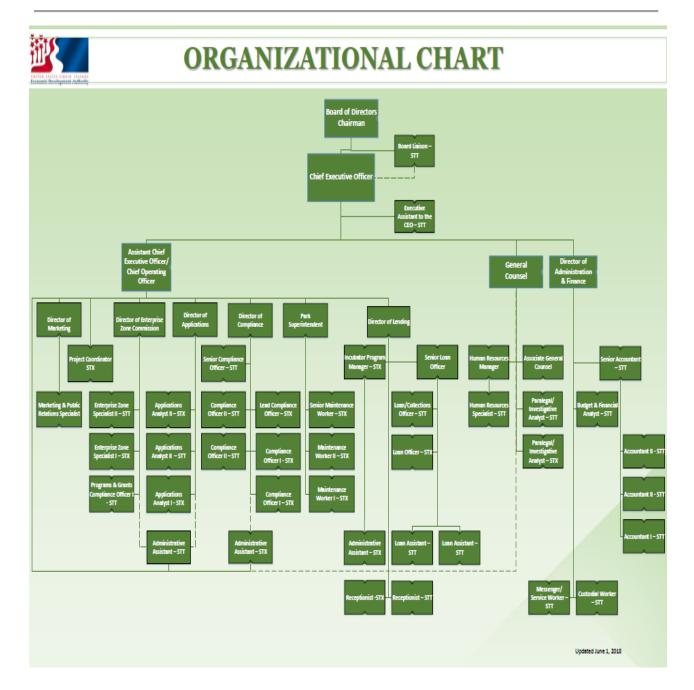
SCOPE AND OVERVIEW

The USVIEDA is the unification of four (4) separate entities: the Economic Development Bank for the United States Virgin Islands ("EDB"), the Economic Development Commission ("EDC"), the Economic Development Park Corporation ("EDPC"), and the Enterprise Zone Commission ("EZC"). The functions of each entity have been unified under one Governing Board ("Board").

The Board is comprised of seven (7) members. Three (3) members are employees of the Government of the Virgin Islands or the Government of the United States and are appointed by the Governor, with the advice and consent of the Legislature for a term of three (3) years. Three (3) members must be non-government employees, one must be a resident of St. Thomas, another a resident of St. John, and the other a resident of St. Croix. One (1) member shall be appointed from either the Board or executive staff of the Employees Retirement System of the Government of the Virgin Islands, or the Virgin Islands Port Authority, or the University of the Virgin Islands.



USVIEDA ORGANIZATIONAL CHART



ACCOUNTING SYSTEM AND FINANCIAL REPORTING ROLES AND RESPONSIBILITIES

The USVIEDA is a component unit of the U.S. Virgin Islands Government and follows enterprise fund accounting and reporting. The financial statements are presented in a manner similar to that of a private business, using the economic resources measurement focus and the accrual basis of accounting.

Management prepares a number of financial and statistical reports, including the Financial Statements with Supplementary Information to support the annual audit, and is responsible for the integrity and objectivity of management and financial reporting. Financial statements are prepared in accordance with Generally Accepted Accounting Principles ("GAAP") in the United States of America, applying certain estimates and judgments as required.

The USVIEDA employs internal controls designed to provide reasonable assurance of integrity and reliability of financial reporting and to safeguard, verify, and maintain accountability of assets. Such controls are derived from established written policies and procedures that are implemented by trained and skilled personnel. The USVIEDA's employment policy prescribes that all employees maintain the highest ethical standards and conduct business practices in a manner above reproach.

The USVIEDA engages the services of outside auditors on an annual basis to perform an independent audit of its financial statements, the objective of which is to express an opinion on the financial statements in accordance with Generally Accepted Accounting Principles (GAAP).

The Governing Board of the USVIEDA formulates the overall vision of the entity and fulfills its responsibilities of the oversight and administration of the Authority's practices and governance through actions of the full Board.

USVIEDA DIRECT AND INDIRECT COST ALLOCATIONS

The USVIEDA's activities can be classified into two (2) distinct categories – operational units' activities and administrative units' activities.

The definition of an operational unit is one that is charged with the responsibility of carrying out the organizational mandates. These operational units also known as divisions, include the Economic Development Bank ("EDB"), the Economic Development Commission ("EDC"), the Enterprise Zone Commission ("EZC") and the Economic Development Park Corporation ("EDPC").

The definition of an administrative unit is one that provides support to the operational units in fulfilling the organizational mandates. These administrative units, also known as departments, include the Governing Board, the Executive Office, Administration and Finance, Human Resources ("HR"), Legal, Marketing/Public Relations, and Economic Development Management ("EDM").

The operating costs of the USVIEDA are classified as either direct or indirect.

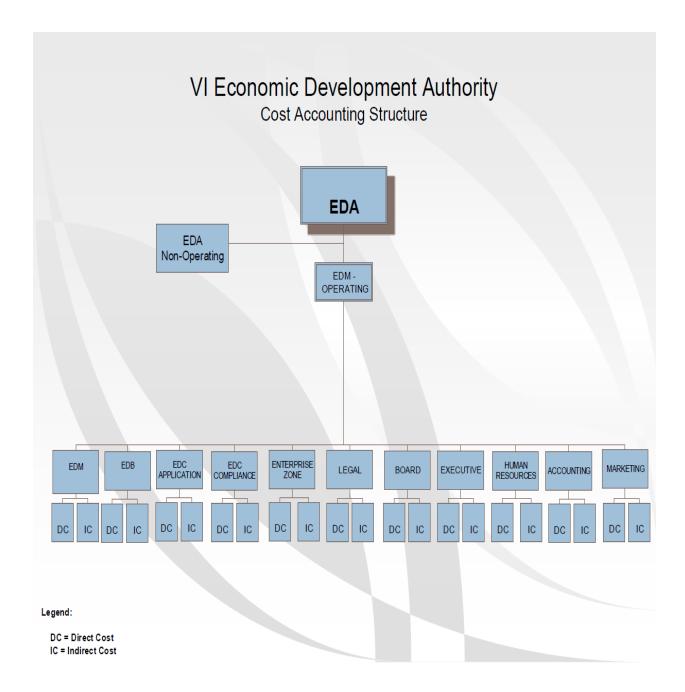
A direct cost is a cost that can be identified specifically with a unit and can be traced with relative ease and a high degree of accuracy to that unit. An indirect cost is a cost that is incurred in common with other units and cannot be traced to any specific unit. The indirect costs are then distributed to both the operational and administrative units through an internal indirect cost allocation process.

For ease and convenience, operating indirect costs are budgeted and expensed in the Economic Development Management (EDM) unit. At the end of a given period, the indirect costs accumulated in the EDM unit are distributed to all operational and administrative units based on a pre-determined allocation rate.

By the end of a fiscal period all direct costs would have been posted to both the operational and administrative units and all indirect costs would have been allocated from the EDM unit to both the operational and the other administrative units, thus, the total cost to operate each operational and administrative unit can be determined.

The total cost (direct and indirect) for each administrative unit is indirect to the operational units and are then further allocated to the operational units using a pre-determined allocation method.

By the end of a fiscal period, the total cost of operating each operational unit within the USVIEDA can be determined and so can the total cost to operate the USVIEDA, which will be the sum total of each operating cost expense.



GOALS, OBJECTIVES, PERFORMANCE MEASUREMENTS, AND PERFORMANCE EVALUATIONS

Goals, objectives, performance measurements, and performance evaluations establish the strategic operational framework for the USVIEDA.

A goal is the end result to be accomplished and answers this question: "What is the purpose in the big picture?" For the USVIEDA, its purpose is to help facilitate the creation of good paying jobs to improve the standard of living for residents.

Objectives are the action steps taken to carry out the big picture and serve as benchmarks to measure performance. Each objective has four (4) fundamental characteristics. An objective must:

- Be measurable;
- Identify a target of program activity;
- Set a timeframe for completion; and
- Provide an expected direction of change.

Performance measurement is the ongoing monitoring and reporting on program accomplishments compared to the pre-established goals and objectives as outlined by each unit. The development of performance measurements requires careful thought and planning and must include the following basic ingredients: objectivity, relevance, reliability, validity, and indicators of degrees of success.

Performance Evaluations are critical, especially in periods of scarce resources, and provide a means of assessing how well a unit is performing. Evaluations answer key goal-related questions, such as:

- 1) Are stakeholders getting what they deserve?
- 2) Are taxpayers getting their money's worth?
- 3) Are those we serve better off?
- 4) Can the service we provide be improved?

The achievability of the USVIEDA's goals and the fulfillment of objectives rest with supervisors and their subordinates, and the budget provides the financial resources to do so. The execution of performance measurement and evaluation functions in ensuring that scarce resources are used in the most efficient manner for the benefit of residents.

ANNUAL BUDGET CALENDAR AND PROCESSES

The budget formulation process is designed to allow the USVIEDA to fulfill its mission by aligning goals, priorities, and objectives with financial resources and to evaluate actual achievements relative to anticipated outcomes.

DECEMBER – JANUARY

The budget formulation process begins with the development of revenue and expenditure projections for the upcoming fiscal year. These projections are presented to the USVIEDA Governing Board with comparisons and analyses of past trends (i.e. appropriations, allotments, revenues, and expenditures) in addition to other financial data to justify and support management's budget recommendations.

During this process, the USVIEDA's Governing Board outlines its priorities, goals and objectives for the Authority for the upcoming fiscal year. This process forms the basis for the development of the budget and determines the final budget amount to be submitted to the Office of Management and Budget for consideration and inclusion in the Government of the Virgin Islands' annual operating budget submission to the Legislature.

FEBRUARY

The USVIEDA's budget staff establishes budget ceilings for each division and department consistent with the priorities, goals, and objectives as outlined by the USVIEDA Governing Board. This information is communicated to each division or department head through a budget call that provides instructions and guidance for preparing each division's and department's budget. The budget staff conducts budget orientation sessions with lead members of each division and department in order to provide guidance and present an overview of the budgeting priorities and to address other budgetary concerns.

MARCH – APRIL

The budget staff conducts budget review discussions with division and department heads on a one-onone basis to discuss areas of concerns, goals, new initiatives, or programs each division or department desires to implement for the upcoming fiscal year. During this meeting, each division or department has the opportunity to justify its needs before the Chief Executive Officer and Assistant Chief Executive Officer/Chief Operating Officer. By the end of this process, revisions may be made to individual division or department budgets and budget schedules are updated accordingly. The final budget is presented to the USVIEDA Governing Board for consideration and approval before submission to the Legislature's Post-Audit Division.

APRIL – JUNE

Communication is maintained with the Post-Audit Division as it analyzes the USVIEDA budget while at the same time the USVIEDA's budget staff researches, gathers data and conducts round-table sessions with the internal division and department heads in preparing drafts of the Chief Executive Officer's budget presentation to the Committee on Finance of the Legislature.

ANNUAL BUDGET CALENDAR AND PROCESSES, CONTINUED

JULY – AUGUST

The Chief Executive Officer, accompanied by the Assistant Chief Executive Officer/Chief Operating Officer, and the Director of Administration and Finance, defends the USVIEDA budget recommendation before the Committee on Finance of the Legislature.

OCTOBER

Once the budget is passed by the Legislature and approved by the Governor, the USVIEDA is legally authorized to request quarterly allotments from the Department of Finance through the Office of Management and Budget.

TWELVE (12) MONTHS MONITORING (OCTOBER – SEPTEMBER)

Actual revenues and expenditures are monitored throughout the year and are compared and analyzed against the budget to ensure that resources are managed in accordance with the budget plan and are consistent with the goals and objectives of the Authority. At the end of each quarter, financial analyses are performed, and financial presentations are made to the Governing Board. These presentations show sources and uses of resources compared to the budget as well as comparisons within the same period the previous fiscal year. The budget staff offers recommendations to division and department heads in addition to the Governing Board to improve operational efficiencies.

ANNUAL BUDGET CALENDAR AND PROCESSES, CONTINUED

BUDGET CALENDAR OVERVIEW



1.0 USVIEDA ADMINISTRATIVE DEPARTMENTS

The administrative departments within the USVIEDA provide support to the operational departments in ensuring that the USVIEDA meets its statutory and legal mandates and requirements.

1.1 USVIEDA'S BOARD OF DIRECTORS

FUNCTIONAL STATEMENT

The powers of the USVIEDA rest in the hands of the Governing Board, which sets the vision and acts on behalf of the organization. The Board is responsible for establishing all operating policies, hiring the Chief Executive Officer ("CEO"), approving all major contracts, making policy decisions, and providing oversight. Most importantly, the Board ensures that the organization complies with all applicable laws.

