



**ECONOMIC DEVELOPMENT CORPORATION  
BOARD OF DIRECTORS SPECIAL MEETING  
TUESDAY, AUGUST 30, 2022 – 9:00 A.M.**

**BOARD MEMBERS PRESENT:**

Marsha Bruhn  
Kimberly Clayson  
Linda Forte  
Damon Hodge  
Chris Jackson  
Kwaku Osei  
Thomas Stallworth

**BOARD MEMBERS ABSENT:**

Clifford Brown  
Antoine Bryant (Ex-Officio)  
John Naglick (Ex-Officio)  
Jonathan Quarles

**SPECIAL DIRECTORS  
PRESENT:**

None

**SPECIAL DIRECTORS  
ABSENT:**

None

**OTHERS PRESENT:**

Cora Capler (DEGC/EDC)  
Amanda Hanlin (DEGC/EDC)  
Gay Hilger (DEGC/EDC)  
Lanard Ingram (DEGC/EDC)  
Paul Kakos (DEGC/EDC)  
Jennifer Kanalos (DEGC/EDC)  
Glen Long, Jr. (DEGC/EDC)  
Andrew Lucco (DEGC/EDC)  
Monika McKay-Polly (DEGC/EDC)  
Rebecca Navin (DEGC/EDC)  
Orza Robertson (DEGC/EDC)  
Lexi Shaw (DEGC/EDC)



**MINUTES OF THE ECONOMIC DEVELOPMENT CORPORATION  
BOARD OF DIRECTORS SPECIAL MEETING  
DETROIT ECONOMIC GROWTH CORPORATION  
500 GRISWOLD, SUITE 2200, DETROIT, MI 48226  
TUESDAY, AUGUST 30, 2022 – 9:00 A.M.**

**GENERAL**

**Call to Order**

Chairperson Forte called the regular meeting of the Economic Development Corporation Board of Directors to order at 9:05 a.m. Roll call was conducted, and a quorum was established.

**Approval of Minutes**

Ms. Forte asked if there were any additions, deletions, or corrections to the minutes of the July 12, 2022, Regular Board meeting. Hearing none, Ms. Forte called for a motion.

Ms. Bruhn made a motion to approve the minutes of the July 12, 2022, Regular Board meeting, as written. Mr. Hodge seconded the motion. All were in favor with none opposed.

EDC Resolution Code 22-08-02-363 was unanimously approved.

**Receipt of Treasurer's Reports**

Mr. Long reviewed the Treasurer's Reports of Receipts and Disbursements for the months of June and July 2022. Ms. Forte asked if there were questions, and hearing none, called for a motion.

Mr. Stallworth made a motion to approve the Treasurer's Reports of Receipts and Disbursements for the months of June and July 2022, as presented. Mr. Hodge seconded the motion. All were in favor with none opposed.

EDC Resolution Codes 22-8-03-276 and 22-08-03-277 were unanimously approved.

**PROJECTS**

Ms. Forte informed the Board that she was going to skip the first agenda item and go back to it following the presentation of the Motor City Match items.



## **Motor City Match Amendment to Program Guidelines**

Mr. Lucco reported that on July 8, 2022, The Economic Development Corporation of the City of Detroit (“EDC”) Board of Directors approved a resolution finalizing a contract with the City of Detroit that designated the EDC and the Motor City Match program (the “Program”) as the operator of the Small Business Launcher program advertised in the Notice of Opportunity for Funding Availability #182416. The City of Detroit will support the Program with funding from the American Rescue Plan Act (“ARPA”) State and Local Fiscal Recovery Fund (“SLFRF”) program. The estimated budget for the Program is approximately \$15MM, with \$12MM allocated for direct assistance in the form of technical and financial assistance grants, and the balance allocated to the administration of the Program.

The overarching goals of the Program remain facilitating the opening of new, permanent businesses and expansion of existing businesses in Detroit’s commercial corridors. However, Program staff recognizes that the economic conditions that facilitate business creation and expansion have been negatively impacted by the COVID-19 pandemic. The Detroit small business community experienced many negative economic impacts as result of the COVID-19 pandemic including but not limited to unrealized investment in new business ventures, loss of business revenue, difficulty covering business payroll, difficulty paying full obligations of mortgage or rent for a business location, difficulty covering operating costs, and difficulty hiring staff necessary to operate at normal capacity. Additionally, certain classes of businesses, industry types, and business locations experienced disproportionate negative economic impacts as a result of the pandemic.

To address these negative economic impacts, and to administer the Program in accordance with federal guidelines governing the use of ARPA SLFRF funds, the Motor City Match program guidelines require amendments. The full amended guidelines were attached as Exhibit A in the board book. Operational changes to eligibility, awards amounts, and award schedules are summarized below.

### **ARPA Eligibility Changes:**

Businesses that satisfy existing Program eligibility criteria and experienced any of the following negative economic impacts as a result of the pandemic are eligible for consideration for an award through the Program:

- Unrealized investment in a business venture
- Loss of business revenue
- Difficulty covering business payroll
- Difficulty paying full obligation of mortgage or rent for a business location



- Difficulty covering operating costs
- Difficulty hiring staff necessary to operate at normal capacity

Additionally, businesses that satisfy existing Program eligibility criteria and are one of the following classes of business or part of one of the specific industries are eligible for consideration for an award through the Program:

- Minority-owned businesses
- Women-owned businesses
- Microenterprises (a business employing 5 or fewer employees, one of whom is the owner)
- Theatres, music venues, and performing arts companies
- Arcades, amusement services and sports or recreation venues
- Full-Service Restaurants, coffee shops, bars, and limited-service eating places

Finally, businesses that satisfy existing Program eligibility criteria and are located in a Qualified Census Tract (“QCT”) are eligible for consideration for an award through the Program. A QCT is defined as:

- Census tracts where 50% or more of the households have incomes below 60% of AMI, or where the poverty rate (households with income at or below 185 percent of the Federal Poverty Guidelines (FPG) is 25% or higher.

Mr. Jackson queried if he should hold his question to the end of the presentation or ask it now. Ms. Forte told him to proceed.

Mr. Jackson asked how someone that has an idea of opening a business, but it is not a business yet, can qualify. Mr. Lucco advised that there are three ways: 1) to be minority or woman-owned; 2) be a microenterprise or a business that employs fewer than five employees; and 3) be located in a low-income census tract.

Mr. Jackson thanked Mr. Lucco and he proceeded with the PowerPoint presentation.

### **Existing Business Grant Eligibility:**

In addition to new and expanding businesses, businesses that have been operating in a commercial location in the city of Detroit for one year or more (existing businesses), satisfy existing Program eligibility criteria, and satisfy one or more of the ARPA eligibility categories, are eligible for consideration for Program grants. A new category of Financial Assistance awards, the Restore Track, will award grants of up to \$100,000 to existing businesses. Grants will be available on the same quarterly application timeline and assessed under the same evaluation criteria as the existing Cash Track grants.



### Technical Assistance Awards:

Technical Assistance Awards to applicants in the Plan, Develop, and Design Tracks will be limited to a technical assistance allowance to pay for services that do not exceed the following dollar amounts:

- Business Plan Track: \$1,500
- Develop Track: \$3,500
- Design Track: \$25,000

Additional technical assistance can be approved by EDC staff when an awardee can demonstrate urgent circumstances and a vital need for services.

### Financial Assistance Awards:

A quarterly grant pool for both Cash Track Awards and Restore Track Awards will be available for qualifying businesses in the following recommended amounts:

- Cash Track Awards: \$1,000,000
- Restore Track Awards: \$250,000

Total grant amounts in any quarter may fall short of or exceed the recommended amount based on the demonstrated financial need of applicants.

### Award Schedule:

Motor City Match Applications will be available on the following quarterly schedule at the Motor City Match Application Portal, <https://apply.motorcitymatch.com/submit>.

Applications will remain open for a minimum of 30 days and application evaluations will be completed within 90 days.

Application Open and Close	Award Selection	Awards Notified
April 1 – May 15, 2022	May 15 – August 30, 2022	August 30, 2022
September 1 – October 1, 2022	October 1 – December 15, 2022	December 15, 2022
December 1, 2022 – January 1, 2023	January 1 – March 31, 2023	March 31, 2023
March 1 – April 1, 2023	April 1 – June 30, 2023	June 30, 2023
June 1 – July 1, 2023	July 1 – September 30, 2023	September 30, 2023



September 1 – October 1, 2023	October 1 – December 31, 2023	December 31, 2023
December 1, 2023 – January 1, 2024	January 1 – March 31, 2024	March 21, 2024
March 1 – April 1, 2024	April 1 – June 30, 2024	June 30, 2024

A resolution approving EDC staff’s recommended update of the program guidelines was included for the Board’s consideration.

Ms. Forte asked if there were any other questions/comments. Hearing none, she called for a motion.

Mr. Osei made a motion to approve the Motor City Match Revised Guidelines, as presented. Ms. Clayson seconded the motion. All were in favor with none opposed.

EDC Resolution Code 22-08-91-126 was unanimously approved.

**Motor City Match Recommendation for Round 20 Awards**

Mr. Lucco advised that in 2015, the Economic Development Corporation of the City of Detroit (“EDC”) launched the Motor City Match Program (the “Program” or “Motor City Match”). Since that time, the EDC Board has approved Program Business awards for 1,540 Detroit businesses and Building awards. These awards occurred while the Program operated uninterrupted for 17 rounds, then resumed with Round 18 awards in January of 2022. Currently, 138 Motor City Match awardees are operating new businesses in formerly vacant commercial spaces throughout the city of Detroit. Additionally, over 300 Motor City Match awardees have created or expanded home-based, mobile, and pop-up businesses in the city of Detroit.

On July 28, 2022, the EDC Board authorized the execution of a contract with the City of Detroit to accept funding from the American Rescue Plan Act (“ARPA”) State and Local Fiscal Recovery Fund (“SLFRF”) for the third phase of the Program. Awards approved for Round 20 of Motor City Match will be the first awards executed with funding from ARPA SLFRF and subject to updated program guidelines that incorporate ARPA SLFRF eligibility.

On April 1, 2022, the Program began accepting applications for the third round of its second phase, Round 20. Applicants competed for financial assistance awards and technical assistance awards. Four award tracks are available: Plan, Develop, Design, and Cash.



1. **Plan** – one-on-one consulting, classes and workshops, and access to technical assistance **for up to 25 entrepreneurs** seeking to refine, formalize, and launch a business idea
2. **Develop** – one-on-one consulting, classes and workshops, access to technical assistance and professional services **for up to 25 businesses** seeking to develop their idea, create a plan for growth, and choose an appropriate location for their next phase of development
3. **Design** – one-on-one consulting, classes and workshops, access to technical assistance and professional services **for up to 15 businesses** that have secured a location, settled on an appropriate growth plan, and need to create a design and program specific to that location
4. **Cash** – **Up to \$500,000 in grants and loans for up to 25 projects** that have secured a location, settled on an appropriate growth plan, and created a design and program specific to that location. The maximum grant award is \$100,000 per project. Businesses must have money ready to invest, whether it's their own equity, financing, or both. Loans are facilitated through Motor City Match lending partners.
5. **Restore** – **Up to \$250,000 in grants and loans for up to 15 projects** that have been operating in a commercial location in the city of Detroit for one year (existing businesses) and are applying to complete a project in that location. Applicants must have a plan to complete necessary architectural and design drawings, and have a comprehensive project plan with an itemized budget specific to the proposed project location.

### Technical Assistance Awards

Motor City Match technical assistance awards provide eligible awardees with technical assistance in the form of business services, access to classes and workshops, and one-on-one consultation including, but not limited to, business planning, financial management and design assistance. The cash value of Technical Assistance awards for each track will vary based on the unique needs of awardees. **Technical Assistance awardees are not automatically entitled to the maximum amount of Technical Assistance funding, and additional Technical Assistance can be approved at the discretion of EDC Staff.** Technical assistance awards included the following award tracks and amounts:

- Plan - \$1,500
- Develop - \$3,500
- Design - \$25,000

### Financial Assistance Awards



## Cash Track Grants

Competitive grants are funded by the City of Detroit ARPA SLFRF. **Motor City Match grants will not exceed \$100,000. Grants are available for businesses that can't get any or all the financing they need to get open.** Grants are not a substitute for readily available financing and a minimum of 10% owner equity is mandatory for consideration. Grant disbursement is subject to satisfaction of program milestones. Grants are only available for awardees of the Motor City Match Cash Track. Grant funds can be used for the following eligible expenses:

- Business and professional services
- Design services and drawings
- Exterior and interior building renovations
- Permanent and mobile equipment
- Code compliance
- Working capital
- Inventory

When applications closed on April 30, 2022, the EDC had received 255 business applications (each an "Application") for Round 20.

