



**ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS REGULAR MEETING
TUESDAY, JUNE 13, 2023 – 9:00 A.M.**

BOARD MEMBERS PRESENT: Clifford Brown
Marsha Bruhn
Damon Hodge
Kwaku Osei
Thomas Stallworth

BOARD MEMBERS ABSENT: Antoine Bryant (Ex-Officio)
Kimberly Clayson
Linda Forte
Chris Jackson
John Naglick (Ex-Officio)

**SPECIAL DIRECTORS
PRESENT:** None

**SPECIAL DIRECTORS
ABSENT:** None

OTHERS PRESENT: Cora Capler (DEGC/EDC)
Kaci Jackson (DEGC/EDC)
Medvis Jackson (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)
Mariangela Pledl (DEGC/EDC)
Madison Schillig (DEGC/EDC)
Kelly Shovan (DEGC/EDC)
Sierra Spencer (DEGC/EDC)
JoMeca Thomas (DEGC/EDC)



**MINUTES OF THE ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS REGULAR MEETING
DETROIT ECONOMIC GROWTH CORPORATION
500 GRISWOLD, SUITE 2200, DETROIT, MI 48226
TUESDAY, JUNE 13, 2023 – 9:00 A.M.**

GENERAL

Call to Order

Noting that a quorum was present, Acting Chair Stallworth called the Regular meeting of the Economic Development Corporation Board of Directors to order at 9:14 a.m.

Approval of Minutes

Mr. Stallworth asked if there were any additions, deletions, or corrections to the minutes of the May 23, 2023, regular board meeting. Hearing none, Mr. Stallworth called for a motion.

Mr. Brown made a motion to approve the minutes of the May 23, 2023, regular board meeting, as written. Mr. Osei seconded the motion. All were in favor with none opposed.

EDC Resolution Code 23-06-02-371 was unanimously approved.

PROJECTS

Motor City Match: Request to Approve Technical Assistance Providers

Andrew Lucco explained 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”). On July 8, 2022, the EDC authorized the execution of contracts with the City of Detroit to accept funding from the American Rescue Plan Act (ARPA) for the third phase of the Program. A key part of the program is the provision of business services through technical assistance awards in the Plan, Develop, and Design Tracks, and business services necessary for the completion of projects in the financial assistance award tracks Cash and Restore.

Technical Assistance Awards



Motor City Match technical assistance awards provide eligible awardees with 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. **The value of all Technical Assistance awards for any one business will not exceed \$50,000 in any one award year. Technical Assistance awardees are not automatically entitled to the maximum amount of Technical Assistance funding.**

Motor City Match financial assistance awards do not include a technical assistance allowance. However, awardees may access technical assistance funding for business services, when deemed necessary by Motor City Match staff for the completion of their projects.

Procurement of Service Providers

Motor City Match utilizes qualified service providers to offer vital business services to awardees. The process for determining qualified service providers was laid out in two open requests for qualifications (RFQs) soliciting qualified providers in the listed categories:

- Small Business Technical Assistance Services Request for Qualifications (Technical Assistance RFQ)
 - Legal Services
 - Accounting and Financial Planning Services
 - Marketing and Branding Services
 - Business Planning and Business Consulting Services
 - Technology Services
 - Pre-construction and Project Management Services
- Small Business Technical Assistance Services Request for Qualifications: Architectural Design & Engineering (Design RFQ)
 - Architecture and design services – all phases
 - Building condition assessments
 - Feasibility Analysis
 - Permitting and zoning review
 - Project estimates
 - Project management
 - Building permitting
 - Construction administration
 - Energy Efficiency / Green Building Practices



Both RFQs opened on Wednesday, March 15, 2023, and will close on Friday, June 30, 2023. Motor City Match advertised the opening of the RFQs in the Michigan Chronicle beginning on March 15, 2023. Additionally, advertisements for the RFQs were presented on the websites of the DEGC, www.degc.org, Detroit Means Business, www.detroitmeansbusiness.org, and Motor City Match, www.motorcitymatch.com. Privately, Motor City Match staff sent email notices of the posting of the RFQs to over 100 business service organizations, neighborhood service organizations, past technical assistance providers, and institutional partners.

Provider Selection

Criteria for selection of TA Providers is based on qualifications, experience, capacity, ability to execute contracts, ability to service Detroit-local small businesses and compliance with federal regulations.

Submissions to the Technical Assistance RFQ were reviewed and scored according to the following criteria:

- Qualifications and Experience 30 Points
- Capacity to execute services 30 Points
- Clarity of scopes of service 30 Points
- Community Impact 10 Points

The minimum score to be selected as a TA Provider was 70 points. Program staff scored applications using the above selection criteria before final review by Program management. Qualification as a TA Provider was also subject to a final due diligence review, which included a TA Provider's ability to comply with applicable federal funding guidelines.

Submissions to the Design RFQ were reviewed and scored according to the following criteria:

- Qualifications and Experience 45 Points
- Capacity to Complete MCM Projects 45 Points
- Community Impact 10 Points

The minimum score to be selected as a Design Provider was 70 points. Program staff scored applications using the above selection criteria before final review by Program management. Qualification as a Design Provider was also subject to a final due diligence review, which included a TA Provider's ability to comply with applicable federal funding guidelines.