OPERATIONAL GOAL(S)

Work collaboratively with the USVIEDA's management team to explore opportunities for economic growth by adapting to the challenges and changes in the global environment.

FISCAL YEAR 2018 OBJECTIVES

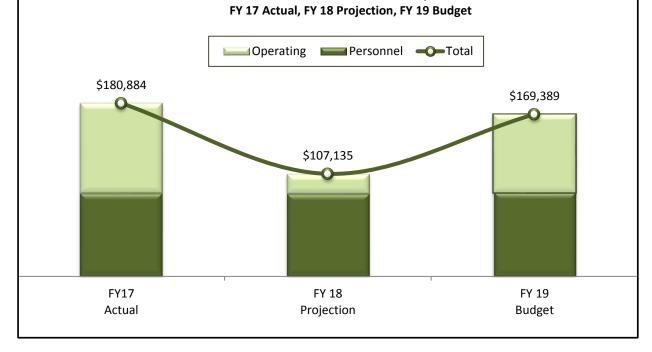
- Select the CEO of the USVIEDA by the end of the first quarter;
- Develop a comprehensive strategic 5 10-year plan for the USVIEDA; and
- Implement strategies to help retain, expand, and attract businesses.

FISCAL YEAR 2018 ACCOMPLISHMENTS AS OF MARCH 31, 2018

- Selected the CEO of the USVIEDA (May 2018);
- Held six (6) board and decision meetings and conducted six (6) public hearings;
- Promoted economic development by representing the Authority at numerous events and community group meetings; and
- Attended International Economic Development Council (IEDC) training seminars.

- Conduct performance evaluation of CEO;
- Hold annual board retreat to review practices and implement recommendations;
- Develop a comprehensive strategic 5 10-year plan for the USVIEDA; and
- Review and approve annual operating budget and evaluate progress toward current year objectives.

	ear	ard of Directors (00: End Financial Sumr Y 18 Projected, and	nar	•	
		FY 2017 Actual		FY 2018 Projected 10/1/17-9/30/18	FY 2019 Budget 10/1/18-9/30/19
Personnel Expenses					
Salaries - Unclassified	\$	61,005	\$	62,225	\$ 63,469
Fica	\$	4,087	\$	3,858	\$ 3,935
Medicare	\$	956	\$	902	\$ 920
Group Insurance	\$	22	\$	6,207	\$ 6,206
Annual Leave Expense	\$	3,121	\$	-	\$ -
Retirement	\$	12,506	\$	12,756	\$ 13,01 <i>°</i>
All Other	\$	4,915	\$	-	\$ -
Total Personnel Expense	\$	86,612	\$	85,948	\$ 87,542
Operating Expenses					
Board Attendance Fee	\$	7,500	\$	2,650	\$ 10,800
Communication	\$	3,986	\$	2,940	\$ 4,500
Dues & Subscriptions	\$	1,110	\$	1,295	\$ 1,29
Employee Relations	\$	899	\$	500	\$ 1,000
Miscellaneous	\$	969	\$	461	\$ 500
Professional Development	\$	42,376	\$	(9)	\$ 35,000
Software Agreement	\$	3,252	\$	3,252	\$ 3,252
Supplies	\$	721	\$	500	\$ 500
Travel	\$	33,459	\$	9,598	\$ 25,000
Total Operating Expense	\$	94,272	\$	21,186	\$ 81,847
Total Department Expense (Direct Cost Only)	\$	180,884	\$	107,135	\$ 169,389



1.2 EXECUTIVE OFFICE

FUNCTIONAL STATEMENT

The Chief Executive Officer ("CEO") and the Assistant Chief Executive Officer ("ACEO")/Chief Operating Officer ("COO") provide overall leadership and direction in the planning, development and administration of policies governing the operation of the USVIEDA. This department ensures that those responsibilities established by statute and other policy directives are executed at the highest level.

OPERATIONAL GOAL(S)

Direct and monitor the activities of the USVIEDA to ensure assets are safeguarded and optimized, and to maintain a positive work climate conducive to attracting, retaining, and motivating a diverse group of top quality performers in achieving the goals of the organization.

FISCAL YEAR 2018 OBJECTIVES

- Finalize rules and regulations for the Hotel Development Act, International Financial Services Entities Program, the Economic Development Commission, the Enterprise Zone Commission, the Economic Development Bank, and the Youth Recreational Incentive Act;
- Continue to strengthen relationships with the local community by increasing the awareness and understanding of programs and services through public education initiatives;
- Employ strategies to support and attract financial sector entities; and
- Promote the Sustainable Tourism Through Arts-Based Revenue Streams ("STARS") Program to internal and external stakeholders.

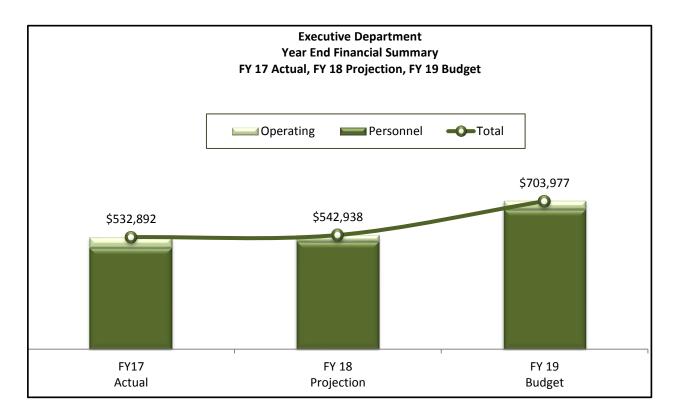
FISCAL YEAR 2018 ACCOMPLISHMENTS AS OF MARCH 31, 2018

- Drafted rules and regulations for the Hotel Development Act;
- Collaborated with the Department of Tourism in promoting the STARS Program;
- Leveraged new and existing relationships with local and federal agencies in executing the Authority's mandates;
- Assisted stakeholders in their economic recovery efforts after the storms; and
- Continued devising strategies in promoting the Authority's programs to the local community and potential investors.

- Make revisions and update rules and regulations for the Hotel Development Act;
- Amend rules and regulations for the STARS Program;
- Continue working on formulating rules and regulations for the International Financial Services Entities Program, Economic Development Commission, Enterprise Zone Commission, Economic Development Bank, and the Youth Recreational Incentive Act; and
- Devise strategies to attract new investment to the Territory focusing on the financial and high value manufacturing sectors.

	Actual	Target	Actual FY 18	Planned
2-Key Performance Indicators (KPI)	FY 17	FY 18	(as of 3/31/18)	FY 19
Number of partnership collaborations formed	19	15	11	10
Number of economic development initiatives				
undertaken	5	8	3	5

Ŷ	E ear	s Economic Develop xecutive Office (020 End Financial Sumr Y 18 Projected, and) nar	ry	
		FY 2017 Actual 10/1/16-9/30/17		FY 2018 Projected 10/1/17-9/30/18	FY 2019 Budget 10/1/18-9/30/19
Personnel Expenses					
Salaries - Classified	\$	131,326	\$	133,990	\$ 136,702
Salaries - Unclassified	\$	215,250	\$	249,800	\$ 373,565
Fica	\$	22,257	\$	23,795	\$ 31,637
Medicare	\$	5,321	\$	5,565	\$ 7,399
Group Insurance	\$	18,096	\$	31,586	\$ 34,423
Annual Leave Expense	\$	19,570	\$	-	\$ -
Retirement	\$	50,012	\$	67,063	\$ 79,326
All Other	\$	20,420	\$	-	\$ -
Total Personnel Expense	\$	482,252	\$	511,800	\$ 663,052
Operating Expenses					
Business Relations	\$	481	\$	4,413	\$ 5,000
Communication	\$	3,478	\$	3,122	\$ 4,800
Dues & Subscriptions	\$	665	\$	1,260	\$ 1,370
Employee Relations	\$	-	\$	317	\$ 400
Professional Development	\$	29,835	\$	11,275	\$ 15,000
Supplies	\$	1,610	\$	889	\$ 855
Travel	\$	14,571	\$	9,862	\$ 13,500
Total Operating Expense	\$	50,640	\$	31,138	\$ 40,925
Total Department Expense (Direct Cost Only)	\$	532,892	\$	542,938	\$ 703,977



1.3 ADMINISTRATION AND FINANCE DEPARTMENT

FUNCTIONAL STATEMENT

The Administration and Finance Department provides financial planning, accounting, and reporting for both external and internal users. It is responsible for establishing relationships with auditors, financial institutions, Post-Audit Division of the Legislature, and others within the financial community. It takes a leading role in developing proposals and policies on strategic issues that affect the long-term financial integrity and competitiveness of the USVIEDA. Financial policies, procedures, and the establishment of financial and management controls are formulated and executed within this department.

OPERATIONAL GOAL(S)

Provide quality customer and stakeholder services, and practice responsible stewardship of financial resources, while aspiring to excellence in financial and administrative practices to improve the overall efficiency of the organization.

FISCAL YEAR 2018 OBJECTIVES

- Modify accounting structure to meet the financial reporting needs of the organization;
- Submit 100% of financial reports on time to appropriate local and federal entities;
- Close Fiscal Year 2017 financial statements by November 15, 2017;
- Complete Fiscal Year 2017 audit by February 28, 2018;
- Conduct at least ten (10) internal site visits and/or provide management/financial assistance to help managers meet objectives;
- Develop a long-term plan for EDA self-sufficiency for Board consideration; and
- Reduce outstanding accounts receivables by at least 50% compared to Fiscal Year 2017.

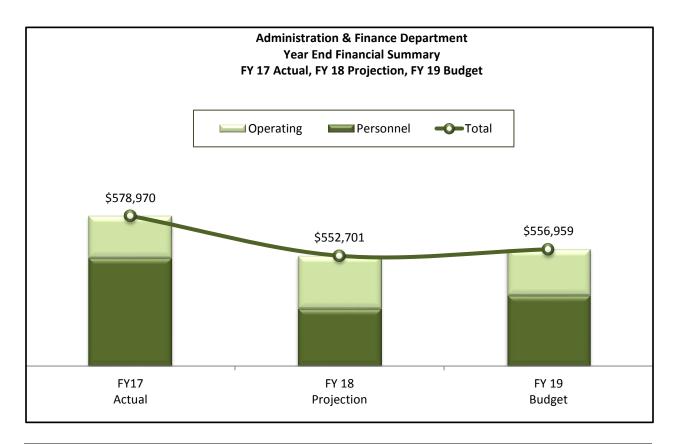
FISCAL YEAR 2018 ACCOMPLISHMENTS AS OF MARCH 31, 2018

- Submitted all financial reports on time to appropriate local and federal entities;
- Closed Fiscal Year 2017 financial statements on December 31, 2017, due to hurricanes;
- Completed Fiscal Year 2017 audit on June 29, 2018, because of extension granted due to hurricanes;
- Conducted four (4) site visits and/or collaborated with department managers in meeting objectives;
- Reduced outstanding accounts receivables by more than 50% compared to last year; and
- Modified the accounting structure to meet the financial and management reporting needs of the organizations;

- Develop a long-term plan for USVIEDA self-sufficiency;
- Update the Authority's Fixed Asset Schedule;
- Complete the Authority's Procurement Policy Handbook for Board approval;
- Update the Authority's Accounting Manual; and
- Provide BizNet and MAS 500 training for all staff members.

2-Key Performance Indicators (KPI)	Actual FY17	Target FY18	Actual FY 18 (as of 3/31/18)	Planned FY 19
Percentage of self-sufficiency plan completed	n/a	n/a	n/a	100%
Percentage of fixed asset schedule completed	n/a	n/a	n/a	100%

US Virgin Islands Economic Development Authority Administration & Finance (030) Year End Financial Summary FY 17 Actual, FY 18 Projected, and FY 19 Budget								
		FY 2017 Actual 10/1/16-9/30/17		FY 2018 Projected 10/1/17-9/30/18		FY 2019 Budget 10/1/18-9/30/19		
Personnel Expenses								
Salaries - Classified	\$	271,242	\$	271,208	\$	276,632		
Salaries - Unclassified	\$	94,500	\$	96,390	\$	98,318		
Fica	\$	23,825	\$	22,791	\$	23,247		
Medicare	\$	5,572	\$	5,330	\$	5,437		
Group Insurance	\$	52,080	\$	56,257	\$	56,257		
Annual Leave Expense	\$	18,943	\$	-	\$	-		
Retirement	\$	66,643	\$	65,982	\$	66,768		
All Other	\$	18,528	\$	-	\$	-		
Total Personnel Expense	\$	551,333	\$	517,957	\$	526,659		
Operating Expenses								
Business Relations	\$	288	\$	-	\$	-		
Communication	\$	978	\$	664	\$	850		
Dues & Subscriptions	\$	699	\$	986	\$	700		
Employee Relations	\$	229	\$	100	\$	250		
Postage & Delivery	\$	192	\$	41	\$	250		
Professional Development	\$	13,158	\$	-	\$	10,750		
Professional Services	\$	653	\$	18,364	\$	2,500		
Software Agreement	\$	6,915	\$	9,973	\$	12,000		
Supplies	\$	321	\$	1,649	\$	500		
Travel	\$	4,204	\$	2,967	\$	2,500		
Total Operating Expense	\$	27,636	\$	34,743	\$	30,300		
Total Department Expense (Direct Cost Only)	\$	578,970	\$	552,701	\$	556,959		



1.4 HUMAN RESOURCES ("HR") DEPARTMENT

FUNCTIONAL STATEMENT

The Human Resources ("HR") Department is responsible for talent management and workforce development to include staff recruitment, position classification, benefits counseling, and employee and labor relations.