This memorandum and resolution focus on the selection and recommendation of awardees for:

- "Plan" award track
- "Develop" award track
- "Design" award track
- "Cash" award track

## Restore Track Grants

The newly launched "Restore" award track was not open for applications during Round 20 and therefore, no awards will be made during this round for the "Restore" track.

First, staff verified business eligibility based on self-reported data submitted in the application for the following criteria:

- The business wishes to locate in Detroit for at least three years
- The business is majority-owned by a person who is at least 18 years or older
- This business and all owners are in good standing with the City of Detroit State of Michigan and IRS
- This business is NOT part of a franchise. (Independently owned businesses that participate in retailers' cooperatives are not considered franchises and are eligible to apply).





- The business owners do not have actual conflict of interest, as described in the Program Guidelines, subject to the mitigation and exemption procedures outlined therein.

Second, staff scored applications based on the answers to questions in five sections that corresponds to five scoring categories:

1. **Vision and plan** for the business based on the soundness, completeness and creativity of the concept.
2. **Experience and capacity** of the business owners and key members of the business team.
3. **Market opportunity** to meet economic demand and advance business district revitalization.
4. **Community support** for new business including benefit to low to moderate income communities.
5. **Leverage** of business owner investment and other community investment initiatives in the area.

Initial scoring is based on the answers to multiple choice questions designed to measure the extent to which an applicant can clearly communicate the strengths of their business in the five scoring categories. Maximum scores for each category are twenty points. Maximum score for each application is 100 points.

Finalists are selected based on initial scoring. Applications receiving an initial score that is not in the finalist range of the track to which they applied may be selected as a finalist if their application demonstrates that the business could result in clear positive community and economic impact. Up to 40 finalists are selected for Plan and Develop Tracks. Up to 25 finalists are selected for the Design Track and up to 40 finalists are selected for the Cash Track.

All finalists from all tracks were asked to verify that their business qualified to receive benefits from a program funded by ARPA SLFRF. Businesses could qualify to receive these benefits by demonstrating that they suffered a specific negative economic impact as a result of the Covid-19 pandemic including but not limited to, unrealized investment in a business venture, loss of business revenue, difficulty covering business payroll, difficulty paying full obligation of mortgage or rent for a business location, difficulty covering operating costs, or difficulty hiring staff necessary to operate at normal capacity qualify as beneficiaries. Additionally, all business classified as minority-owned, woman-owned, a microenterprise, or businesses in the hospitality, entertainment, and recreation industries qualify as beneficiaries as those classes of businesses and industries are deemed to have experienced a disproportionate negative economic impact as a result of the pandemic. Lastly, businesses located in Qualified Census Tracts, which are defined as census tracts where 50% or more of the households have incomes below 60% of AMI



or where the poverty rate is 25% or higher, qualify as beneficiaries of ARPA funded programs.

The final selection of awardees is as follows

- Finalists for the “Plan” and “Develop” Tracks are selected internally and are not sent a supplemental application or an official notification of their finalist status. Instead, EDC staff requests additional information or clarifying information when necessary.
  - 20 Plan finalists were selected in Round 20
  - 28 Develop finalists were selected in Round 20
- Finalists for the “Design” Track are sent an official notification of their status within 30 days of the initial application closing. Finalists are required to complete a supplemental application and site visit with EDC staff.
  - 8 Design finalists were selected in Round 20.
  - 2 finalists were deemed to be better suited to other award tracks. The Ultimate Barber And Beauty Spa LLC will be awarded a Round 20 Plan award and Cupcake Bar & Grill is included as a Round 20 Develop awardee
  - 2 previously approved Design awardees, Round 18 Awardee Naturally FLYY Detroit and Round 19 awardee Potted Tea House/9912 Kercheval, have been unable to utilize their awards due to circumstances outside of the program. EDC staff is including Naturally FLYY Detroit and Potted Tea House/9912 Kercheval for reapproval in Round 20 to ensure that both businesses have sufficient time to execute their projects before expiration.
- Finalists for the “Cash” Track are sent an official notification of their status within 30 days of the initial application closing. Finalists are required to complete a supplemental application and site visit with EDC staff, and to engage local lenders to determine how much capital is available to fund their projects. This round, EDC staff also sent a separate formal request for additional information from Cash Applicants to verify that projects qualified to receive ARPA funded awards. In subsequent rounds, eligibility screening included in initial applications will request relevant information to verify ARPA qualification.
  - Supplemental Applications for “Cash” finalists require submission of financial information, including a standard loan application and personal financial statement. This information is used to determine the project’s financial need, equity investment and “funding gap” for each business.
  - Lender Networking Events introduce applicants to a team of six local Community Development Financial Institution (CDFI) and Non-traditional lending partners. Applicants are asked to liaise with these lenders in an attempt to determine whether or not loans are available to fill the project’s



“funding gap”. Our Lender Networking Event was held on Wednesday August 10, 2022.

- Lenders present included Invest Detroit, Detroit Development Fund, ProsperUs Detroit, CDC Small Business Finance, CEED Lending – an initiative of the Great Lakes Women’s Business Council – and Michigan Women’s Forward. CDFI partners made commitments to explore lending the balance of the funding gap based on recommended grant investment from Motor City Match.
- Motor City Match staff uses lender interest, participant scores, supplemental information and readiness to accept additional investment to determine “Cash” awardees and associated grant investment.

EDC staff recommended the approval of awards for Round 20 in accordance with the following:

- Fifteen (15) “Plan” awardees for business planning as presented in Exhibit A.
- Twenty-five (25) “Develop” awardees for site selection as presented in Exhibit B.
- Five (5) “Design” awardees for design, architectural, and engineering services in Exhibit C
- Twenty (20) “Cash” awardees to receive a total of \$1,000,000 in grant investment, as described on Exhibit D.

EDC staff will provide an internally developed Business Plan training for up to fifteen (15) Round 20 Motor City Match “Plan” awardees.

EDC staff will facilitate one-on-one match making between top ranking businesses and building owners recognized as Round 20 “Develop” awardees. Match making services will include open houses and networking sessions between business owners and building owners. In addition, technical assistance will include expert guidance on leasing, financial planning and assessing market opportunities.

EDC staff will facilitate introductions to qualified service providers that can provide project-based design, architectural, and engineering services for Round 20 “Design” awardees. Services may include all five stages of the architectural design process and will be funded by the applicable Motor City Match funding source.

The EDC will enter into grant agreements with Round 20 Motor City Match “Cash” awardees and facilitate underwriting with lending partners to pursue gap financing through these independent sources.

A resolution approving the staff’s recommendation of “Plan”, “Develop” and “Design” awardees and recommending to the Board staff’s recommendation of “Cash” awardees was included for the Board’s consideration.



Ms. Forte commented that she was extremely impressed with the diversity of the Round 20 business awards and the diversity of what the businesses do and what they serve, and she is so happy to see that. The uses of the funds and how they leverage and support other businesses is really great.

Ms. Forte called for other questions/comments.

Mr. Jackson stated that he completely agrees with Ms. Forte and has a question about the plan awardees. He noticed that it now was limited to 15 and asked how that became limited. Mr. Lucco replied that there was a low completion rate at the business plan class. This track requires the most one-on-one interaction from staff, and they want to focus on picking businesses that will make their first sale within one year.

Mr. Jackson questioned if candidates would be more successful if they started at the beginning and went through all of the tracks. In the past it seemed like that was the best chance of getting the awards. Ms. Navin advised that from the beginning of the MCM Program until now, we have learned how to use Federal funds and be more conscious about eligibility. We have fine-tuned who qualifies at the non-operational phase, so anyone that has their business plan and is ready should apply.

Ms. Forte called on Mr. Stallworth who had said he had several questions. Mr. Stallworth stated that his questions were more system related and suggested that Ms. Forte go ahead with approval first.

Ms. Forte called for a motion.

Mr. Stallworth made a motion to approve the Motor City Match Round 20 Awards, as presented. Ms. Hodge seconded the motion. All were in favor with none opposed.

EDC Resolution Code 22-08-91-127 was unanimously approved.

Mr. Stallworth inquired about the success or sustainability rate of previous awardees through the pandemic. Mr. Lucco advised that of the businesses that have opened in a brick-and-mortar space, 91 percent of them are still open. In the pipeline, we do see grants expire and not go through. One of the most challenging things has been the increase in construction costs during the pandemic.

Mr. Stallworth stated that he is interested in the survival rate of that three-to-five-year hurdle and how we are doing compared to the national standard. Mr. Lucco advised that he will get some exact numbers together on the program and present at a future meeting.



Secondly, Mr. Stallworth asked if the market study of goods and services needed that was done pre-pandemic was still relevant today, if the information is being used, and if we should consider doing another study.

Mr. Lucco advised that he believes the demand data and the building inventory that came along with the study have obviously aged out, but the retail principles are something that have become the foundation of how site selection is taught. That report was separated into three sections—fundamentals, data gathering, and an analysis. The fundamentals are used all of the time in how the program is structured. The data gathering has obviously aged out, but the analysis is also used. Mr. Lucco stated that he knows there is discussion at the city level of some other retail studies more focused on specific retail corridors.

Mr. Stallworth mentioned that he seemed to recall a negative article in the newspaper recently about the Motor City Match program and asked about it. Mr. Lucco stated that over the years there have been several negative articles. Mr. Stallworth said this was recently within the last few weeks and will look it up and forward it.

Ms. Forte commented that these are all great comments and questions and thought that a sustainability report in the future would be very helpful. These businesses are important to the integrity of our neighborhoods and the sustainability of our city.

**Mayor Dennis W. Archer Greenway (Formerly Jos Campau Greenway Construction Project)--Request To Amend Professional Construction Engineering & Inspection Contract With Mannik Smith Group**

Mr. Robertson stated that in March of 2019 the Board of Directors of the Economic Development Corporation of the City of Detroit (“EDC”) authorized EDC staff to enter into a contract with Mannik Smith Group (the “Contractor”) to perform Construction Engineering and Inspection Services (the “Services”) for the Jos Campau Greenway project (the “Project”). EDC administers the Project pursuant to a sub-recipient agreement with the City of Detroit Housing Revitalization Department. The initial procurement for the Services was for the completion of Phase I (Robert Bradby to Jefferson Ave) and Phase II (Vernor to Robert Bradby) of the Project. The initial contract amount for the performance of the Services totaled \$261,800.00 and a contingency in the amount of \$26,180.00 was approved by the EDC Board of Directors and has been fully utilized.

In November 2020, after the Contractor encountered a number of delays driven largely by City changes and delays and design issues, the EDC Board authorized an amendment to the contract in the amount of \$140,000.00 and authorized additional contingency funds in the amount of \$14,000.00. Recently, EDC staff entered into an amendment utilizing



the Project's contingency fund and additional funds in the amount of \$27,052.20 pursuant to the EDC's delegation of authority to offset increased project costs. As of today, the total contract value is \$469,032.20.

Phase I and Phase II of the Project have been completed and EDC staff has begun the Project close-out process. During this process, the EDC received the final invoices from the Contractor and EDC discovered that a few invoices remained unpaid and outstanding. These outstanding invoices were related to the increased construction costs previously incurred by the Contractor to complete the Project that exceeded EDC staff's previous calculations but are otherwise reasonable given the delays and project changes.

To formally close-out the project, EDC staff is seeking a final amendment to the Contractor's contract to increase the contract value by a not to exceed amount of Thirty-Four Thousand One Hundred and 00/100 (\$34,100.00) Dollars for the payment of the Services originally approved by the EDC Board of Directors.

A resolution was included for the Board's consideration.

Ms. Forte called for a motion to approve the amendment. Mr. Stallworth made a motion to approve, which was seconded by Ms. Clayson.

Ms. Forte asked if there were questions/comments.

Mr. Hodge questioned if we know what these additional invoices are for. Mr. Robertson advised that unfortunately these invoices were old and had gotten lost in the system and were missed.

Ms. Bruhn asked how a contractor can arbitrarily go above the contract amount and expect to get paid. Mr. Robertson explained that some of the invoices were missed, and he would have come back to the Board with an amendment had he known they were over the contract amount. The disconnect was between EDC and the City of Detroit. Invoices were turned in to the City of Detroit and the City did not pay them. The contractor has not been paid.

Ms. Forte said that she doesn't understand how invoices could get missed if they were properly accounted for—the accounting piece is what is important.

Ms. Bruhn said that she is also concerned about accountability of the contract. The contractor is also responsible for tracking expenses. Didn't the contractor know they were going above the contract?



Mr. Clayson asked if the original contract had a contingency and if it had been used. Mr. Robertson said there was a contingency and it had been used. Ms. Clayson asked if the City will reimburse the EDC for these invoices. Mr. Robertson answered yes.

Mr. Stallworth asked for an explanation of why they were \$34,000 over the contract. Mr. Robertson said that this contract is for construction engineering and inspection costs and is driven by time. Because of COVID, this project has taken two years longer than originally expected, and the additional time spent increased the costs.

Mr. Stallworth said that the answers seem pretty vague to him.

Ms. Forte asked what was learned and what will be done differently in the future from EDC's perspective. Mr. Robertson said that he will have to be more cognizant of how the City responds, and explained that when he has an approved contract, he would expect that the full amount of the contract has been funded by the City. What in fact happens is the City will allocate a portion of the contract and then later find the source of payment for the rest of the contract.

Mr. Jackson advised that he sits on the Board of the Detroit Building Authority and the City hires the DBA to manage construction projects across the City. The DBA has run into these same circumstances with the City, and now the DBA requires that the City show the sources of the funds for the contract before they proceed with the work. Mr. Jackson suggested that EDC executive staff talk with the DBA about how they manage those expectations and how those dollars come through.

Ms. Navin asked if she could try to clarify what happened here. Unfortunately, this is one of those situations where the contractor has two "masters." The EDC is managing the construction of the project, and the City is heavily involved in the design. The City had given the go-ahead to the contractor on some additional design and engineering work because they were looking at the overall budget for the project and thought there was enough money, but they miscalculated. The engineer came to us with these additional invoices that were off our radar, the City acknowledged that they had given the go-ahead on the additional work, and we are working with the City to figure out how to try to cover the invoices in the existing budget or an additional budget amendment. We want to make sure the EDC will not be coming out of pocket for these costs, and we may be coming to the Board in the next few weeks with an EDC Budget Amendment.

Mr. Hodge said that what he is hearing and just wanted to clarify is that someone from the City authorized the contractor to go over the contract amount. Ms. Navin responded he is correct, that is what happened. Mr. Robertson's counterpart at the City had given authorization. They were looking at the overall budget for the project and not the specific



line item which was dedicated to these services, and they are now trying to figure out how the overall budget can cover these services.

Mr. Hodge advised that he has two questions. One, if the City authorized this work, shouldn't they responsible for payment? Ms. Navin answered yes, but it comes under our contract, so that is the solution we are working on with the City, which could be an amendment to the EDC budget.

Secondly, Mr. Hodge asked if this would be memorialized somewhere. The Board is being asked to approve additional monies for purposes that are not clear. Ms. Navin advised that these are legitimate costs that were over budget.

Ms. Clayson asked why this cannot wait and be brought back with the budget amendment.

Mr. Robertson advised that some of the invoices are over a year old, and the contractor wants to get paid.

Ms. Navin added that we are certain that a solution will be worked through with the City in the form of a budget amendment if necessary. That solution will need to come to the EDC Board for approval and will also need to go to City Council, first to the subcommittee and then the full City Council, for approval. This solution will take some time and staff wanted to get approval today to get the contractor paid.

Ms. Forte asked how this Board will be kept informed of that process and the ultimate reimbursement from the City. Ms. Navin stated that a budget amendment will be brought to the Board for approval. In the event there is no progress before the next meeting, an informational update will be provided at that time.

Mr. Jackson again strongly suggested that leadership sit down with DBA leadership since they have dealt with this same issue in the past and have worked through it.

Ms. Stallworth advised that he agrees with Director Jackson. He understands what happened here, but it got very convoluted and would like a more transparent explanation going forward. It says that there were extra construction costs that are linked to these dollars and then others say it is just time. Mr. Stallworth requested documentation as to what the extra costs were and then he would be good with approving it.

At Ms. Bruhn's request, Mr. Robertson explained how the dollar amount requested here was arrived at.





The breakdown is as follows:

\$261,000	Main contract with \$26,000 contingency
\$140,000	First amendment with \$14,000 contingency
<u>\$ 27,052</u>	Delegation of Authority
\$469,032	Total

With there being no other questions, Ms. Forte asked for a show of hands as to who was in favor and who was opposed of approval of this amendment.

All Board members present, except for Ms. Clayson and Mr. Stallworth, were in favor of Approval of the Request to Amend Professional Construction Engineering & Inspection Contract with Mannik Smith Group.

EDC Resolution Code 22-08-95-11 was approved with a vote of five (5) Board members in favor and two (2) opposed.

### **ADMINISTRATION**

None.

### **OTHER MATTERS**

Ms. Kanalos advised that our goal is to have the iPads ready at the next meeting and work with Board members for a quick training on the use of BoardEffect.

### **PUBLIC COMMENT**

None.

### **ADJOURNMENT**

On a motion by Mr. Hodge, seconded by Ms. Clayson, Ms. Forte adjourned the meeting at 10:27 a.m.



**CODE EDC 22-08-02-363**

**APPROVAL OF MINUTES OF JULY 12, 2022, REGULAR MEETING**

**RESOLVED**, that the minutes of the Regular meeting of July 12, 2022, are hereby approved, and all actions taken by the Directors present at such meeting, as set forth in such minutes, are hereby in all respects ratified and approved as actions of the Economic Development Corporation.

August 30, 2022



**CODE EDC 22-08-03-276**

**RECEIPT OF TREASURER'S REPORT FOR JUNE 2022**

**RESOLVED**, that the Treasurer's Report of Receipts and Disbursements for the period ending June 30, 2022, as presented at this meeting, is hereby in all respects accepted as action of the Economic Development Corporation.

August 30, 2022



**CODE EDC 22-08-03-277**

**RECEIPT OF TREASURER'S REPORT FOR JULY 2022**

**RESOLVED**, that the Treasurer's Report of Receipts and Disbursements for the period ending July 31, 2022, as presented at this meeting, is hereby in all respects accepted as action of the Economic Development Corporation.

August 30, 2022



**CODE EDC 22-08-91-126**

## **MOTOR CITY MATCH: AMENDMENT TO PROGRAM GUIDELINES**

**WHEREAS**, in 2015, the Economic Development Corporation of the City of Detroit (“EDC”) launched the Motor City Match Program (the “Program”); and

**WHEREAS**, in July, 2022, pursuant to a Notice of Opportunity for Funding Availability by the City of Detroit, the EDC’s Motor City Match program was selected to be the program administrator of Small Business Launcher Program; and

**WHEREAS**, the EDC and the City have executed a contract for the administration of the Program, to be funded by \$15 million from the American Rescue Plan Act (“ARPA”) State and Local Fiscal Recovery Fund (“SLFRF”) program; and

**WHEREAS**, in order to operate the Program using ARPA/SLFRF funding, EDC staff recommends the approval of amended program guidelines, substantially in the form attached as **Exhibit A** (the “Program Guidelines”); and

**WHEREAS**, the EDC Board of Directors has determined that staff’s recommendation is appropriate and in the best interests of the EDC and the Program.

**NOW, THEREFORE BE IT RESOLVED**, that the EDC Board of Directors hereby approves the updated Motor City Match Program Guidelines in substantially the form as attached hereto as **Exhibit A** with such modifications which are necessary or appropriate for compliance with City and/or ARPA/SLFRF requirements, and/or due to minor inaccuracies contained in the Program Guidelines, unforeseen events or circumstances, or technical matters, as determined by counsel or Authorized Agents of the EDC, provided that such changes do not alter the intent of this resolution.

**BE IT FURTHER RESOLVED**, that EDC staff is hereby authorized to draft all supporting Program documents, including but not limited to a Program application, and award agreements, in accordance with the approved Program Guidelines.

**BE IT FURTHER RESOLVED**, that any two Officers, or any one of the Officers and any one of the Authorized Agents or any two of the EDC’s Authorized Agents shall hereafter have the authority to negotiate and execute all documents, contracts, or other papers necessary to implement the Program and to take such actions as are necessary or appropriate to implement the provisions and intent of this resolution.



**BE IT FINALLY RESOLVED**, that all of the acts and transactions of any Officer or Authorized Agent of the EDC, in the name and on behalf of the EDC, relating to matters contemplated by the foregoing resolutions, which acts would have been approved by the foregoing resolutions, except that such acts were taken prior to the execution of these resolutions, are hereby in all respects confirmed, approved and ratified.

August 30, 2022



# PROGRAM GUIDELINES

## Table of Contents

1. Executive Summary
2. Program overview
  - a. Application Process
  - b. Award Details
  - c. Description of tracks
3. Eligibility Criteria
4. Selection Process
5. Grant and Loan Award Details – Cash & Restore Tracks
6. Building Owner Participation
7. Additional Information

# Motor City Match Program Guidelines

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## 1. EXECUTIVE SUMMARY

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### Detroit's Business Challenge

Since 2015, Motor City Match has served over 1,500 aspiring entrepreneurs in Detroit, helping to start, grow, and expand 100's of businesses. The program's focus remains on empowering Detroiters to use entrepreneurship as a tool for increasing their incomes and growing their wealth. Motor City Match recognizes that every business faces challenges unique to its vision, goals, and business model.

Following the onset of the Covid-19 pandemic, many Detroiters saw the development of their businesses delayed and derailed. Businesses owned by low- and moderate-income residents, entrepreneurs of color, or woman entrepreneurs, microenterprises, and businesses located in low-income communities experienced negative economic impacts of greater severity and duration than the small business community at large. Additionally, specific industries focused on hospitality and in-person service experienced a disproportionate negative economic as a result of the pandemic.

To mitigate the negative economic impact of the pandemic, Motor City Match has created a new framework for identifying appropriate support for formalizing, launching, designing, and funding projects. Motor City Match tackles the city's entrepreneurship challenges by matching Detroit businesses with the right support services, funding options, and available real estate. The program offers one-on-one consultations, subject specific workshops, technical assistance, access to professional services, site selection assistance, competitive grants, and loan counseling.

In addition to other program requirements, awarded entrepreneurs looking to start or expand their business in Detroit must locate within the City of Detroit for at least 3 years, provide verification of new jobs created or existing jobs retained, and demonstrate a benefit to the community.

### Our Goals

The overarching goals of Motor City Match is to help start new, permanent businesses, and expand existing businesses in Detroit's commercial corridors by providing tailored assistance throughout the business launch and growth process. More specifically, Motor City Match seeks to support economic mobility for underserved Detroiters through entrepreneurship by focusing on the following goals and outcomes:

- Mitigate the negative economic impacts of the COVID-19 Pandemic by serving the entrepreneurs that experienced the most severe negative economic impacts including
  - Businesses that experienced specific negative economic impacts as a result of the pandemic
  - low- and moderate-income resident owned businesses
  - minority-owned businesses
  - woman-owned businesses
  - microenterprises (businesses with 5 or fewer employees including the owner)
  - businesses located in low-income communities
  - businesses in industries disproportionately affected by the pandemic
- Economic mobility for Detroiters through entrepreneurship – increase incomes and grow wealth
- Distribute program resources equitably with a focus on low to moderate income Detroiters and underserved entrepreneurs
- Create jobs for low to moderate income Detroiters and underserved communities
- Increase access to capital for minority and women owned businesses
- Get business formalized and transactional within one year of completing their business plan
- Help businesses find the space appropriate to their model
- Eliminate blight by re-activating currently vacant space



# Motor City Match Program Guidelines

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- Communicate clearly with awardees and partners

## 2. PROGRAM OVERVIEW

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### A. Application Process

#### When to Apply

Motor City Match has been operating quarterly since June 2015. Awards will continue to be announced on a quarterly basis. Business and building owners have four opportunities each year to compete for technical assistance and financial assistance. The following dates provide the general schedule. Specific dates for each round will be posted in the application and on the Motor City Match Website. Application periods may be delayed or extended at the discretion of program staff.

Application Open and Close	Award Selection	Awards Notified
April 1 – May 15, 2022	May 15 – August 30, 2022	August 30, 2022
September 1 – October 1, 2022	October 1 – December 15, 2022	December 15, 2022
December 1, 2022 – January 1, 2023	January 1 – March 31, 2023	March 31, 2023
March 1 – April 1, 2023	April 1 – June 30, 2023	June 30, 2023
June 1 – July 1, 2023	July 1 – September 30, 2023	September 30, 2023
September 1 – October 1, 2023	October 1 – December 31, 2023	December 31, 2023
December 1, 2023 – January 1, 2024	January 1 – March 31, 2024	March 21, 2024
March 1 – April 1, 2024	April 1 – June 30, 2024	June 30, 2024

Awardees will be selected within 60 days of the closing of any application period. All applicants not selected for an award who would like to participate in subsequent rounds must re-apply each round for that award track.

#### Where to Apply

Start online at [www.motorcitymatch.com](http://www.motorcitymatch.com) to learn about eligibility and appropriate award tracks. Or go directly to the Motor City Match Application portal at <https://apply.motorcitymatch.com/submit>.