OPERATIONAL GOAL(S)

Provide an organizational framework to strategically develop and retain a workforce capable of supporting the economic development initiatives of the organization.

FISCAL YEAR 2018 OBJECTIVES

- Continue to measure employee satisfaction through the use of surveys;
- Work with managers in developing specific, measurable, achievable, relevant and time-based ("SMART") performance objectives for their subordinates;
- Provide professional development trainings to improve leadership and teambuilding skills;
- Implement a performance management system that will include goal setting, performance appraisal, and performance improvement plans;
- Continue health and wellness workplace programs to encourage healthy lifestyles; and
- Develop a compensation plan for non-union and management staff.

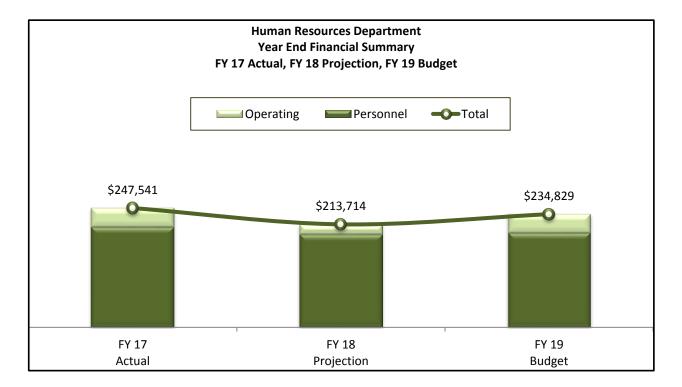
FISCAL YEAR 2018 ACCOMPLISHMENTS AS OF MARCH 31, 2018

- Scheduled employees' annual biometric health screenings for both Districts;
- Conducted employees' assessment survey to determine employment satisfaction levels;
- Continued publishing and distributing the HR seasonal newsletter providing staff with information on leadership, communication, and wellness;
- Provided general and specialized training for all staff members;
- Organized the annual Employee Appreciation Day activities that included recognition awards and team building exercises;
- Provided managers with the tools needed to complete performance evaluations and improvement plans; and
- Presented Critical Incident Training offered by the Maryland Critical Incident Support team to assist staff with coping with post-hurricane related stress.

- Continue to measure and gauge employee satisfaction through the use of online surveys;
- Provide professional development trainings to improve leadership, teambuilding, and communication skills;
- Monitor the performance management system; and
- Continue to promote health and wellness workplace programs to encourage healthy lifestyles.

2-Key Performance Indicators (KPI)	Actual FY 17	Target FY18	Actual FY 18 (as of 3/31/18)	Planned FY 19
Level of employee satisfaction (Percentage)	n/a	76%	81%	80%
Percentage of managers using SMART performance objectives	n/a	100%	45%	100%

US Virgin Islands Economic Development Authority Human Resources Department (040) Year End Financial Summary FY 17 Actual, FY 18 Projected, and FY 19 Budget								
		FY 2017 Actual 10/1/16-9/30/17	I	FY 2018 Projected 10/1/17-9/30/18		FY 2019 Budget 10/1/18-9/30/19		
Personnel Expenses								
Salaries - Classified	\$	63,815	\$	65,092	\$	66,394		
Salaries - Unclassified	\$	76,125	\$	77,647	\$	79,200		
Fica	\$	9,212	\$	8,850	\$	9,027		
Medicare	\$	2,157	\$	2,070	\$	2,111		
Group Insurance	\$	11,799	\$	12,413	\$	12,413		
Annual Leave Expense	\$	9,012	\$	-	\$	-		
Retirement	\$	26,874	\$	26,650	\$	26,650		
All Other	\$	8,832	\$	-	\$	-		
Total Personnel Expense	\$	207,826	\$	192,722	\$	195,795		
Operating Expenses								
Advertising & Promotion	\$	3,819	\$	2,500	\$	4,000		
Communication	\$	517	\$	500	\$	500		
Dues & Subscriptions	\$	898	\$	818	\$	1,284		
Employee Relations	\$	18,415	\$	14,861	\$	20,000		
Parking	\$	30	\$	30	\$	50		
Postage & Delivery	\$	95	\$	330	\$	200		
Professional Development	\$	12,990	\$	-	\$	10,000		
Supplies	\$	450	\$	224	\$	500		
Travel	\$	2,499	\$	1,729	\$	2,500		
Total Operating Expense	\$	39,714	\$	20,992	\$	39,034		
Total Department Expense (Direct Cost Only)	\$	247,541	\$	213,714	\$	234,829		



1.5 LEGAL DEPARTMENT

FUNCTIONAL STATEMENT

The Legal Department provides a broad range of legal services that include providing legal analyses, preparing and reviewing legal documents, and conducting background investigations on prospective employees and EDC and EDB applicants. This department also provides legal and policy guidance to the USVIEDA's Governing Board, drafts legislations, and develops rules and regulations consistent with legislative mandates.

OPERATIONAL GOAL(S)

Ensure that the organization is in compliance with all applicable laws, institute measures to prevent litigation and loss of assets, and to maintain the USVIEDA's legal image of integrity, professionalism, and fairness.

FISCAL YEAR 2018 OBJECTIVES

- Coordinate the drafting of rules and regulations;
- Provide staff training in investigative analysis, contract management, and legal best practices;
- Draft and amend USVIEDA internal policies and procedures;
- Draft and amend USVIEDA Governing Board resolutions, motions, and orders;
- Review and draft statutory agreements necessary to accomplish the mandates of the USVIEDA; and
- Draft professional service contracts, leases, and show cause orders for the USVIEDA and its subsidiary entities.

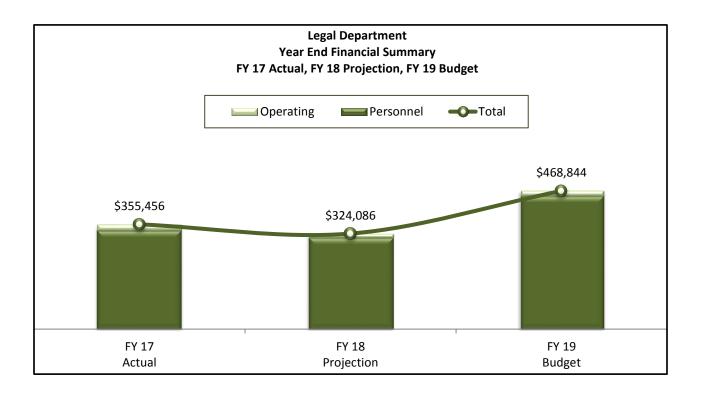
FISCAL YEAR 2018 ACCOMPLISHMENTS AS OF MARCH 31, 2018

- Drafted and fully executed a wide range of professional service contracts and lease agreements;
- Drafted and amended USVIEDA internal policies and procedures;
- Drafted and amended USVIEDA Governing Board resolutions, motions and orders; and
- Prepared and reviewed statutory agreements necessary to accomplish the mandates of the USVIEDA.

- Coordinate the drafting of rules and regulations;
- Draft and amend USVIEDA internal policies and procedures;
- Draft and amend USVIEDA Governing Board resolutions, motions, and orders;
- Review and draft statutory agreements necessary to accomplish the mandates of the USVIEDA, and
- Draft professional service contracts, leases, and show cause orders for the USVIEDA and its subsidiary entities.

	Actual	Target	Actual FY 18	Planned
2-Key Performance Indicators (KPI)	FY 17	FY18	(3/31/18)	FY 19
Number of rules and regulations drafted and/or				
promulgated	2	1	1	1
Number of professional contracts and leases				
reviewed, drafted and/or executed	26	17	20	17

US Virgin Islands Economic Development Authority Legal Department (035) Year End Financial Summary FY 17 Actual, FY 18 Projected, and FY 19 Budget								
		FY 2017 Actual 10/1/16-9/30/17				FY 2019 Budget 10/1/18-9/30/19		
Personnel Expenses								
Salaries - Classified	\$	114,113	\$	114,903	\$	118,723		
Salaries - Unclassified	\$	115,500	\$	117,810	\$	211,966		
Fica	\$	15,023	\$	14,428	\$	20,503		
Medicare	\$	3,514	\$	3,374	\$	4,795		
Group Insurance	\$	26,718	\$	28,468	\$	43,844		
Annual Leave Expense	\$	10,343	\$	-	\$	-		
Retirement	\$	36,718	\$	31,082	\$	50,988		
All Other	\$	12,701	\$	-	\$	-		
Total Personnel Expense	\$	334,630	\$	310,065	\$	450,819		
Operating Expenses								
Communication	\$	1,090	\$	500	\$	1,000		
Dues & Subscriptions	\$	14,113	\$	13,405	\$	12,500		
Employee Relations	\$	-	\$	200	\$	225		
Postage & Delivery	\$	38	\$	98	\$	200		
Professional Development	\$	4,957	\$	(2,816)	\$	3,000		
Supplies	\$	-	\$	203	\$	250		
Travel	\$	628	\$	2,430	\$	850		
Total Operating Expense	\$	20,825	\$	14,020	\$	18,025		
Total Department Expense (Direct Cost Only)	\$	355,456	\$	324,086	\$	468,844		



1.6 MARKETING / PUBLIC RELATIONS DEPARTMENT

FUNCTIONAL STATEMENT

The key responsibilities of this department are to promote the U.S. Virgin Islands as the best place for businesses to relocate and to promote the many services that are being offered by the USVIEDA to local businesses and the general public.

OPERATIONAL GOAL(S)

Utilize various marketing tools to attract new businesses to the Territory, and to grow and expand local businesses operating in the Territory.

FISCAL YEAR 2018 OBJECTIVES

- Restructure the marketing department within the USVIEDA;
- Use data mining techniques to help make marketing decisions; and
- Re-evaluate the USVIEDA's Marketing and Strategic Plan.

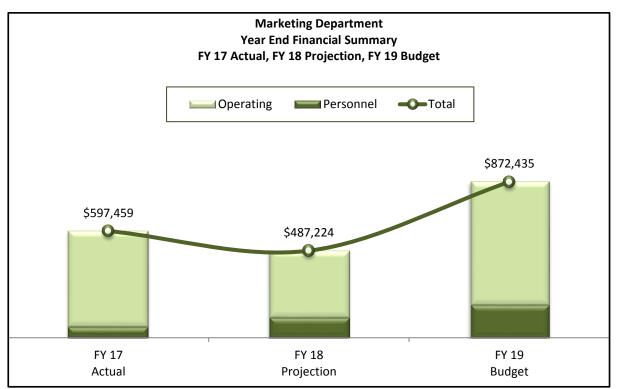
FISCAL YEAR 2018 ACCOMPLISHMENTS AS OF MARCH 31, 2018

- Promoted the Territory in eight (8) marketing missions;
- Continued the local marketing campaign to educate the community about USVIEDA's programs and services;
- Published the 2016 Annual Report;
- Featured USVIEDA in articles in national and industry publications;
- Contracted with Money Matters radio program, which broadcasts on fourteen (14) radio stations in the New England area, providing targeted advertisement and interviews;
- Contracted with MultiView, Inc. to run a targeted digital advertising campaign; and
- Hired a new Director of Marketing for the USVIEDA.

- Provide additional marketing exposure locally of USVIEDA's programs and services;
- Continue promoting the VIEDC program nationally to attract prospective investors and advisors;
- Use data mining techniques to help make marketing decisions by allocating resources in areas that provide the greatest return on investments; and
- Re-evaluate and update the USVIEDA's Marketing and Strategic Plan to better serve the current objectives of the USVIEDA.