#### Application Assistance

Information sessions will be held periodically and will occur at least once per application period. The schedule of events will be posted at [www.motorcitymatch.com](http://www.motorcitymatch.com).

#### Application Confirmation

Applicants will receive an automatic confirmation email after submitting an application. It may take several days to process applications. Please note that an email address is **required** to receive confirmation that an application has been received.

### B. Award Details

Motor City Match offers competitive application tracks for two categories of businesses:

# Motor City Match Program Guidelines

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1. **Microenterprises** – businesses with 5 or fewer employees (including the owner)
2. **Small Businesses** – businesses with greater than 5 employees and fewer than 49 employees (including the owner)

## Two Types of Awards:

Motor City applicants compete for two types of awards: **Technical Assistance Awards** and **Financial Assistance Awards**. Sources of funding for different award types have specific policies that guide the selection of Motor City Match awardees. Technical Assistance Awards – the Plan, Develop, and Design Tracks – do not include any funds disbursed directly to awardees. Financial Assistance Awards – the Cash and Restore Tracks – include funding reimbursements directly to awardees. All Motor City Match Awards are funded directly by the City of Detroit through allocations of federal and city funds. Additional private philanthropic sources may be used to supplement public funding.

## 1. Technical Assistance Awards

Motor City Match technical assistance awards provide eligible awardees with technical assistance in the form of business services, access to classes and workshops, and one-on-one consultation including, but not limited to, business planning, financial management and design assistance. The cash value of Technical Assistance awards for each track will vary based on the unique needs of awardees. Technical Assistance will be approved at the discretion of Motor City Match Staff based on completion of program milestones and compliance with appropriate federal funding guidelines. Awardees will only receive Technical Assistance that can be demonstrated to aid in achieving the business goals laid out in their application. The value of all Technical Assistance awards are limited to the following initial allocation for each Technical Assistance Award Track.

- Plan - \$1,500
- Develop - \$3,500
- Design - \$25,000

Technical Assistance awardees are not automatically entitled to the maximum amount of Technical Assistance funding. Motor City Match staff can approve additional services beyond the initial Technical Assistance allocation at their discretion if an awardee is able to demonstrate urgent circumstances and a vital need for services; provided, however, that the value of all Technical Assistance awards for any one business will not exceed \$50,000 in any one award year.

*Please note that while each of the services offered through technical assistance awards has a value, there is no money exchanged between Motor City Match and the awardees for technical assistance services. Technical assistance may constitute taxable income to awardees.*

## 2. Financial Assistance Awards – Cash Track Grants and Restore Track Grants

Financial Assistance Awards are funded by the City of Detroit through allocations of federal and city funds or private philanthropic sources. As such, all grants will be awarded and disbursed in accordance with appropriate City of Detroit and federal guidelines.

**Motor City Match grants will not exceed \$100,000.** Motor City Match will issue monetary grants to qualified awardees based on eligibility criteria and program requirements. Matching grants can be used for the following eligible expenses:

### Cash Track Grants

- Business and professional services necessary to complete the awarded project
- Technical assistance to support loan approval or accessing additional capital

# Motor City Match Program Guidelines

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- Construction costs including the following:
  - Design services and drawings
  - Exterior building renovations
  - Interior building renovations including necessary furniture, fixtures, and equipment
  - Code compliance, license fees and permit costs
- Working capital or operating costs necessary to offset financial hardship resulting from the Covid-19 pandemic including additional costs associated with COVID-19 mitigation tactics - barriers or partitions; enhanced cleaning; or physical changes to enable greater use of outdoor space

## Restore Track Grants

- Business and professional services necessary to complete the awarded project
- Technical assistance to support loan approval or accessing additional capital
- Façade Improvement costs including the following:
  - Design services and drawings
  - Exterior building renovations
  - Code compliance, license fees and permit costs
  - Physical improvements to parking lots, patios, and outdoor spaces
- Working capital or operating costs necessary to offset financial hardship resulting from the Covid-19 pandemic including additional costs associated with COVID-19 mitigation tactics - barriers or partitions; enhanced cleaning; or physical changes to enable greater use of outdoor space

### **Grants are available for businesses that can't get any or all the financing they need to get open.**

Grants are not a substitute for readily available financing and a minimum of 10% owner equity is mandatory for consideration. Grant disbursement is subject to satisfaction of program milestones.

## C. Description of Award Tracks

Applicants will compete for financial and technical assistance. There are five tracks available: Plan, Develop, Design, Cash and Restore.

1. **Plan** – one-on-one consulting, classes and workshops, and access to technical assistance **for up to 15 entrepreneurs** seeking to refine, formalize, and launch a business idea
2. **Develop** – one-on-one consulting, classes and workshops, access to technical assistance and professional services **for up to 25 businesses** seeking to develop their idea, create a plan for growth, and choose an appropriate location for their next phase of development
3. **Design** – one-on-one consulting, classes and workshops, access to technical assistance and professional services **for up to 10 businesses** that have secured a location, settled on an appropriate growth plan, and need to create a design and program specific to that location
4. **Cash** – **Up to \$1,000,000 in grants and loans for up to 25 projects** that have secured a location, completed a business plan, have a plan to complete necessary architectural and design drawings, and have a comprehensive project plan with an itemized budget specific to the proposed project location. The maximum grant award is \$100,000 per project. Applicants must demonstrate a financial need and a lack of access to the necessary capital sufficient to complete the proposed project. Loans are facilitated through Motor City Match lending partners.
5. **Restore** – **Up to \$250,000 in grants and loans for up to 15 projects** that have been operating in a commercial location in the city of Detroit for one year (existing businesses) and are applying to complete a project in that location. Applicants must have a plan to complete necessary architectural and design drawings and have a comprehensive project plan with an itemized budget specific to the proposed project location.

***Grant award totals for the Cash Track and Restore Track in any single round may differ from suggested aggregate grant totals per round noted above based on the number of eligible applicants whose projects demonstrate a financial need or lack of access to capital. Total grant awards for all rounds will not exceed funding allocations designated in relevant Motor City Match operating contracts.***

# Motor City Match Program Guidelines

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## Technical Assistance Awards

1. **Plan Award.** *Business idea that needs formalizing and refining before launching:*
  - Up to 15 awardees may be selected
  - Applicants may be interviewed
  - Applicants may be asked to provide basic financial information to provide early indication of financial feasibility.
  - Award selection is subject to approval by the EDC Board of Directors.
  - Technical Assistance associated with this award expires 1 year after the date of approval by the EDC Board of Directors
  
2. **Develop Award.** *A transactional business seeking assistance developing and choosing the right strategy and space for growth:*
  - Up to 25 awardees may be selected.
  - Applicants may be interviewed.
  - Applicants may be asked to provide basic financial information to provide early indication of financial feasibility.
  - Applicants may be asked to provide documentation of revenue and business activity
  - Award selection is subject to approval by the EDC Board of Directors.
  - Technical Assistance associated with this award expires 1 year after the date of approval by the EDC Board of Directors
  
3. **Design Award.** *Business owners with a great idea and a great business plan that secured a space but don't have a plan for tenant improvements:*
  - Up to 15 finalists may be selected by Motor City Match staff.
  - From the 15 finalists, up to 10 awardees may be selected by Motor City Match staff.
  - Finalists may be interviewed.
  - Finalist applications will be required to provide the following information:
    - Written business plan
    - Lease or letter of intent
    - Any bids or cost estimates received from trade contractors as the basis for determining build-out needs and progress; and
    - Financial information to determine feasibility.
  - Awardees will be selected based on business application scores and supplemental information received.
  - Award selection is subject to approval by the EDC Board of Directors.
    - Awardees will be selected based on application scores and review of supplemental materials.
  - Technical Assistance associated with this award expires 1 year after the date of approval by the EDC Board of Directors

## Financial Assistance Awards

4. **Cash Track Award.** *Business owners with a great idea, a great business plan, a commercial space secured and a plan for renovation or build-out. Applicants must demonstrate financial need and the ability to complete the proposed project with one year of the first grant disbursement. They must have a budget for business start-up and/or build-out and know the gap in funding they need to raise to make their project a reality.*
  - Up to 50 finalists will be selected by Motor City Match staff.

# Motor City Match Program Guidelines

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- From the 50 finalists, up to 25 awardees will be selected by a selection committee that may include industry experts, Detroit business owners and lenders.
  - Finalists will be interviewed, including discussions with a panel of lenders for consideration for financing if needed.
  - Finalists will be required to submit supplemental materials including but not exclusive to:
    - Written project plan
    - Detailed itemized budget
    - Lease or letter of intent
    - Cost estimates received from trade contractors
    - Personal and business financial information; and
    - Loan application and/or proof of funding.
  - Awardees will be selected based on business application scores and supplemental information received.
  - Applicants must demonstrate a financial need and lack of access to capital
  - A minimum of 10% project equity is mandatory for consideration.
  - Award selection is subject to approval by the EDC Board of Directors
  - Financial Assistance associated with this award must be accessed through an initial grant disbursement within 1 year of the date of approval by the EDC Board of Directors
- 5. Restore Track Award.** *Existing businesses proposing a renovations or improvements to a commercial space they have been open and operating in for at least one-year. Applicants must demonstrate financial need and the ability to complete the proposed project with one year of the first grant disbursement including a plan to complete necessary architectural and design drawings, and have a comprehensive project plan with an itemized budget specific to the proposed project location.*
- Up to 30 finalists will be selected by Motor City Match staff.
  - From the 30 finalists, up to 15 awardees will be selected by a selection committee that may include industry experts, Detroit business owners and lenders.
  - Finalists will be interviewed, including discussions with a panel of lenders for consideration for financing if needed.
  - Finalists will be required to submit supplemental materials including but not exclusive to:
    - Written project plan
    - Detailed itemized budget
    - Lease or letter of intent
    - Cost estimates received from trade contractors
    - Personal and business financial information; and
    - Loan application and/or proof of funding.
  - Awardees will be selected based on business application scores and supplemental information received.
  - Applicants must demonstrate a financial need and lack of access to capital
  - A minimum of 10% project equity is mandatory for consideration.
  - Award selection is subject to approval by the EDC Board of Directors
  - Financial Assistance associated with this award must be accessed through an initial grant disbursement within 1 year of the date of approval by the EDC Board of Directors

## 3. ELIGIBILITY CRITERIA

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# Motor City Match Program Guidelines

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Participants in the Motor City Match program may be selected for multiple awards in different tracks based on qualifying criteria. General information related to the awarding process is included below:

- Motor City Match awards are provided on a competitive basis due to limited resources.
- Businesses are selected based on five criteria by Program staff and when applicable a selection committee.
- Businesses can compete to receive every award that Motor City Match offers.
- Awardees can apply to compete for higher award levels after receipt and successful completion of lower-level awards or satisfaction of entry requirements for that award level.
- Receipt and completion of an award does not guarantee selection for a higher award level.
- Completion of technical assistance awards does not guarantee selection for financial assistance awards, nor is it a pre-requisite for applying for financial assistance awards.
- All projects awarded a technical assistance award must adhere to applicable federal regulations as further described below.

## Who can apply?

The following section provides minimum requirements that businesses must meet to participate in Motor City Match. Applicants that do not meet the eligibility criteria will not be considered for Motor City Match services and awards.

**Microenterprises (businesses with 5 or fewer employees, including the owner) and Small Businesses (business with more than 5 employees and fewer than 49 employees, including the owner) are eligible to apply if they are structured as one of the following business types:**

- For-profit Sole Proprietorships, General Partnerships, Limited Partnerships (LP), Limited Liability Partnerships (LLP), Corporations (Inc., Corp.), Limited Liability Companies (LLC), Low-profit Limited Liability Company (LC3)
- Faith-based organizations, subject to 24 CFR § 570.200(j), participating in for-profit commercial activity
- Independently owned businesses that participate in retailers' cooperatives are eligible to apply; however, franchises are not eligible.
- Not-for-profit organizations that own real estate may apply as building owners to complete the activation of a space for use by an eligible for-profit entity.
- Not-for-profit organizations are ineligible to apply as businesses.