2-Key Performance Indicators (KPI)	Actual FY 17	Target FY 18	Actual FY 18 (as 3/31/18)	Planned FY 19
Number of targeted marketing events completed	8	12	8	12
Number of site visits made by potential EDC				
beneficiaries and/or advisors	8	20	8	20

US Virgin Islands Economic Development Authority Marketing Department (070) Year End Financial Summary FY 17 Actual, FY 18 Projected, and FY 19 Budget								
		FY 2017 Actual 10/1/16-9/30/17		FY 2018 Projected 10/1/17-9/30/18		FY 2019 Budget 10/1/18-9/30/19		
Personnel Expenses								
Salaries - Classified	\$	49,626	\$	42,892	\$	51,631		
Salaries - Unclassified	\$	-	\$	36,647	\$	79,560		
Fica	\$	3,344	\$	4,931	\$	8,134		
Medicare	\$	782	\$	1,153	\$	1,902		
Group Insurance	\$	5,900	\$	11,170	\$	17,167		
Annual Leave Expense	\$	(12,733)	\$	-	\$	-		
Retirement	\$	10,173	\$	15,768	\$	23,909		
All Other	\$	4,302	\$	-				
Total Personnel Expense	\$	61,393	\$	112,562	\$	182,304		
Operating Expenses								
Advertising & Promotion	\$	210,109	\$	137,515	\$	450,000		
Bank Charges	\$	375	\$	75	\$	300		
Communication	\$	158	\$	250	\$	500		
Dues & Subscription	\$	7,566	\$	(503)	\$	3,532		
Employee Relations	\$	31	\$	250	\$	200		
Postage & Delivery	\$	3,138	\$	2,500	\$	5,000		
Printing & Publication	\$	6,125	\$	5,000	\$	10,000		
Professional Services	\$	303,539	\$	225,000	\$	215,000		
Supplies	\$	246	\$	662	\$	600		
Travel	\$	4,779	\$	3,913	\$	5,000		
Total Operating Expense	\$	536,066	\$	374,662	\$	690,132		
Total Department Expense (Direct Cost Only)	\$	597,459	\$	487,224	\$	872,435		



1.7 ECONOMIC DEVELOPMENT MANAGEMENT (EDM)

FUNCTIONAL STATEMENT

This department acts as the general fund for the organization, and as such, operating revenues and all indirect costs are accounted here. The full-time personnel costs for the custodial and messenger service employees are also budgeted and accounted for within this department.

OPERATIONAL GOAL(S)

Allows for the efficient management and proper analysis of revenues and expenses to assist management in making financial decisions.

FISCAL YEAR 2018 OBJECTIVES

• Continue to improve budget and accounting relations by properly matching and comparing financial data to assist management in the decision-making processes.

FISCAL YEAR 2018 ACCOMPLISHMENTS AS OF MARCH 31, 2018

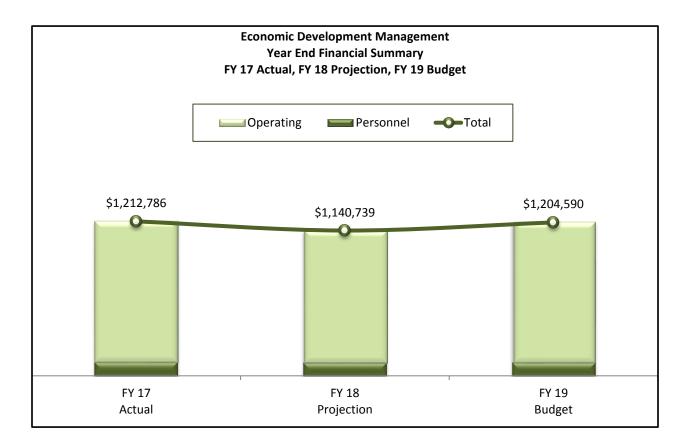
• Held numerous discussions and implemented new processes to better improve internal financial reporting and management decisions.

FISCAL YEAR 2019 OBJECTIVES

• Rely more on financial data to help support management decision.

2-Key Performance Indicators (KPI)	Actual FY 17	Target FY 18	Actual FY 18 (as of 3/31/2018)	Planned FY 19
Percentage of times expenses are posted correctly				
to general ledger accounts	-	-	-	100%
Percentage of indirect cost to overall cost in				
operating the USVIEDA	20%	20%	23%	20%

US Virgin Islands Economic Development Authority Indirect Cost (000)								
		End Financial Sumr	nar	V				
EV 17 A		18 Projected, and						
	stual, F	r to Projected, and		T9 Budgel	1			
		FY16-Actual 10/1/16-9/30/17		Total Proj. Exp. 10/1/17-9/30/18		FY18-Budget 10/1/18-9/30/19		
Personnel Expenses								
Salaries - Classified	\$	59,366	\$	60,553	\$	61,764		
Fica	\$	4,004	\$	3,754	\$	3,829		
Medicare	\$	936	\$	878	\$	896		
Group Insurance	\$	20,818	\$	21,922	\$	21,922		
Annual Leave Expense	\$	2,617	\$,	\$,		
Retirement	\$	12,170	\$	12,413	\$	12,662		
All Other	\$	5,514	\$	204	\$	-		
Total Personnel Expense	\$	105,425	\$	99,724	\$	101,073		
	¥	100,120	¥	00,124	Ψ	101,010		
Operating Expenses								
Advertising & Promotion	\$	7,583	\$	26,415	\$	10,000		
Auto Expense	\$	12,143	\$	23,133	\$	14,098		
Bank Charges	\$	5,427	\$	5,047	\$	7,000		
Capital Outlay	\$	110,676	\$	99,941	\$	50,000		
Catering Services	\$	17,494	\$	18,850	\$	25,000		
Communication	\$	51,063	\$	48,404	\$	50,000		
Custodial Services	\$	32,457	\$	39,023	\$	35,000		
Donations & Contributions	\$	15,475	\$	15,055	\$	15,000		
Drinking Water	\$	1,634	\$	1,670	\$	1,200		
Dues & Subscription	\$	1,840	\$	2,591	\$	2,500		
Electrical	\$	57,202	\$	47,058	\$	75,000		
Employee Incentive Program	\$	-	\$	-	\$	25,000		
Employee Relations	\$	14,480	\$	49,128	\$	15,000		
Garbage Removal	\$	825	\$	900	\$	900		
Insurance	\$	56,884	\$	57,000	\$	57,000		
Labor	\$	7,155	\$	2,035	\$	7,500		
Miscellaneous	\$	2,798	\$	9,427	\$	5,000		
Postage & Delivery	\$	15,513	\$	9,901	\$	8,500		
Printing & Publication	\$	336	\$	7,976	\$	10,000		
Professional Development	\$	13,354	\$	4,465	\$	5,000		
Professional Services	\$	312,358	\$	243,797	\$	274,000		
Rent	\$	246,998	\$	240,499	\$	287,219		
Repairs	\$	75,120	\$	55,559	\$	75,000		
Software Agreement	\$	4,155	\$	4,977	\$	-		
Supplies	\$	30,433	\$	23,328	\$	30,000		
Travel	\$	9,073	\$	781	\$	15,000		
Unemployment Insurance	\$	3,018	\$	2,979	\$	2,000		
Water	\$	1,868	\$	1,077	\$	1,600		
Total Operating Expense	\$	1,107,361	\$	1,041,015	\$	1,103,517		
Total Department Expense (Direct Cost On		1,212,786	Ψ \$	1,140,739	\$	1,204,590		



2.0 USVIEDA OPERATIONAL DEPARTMENTS

The Operational Departments within the USVIEDA are charged with the responsibility of fulfilling the mandates for which the organization was established.

2.1 V.I. ECONOMIC DEVELOPMENT COMMISSION

FUNCTIONAL STATEMENT

The Economic Development Commission ("EDC") is charged with promoting the growth, development, and diversification of the economy of the United States Virgin Islands. The EDC is comprised of the Applications Department, which is the first point of contact for a business seeking to apply for economic development benefits, and the Compliance Department, which monitors and provides customer care services to beneficiaries in ensuring that these businesses are in compliance with the terms and conditions of their agreements and other requirements of law.

2.1.1 APPLICATIONS DEPARTMENT

OPERATIONAL GOAL(S)

Review and analyze EDC applications and to provide support and advice to the USVIEDA's Governing Board in the Board's consideration of applicants' requests for EDC benefits.

FISCAL YEAR 2018 OBJECTIVES

- Process a "completed" application for EDC benefits within thirty (30) working days of receipt;
- Review EDC applications within five (5) working days for completeness and notify applicant within ten (10) working days of application status;
- Submit notice to EDC applicants within five (5) working days of Board decision meetings;
- Participate in community outreach programs, informational and other marketing initiatives; and
- Implement EDC Online Application Program.

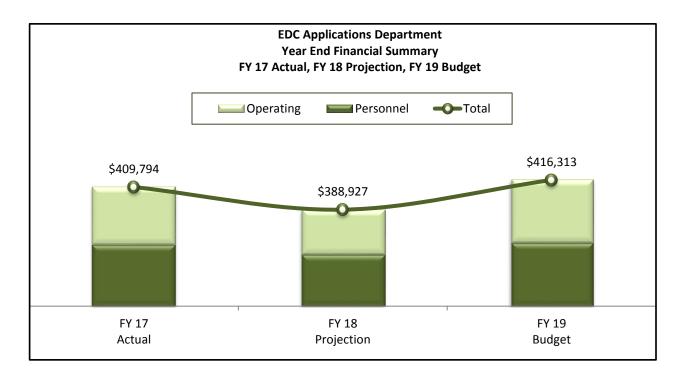
FISCAL YEAR 2018 ACCOMPLISHMENTS AS OF MARCH 31, 2018

- Reviewed and analyzed three (3) applications for economic development benefits: two (2) new and one (1) extension/modification;
- Processed eight (8) Eligible VI Supplier applications;
- Reviewed and presented six (6) applications to the Governing Board in consideration of granting EDC tax-incentive benefits;
- Reviewed and presented two (2) petitions for reconsideration of commencement date and eligibility of term for tax incentive benefits; and
- Participated in Post Irma/Maria informational forums and other workshops on the EDC Program.

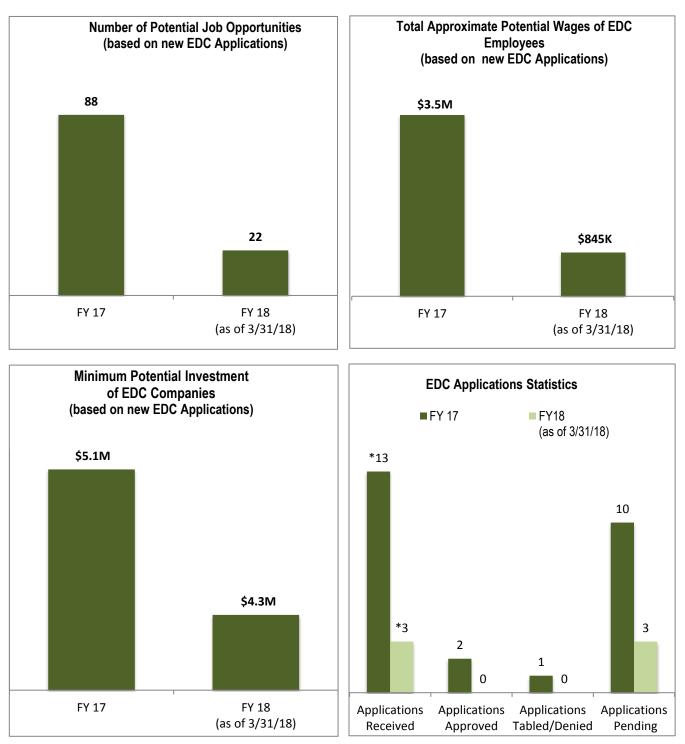
- Begin taking EDC Applications electronically by the first quarter of the fiscal year;
- Coordinate and host USVIEDA Town Hall Meetings relative to the EDC Program;
- Evaluate Client Survey responses to improve customer services;
- Engage stakeholders by facilitating Workforce Development Initiatives; and
- Participate in community outreach programs and seminars, such as: EDC Career Fair, Beneficiary Summit, and Consultants' Seminar to educate the public on the EDC Program.