### ***And fall under one of the following descriptions***

- A new business that is not yet transactional owned by a Detroit resident if that business plans to operate permanently in the city of Detroit
- An existing home-based, web-based, mobile, pop-up, or other business type that does not operate from a permanent location if owned by a Detroit resident and that business plans to operate permanently in the city of Detroit
- A new business whose owner resides outside the city of Detroit if the business has secured a commercial location in the city of Detroit with a letter of intent, lease, deed, land contract or similar legal agreement
- An existing business operating from a commercial location in the city of Detroit seeking assistance locating a new location in the city of Detroit
- An existing business with a commercial location in the city of Detroit planning expansion to an additional location in the city of Detroit
- An existing business in the city of Detroit seeking assistance for a location it has been operating in for one year or more
- The owner of a commercial property in the city of Detroit secured by a deed, land contract or similar legal agreement seeking commercial tenants or development assistance

# Motor City Match Program Guidelines

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## Businesses being considered for awards must agree to the following:

- Businesses must locate within the City of Detroit for at least 3 years following the award.
- Compliance with relevant technical assistance and financial assistance award requirements.
- Willingness to coordinate with financing professionals to assist in the underwriting and financing of the project.
- Personal financial statements, tax returns, and other financial documents may be requested for consideration of technical assistance awards and are required for consideration for grants and loans.

## Business Location

For eligibility and evaluation purposes, businesses will also be considered based on their location status at the time of application submittal.

1. Businesses with No Permanent Location – this includes new businesses, home-based, web-based, mobile, pop-up businesses and building owners that have not secured a tenant seeking support services for launching, expanding, or permanently locating in Detroit; these businesses are eligible to apply for the Plan and Develop Tracks
2. Brick & Mortar Businesses – this includes businesses located in a commercial space and building owners that have secured a tenant seeking support services or funding for launching or expanding in a permanent location in Detroit; these businesses are eligible to apply for the Plan, Space, Design, Cash, or Restore Tracks

## Federal Funding Eligibility

Award tracks are funded by the City of Detroit through allocations of federal and city funds or donations from private philanthropic sources, foundations, and lenders. Beginning July 1, 2022, Motor City Match is integrating federal funding from the American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Fund (SLFRF) program.

ARPA SLFRF funding is allocated specifically to address the negative economic impacts that resulted from the COVID 19 pandemic. In addition to the requirements listed above, businesses applying for consideration for a Motor City Match award must demonstrate that they experienced a negative economic impact as a result of the COVID 19 pandemic in one of the following ways:

## Individual Impact

Businesses that experienced any of the following negative economic impacts are eligible for consideration of a Motor City Match Award:

- Unrealized investment in a business venture
- Loss of business revenue
- Difficulty covering business payroll
- Difficulty paying full obligation of mortgage or rent for a business location
- Difficulty covering operating costs
- Difficulty hiring staff necessary to operate at normal capacity

## Disproportionate Impact on Specific Business Classes or Industries

Additionally, businesses that are part of one of the following classes of business or specific industries are eligible for consideration for a Motor City Match Award:

- Minority-owned businesses
- Women-owned businesses
- Microenterprises (a business employing 5 or fewer employees, one of whom is the owner)
- Theatres, music venues, and performing arts companies
- Arcades, amusement services and sports or recreation venues
- Full-Service Restaurants, coffee shops, bars, and limited-service eating places

# Motor City Match Program Guidelines

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## Operating in an Impacted Geography

Finally, businesses that satisfy existing Motor City Match eligibility criteria and are located in a Qualified Census Tract (QCT) are eligible for consideration of a Motor City Match Award. A QCT is defined as:

- Census tracts where 50% or more of the households have incomes below 60% of AMI, or where the poverty rate (households with income at or below 185 percent of the Federal Poverty Guidelines (FPG) is 25% or higher.

## Additional Eligibility Information

Conflicts of Interest Federal grant rules require that both the EDC and recipients of Motor City Match awards be free of any actual, potential or perceived conflicts of interest in the making of Motor City Match awards. Federal grant rules further require that Motor City Match awardees establish conflict of interest policies that comply with federal grant rules. See 2 CFR Part 200 and 24 CFR § 570.611 for more information.

Consistent with 2 CFR § 570.611, the general rule is that no employee, agent, consultant, officer, board member, or elected official or appointed official of the EDC, the DEGC or the City of Detroit, or of a Motor City Match contractor or lending partner who are in a position to participate in a decision-making process or gain inside information with regard to the Motor City Match program, may obtain a financial interest or benefit from the Motor City Match program, or have a financial interest in any contract, subcontract, or agreement with respect to the Motor City Match program, either for themselves or those with whom they have business or immediate family ties.

EDC's conflict of interest policies require that Motor City Match applicants disclose as part of their applications whether the applicant, the applicant's immediate family members or any person with whom the applicant has business ties is employee, agent, consultant, officer, board member, or elected official or appointed official of the EDC, the DEGC or the City of Detroit, or of a Motor City Match contractor or lending partner. Upon receipt of an applicant's disclosure, the EDC will determine whether a conflict of interest exists and if the conflict can be mitigated and/or granted an exemption in accordance with EDC policies and federal regulations. **NOTE: Failure to disclose an actual, potential or perceived conflict of interest may result in the rejection of a Motor City Match application, termination of a Motor City Match award, and/or the required repayment of any disbursed award funds, whether disbursed directly to the applicant or to a service provider on behalf of the applicant.**

### Please note the following:

- (1) Eligible business and property owners may designate a contact person to apply on their behalf;
- (2) Business owners that own vacant real estate for their future business location may apply as either a Building Owner or Business Owner
- (3) Businesses are limited to one application track per round. If a business owner submits multiple applications for the same business, (for different award tracks) only one application will be considered for an award.
- (4) A business or building awarded for Technical Assistance award after September 1, 2021 may not apply again nor be awarded for that same award track.
- (5) A business or building awarded for a Technical Assistance award track before September 1, 2021 may apply and be re-awarded for that track after September 1, 2021.
- (6) Businesses are limited to applying to the program for one business or business idea per round
- (7) Businesses expanding in place are not eligible to apply for Financial Assistance Awards.

## 4. SELECTION PROCESS

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### Scoring Criteria



# Motor City Match Program Guidelines

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Businesses will be scored based on five criteria. Each criterion is worth 20 points. Applicants can earn up to 100 points-

1. **Vision and plan** for the business based on the soundness, completeness and creativity of the concept.
2. **Experience and capacity** of the business owners and key members of the business team.
3. **Market opportunity** to meet economic demand and advance business district revitalization.
4. **Community support** for new business including benefit to low to moderate income communities.
5. **Leverage** of business owner investment and other community investment initiatives in the area.

## Business Selection Process: Eligibility and pre-screening

- All applications that do not meet the eligibility requirements shall be considered non-responsive and discarded.
- All applicants shall self-select the award track to which they wish to apply, based on the requirements listed in the program guidelines.
- Motor City Match staff will review applications within each track, rank applications and select finalists for review when applicable. The finalist selection process is estimated to take approximately 30 days.
- If applicable, Motor City Match will notify all finalists in writing via email. Finalists may be asked to submit additional information for final consideration.
- Finalists will have a limited amount of time to turn in the required additional information.
- When applicable, program staff and a selection committee will use this information, along with the original application, to recommend awardees.

## Determining Project Viability & Feasibility

Motor City Match will provide two types of awards to Detroit businesses – Technical Assistance Awards and Financial Assistance Awards. Underwriting criteria for establishing the viability and feasibility of Financial Assistance Awards are described separately.

## Technical Assistance Awards:

Applications will be evaluated using five scoring criteria – vision and plan, experience and capacity, market opportunity, community support, and leverage. Awardees will be the applicants whose projects' high application scores indicate that they are relatively more viable and feasible than the applicant pool.

Once awarded, Motor City Match staff will work with awardees to further refine their projects by setting achievable goals with actionable steps. Staff does this indirectly – through subject specific workshops that provide information and explain processes – and directly through one-on-one consultations. All Technical Assistance Requests will be scrutinized to confirm services are in line with project goals before any Technical Assistance funds will be disbursed. A summary table of strategies for ensuring project viability and feasibility is below.

## Financial Assistance Awards

Grants are available for businesses that are not able to secure all of the financing needed to complete their project and open their business or perform necessary upgrades to the business they are currently operating. Grants are not a substitute for readily available financing or equity investment. Grants are used to fill the gap on projects. The financial gap is determined based on the total project cost, less the debt that the project is projected to sustain and the owner's equity investment. As a condition to the grant award, each project will be required to complete a "project financial plan" in collaboration with Motor City Match staff or technical assistance providers. The project financial plan will identify:

- All project costs and the corresponding sources and uses of funding on a line-item basis, including costs that will be paid for in-part or whole by Motor City Match grant funds.

# Motor City Match Program Guidelines

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- Who is responsible (either the property owner or the business owner) for costs.
- Ownership of eligible costs. In other words, if Motor City Match grant funds are used to purchase equipment, the project financial plan will determine if the equipment belongs to the property owner or the business in compliance with applicable laws.

Business and building owners being considered for financial awards must agree to provide the following when applicable:

1. Business plan (new business) or growth plan (existing businesses)
2. Executed letter of intent or lease, a copy of a recorded deed, or land contract
3. Development plan including construction, renovation, or upgrade cost estimates and bids from contractors
4. Business financial information:
  - Interim balance sheet and income statement
  - Three years calendar/fiscal year-end balance sheets and income statements
  - Current accounts receivable aging
  - Current accounts payable aging
  - Three months bank statements for main operating account
  - Business organizing documents (articles of incorporation/formation, operating agreement, etc)
5. Personal financial information:
  - Signed and dated personal financial statement
  - Three years personal federal tax returns

Additional financial information may be requested by program staff to verify application information.

A summary table of strategies for ensuring viability and feasibility of Microenterprises and Small Businesses Awarded a Cash Grant is presented below

A minimum of 10% project equity is required as a baseline for consideration for grant awards and loan financing. These grants are designed to increase the business owner or building owner equity investment to help strengthen the case for financing or close the gap on the project when financing cannot be obtained. Equity will be verified by providing proof of assets or previous investment in a supplemental application submission.

## 5. FINANCIAL ASSISTANCE AWARD DETAILS – CASH & RESTORE TRACKS

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Completion of previous Technical Assistance awards does not qualify a project for consideration for Motor City Match grant funding and loans from one or more of the Motor City Match lending partners. Selection as a previous Financial Assistance (Cash Grant) awardee does not qualify a project for consideration for Motor City Match grant funding and loans from one or more of the Motor City Match lending partners. All Motor City Match grant funding will be awarded based on the evaluation of a current application for Financial Assistance awards.

All applications will be considered for grants and loans, however not all applications will receive grant funding or financing. Applicants must demonstrate a financial need that cannot be met by capital available to them. Grant making is contingent on review and selection by Motor City Match staff and a selection committee. Lending is contingent on the underwriting guidelines of each lending partner.

Up to \$1,000,000 in grants will be made available to building and business owners in the Cash Track and \$250,000 will be made available to building and business in the Restore Track each round.

### Loan Financing

# Motor City Match Program Guidelines

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**Motor City Match applicants will have the opportunity to apply for financing to a group of lending partners.** To simplify the process, applicants will fill out one application that will be reviewed by all lending partners all at the same time. This allows the applicant to save time while getting the best rates and terms possible. Motor City Match lending partners include but are not limited to:

- Invest Detroit
- Detroit Development Fund
- Michigan Women Forward
- ProsperUs Detroit
- CEED Michigan
- LISC Detroit
- CDC Small Business Finance

All Motor City Match grant awardees and finalists will be reviewed for consideration for financing from Motor City Match lending partners. In the event that Motor City Match lenders can't provide some or all the financing needed, those businesses will be considered for grants to fill the gap.

All finalists for Financial Assistance awards must complete a consolidated loan information form through the Motor City Match process to be considered for a grant. Please note, the process of submitting this information does not require that the business owner take on a loan.

## Grant Funding Levels and Requirements

**Grants are available for businesses that can't get any or all of the financing needed to open.**

Grants are not a substitute for readily available financing or equity investment. Grants are used to fill the gap on projects. The financial gap is determined based on the total project cost, less the debt that the project is projected to sustain and the owner's equity investment.

**Motor City Match grants are a maximum of \$100,000, not to exceed 50% of total project costs.**

Motor City Match will offer up to \$1,250,000 in grants each round. Both businesses and building owners will compete to access this pool of grant funding. Grants may only exceed 50% of the total project cost based on the financial gap if the total project cost is less than \$40,000.

**A minimum of 10% project equity is required as a baseline for consideration for grant awards and loan financing.**

These grants are designed to increase the business owner or building owner equity investment to help strengthen the case for financing or close the gap on the project when financing cannot be obtained.

**Grants are generally issued on a reimbursement basis and will be accessed on a "draw-down" basis.**

When sufficient capital to fund eligible expenses is not available to an awardee, "3-party" payment to vendors may be made available based on stipulations expressed in an awardee's Motor City Match Grant Agreement.

Grant making will use scoring from the selection process as decision-making criteria for grants. Additional decision-making criteria are as follows:

## Grant and Loan Underwriting Fundamentals

1. The project costs must be considered reasonable as determined by the Motor City Match staff and the selection committee.

# Motor City Match Program Guidelines

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2. All sources of the project financing must be committed. Prior to Motor City Match's commitment to awarding a grant, business and property owners will work with Motor City Match financial partners and technical assistance team to:
  - a. Verify that sufficient sources of funds have been identified to finance the project including opportunities to receive financing from Motor City Match lending partners;
  - b. All participating parties providing those funds have affirmed their intention to make the funds available; and
  - c. The participating parties have the financial capacity to provide the funds.
3. Motor City Match grant funds cannot be substituted for private, independent capital. In other words, Motor City Match grants will only be made to fill a financial "gap" on the project. If the project is able to be completely and independently funded through private sources, there is no need for public investment. In determining the "gap" on a project the Motor City Match selection committee will consider:
  - a. Whether the business or property owner has, or has not, applied for private financing.
  - b. Whether the degree of equity participation is, or is not, reasonable given general industry standards for rates of return and risk profile for similar projects and given the financial capacity of the business or property owner to make additional financial investments.
4. The project must be financially feasible.
5. To the extent practical, the return on the owner's equity investment cannot be unreasonably high.
6. There must be a minimum 10 % equity investment towards project costs.

## Timeline for Completion

Financial Assistance awards (grant funds) must be complete their first grant disbursement within one year of the award approval by the EDC board.

## Required Documentation

Business and building owners being considered for financial awards must agree to provide the following:

1. Business plan (new business) or growth plan (existing businesses)
2. Executed letter of intent or lease, a copy of a registered deed, or land contract
3. Development plan including construction, renovation or upgrade cost estimates and bids from contractors
4. Business financial information:
  - Certificate of assumed business name
  - Interim balance sheet and income statement
  - Three years calendar/fiscal year-end balance sheets and income statements
  - Current accounts receivable aging
  - Current accounts payable aging
  - Three months bank statements for main operating account
  - Business organizing documents
    - Articles of incorporation/formation (LLC, Corp)
    - Operating agreement (LLC only)
    - Partnership agreement (Partnership only)
    - Bylaws (Corp only)
5. Personal financial information:
  - Signed and dated personal financial statement
  - Three years personal federal tax returns
  - Last three years W-2's for each individual
  - Last two months personal bank/brokerage statement for all owners
  - Copy of divorce decree or bankruptcy discharge (if any)

# Motor City Match Program Guidelines

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## 6. Building Information:

- Property owners must be in good standing with the City of Detroit, Wayne County, State of Michigan and the Internal Revenue Service (“IRS”).
- Properties must be clear of outstanding blight or dumping tickets
- Properties must be current on water and drainage bills with Detroit Water and Sewerage Department
- Property must be vacant on or before the date of the application submission, unless an exception is granted.

## Eligible Expenses and Policies

Each project will receive a project financial evaluation and notice of intention to provide grant funding. Projects that receive grant awards will be required to execute a grant agreement that outlines the terms and conditions for grant funding. Grant funds will be awarded to the business owner, building owner or both on a project-by-project basis.

As a condition to the grant award, each project will be required to complete a “project financial plan” in collaboration with Motor City Match technical assistance providers. The project financial plan will identify:

- All project costs and the corresponding sources and uses of funding on a line item basis, including costs that will be paid for in-part or whole by Motor City Match grant funds.
- Who is responsible (either the property owner or the business) for costs.
- Ownership of eligible costs. In other words, if Motor City Match grant funds are used to purchase equipment, the project financial plan will determine if the equipment belongs to the property owner or the business in compliance with applicable laws.

## Eligible Financial Assistance Award grant expenses include:

### Cash Track Grants

- Business and professional services necessary to complete the awarded project
- Technical assistance to support loan approval or accessing additional capital
- Construction costs including the following:
  - Design services and drawings
  - Exterior building renovations
  - Interior building renovations including necessary furniture, fixtures, and equipment
  - Code compliance, license fees and permit costs
- Working capital or operating costs necessary to offset financial hardship resulting from the Covid-19 pandemic including costs associated with COVID-19 mitigation tactics - barriers or partitions; enhanced cleaning; or physical changes to enable greater use of outdoor space

### Restore Track Grants

- Business and professional services necessary to complete the awarded project
- Technical assistance to support loan approval or accessing additional capital
- Façade Improvement costs including the following:
  - Design services and drawings
  - Exterior building renovations
  - Code compliance, license fees and permit costs
  - Physical improvements to parking lots, patios, and outdoor spaces
- Working capital or operating costs necessary to offset financial hardship resulting from the Covid-19 pandemic including costs associated with COVID-19 mitigation tactics - barriers or partitions; enhanced cleaning; or physical changes to enable greater use of outdoor space

## Eligible Expenses and Policies

# Motor City Match Program Guidelines

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Each project will receive a project financial evaluation and notice of intention to provide grant funding. Projects that receive grant awards will be required to execute a grant agreement that outline the terms and conditions for grant funding. Grant funds will be awarded to the business owner, building owner or both on a project-by-project basis at the sole discretion of Motor City Match.

## 6. BUILDING OWNER PARTICIPATION

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### Award Eligibility

Building owners are eligible to apply for Technical Assistance Awards and Financial Assistance Awards. Building owner applications for Technical Assistance and Financial Assistance Awards will be evaluated based on the criteria set out in previous sections of this document and are subject to the same eligibility criteria as business owners, including any applicable federal funding requirements and guidelines.

### Motor City Match Property Database and Map

Additionally, building owners of vacant property may apply to have their space listed in the Motor City Match property database viewable on [motorcitymatch.com](http://motorcitymatch.com). Buildings that meet the criteria listed below will be included in the Motor City Match property database upon successful review of applications.

- All types of non-residential properties including, but not limited to, commercial, industrial, office, warehouse and co-working spaces will be considered.
- For-profit corporations, companies and not-for-profit organizations that own real estate may apply. For-profit property ownership entities may be Sole Proprietorships, General Partnerships, Limited Partnerships (LP), Limited Liability Partnerships (LLP), Corporations (Inc., Corp.), Limited Liability Companies (LLC), Low-profit Limited Liability Company (LC3)
- Property ownership entities must be formed or incorporated prior to submission of the application.
- Faith-based organizations that own real estate are eligible to apply, subject to 24 CFR § 570.200(j).
- Corporations and organizations that own multiple properties may apply for multiple properties but must submit *one application per property*.
- Owners of multi-unit buildings, with one or more vacant spaces, may apply for each available space within the multi-unit building. In this case, building owners should submit one application for each available unit or indicate the number of units and square footage of each unit on the application.

### Properties must meet the minimum conditions to be considered:

- Majority interest or shareholder in the property ownership entity must be 18 years of age or older.
- Properties must be structurally sound, with a roof in place, secured and safe for entry.
- Property owners must be in good standing with the City of Detroit, Wayne County, State of Michigan and the Internal Revenue Service (“IRS”).
- Properties must be clear of outstanding blight or dumping tickets
- Properties must be current on water and drainage bills with Detroit Water and Sewerage Department
- Property must be vacant on or before the date of the application submission, unless an exception is granted.

# Motor City Match Program Guidelines

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## Building owners being considered for inclusion in the database must agree to provide the following:

- Proof of ownership such as warranty or covenant deed, or if a purchase agreement is in place, the deed held by the current property owner
- Access to the space and confirmation the space is vacant and safe
- Permission to allow contracted professionals to assess building conditions, construction needs, costs and other activities related to redevelopment and business feasibility
- Willingness to coordinate with financing professionals to assist in the underwriting and financing of the project.
- Personal financial statements, tax returns, and other financial documents of the building owner may be requested for consideration of technical assistance awards and are required for consideration for grants and loans
- Willingness to comply with all program terms and conditions, participate in public relations and program meetings
- Willingness to submit quarterly Building Status Updates that verify the building continues to meet the minimum conditions to be considered

## Application Process

### When to Apply:

Building owners that would like to have their vacant property listed in the Motor City Match property database can apply at any time. Building Applications are available on a rolling basis. Motor City Match staff reserves the right to include and remove any building or available space from the MCM Property Database based on compliance with eligibility conditions. **Inclusion in the Motor City Match Property Database is not considered a Motor City Match Award and does not include access to any Technical Assistance or Financial Assistance. Further, Motor City Match makes no guarantees with respect to a building owner's ability to secure a tenant for the building listed on the Motor City Match Property Database.** As such, buildings chosen for inclusion in the "database" are not subject to EDC Board Approval.

### Where to Apply:

Apply online at [www.motorcitymatch.com](http://www.motorcitymatch.com) or pick up a paper application at the Detroit Economic Growth Corporation, 500 Griswold #2200, Detroit MI 48226.

### Application Assistance

Information sessions will be held periodically and will occur at least once per application period. The schedule of events will be posted at [www.motorcitymatch.com](http://www.motorcitymatch.com).

### Application Confirmation

If applying online, applicants will receive an automatic confirmation email after submitting. If applying by mail or in person, applicants will receive a confirmation email once applications are processed. It may take several days to process applications. Please note that an email address is **required** to receive confirmation that an application has been received.

## 7. ADDITIONAL INFORMATION

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### Expectation of Awardees

Award awardees will be expected to attend events where they will be connected to other award awardees

# Motor City Match Program Guidelines

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and resources. They will also be asked to share their story through a variety of media opportunities. These types of opportunities will be determined after awardees are announced.

All award awardees are expected to sign an acknowledgement of program terms in addition to relevant technical assistance or grant agreements.

*Technical assistance awards and financial assistance received pursuant this Agreement may be considered taxable income by the U.S. Internal Revenue Service, the Michigan Department of Treasury, and/or the City of Detroit Finance Department. Awardee is strongly urged to consult with a tax professional to determine the federal, state and/or city tax implications of receipt of financial or technical assistance. The Economic Development Corporation of the City of Detroit will issue a Form 1099 to each awardee.*

*Technical assistance awards and financial assistance funded with ARPA SLFRF funds are subject to guidelines set forth in 31 CFR Part 35, ARPA SLFRF Final Rule published January 27, 2022, and effective April 1, 2022. Motor City Match applicants will be screened for compliance with the ARPA Final Rule prior to the provision of any awards. Awardees must produce verifying documents that demonstrate a project's ability to qualify with relevant federal regulations upon request of MCM staff. Failure to do so may result in revocation of awards.*

## Use of Applicant Data

Applicant information will be shared with the Detroit Economic Growth Corporation (DEGC) for the purposes of providing direct follow-up to all applications. DEGC has a business attraction program that connects businesses to applicable business support services. If DEGC cannot directly help a business, they will recommend and connect the business owner with to one of their non-profit partner organizations that may be able to provide financial aid. Many of these non-profit partners are featured on the BizGrid, a list that is designed to help businesses find business support: [www.detroitbizgrid.com](http://www.detroitbizgrid.com).

## Confidentiality

Except as noted below, the EDC will not share Applicant proprietary and confidential data with any third parties except as need for the purposes of review during the award selection process and providing business support. Applicants should clearly mark such information as proprietary and confidential. Applicant data will not be sold.

NOTE; The EDC is a governmental body. Thus, documents in the EDC's possession are subject to disclosure under the Michigan Freedom of Information Act (FOIA). EDC will endeavor to not disclose any information of Applicant it believes to be exempt under the FOIA but, notwithstanding anything stated otherwise herein, the EDC cannot guarantee the confidentiality of Applicant's submissions and specifically does not warrant that the Application and any documents submitted therewith are exempt from disclosure under the FOIA. Accordingly, Applicants are advised that documents and information submitted to the EDC may become a public record. With respect to information which Applicant submits to the EDC as part of its Application, Applicants should give specific attention to the identification of information they deem confidential, commercial or financial information, proprietary information, or trade secrets and should appropriately mark such information as confidential prior to submission. Applicant should be prepared to provide justification why such marked information should not be publicly disclosed under the FOIA. Applicant is advised that, without notice to the Applicant and upon request from a third party, the EDC is required to make an independent determination as to whether the information may or must be divulged to that party and does not warrant that such information will be exempt from disclosure.



# Motor City Match Program Guidelines

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## Disclaimer

The information contained herein is subject to the actual grant-award documents and the written terms and conditions of the Motor City Match program and the Economic Development Corporation of the City of Detroit (EDC) which govern the program, as the same may be amended from time to time. EDC also reserves the right to make the final determination of any person's or organization's eligibility and/or qualifications for program benefits, and to make allocation of program benefits as it may, in sole discretion deem appropriate.