2-Key Performance Indicators (KPI)	Actual FY 17	Target FY 18	Actual FY 2018 (as of 3/31/18)	Planned FY 2019
Average number of days to complete analysis of an EDC application for Public Hearing	29 days	30 days	39 days	30 days
Average number of days to complete analysis of an EDC application for EDC Decision Meetings	18 days	30 days	28 days	30 days

US Virgin Islands Economic Development Authority EDC Applications Department (050) Year End Financial Summary FY 17 Actual, FY 18 Projected, and FY 19 Budget									
FY 2017 ActualFY 2018 ProjectedFY 2019 B10/1/16-9/30/1710/1/17-9/30/1810/1/18-9/									
Personnel Expenses									
Salaries - Classified	\$	148,154	\$		\$	165,292			
Salaries - Unclassified	\$	84,000	\$		\$	87,394			
Fica	\$	15,173	\$		\$	15,666			
Medicare	\$	3,584	\$		\$	3,664			
Group Insurance	\$	38,595	\$		\$	39,090			
Annual Leave	\$	5,011	\$	-	\$	-			
Retirement	\$	47,151	\$	44,349	\$	47,210			
All Other	\$	14,995	\$	-					
Total Personnel Expense	\$	356,664	\$	347,669	\$	358,315			
Operating Expenses									
Advertising & Promotion	\$	17,616	\$	9,234	\$	16,000			
Catering	\$	-	\$		\$	600			
Communication	\$	675	\$		\$	700			
Dues & Subscription	\$	5,239	\$		\$	12,298			
Employee Relations	\$	93	\$		\$	200			
Meeting Space Rental	\$	-	\$	-	\$	1,600			
Postage & Delivery	\$	-	\$		\$	100			
Printing & Publication	\$	-	\$		\$	500			
Professional Development	\$	1,409	\$		\$	3,000			
Professional Services	\$	24,547	\$		\$	20,000			
Supplies	\$	125	\$	559	\$	500			
Travel	\$	3,426	\$	3,591	\$	2,500			
Total Operating Expense	\$	53,130	\$		\$	57,998			
Total Department Expense (Direct Cost Only)	\$	409,794	\$	388,927	\$	416,313			



U.S. VIRGIN ISLANDS ECONOMIC DEVELOPMENT AUTHORITY EDC APPLICATIONS DEPARTMENT STATISTICAL DATA



*Two (2) of the three (3) applications received for Fiscal Year 2018, as of March 31, were new applicants. *Seven (7) of the 13 applications received for Fiscal Year 2017 were new applicants.

2.1.2 COMPLIANCE DEPARTMENT

FUNCTIONAL STATEMENT

The Compliance Department provides customer care services to EDC beneficiaries to ensure the integrity of the Economic Development Program. Beneficiaries that are not in compliance with their Certificates are brought before the EDC Governing Board, which has the legal authority to assess fines and/or penalties.

OPERATIONAL GOAL(S)

Build and maintain good relations with the EDC beneficiaries by assisting them to be in good standing and to remain a vital part of the community.

FISCAL YEAR 2018 OBJECTIVES

- Complete EDC Compliance Handbook for Beneficiaries;
- Conduct triennial beneficiary compliance reviews; and
- Close-out forty (40) inactive beneficiary cases.

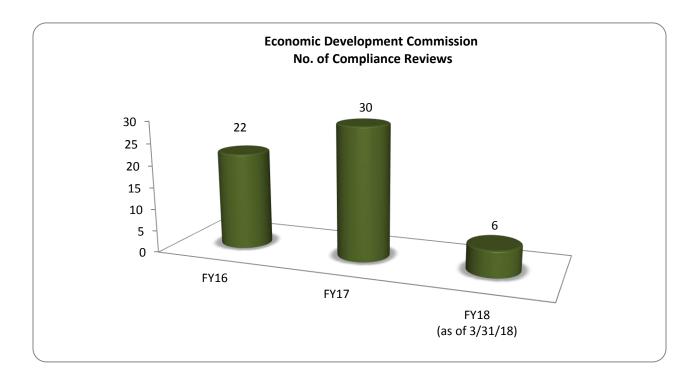
FISCAL YEAR 2018 ACCOMPLISHMENTS AS OF MARCH 31, 2018

- Performed nineteen (19) Beneficiary site visits;
- Conducted damage assessments of all major hotels under the EDC tax incentive program;
- Presented nineteen (19) beneficiary petitions to the EDC Governing Board for decision; and
- Commenced first phase of compliance officer training.

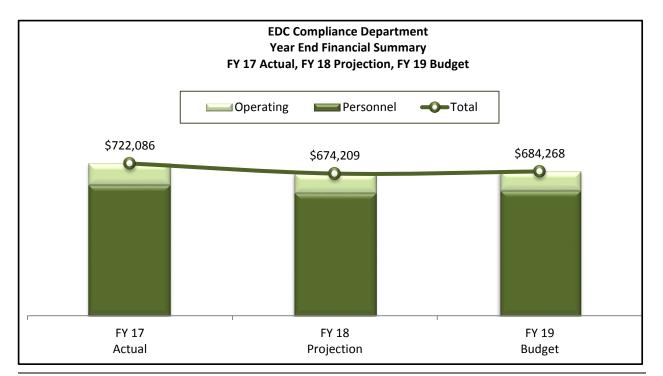
- Continue towards bringing all Beneficiaries to three (3) year review cycles;
- Implement the use of a "Contract Compliance Officer Pool" to expedite the review process;
- Monitor the rehabilitation/reconstruction of all major Hotels affiliated with the EDC; and
- Provide compliance officer training in both districts.

2-KEY PERFORMANCE INDICATORS (KPI)	Actual FY 17	Target FY18	Actual FY 2018 (as of 3/31/18)	Planned FY 19
Number of Compliance Reviews Completed	30	48	6	30
EDC Beneficiary Retention Rate	99%	100%	100%	100%

U.S. VIRGIN ISLANDS ECONOMIC DEVELOPMENT AUTHORITY EDC COMPLIANCE DEPARTMENT STATISTICAL DATA



US Virgin Islands Economic Development Authority EDC Compliance Department (060) Year End Financial Summary FY 17 Actual, FY 18 Projected, and FY 19 Budget									
	FY 2018 Projected 10/1/17-9/30/18		FY 2019 Budget 10/1/18-9/30/19						
Personnel Expenses									
Salaries - Classified	\$	342,023	9	336,613	\$	343,346			
Salaries - Unclassified	\$	78,750	9	80,325	\$	81,932			
Fica	\$	27,496	9	5 25,850	\$	26,367			
Medicare	\$	6,430	9	6,046	\$	6,167			
Group Insurance	\$	46,176	9	53,473	\$	51,524			
Annual Leave Expense	\$	11,621	9	- 6	\$	-			
Retirement	\$	83,835	9	5 79,407	\$	82,303			
All Other	\$	22,710	9	- 6	\$	-			
Total Personnel Expense	\$	619,041	\$	581,714	\$	591,638			
Operating Expenses									
Advertising & Promotion	\$	44,057	9		\$	40,000			
Communication	\$	278	1		\$	350			
Dues & Subscription	\$	1,250	9		\$	1,250			
Employee Relations	\$	-	9		\$	400			
Labor	\$	28,607	9		\$	30,000			
Parking	\$	30	9		\$	50			
Postage & Delivery	\$	80	9		\$	80			
Printing & Publication	\$	1,105	9		\$	500			
Professional Development	\$	2,291	9		\$	6,000			
Professional Services	\$	13,545	9		\$	8,500			
Software Agreement	\$	2,561	9		\$	-			
Supplies	\$	597	1		\$	500			
Travel	\$	8,644	9	· · · · · ·	\$	5,000			
Total Operating Expense	\$	103,044	\$,	\$	92,630			
Total Department Expense (Direct Cost Only)	\$	722,086	\$	674,209	\$	684,268			



2.2 ECONOMIC DEVELOPMENT BANK ("EDB")

FUNCTIONAL STATEMENT

The Economic Development Bank ("EDB") provides loan guarantees and equity infusion to help minority, small, and medium-sized businesses to maintain economic stability and grow into mainstream commercial banking customers. The EDB also works with local commercial banks by providing loan guarantees, thereby, reducing the risks to the banks.

OPERATIONAL GOAL(S)

Assist small and medium sized businesses by providing capital, technical, and managerial assistance to help ensure their viability, thereby, facilitating employment growth and opportunities.

FISCAL YEAR 2018 OBJECTIVES

- Reduce the delinquency rate to at least 47% of the loan portfolio;
- Increase the loan portfolio at least by \$1.8M in credit quality loans and guarantees;
- Provide professional development training for staff in credit administration and collections;
- Continue partnering with local banks to promote the State Small Business Credit Initiative ("SSBCI") Loan Program; and
- Continue collaborating with other related government agencies to promote loan programs and services.

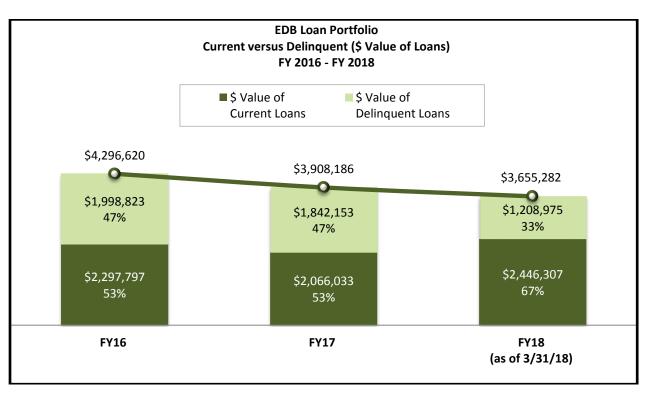
FISCAL YEAR 2018 ACCOMPLISHMENTS AS OF MARCH 31, 2018

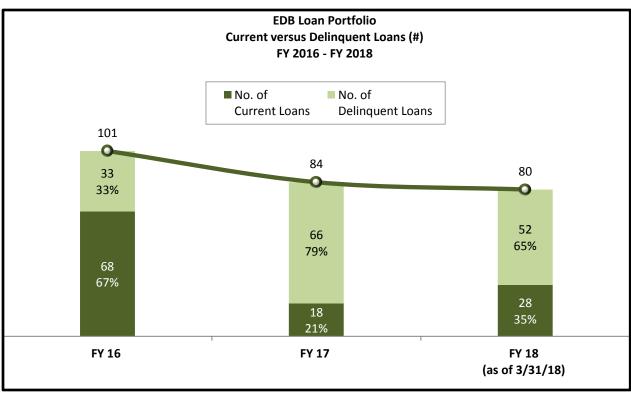
- Reduced the delinquency rate to 33% of the loan portfolio;
- Worked with delinquent borrowers to restructure loans; and
- Re-possessed and sold two (2) properties used as collateral for delinquent loans.

- Reduce the delinquency rate to at least 30% of the loan portfolio;
- Increase the loan portfolio at least by \$1.8M in credit quality loans and guarantees;
- Provide professional development training for staff in credit administration and collections;
- Continue partnering with local banks to promote the SSBCI Loan Program; and
- Continue collaborating with other related government agencies to promote loan programs and services.