**CODE EDC 22-08-91-127**

**MOTOR CITY MATCH: RECOMMENDATION FOR ROUND 20 AWARDS**

**WHEREAS**, in 2015, the Economic Development Corporation of the City of Detroit (“EDC”) launched the Motor City Match Program (the “Program”) s; and

**WHEREAS**, in July, 2022, pursuant to a Notice of Opportunity for Funding Availability by the City of Detroit, the EDC’s Motor City Match program was selected to be the program administrator of Small Business Launcher Program; and

**WHEREAS**, the EDC and the City have executed a contract for the administration of the Program, to be funded with \$15 million from the American Rescue Plan Act State and Local Fiscal Recovery Fund program; and

**WHEREAS**, EDC staff has completed due diligence and evaluation for applications (“Applications”) in the twentieth round (“Round 20”) of the Motor City Match Business Application Track; and

**WHEREAS**, the EDC staff has provided recommendations to the Board to receive technical assistance for the “Plan” awards, “Develop” awards, “Design” awards, and cash grant investment for the “Cash” award categories; and

**WHEREAS**, the EDC Board of Directors has determined that staff’s recommendation is appropriate and in the best interests of the EDC and the Program.

**NOW, THEREFORE BE IT RESOLVED** that the EDC Board of Directors accepts the current results of the Round 20 application evaluation process.

**BE IT FURTHER RESOLVED**, that the EDC Board of Directors approves the businesses described in Exhibit A for “Plan” awards.

**BE IT FURTHER RESOLVED**, that the EDC Board of Directors approves the businesses described in Exhibit B for “Develop” awards.

**BE IT FURTHER RESOLVED**, that the EDC Board of Directors approves the businesses described in Exhibit C for “Design” awards.

**BE IT FURTHER RESOLVED**, that the EDC Board of Directors approves “Cash” grant awards to the businesses and in the amounts described in Exhibit D.



**BE IT FURTHER RESOLVED**, that the EDC Board of Directors, recommends that grant amounts not fully allocated each round (i.e., the remaining funds when quarterly “Cash” awards total less than \$1,000,000) be repurposed and distributed in future rounds, in which cases would have the authority to recommend to the Board for approval more than \$1,000,000 in “Cash” awards in future rounds.

**BE IT FURTHER RESOLVED**, that any two Officers, or any one of the Officers and any one of the Authorized Agents or any two of the EDC’s Authorized Agents shall hereafter have the authority to negotiate and execute all documents, contracts, or other papers and to take such actions as are necessary or appropriate to implement the provisions and intent of this resolution.

**BE IT FINALLY RESOLVED**, that all of the acts and transactions of any Officer or Authorized Agent of the EDC, in the name and on behalf of the EDC, relating to matters contemplated by the foregoing resolutions, which acts would have been approved by the foregoing resolutions, except that such acts were taken prior to the execution of these resolutions, are hereby in all respects confirmed, approved and ratified.

August 30, 2022



**Exhibit A  
Recommended “Plan” Awardees**

<b>Business Name</b>	<b>Business Owner</b>	<b>Description</b>
6 and Park DBA Birdie Mae's Cafe	Cierra McFarlin	Brunch cafe serving craft drinks.
Culture Café	Tawana Burks	Serving breakfast, lunch and dinner
Duke Studios Detroit	Odette L. Duke	Art instruction and community installations
Great Lakes Biologics	Crystal Brown	Contract Development Manufacturing Organization
JD Springs Manufacturing	Josie Kimball	Manufacturing company making coil springs
Joy 4 Learning preschool and Family Event Space	Zena Turner	Teaching preschool Providing event space
Lovely Suites LLC dba Lovely's Inspirational Candles	Luvette Tellis	Production and warehouse of candles
Orchid Balloons and Designs	Kiara James	create custom event designs
Royal Fashions Boutique	Ilysia Tate	Hair extensions, clothes, and accessories
Shenay Bath Body Home, LLC	Shenay Shumake	create and sell skincare
Starhopper Transport	Marvin Williams	Transporting and entertaining people daily
The Ultimate Barber And Beauty Spa llc	Jacquelyn Bland	Barbershop, Salon, Spa Wellness Services
The Village PT & Wellness	Christen Greenwood	personal training and wellness center
Urban Social Plaza LLC	Lisa Reese Chapman	Virtual Reality Arcade Lounge
Vanguard Media Group LLC	Cedric Poole	Digital Media Creative Agency



## Exhibit B Recommended “Develop” Awardees

<b>Business Name</b>	<b>Business Owner</b>	<b>Short Description</b>
247 Tire Repair, LLC	Dominique Tipton	Mobile Tire Repair and Replacement
Aquatic Serenity Hydrotherapy LLC	Regena Florence	Provide aquatic therapeutic service.
Brow Bodega LLC	Alicia Clark	Beauty provider offering body waxing
CHEFTI'S	TiAndra Bowens	Soul food company
Cupcake Bar & Grill	Martesha Gadsden	Cupcake Bar Event Space
Detroit Culture Cafe / Shot x shot Studios LLC	Jason Ford	Provides creative with comfortable workspace.
Five Fold Publishing LLC	Rita Henderson	Publishes influential income producing books.
Fungi and Fungal	Heather Hurley	Sell sterilized bags for mushrooms
Grannies Pound Cake	Patrice Davis	Bake pound cakes to sell
Healthy Hair by Steph LLC.	Stephanie WaltersBarden	Provides personal services and education
Kastoffs LLC	Tyrone Gibson	Selling clothing for all genres.
Kija Bakes	Kija Gray	Teaching Kitchen and Bakery Space
Lelyr Fashions LLC	Joletta King	Men, Women, Kids Apparel
Mahatma Candles LLC	Kyresha Coston	Store of luxurious home goods.
Marabou Haircare, LLC	Carline Dugue	Handcrafted haircare for black women.
Nesha's Beauty Closet	Johnesha Brooks	Selling clothes, and beauty products
Onyx Tax and Financial	Christopher Shah	Tax Preparation and Bookkeeping Service.
Replay Cafe LLC	Alexander Norris	Esports Venue and Modern Arcade
Royal Reading LLC	Jolese Dunwoody	Business and Administrative Service Center
Terra Vegan	LaToyia Rucker	Vegan grab-and-go, pop-up chefs
The Hype Wellness Group	Briahna Knowles	Yoga and Personal training for all
The Salad Jar	Ronda Jackson	jarred pasta salad line
The Salon Professional School of Cosmetology	Kanika Free	Cosmetology school with affordable tuition
VIP	Lashaundra Cox	Financial services and Entrepreneur Co-Working
Yoganic Flow LLC	Kerrie Trahan	Community yoga and meditation provider.



**Exhibit C**  
**Recommended “Design” Awardees**

<b>Business</b>	<b>Owner</b>	<b>Address</b>	<b>District</b>	<b>Neighborhood</b>	<b>Description</b>
Building Cooperatively	Jason Lindy	944 King Street	5	North End	Restore Historic Homes and Materials
Jamaica Mi Hungry 313 LLC	Taniesha Marzouca	8910 Wyoming Street	7	Barton-McFarland	Serving Jamaican Cuisine, lunch etc.
Jo's Gallery Café LLC	Dianetta Dye	19372 Livernois Ave	2	Sherwood Forest	Neighborhood Fusion Cuisine Cafe
Naturally FLYY	Charice Thomas	17337 Lahser Rd.	1	Old Redford	Women's boutique offering unique apparel
Potted Tea House/9912 Kercheval	Stephanie Watt	9912 Kercheval	5	East Village	Tea house along with 4 additional storefronts



## Exhibit D Recommended “Cash” Awardees

### 1. K. Walker Collective LLC

**\$30,000**

**Owner:** Ken Walker

Black-owned, Resident-owned Business

**Address:** 4161 Cass Avenue

**Neighborhood:** Midtown

**District:** 6

**Description:** K. Walker Collective is a high-street, lifestyle attire company seeking to fulfill the fashion needs of young urban professionals by offering an eclectic range of street, comfort and refined garments. Opening on Cass Avenue, Ken will be sharing his vision of fashion to us and bringing a clientele to a part of the City that might be new to some.

**Existing business opening its first brick & mortar**

**Total Project Cost:** \$65,000

**Equity:** \$35,000

### 2. Detroit Denim LLC

**\$35,000**

**Owner:** Brenna Lane

Woman-owned Business

**Address:** 651 W. Alexandrine

**Neighborhood:** Wayne State

**District:** 6

**Description:** Detroit Denim designs, manufactures and sells custom-made jeans that last to sustainably-minded people. Founded in 2010, Detroit Denim's approach advances a growing movement to transform the industry through lean manufacturing and personalized customer relationships. After moving to solely e-commerce during the pandemic, Detroit Denim is excited to relaunch their retail experience in Detroit's Cass Corridor.

**Existing business expanding operations in a new location**

**Total Project Cost:** \$138,500

**Equity:** \$26,500

**Loan:** \$77,000

**Lender:** Invest Detroit

### 3. Ice Cream Detroit

**\$35,000**

**Owner:** Ysahai Honor-Marie

Woman-owned, Black-owned, Resident-owned Business

**Address:** 3762 Second

**Neighborhood:** Midtown

**District:** 6

**Description:** As a current pop-up, Ice Cream Detroit is Detroit's only liquor infused frozen dessert company. At Ice Cream Detroit, they infuse your favorite Ice Cream or Sorbet with your favorite liquor,



beer or wine. The long term goal is for the flagship store to open Summer 2022 and not only provide alcohol infused desserts but also non alcoholic (virgin) frozen desserts.

**Mobile business opening its first brick & mortar**

**Total Project Cost:** \$111,000

**Equity:** \$10,000

**Loan:** \$60,000

**Lender:** Detroit Development Fund

#### **4. Thumbprint Fulfillment**

**\$40,000**

**Owner:** Becky Riess

Woman-owned Business

**Address:** 2100 20th

**Neighborhood:** Central Southwest

**District:** 6

**Description:** Thumbprint Fulfillment provides customized services for companies that need warehousing, distribution and fulfillment of their products, especially those companies whose brand strategy is based on sustainability and social responsibility. Assembling and packaging corporate gifts is another specialty that Thumbprint Fulfillment offers. Becky and her teams goal is to enhance the brands of their customers, one package at a time.

**Existing business expanding operations in a new location**

**Total Project Cost:** \$182,600

**Equity:** \$82,600

**Loan:** \$60,000

**Lender:** Invest Detroit

#### **5. Someday**

**\$40,000**

**Owner:** Jantae' Spinks

Woman-owned, Black-owned, Resident-owned Business

**Address:** 2857 E. Grand

**Neighborhood:** Milwaukee Junction

**District:** 5

**Description:** Hospitality and inclusive community enrichment is the foundation for Someday. Offering award winning, nationally displayed art, (photography, painting, sculpture) as well as subtly sweet yet complex pastries and diverse calming teas, Someday is excited to share an artistic point of view for pastries. With the targeted demographic of young, professional creatives (college students, anime lovers, chess players, and budding artists) and mature folk (art collectors, tea aficionados, foodies, writers & poets), Someday is excited to share an atmosphere for those who can appreciate and support the eclectic Black experience.

**Pop-up business opening in its first brick & mortar**

**Total Project Cost:** \$83,208

**Equity:** \$43,208





## 6. Detroit Farm And Cider

**\$40,000**

**Owner:** Leandra King

Woman-owned, Black-owned, Resident-owned Business

**Address:** 1600 Lawrence

**Neighborhood:** Dexter Linwood

**District:** 5

**Description:** As the first black owned Cider Mill in the country and first Cider Mill in Detroit, Leandra King's vision is to bring an experience to Detroit residents that will not only have a positive economic impact but serve to strengthen family dynamics within the community. Currently, Detroit Farm and Cider grows and feeds over 89 families within a two mile radius of our location. With the goal to also offer events for families in low income households, Leandra is excited to share her knowledge of farming to all.

**Existing business expanding operations in a new location**

**Total Project Cost:** \$156,204

**Equity:** \$106,204

## 7. Complete Image Manufacturing

**\$40,000**

**Owner:** Terra Carter

Woman-owned, Black-owned, Resident-owned Business

**Address:** 19147 Livernois

**Neighborhood:** Bagley

**District:** 2

**Description:** Complete Image Manufacturing is a clothing manufacturing company based in the city of Detroit, Michigan, located on Detroit's prestigious Avenue of Fashion. Complete Image produces many types of apparel such as shirts, dresses, pants, sweatshirts, leggings, and more. While Complete Image values producing quality products, their main initiative is to create more jobs and entrepreneurs within the City of Detroit. With its rigorous training and job place program, Complete Image will create hundreds of jobs. In addition to job creation, Complete Image will provide B2B custom services to designers and retailers.