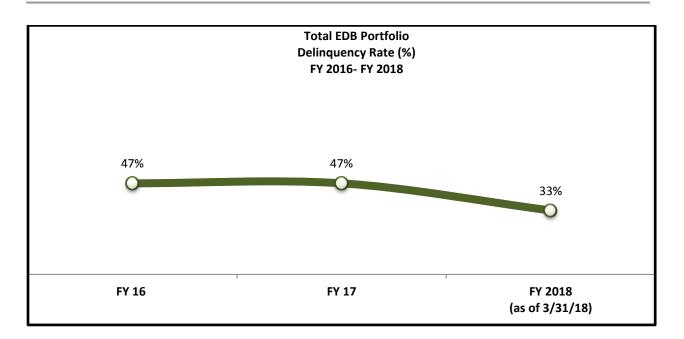
	Actual	Target	Actual FY 18	Planned
2-Key Performance Indicators (KPI)	FY 17	FY 18	(as of 3/31/18)	FY 19
Loan Delinquency Rate (%)	47%	47%	33%	30%
Dollar value of loans and guarantees approved	\$2M	\$3.9M	\$365K	\$2.5M

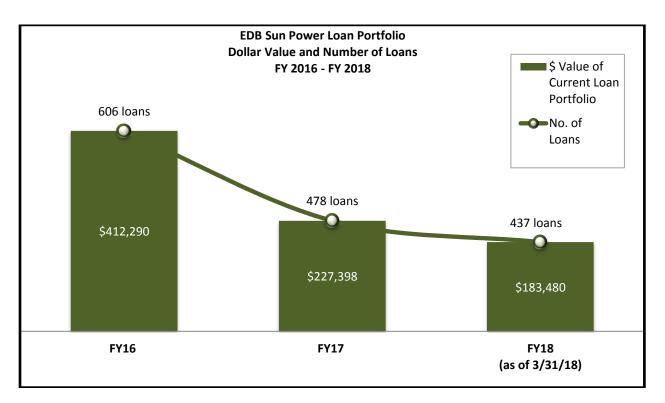
U.S. VIRGIN ISLANDS ECONOMIC DEVELOPMENT AUTHORITY ECONOMIC DEVELOPMENT BANK (EDB) STATISTICAL DATA



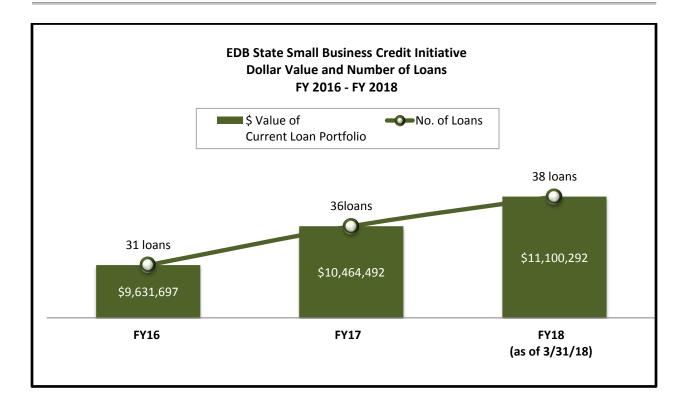


U.S. VIRGIN ISLANDS ECONOMIC DEVELOPMENT AUTHORITY ECONOMIC DEVELOPMENT BANK (EDB) STATISTICAL DATA

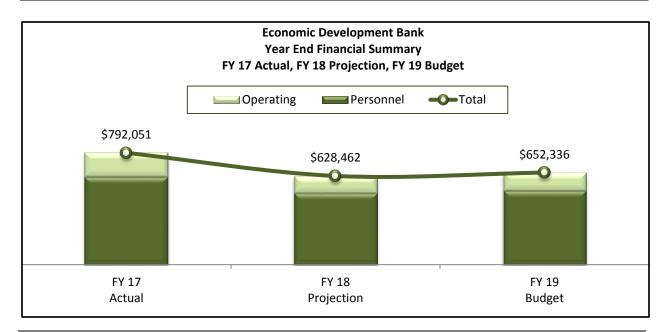




U.S. VIRGIN ISLANDS ECONOMIC DEVELOPMENT AUTHORITY ECONOMIC DEVELOPMENT BANK (EDB) STATISTICAL DATA



US Virgin Islands Economic Development Authority Economic Development Bank Year End Financial Summary FY 17 Actual, FY 18 Projected, and FY 19 Budget									
Personnel Expenses		FY 2017 Actual 10/1/16-9/30/17		FY 2018 Projected 10/1/17-9/30/18		FY 2019 Budget 10/1/18-9/30/19			
Salaries - Classified	\$	271,560	\$	257,034	\$	286,131			
Salaries - Unclassified	\$	151,925	\$	107,475	\$	87,394			
Fica	\$	28,142	\$	22,600	\$	23,159			
Medicare	\$	6,582	\$	5,285	\$	5,416			
Group Insurance	\$	51,399	\$	47,727	\$	50,073			
Annual Leave Expense	\$	1,058	\$	-	\$	-			
Retirement	\$	78,123	\$	66,108	\$	70,574			
All Other	\$	30,409	\$	-	\$	-			
Total Personnel Expense	\$	619,199	\$	506,230	\$	522,746			
Operating Expenses									
Advertising & Promotion	\$	19,388	\$	1,152	\$	5,000			
Communication	\$	808	\$	745	\$	800			
Courier Service	\$	9,355	\$	9,360	\$	9,360			
Credit Report	\$	1,684	\$	1,120	\$	1,680			
Dues & Subscriptions	\$	-	\$	-	\$	300			
Employee Relations	\$	186	\$	200	\$	500			
Insurance	\$	-	\$		\$	-			
Miscellaneous	\$	494	\$	-	\$	-			
Parking	\$	-	\$	50	\$	50			
Postage & Delivery	\$	7	\$	50	\$	600			
Professional Development	\$	8,140	\$	575	\$	6,000			
Professional Services	\$	121,184	\$	94,118	\$	90,000			
Software Agreement	\$	5,775	\$	9,375	\$	11,300			
Supplies	\$	1,082	\$	1,154	\$	500			
Travel	\$	4,750	\$	4,334	\$	3,500			
Total Operating Expense	\$	172,852	\$	122,232	\$	129,590			
Total Department Expense (Direct Cost Only)	\$	792,051	\$	628,462	\$	652,336			



2.2.1 INCUBATOR PROGRAM

FUNCTIONAL STATEMENT

The Incubator Program is designed to help new and start-up businesses develop into full-fledged businesses by providing management training and other assistance enabling these businesses to grow and contribute to the economic development of the Territory.

OPERATIONAL GOAL(S)

Engage, support, and assist entrepreneurs to develop sustainable businesses within the Territory.

FISCAL YEAR 2018 OBJECTIVES

- Host a Young CEO Camp in both the St. Thomas-St. John and St. Croix districts;
- Assist and refer at least ten (10) clients to EDB financing;
- Assist and refer at least two (2) clients to EDC for EDC benefits; and
- Apply for grants to supplement the Incubator Program.

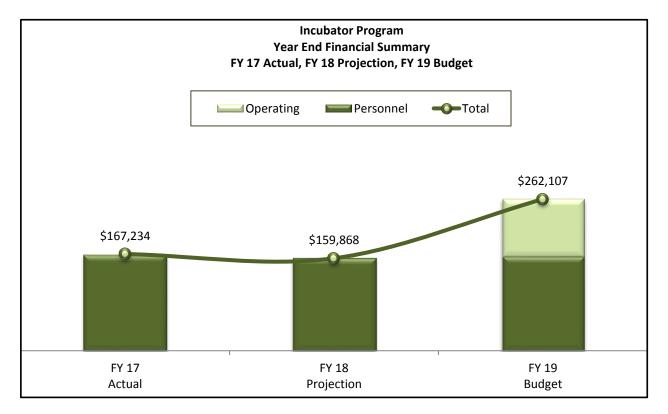
FISCAL YEAR 2018 ACCOMPLISHMENTS AS OF MARCH 31, 2018

- Applied and received grant to purchase generator due to Hurricane Maria;
- Assisted over twenty (20) entrepreneurs in the following sectors: manufacturing, consumable products, engineering, aquaponics, and hydroponics;
- Partnered with various federal and local entities to provide information on available resources and assistance available after the storms; and
- Referred ten (10) clients to the Economic Development Bank ("EDB") for financing.

- Host a Young CEO Camp in both the St. Thomas-St. John and St. Croix districts;
- Assist and refer at least ten (10) clients to EDB financing;
- Assist and refer at least two (2) clients to EDC for EDC benefits; and
- Apply for grants to supplement the Incubator Program and modernization projects.

	Actual	Target	Actual FY 2018	Planned
KEY PERFORMANCE INDICATORS (KPI)	FY 17	FY18	(as of 3/31/18)	FY 19
Number of entrepreneurs assisted	30	20	20	20
Number of businesses developed into				
full fledged businesses	0	4	0	4

US Virgin Islands Economic Development Authority									
Incubator Program (110) Year End Financial Summary									
FY 17 Actual, FY 18 Projected, and FY 19 Budget									
		FY 2017 Actual		FY 2018 Projected		FY 2019 Budget			
		10/1/16-9/30/17		10/1/17-9/30/18		10/1/18-9/30/19			
		10/1/10-5/50/11		10/1/11-5/50/10		10/1/10-5/50/15			
Personnel Expenses									
Salaries - Classified	\$	40,690	\$	41,503	\$	42,334			
Salaries - Unclassified	\$	69,076	\$	70,457	\$	71,867			
Fica	\$	7,334	\$	6,942	\$	7,080			
Medicare	\$	1,715	\$	1,623	\$	1,656			
Group Insurance	\$	16,309	\$	17,883	\$	17,167			
Annual Leave Expense	\$	(666)	\$	-	\$	-			
Retirement	\$	22,144	\$	21,460	\$	22,003			
All Other	\$	8,527	\$	-	\$	-			
Total Personnel Expense	\$	165,129	\$	159,868	\$	162,107			
Operating Expenses									
Advertising & Promotion	\$	480	\$	-	\$	12,000			
Catering	\$	-	\$	-	\$	7,000			
Meeting Space Rental	\$	-	\$	-	\$	5,000			
Postage & Delivery	\$	-	\$	-	\$	500			
Professional Services	\$	-	\$	-	\$	65,000			
Supplies	\$	1,162	\$	-	\$	2,500			
Travel	\$	463	\$	-	\$	7,000			
Utilities	\$	-	\$	-	\$	1,000			
Total Operating Expense	\$	2,105	\$	-	\$	100,000			
Total Department Expense (Direct Cost Only)	\$	167,234	\$	159,868	\$	262,107			



2.3 ENTERPRISE ZONE COMMISSION

FUNCTIONAL STATEMENT

The Enterprise Zone Commission ("EZC") is responsible for the revitalization of designated blighted and severely distressed areas in the U.S. Virgin Islands that were once social and economically vibrant communities. The EZC provides tax incentives and economic development benefits and helps to reduce fiscal and regulatory constraints that hinder economic growth. In addition, the EZC encourages collaboration between public, private, and non-profit entities in support of economic growth and development.

OPERATIONAL GOAL(S)

Promote economic growth through revitalizations and business expansion opportunities utilizing public/private partnerships to create jobs, sustain community self-sufficiency and involvement.

FISCAL YEAR 2018 OBJECTIVES

- Complete eight (8) scrape and paint, two (2) rehabilitation, and four (4) board-up projects;
- Conduct the EntrepreNow Program and a community building presentation within each of the schools in the zones;
- Conduct an Estate Planning Seminar to provide the latest trends in estate and long-term care planning;
- Conduct open house events to provide information about the resources available through the EZC, its partners and stakeholders;
- Actively promote the EZC tax incentive program and strengthen the compliance component; and
- Conduct a beneficiary conference, USVIEDA Expo, and Business-to-Business event.

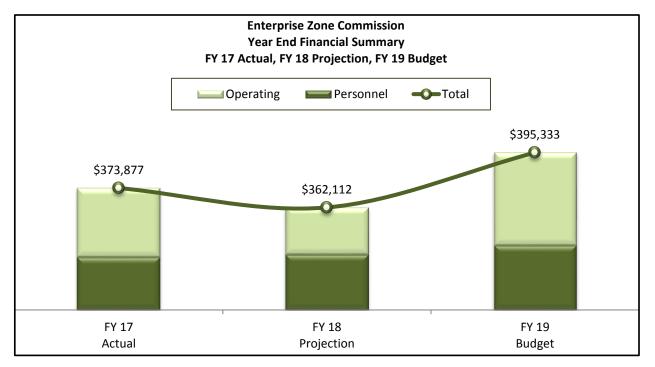
FISCAL YEAR 2018 ACCOMPLISHMENTS AS OF MARCH 31, 2018

- Conducted a rapid assessment survey of two hundred-fifty (250) hurricane damaged buildings within the Enterprise Zones;
- Appeared on six (6) radio talk shows and various public forums Territory-wide to promote the EZC Tax-Incentive Program and provide updates on the activities of the USVIEDA immediately following the storms;
- Provided information about the programs offered by the Enterprise Zone Commission, its partners, and stakeholders to over three hundred fifty (350) individuals, entrepreneurs, and businesses at the USVIEDA Open Houses;
- Hosted EZC Beneficiary and Stakeholder Seminars in collaboration with the Small Business Administration and Federal Emergency Management Agency that focused on Client Disaster Recovery; and
- Held the 4th annual Business-to-Business event focusing on Bed and Breakfasts businesses within the Territory.

- Complete eight (8) scrape and paint, two (2) rehabilitation, and four (4) board-up projects;
- Conduct the EntrepreNow Program and a community building presentation within each of the schools in the zones;
- Conduct an Estate Planning Seminar to provide the latest trends in estate and long-term care planning;
- Conduct open house events to provide information about the resources available through the EZC, its partners and stakeholders;
- Actively promote the EZC tax incentive program and strengthen the compliance component; and
- Conduct a beneficiary conference, USVIEDA Expo, and Business-to-Business events.

2-KEY PERFORMANCE INDICATORS (KPI)	Actual FY 17	Target FY18	Actual FY 2018 (as of 3/31/18)	Planned FY 19
Number of collaborative events held	5	12	4	8
Number of rehabilitated properties completed	3	10	1	7
Number of properties boarded up (for safety				
concerns)	1	4	0	4
Number of public meetings held towards				
revitalization	7	3	4	8

US Virgin Islands Economic Development Authority Enterprise Zone Commission (003) Year End Financial Summary FY 17 Actual, FY 18 Projected, and FY 19 Budget									
	FY 2017 Actual FY 2018 Projected FY 2019 Budg 10/1/16-9/30/17 10/1/17-9/30/18 10/1/18-9/30/1								
Personnel Expenses									
Salaries - Classified	\$	139,503	\$	5 146,706	\$	149,640			
Salaries - Unclassified	\$	94,500	\$	96,390	\$	98,318			
Fica	\$	15,098	\$	5 15,072	\$	15,373			
Medicare	\$	3,531	\$	3,525	\$	3,595			
Group Insurance	\$	25,439	\$	29,324	\$	28,151			
Annual Leave	\$	2,505	\$		\$	-			
Retirement	\$	41,923	\$	42,570	\$	44,001			
All Other	\$	9,515	\$	· -	\$	-			
Total Personnel Expense	\$	332,013	\$	333,586	\$	339,079			
Operating Expenses									
Advertising & Promotion	\$	3,534	\$	2,500	\$	4,734			
Capital Outlay	\$	-	\$		\$	5,000			
Catering Services	\$	14,355	\$		\$	17,000			
Communication	\$	545	\$		\$	500			
Dues & Subscription	\$	432	9		\$	400			
Employee Relations	\$	265	\$		\$	500			
Labor	\$	3,330	\$		\$	7,000			
Miscellaneous	\$	399	\$		\$	-			
Postage and Delivery	\$	-	\$		\$	120			
Printing & Publication	\$	258	\$		\$	2,000			
Professional Development	\$	749	\$		\$	6,000			
Professional Services	\$	9,265	\$		\$	10,000			
Supplies	\$	3,448	\$		\$	500			
Travel	\$	5,283	\$		\$	2,500			
Total Operating Expense	\$	41,863	\$		\$	56,254			
Total Department Expense (Direct Cost Only)	\$	373,877	\$	1	\$	395,333			



U.S. Virgin Islands Economic Development Authority – Fiscal Year 2019

2.4 ECONOMIC DEVELOPMENT PARK CORPORATION

FUNCTIONAL STATEMENT

The Economic Development Park Corporation ("EDPC") is chartered as a public corporation to acquire and operate industrial parks in the U.S. Virgin Islands to complement activities of the Economic Development Commission ("EDC"). The EDPC is self-supported by revenues it generates from its tenants. The EDPC has two locations, one on St. Croix known as William D. Roebuck Industrial Park and the other on St. Thomas located in Estate Contant.

OPERATIONAL GOAL(S)

Support economic development by offering rental space for commercial use, and to maintain and upgrade the facilities to retain and attract new tenants.

FISCAL YEAR 2018 OBJECTIVES

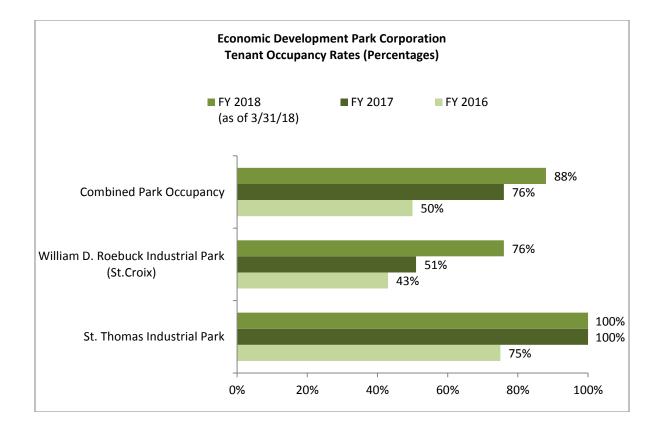
- Complete a micro-grid investment audit of the William D. Roebuck Industrial Park;
- Lease 75% of rentable space; and
- Work with tenants in fostering good relations.

FISCAL YEAR 2018 ACCOMPLISHMENTS AS OF MARCH 31, 2018

- Completed the micro-grid audit and received a proposal for a Solar PV-based micro-grid facility;
- Received an appropriation of \$500K for the energy retrofitting of the William D. Roebuck Park;
- Leased 88% of rentable space and project 100% occupancy by August 2018;
- Reduced the outstanding rent receivables by 20% percent;
- Applied for a \$2M grant to assist with the maintenance and upkeep of the Park's infrastructure; and
- Improved customer care services to enhance relationship with tenants.

- Install and have fully operational, the micro-grid at the William D. Roebuck Industrial Park;
- Complete the construction of the main entrance to the William D. Roebuck Industrial Park;
- Install generators at both Industrial Park facilities;
- Complete the energy efficiency upgrades to the William D. Roebuck Industrial Park;
- Complete the reconditioning of the Frederiksted office building;
- Install PV street lighting at both Industrial Park facilities; and
- Install chlorine injection systems in all Industrial Park building water supply systems on St. Thomas and St. Croix to help meet federal clean water requirements.

2-Key Performance Indicators (KPI)	Actual FY 17	Target FY 18	Actual FY 18 (as of 3/31/18)	Planned FY 19
Number of capital projects completed	3	3	(as 01 3/31/18) 0	4
Percentage of rentable space occupied	76%	75%	88%	100%

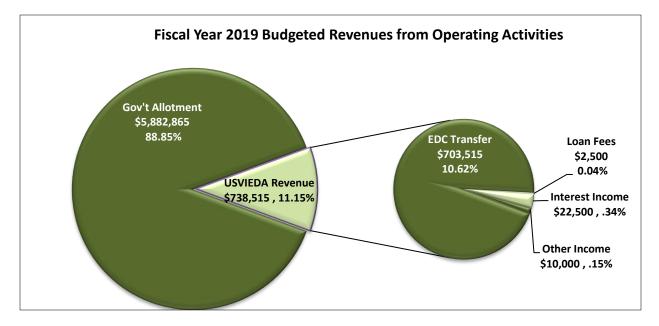


3.0 FINANCIAL INFORMATION

3.1 REVENUES

The USVIEDA's operating revenue is derived from two (2) primary sources: government allotments and those generated internally by the USVIEDA.

Internally generated revenues include EDC activation, application, and compliance fees received from beneficiaries. The amounts collected are deposited into the EDC Industrial Promotion Fund and annually, an amount is transferred from this fund to help support the EDC budget. Other internally generated revenues consist of non-restricted interests from interest bearing accounts and amounts collected in loan originating and loan application fees.

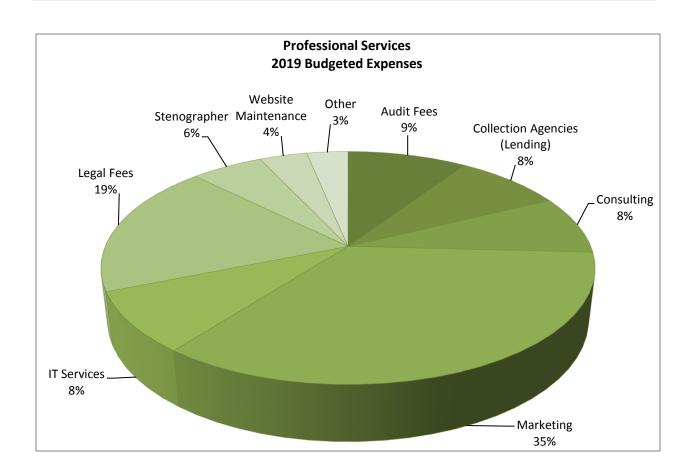


	Actual FY17	Actual 17-3/31/18		Projected /1-9/30/18	Т	otal Proj. <u>FY18</u>	Budgeted <u>FY19</u>
Revenues							
Interest Income	\$ 31,708	\$ 620	\$	30,000	\$	30,620	\$ 22,500
Loan Fees	\$ 10,808	\$ -	\$	-	\$	-	\$ 2,500
Transfer: Promotion Fund	\$ 703,515	\$ 703,515	\$	-	\$	703,515	\$ 703,515
Other	\$ 9,047	\$ 30,473	\$	20,000	\$	50,473	\$ 10,000
Total	\$ 755,078	\$ 734,608	\$	50,000	\$	784,608	\$ 738,515
Plus:							
Government Allotment	\$ 5,455,163	\$ 2,398,658	\$ 2	2,398,849	\$	4,797,507	\$ 5,882,865
Total Budgeted Revenue	\$ 6,210,241	\$ 3,133,265	\$ 2	2,448,849	\$	5,582,115	\$ 6,621,380

3.2 EXPENDITURE COMPARISONS FOR FY17, FY18 PROJECTED, AND FY19 BUDGETED

DEPARTMENT/AGENCY/OFFICE NAME:	Actual	Actual Expenditures	Proj. Expenditures	Total Proj. Expenditures	PROJECTED
Fiscal Period	FY 2017	10/1/17-3/31/18	4/1-9/30/18	FY 2018	Budget 2019
PERSONNEL SERVICES					
	1,631,418	735,551	893,216	1,628,767	1,698,588
JNCLASSIFIED EMPL. SALARIES	1,040,631	469,828	611,018	1,028,707	1,332,982
	161,369	405,828	011,010	1,000,040	1,552,562
	70,401	204		204	
SUB-TOTAL	2,903,819	1,205,583	1,504,234	2,709,817	3,031,570
	2,903,819	1,205,585	1,504,234	2,709,817	3,031,570
APITAL OUTLAYS					
IACHINIERY & EQUIPMENT	110,676	8,828	91,114	99,941	55,000
EHICLES					
LL OTHER					
SUB-TOTAL	110,676	8,828	91,114	99,941	55,000
RINGE BENEFITS					
MPLOYER CONTR. RETIREMENT	488,273	209,409	276,200	485.609	539,406
I.C.A.	174,995	74,733	93,263	167,996	187,957
EDICARE	41,081	17,478	21,811	39,289	43,958
	313,351	148,095	209,041	357,135	378,238
ORKERS COMP. PREMIUMS	515,551	140,095	205,041	557,135	570,230
NIFORM ALLOWANCE					
LL OTHER					
SUB-TOTAL	1,017,700	449,714	600,315	1,050,029	1,149,559
			,		
JPPLIES					
FFICE SUPPLIES	40,194	16,170	15,660	31,830	37,705
PERATING SUPPLIES					
MALL TOOLS/MINOR EQUIPMENT					
LL OTHER					
SUB-TOTAL	40,194	16,170	15,660	31,830	37,705
THER SERVICES & CHARGES					
ROFESSIONAL SERVICES	785,090	345,287	264,713	610,000	685,000
OMMUNICATION	63,576	13,522	45,404	58,926	65,500
RAVEL	91,779	25,042	25,500	50,542	84,850
DVERTISING AND PROMOTION	306,586	174,285	44,741	219,026	541,734
	7,824	6,101	8,080	14,181	23,000
ISURANCE	56,884	891	56,109	57,000	57,000
EPAIRS AND MAINTENANCE	75,120	35,559	20,000	55,559	75,000
ENTAL- LAND/BUILDING	246,998	140,860	99,639	240,499	287,219
ENTAL - MACHINES/EQUIPMENT	240,330	140,000	33,035	240,499	207,213
RAINING	129,259	(2,656)	18,000	15,344	99,750
LL OTHER	276,454	206,269	115,016	321,285	351,893
SUB-TOTAL	2,039,569	945,160	697,202	1,642,362	2,270,947
			,		
TILITY SERVICES					
LECTRICITY	57,202	17,058	30,000	47,058	75,000
/ATER	1,868	177	900	1,077	1,600
SUB-TOTAL	59,070	17,235	30,900	48,135	76,600
OTAL EXPENSES	6,171,028	2,642,690	2,939,425	5,582,114	6,621,380
			2 2 2 2 2 2 2		F 000 C
Appropriation/Allotment	5,455,163 755,078	2,398,658 734,608	2,398,849 50,000	4,797,507 784,608	5,882,865 738,515
otal Projected (Actual) Revenues	6,210,241	3,133,265	2,448,849	5,582,115	6,621,380

3.3 PROFESSIONAL SERVICES BREAKDOWN IN DETAIL

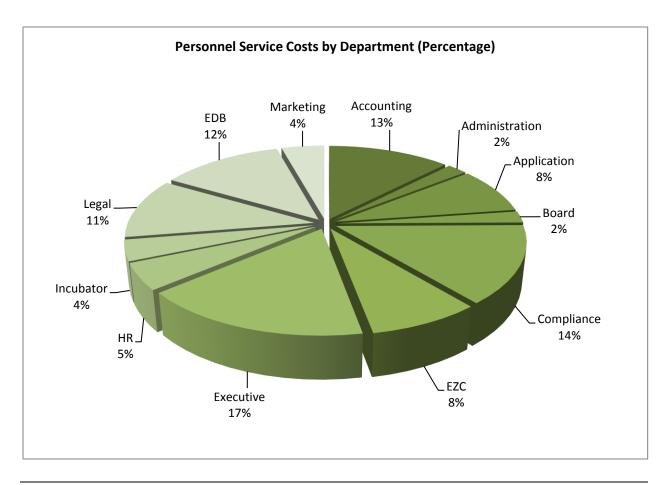


	Actual		Р	Projected		udgeted
	<u>FY17</u>			<u>FY18</u>		<u>FY 19</u>
Professional Services						
Audit Fees	\$	40,000	\$	40,000	\$	58,000
Collection Agencies	\$	50,423	\$	50,000	\$	52,000
Consulting	\$	123,453	\$	45,000	\$	115,000
IT Services	\$	66,662	\$	52,000	\$	52,000
Legal	\$	160,910	\$	120,000	\$	115,000
Marketing	\$	266,893	\$	225,000	\$	215,000
Stenographer	\$	34,800	\$	35,000	\$	35,000
Website	\$	22,869	\$	23,000	\$	23,000
Other	\$	19,080	\$	20,000	\$	20,000
Total Professional Services	\$	785,090	\$	610,000	\$	685,000

3.4 PERSONNEL SERVICE COST BREAKDOWN BY DEPARTMENT AND CLASSIFICATION

Personnel cost is the single largest component of the Authority's operating budget,	, representing
approximately sixty-three percent (63%) of the total operating expenses.	