**Existing business opening its first brick & mortar**

**Total Project Cost:** \$84,000

**Equity:** \$24,000

**Loan:** \$20,000

**Lender:** Michigan Women Forward, ProsperUs Detroit

## 8. The Rectory

**\$45,000**

**Owner:** Antonio Luck and Betsy Murdoch

Minority-owned, Woman-owned, Resident-owned Business

**Address:** 1920 Atkinson

**Neighborhood:** Virginia Park

**District:** 5

**Description:** The Rectory will be opening in an existing abandoned building on 1920 Atkinson Blvd. The goal is for the space to be converted into mixed use property with a neighborhood restaurant on the



ground floor and 2 residential units a top. The concept of the Rectory will complement and share the green outdoor community space with The Congregation Detroit, a previous MCM awardee.

**New business**

**Total Project Cost:** \$1,430,000

**Equity:** \$200,000

**Loan:** \$1,185,000

**Lender:** Invest Detroit

## **9. Vital Virtual Offices**

**\$45,000**

**Owner:** Chris Camper

Black-owned, Resident-owned Business

**Address:** 14029 W. McNichols

**Neighborhood:** Harmony Village

**District:** 2

**Description:** A virtual office is part of the flexible workspace industry that provides businesses with any combination of services, space and/or technology. Chris is opening a space that will allow those to work comfortably without those businesses bearing the capital expenses of owning or leasing a traditional office. In the 1,200 square foot building including 2 offices, 2 work stations, and a conference room, Chris is providing a beautiful work atmosphere that will allow businesses to keep the professional atmosphere without breaking their pockets.

**New business**

**Total Project Cost:** \$165,905

**Equity:** \$120,905

## **10. The Goddess Metaphysical Store, LLC**

**\$45,000**

**Owner:** Roxanne Ashley

Woman-owned, Black-owned, Resident-owned Business

**Address:** 9701 Harper

**Neighborhood:** Airpory Sub

**District:** 3

**Description:** Owner, Roxanne Ashley is opening a female owned and operated Pan-African inspired holistic and naturalist based retail establishment on Detroit's East Side. While hosting free community events, as well as paid courses issued by professionals to aid and empower those in our community, The Goddess Metaphysical Store has a vested interest in the well being of elderly, women and children.

**Pop-up business opening in its first brick & mortar**

**Total Project Cost:** \$115,000

**Equity:** \$15,000

**Loan:** \$47,500

**Lender:** ProsperUs Detroit



## 11. Vecino Detroit

**\$50,000**

**Owner:** Adriana Wietrzynski

Minority-owned, Woman-owned Business

**Address:** 4100 Third Street

**Neighborhood:** Midtown

**District:** 6

**Description:** Vecino, meaning "neighbor" in Spanish, is a restaurant inspired by modern Mexican cuisine. Adriana's goal is to share the unique flavors and ingredients of Mexican cuisine with the Midtown Detroit neighbors. Vecino will feature a daily fresh corn masa program, food cooked over open flames, and a selection of natural Mexican wines - true Mexican delicacies.

**New business**

**Total Project Cost:** \$498,325

**Equity:** \$398,325

**Loan:** \$50,000

**Lender:** ProsperUs Detroit

## 12. Craig's Coffee

**\$50,000**

**Owner:** Craig Batory

Resident-owned Business

**Address:** 412 Peterboro

**Neighborhood:** Midtown

**District:** 6

**Description:** Detroit is welcoming Craig's Coffee to the Cass Corridor. Craig is opening a coffee roastery, where beans imported, roasted, and sold as retail and wholesale. The long term vision for Craigs Coffee is to not only host pop ups but to offer a commissary kitchen and commissary coffee roastery. Lastly, to have a commercial kitchen and coffee roastery available for foodservice businesses to rent and use.

**Existing business expanding operations in a new location**

**Total Project Cost:** \$251,000

**Equity:** \$80,000

**Loan:** \$110,000

**Lender:** ProsperUs Detroit

## 13. DPI Plumbing, Heating, & Cooling

**\$50,000**

**Owner:** Lawrence Carter

Black-owned, Resident-owned Business

**Address:** 10330 Dexter

**Neighborhood:** Dexter Linwood

**District:** 7

**Description:** DPI Plumbing, Heating & Cooling, LLC are licensed Residential Building, Mechanical and Plumbing contractors in the state of Michigan. At DPI, they perform demolition, rough carpentry, finish carpentry, roofing, siding, window and gutters for commercial and residential clients. Providing many



different commercial and residential contract work, they will also sell and install Heating & Cooling and complete plumbing systems for residential and commercial clients.

**Existing business expanding operations in a new location**

**Total Project Cost:** \$120,000

**Equity:** \$35,000

**Loan:** \$35,000

**Lender:** Detroit Development Fund

#### **14. Pink Diamond Beauty Mall**

**\$50,000**

**Owner:** Katrina Belin

Woman-owned, Black-owned, Resident-owned Business

**Address:** 17350 Livernois

**Neighborhood:** University District

**District:** 2

**Description:** Pink Diamond Beauty Mall is a health and beauty Mall that is dedicated to providing hands on beauty services. Opening on Livernois, Pink Diamond Beauty Mall will provide services including but not limited to hair styling, manicuring, make-up, full spa services waxing, massage, facials,. Lastly, on the stressful days, Pink Diamond Beauty Mall will provide retail therapy for Detroiter's and it's surrounding communities.

**Existing business expanding operations in a new location**

**Total Project Cost:** \$438,000

**Equity:** 88000

**Loan:** \$300,000

**Lender:** Detroit Development Fund, Invest Detroit

#### **15. Juicing with Jai d/b/a Pressed Juice Bar**

**\$55,000**

**Owner:** Juwanne Griggs

Woman-owned, Black-owned Business

**Address:** 19550 Grand River

**Neighborhood:** North Rosedale Park

**District:** 1

**Description:** Juicing with Jai started as an online, social media juice company. After gaining a following, Juicing with Jai started offering juice and wellness products mobile and by pop up. With the dedication of Juwanne Griggs, Juicing with Jai has evolved and is opening their first location in The Historic Grandmont Rosedale Subdivision carrying juice, salads, wellness products, sandwiches and snacks.

**Pop-up business opening in its first brick & mortar**

**Total Project Cost:** \$358,000

**Equity:** \$107,000

**Loan:** \$196,000

**Lender:** ProsperUs Detroit



## 16. Le Souk

**\$55,000**

**Owner:** Kimberly Jones

Woman-owned, Black-owned Business

**Address:** 8632 W McNichols

**Neighborhood:** Bagley

**District:** 2

**Description:** With the ecosystem of small businesses growing, Kimberly is opening a space dedicated to small businesses that are in the "grey area" and figuring out if they can afford a brick and mortar location. By renting space with Kimberly, Le Souk will allow them to thrive and gain confidence to grow to their own space. Le Souk's main goal is to help any business that might not have the budget to afford a brick and mortar but they are generating income to pay for a space without all the overhead of a brick and mortar building.

**New business**

**Total Project Cost:** \$227,721

**Equity:** \$100,000

**Loan:** \$72,721

**Lender:**

## 17. ComodiTeas Tea, LLC

**\$70,000**

**Owner:** Katrina Anderson

Woman-owned, Black-owned, Resident-owned Business

**Address:** 8035 & 8045 Linwood

**Neighborhood:** Lasalle Gardens

**District:** 5

**Description:** ComodiTeas Tea Company provides premium quality tea and beverage-related gifts for modern tea drinkers. Their gift collection includes updated interpretations of teaware, classic accessories, and innovative travel beverage solutions. ComodiTea's provides excellent quality and a high-end presentation that will be beautiful for an intimate dinner for two or a Mother's Day Brunch.

**Pop-up business opening in its first brick & mortar**

**Total Project Cost:** \$212,500

**Equity:** \$54,000

**Loan:** \$68,500

**Lender:** Michigan Women Forward, Black Leaders Detroit, ProsperUs Detroit

## 18. Taste of Love llc

**\$70,000**

**Owner:** Lashawnta Allen

Woman-owned, Black-owned, Resident-owned Business

**Address:** 21559 Grand River

**Neighborhood:** Oak Grove

**District:** 1

**Description:** With the high volume of orders, LaShawnta is excited to expand from catering to opening her first brick and mortar location on Detroit's West Side. Serving home made meals and catering to corporate events, weddings, parties etc., Taste of Love provides unique cuisine dishes that make you go



back in time to mom's favorite recipes. With many creative recipes, LaShawnta's main goal is to provide a real "at home" experience.

**Existing business opening its first brick & mortar**

**Total Project Cost:** \$198,500

**Equity:** \$38,000

**Loan:** \$90,500

**Lender:** Michigan Women Forward, Detroit Development Fund

## **19. Our Community Laundromat, LLC**

**\$75,000**

**Owner:** La Cesha Brintley, MD

Woman-owned, Black-owned, Resident-owned Business

**Address:** 15429 Schaefer

**Neighborhood:** Bethune

**District:** 2

**Description:** Our Community Laundromat is a Detroit based company that will own and operate a coin-operated public laundromat. Owner, Dr. La Cesha Brintley's goal for Our Community Laundromat is to serve as a safe place for customers to do laundry and to be a positive influence in the community. Our Community Laundromat will provide the highest quality machinery and service. Lastly, Our Community Laundromat will work with Detroit Works to employ low-to-moderate income Detroiters at a living wage.

**New business**

**Total Project Cost:** \$873,000

**Equity:** \$223,000

**Loan:** \$575,000

**Lender:** Detroit Development Fund

## **20. Bouncing Around The Motor City**

**\$80,000**

**Owner:** Cathryn Coleman

Woman-owned, Black-owned, Resident-owned Business

**Address:** 13238 Fenkell

**Neighborhood:** Bethune

**District:** 2

**Description:** Bouncing Around The Motor City is making steps to become Detroit's premiere source for all parties, table, chair and concession rental, balloon decor, linen and much more! Opening in Detroit's West Side, Cathryn Coleman is thriving and working hard to provide confidence in achieving visions of clients for events, assurance and reliability in all our products and services. From customized favors to huge inflatable bounce houses, your party will be complete with Bouncing Around The Motor City.

**Mobile business opening its first brick & mortar**

**Total Project Cost:** \$270,000

**Equity:** \$75,000

**Loan:** \$115,000



**CODE EDC 22-08-95-11**

**CDBG DECLARED DISASTER RECOVERY FUND: MAYOR DENNIS W. ARCHER GREENWAY (FORMERLY JOS CAMPAU GREENWAY CONSTRUCTION PROJECT)--REQUEST TO AMEND PROFESSIONAL CONSTRUCTION ENGINEERING & INSPECTION CONTRACT WITH MANNIK SMITH GROUP**

**WHEREAS**, EDC has been contracted by the City of Detroit (the “City”) to construct the Jos Campau Greenway construction project (the “Project”) which will complement the existing efforts to further establish the City’s greenway network and will provide critical connections from Detroit neighborhoods to key Detroit destinations; and

**WHEREAS**, on March 26, 2019 the EDC Board of Directors authorized the execution of an agreement (the “Agreement”) with Mannik Smith Group (the “Contractor”) for the provision of Construction Engineering & Inspection services (the “Services”); and

**WHEREAS**, in November 2020, after the Contractor encountered a number of delays driven largely by City changes and delays and design issues, the EDC Board authorized an amendment to the Agreement in the amount of \$140,000.00 and authorized additional contingency funds in the amount of \$14,000.00

**WHEREAS**, EDC staff entered into an additional amendment utilizing the Project’s contingency fund and additional funds in the amount of \$27,052.20 pursuant to the EDC’s delegation of authority to offset increased project costs; and

**WHEREAS**, to formally close-out the project, EDC staff is seeking a final amendment to the Agreement to increase the contract value by a not to exceed amount of Thirty-Four Thousand One Hundred and 00/100 (\$34,100.00) Dollars for the payment of the Services originally approved by the EDC Board of Directors; and

**WHEREAS**, the EDC Board determined that the staff recommendation is reasonable and consistent with the scope of work for the Project.

**NOW, THEREFORE BE IT RESOLVED** that the EDC Board of Directors hereby authorizes the negotiation and execution of an amendment to the Agreement for the payment of Services for the Project in a manner consistent with the scope of work previously approved by the EDC Board of Directors at an amount not to exceed amount of Thirty-Four Thousand One hundred and 00/100 (\$34,100.00) Dollars



**BE IT FURTHER RESOLVED** that the EDC Board of Directors hereby authorizes any two Officers, or any one of the Officers and any of the Authorized Agents or any two Authorized Agents of the EDC to negotiate and execute any and all documents necessary to implement the provisions and intent of this resolution, including but not limited to change orders for use of owner's contingency funds.

**BE IT FINALLY RESOLVED** that all of the acts and transactions of any officer or authorized agent of the EDC, in the name and on behalf of the EDC, relating to matters contemplated by the foregoing resolutions, which acts would have been approved by the foregoing resolutions except that such acts were taken prior to execution of these resolutions, are hereby in all respects confirmed, approved and ratified.

August 30, 2022