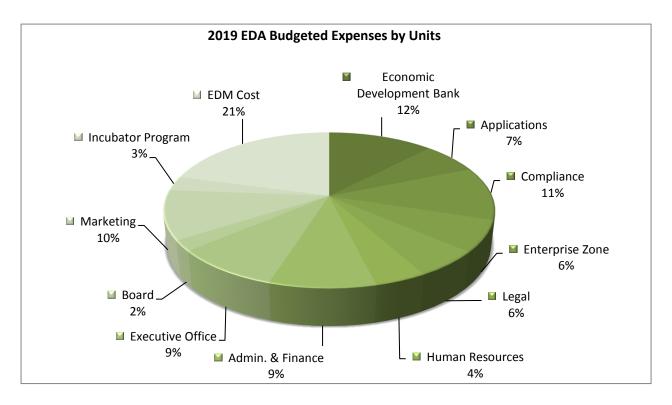
FY 2019 Personnel Cost by Department								
Department	Unclassified	Unclassified	Classified	d Classified Total Positions		Total		
	Positions	(\$)	Positions	(\$)	(#)	Salary (\$)		
	(#)		(#)					
Accounting	1	98,317	5	276,631	6	374,950		
Administration	0	0	2	61,764	2	61,764		
Application	1	87,394	3	165,292	4	252,685		
Board	1	63,469	0	0	1	63,469		
Compliance	1	81,932	6	343,346	7	425,278		
EZC	1	98,318	3	149,640	4	247,958		
Executive	4	373,565	4	136,702	8	510,267		
HR	1	79,200	1	66,394	2	145,594		
Incubator	1	71,867	1	42,333	2	114,200		
Legal	2	211,966	2	118,723	4	330,689		
EDB	1	87,394	5	286,131	6	373,525		
Marketing	1	79,560	1	51,631	2	131,191		
Total	15	1,332,982	33	1,698,587	48	3,031,570		



3.5 BUDGET SUMMARY

- FY 2019 budgeted revenue is \$6,621,380.
 - Internally generated revenue is \$738,515.
 - Recommended appropriation is \$5,882,865.
- FY 2019 budgeted expenses total \$6,612,380.

Division / Department	Personnel Costs	C	Operating Expense	Total
Economic Development Bank	\$ 522,746	\$	129,590	\$ 652,336
EDC Applications Department	\$ 358,315	\$	57,998	\$ 416,313
EDC Compliance Department	\$ 591,638	\$	92,630	\$ 684,268
Enterprise Zone Commission	\$ 339,079	\$	56,254	\$ 395,333
Legal Department	\$ 450,819	\$	18,025	\$ 468,844
Human Resources	\$ 195,795	\$	39,034	\$ 234,829
Administration & Finance	\$ 526,659	\$	30,300	\$ 556,959
Executive Office	\$ 663,052	\$	40,925	\$ 703,977
Board of Directors	\$ 87,542	\$	81,847	\$ 169,389
Marketing Department	\$ 182,304	\$	690,132	\$ 872,435
Incubator Program	\$ 162,107	\$	100,000	\$ 262,107
EDM - Indirect Cost	\$ 101,073	\$	1,103,517	\$ 1,204,590
Total Fiscal Year 2019 Budgeted Expense	\$ 4,181,128	\$	2,440,252	\$ 6,621,380



IV. SUPPLEMENTAL INFORMATION

This section of the budget presents additional information to assist management, the public, and outside users in gaining a better understanding of the operations of the organization and to provide selected historical data for comparisons. The major components of this section consist of charts, tables, and graphs presenting: revenue, expense, and operating information.

VEHICLE LISTING FOR USVIEDA

Presently, the USVIEDA has nine (9) vehicles. Eight (8) were purchased with USVIEDA funds and one (1) with Economic Development Park Corporation funds.

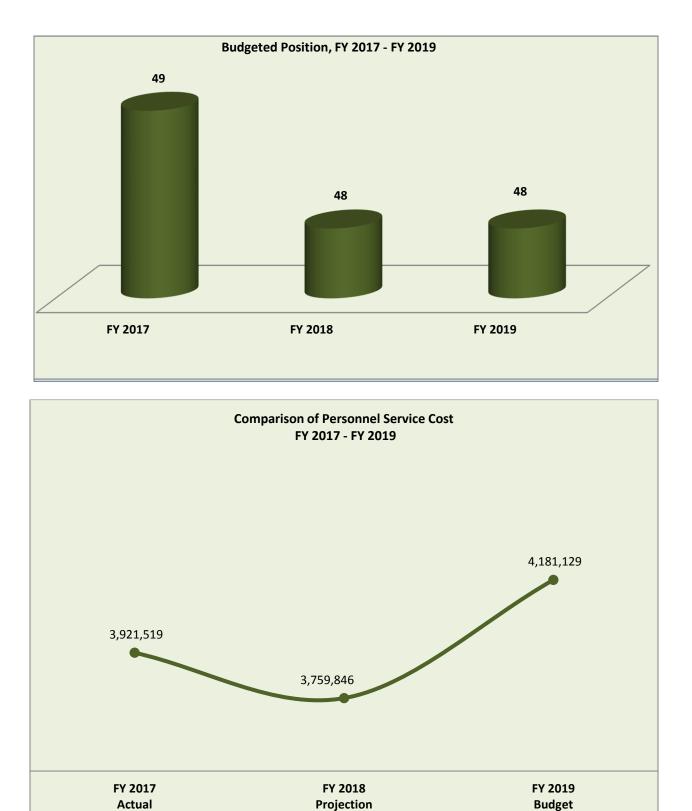
Year	Make	Model	Assigned Use	Fund Source	Island
*2007	Toyota	Rav4	General	USVIEDA Fund	St. Croix District
*2007	Toyota	Rav4	General	USVIEDA Fund	St. Croix District
2013	Chevrolet	Traverse	Executive - USVIEDA	USVIEDA Fund	St. Thomas/St. John District
2015	Chevrolet	Colorado	General	USVIEDA Fund	St. Thomas/St. John District
2015	Chevrolet	Equinox	Park Superintendent	USVIEDA Fund	St. Croix District
2016	Chevrolet	Traverse	Executive - USVIEDA	USVIEDA Fund	St. Croix District
2015	Chevrolet	Colorado	General	EDPC Fund	St. Croix District
2018	Chevrolet	Equinox	General	USVIEDA Fund	St. Thomas/St. John District
2018	Chevrolet	Equinox	General	USVIEDA Fund	St. Croix District

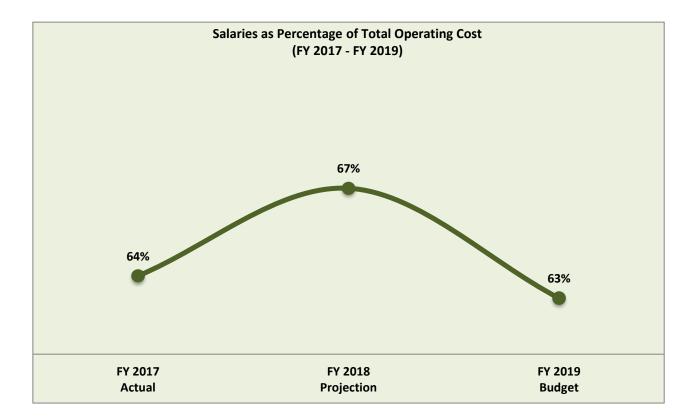
*Vehicle will remain in the USVIEDA's fleet until the Department of Property and Procurement's next vehicle auction on St. Croix.

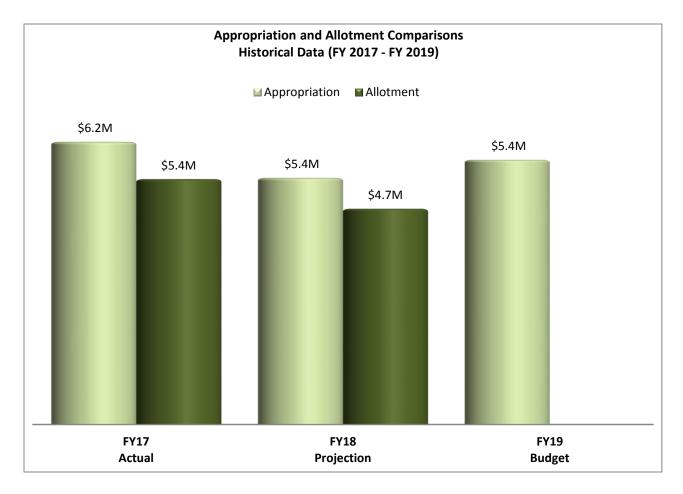
REAL PROPERTY LEASED BY USVIEDA

			Annual		
Lessor	Address	Sq. Ft.	Rent	Lease Terms	Use
B&W Realty	Nisky Shopping Center				
Investments, Ltd.	Second Floor, Suite 620				
	St. Thomas	7,928	\$200,000	5 Years	Office Space
VI Economic	116 King Street				
Development Park	Frederiksted, St. Croix	12,400	\$69 <i>,</i> 300	Month to Month	Office Space
Corp.					
Crown Holdings	18B-2 Lindberg Bay				
	St. Thomas	2,000	\$17,919	5 Years	Storage Space

PERSONNEL STATISTICS







APPROPRIATION AND ALLOTMENT COMPARISON

GLOSSARY OF SELECTED TERMS

Budget: An estimate of income and expenditure in the planning, monitoring, and evaluation of financial activities.

Capital Outlay: Expenditures made for the acquisition of assets that exceed \$500 in cost and has a service life of more than a year.

Direct Cost: A cost that can be identified or traced with relative ease and a high degree of accuracy to a particular Unit.

Fringe Benefits: The various types of non-wage compensations such as retirement contributions, F.I.C.A., health insurance, and uniform allowance provided to employees.

Insurance: Cost to cover the risk of a contingency or uncertain loss and include personal injury, directors' and officers' liability and auto.

Indirect Costs: A cost incurred in common with other Units that cannot be traced to any one particular Unit.

Key Performance Indicator (KPI): A quantitative or qualitative factor that measures program results against planned outcomes.

Personnel Service: The gross salary amounts paid to full-time, part-time, and temporary employees.

Professional Development: Employer sponsored training to improve or enhance employees' job-related skills. Costs include airfare, hotel accommodation, and registration fees.

Rent: Compensation paid for the use of office or storage space.

Repairs and Maintenance: Costs incurred to maintain or upkeep buildings and equipment in good working conditions.

Office Supplies: All materials required by employees to perform their daily tasks. Examples include pens, paper, and other stationery items.

Travel: Costs of airfare, ferry service, per diem, ground transportation, and hotel accommodations for employee travel between islands.

Utilities: This expense includes electricity, water, telephone, cell phones, and internet service costs.