A total of 32 submissions have been received to date in response to the Requests for Proposals. The Technical Assistance RFQ received 18 submissions, 12 of those submissions scored high enough to qualify as a Technical Assistance Service Provider. Of the submissions that scored high enough to qualify, MCM staff is recommending all 12 for approval as Technical Assistance Service Provider – 50% of recommended providers are Detroit based, 50% are minority-owned firms, and 67% are women-owned firms. Recommended Technical Assistance Service Providers are listed in **Exhibit A**.

The Design RFQ received 14 submissions and 11 submissions of those submissions scored high enough to qualify as a Design Services Provider. Of the submissions that scored high enough to qualify, MCM staff is recommending all 11 for approval as a Design Service Provider – 73% of recommended providers are Detroit based, 55% are minority-owned firms, and 27% are women-owned firms. Recommended Design Services Providers are listed in **Exhibit B**.

While the RFQs will remain open until June 30, EDC staff is seeking approval of the above-referenced qualified respondents to allow Motor City Match awardees to utilize their technical assistance awards and begin receiving selected services. Any additional service providers which are qualified under the Program will be presented to the EDC Board of Directors for approval at a later date.

Service Provision

The EDC will enter into contracts with qualified Technical Assistance Service Providers and Design Service Providers upon completion of due diligence that includes verification of required business registration, tax clearances, insurance coverages, and ability to comply with federal regulations. Due diligence must be complete, and contracts fully executed prior to the approval of any service requests.

Approved Technical Assistance and Design Service Providers will provide program staff with a summary profile and the scopes of available services to be shared with awardees via an online database in the Submittable application portal. Awardees will select providers and services that match the goals of their business set out in their Motor City Match applications and refined in consultation with Motor City Match staff via the online database and submit a request for approval of services to Motor City Match staff. Upon approval of services, the Motor City Match Awardee, the selected service provider, and the EDC will enter into a three-party service agreement which will also serve as a notice to proceed with selected services. Upon completion of services, or such other schedule for Design Service Providers as determined by EDC staff, service providers will submit a completed invoice and awardees will submit a review of services to program staff.



Payment will be issued directly to the service provider after all forms are reviewed and approved by MCM Staff.

A resolution approving the staff's recommendation of qualified Technical Assistance Service Providers and Design Service Providers was attached for the Board's consideration.

Mr. Stallworth called for a motion.

Mr. Osei made a motion to approve the Motor City Match: Request to Approve Technical Assistance Providers, as presented. Mr. Hodge seconded the motion. All were in favor with none opposed.

EDC Resolution Code 23-06-91-132 was approved.

Mr. Stallworth called for further discussion.

Ms. Bruhn asked Mr. Lucco to define what community impact refers to. Mr. Lucco explained that community impact refers to a provider's ability to meet awardees where they are located, along with several demographic qualifications in order to ensure that the providers are representative of those they are serving.

Mr. Brown asked what the total amount of contracts was and what the average amount is given per awardee. Mr. Lucco responded that providers receive awards in a not to exceed manner of \$250,000.00 for the fiscal year. Mr. Lucco added that the amount awarded to each provider varies depending on what track is being funded.

Mr. Brown asked if providers were being paid monthly or hourly. Mr. Lucco stated that providers are paid per project. Mr. Brown asked what the typical average contract is for a provider. Mr. Lucco explained that due to the array of services being contracted, it is difficult to give an average. Mr. Lucco added that if design providers are excluded the average would be about \$1,000.00.

Mr. Brown asked if there was an evaluation of prior performance for individuals reapplying. Mr. Lucco answered that there is an evaluation done by awardees to evaluate the services they were provided.

Mr. Brown asked specifically about the provider's prior work and if Mr. Lucco evaluated those works. Mr. Lucco responded that many of their current providers have provided for them in the past and therefore can be judged by awardee satisfaction and their ability to complete the service they have been contracted to complete.

Mr. Hodge asked if there had been any providers who had dropped from the program and if there are new providers in the mix of providers presented by Mr. Lucco. Mr. Lucco



answered that there are providers who did indeed drop from the program, along with the addition of new providers. Mr. Lucco explained that some providers have yet to reapply and that the procurement guidelines do allow for services to be completed on a small purchase contract instead which explains why some previous providers have not reapplied. Mr. Lucco added that there will be a clearer picture of who decided not to become a provider after the current procurement cycle ends.

Mr. Stallworth made a request that Mr. Lucco and staff track the demographics of providers. Mr. Lucco stated that the information can be provided.

Mr. Brown asked how real estate development pro forma assistance fits into services provided. Mr. Lucco explained that for the design awardees, it is often difficult to tie funding to actual design work, therefore a clear budget and funding source needs to be identified before a drawing is done.

ADMINISTRATION

EDC Operating Contract with the City of Detroit: Approval of Additional Scope of Services and Funding Agreement

Ms. Navin stated that on May, 9, 2023, the EDC Board of Directors approved EDC's annual operating contract with the City of Detroit in the amount of \$275,000 (the "Agreement"). Since such approval, the City has requested that EDC add the following scope of Services to the Agreement (the "Additional Scope"):

- EDC shall subgrant to the Detroit Economic Growth Association ("DEGA") an amount equal to \$525, 000 for the continuation of the Green Grocer Program (GGP).
 - The initial iteration of GGP focused on improvements to existing full-service independent grocery stores in Detroit and attraction of national (Whole Foods Market) and regional (Meijer) stores. As opportunities arise, GGP will continue to support full-service stores that may be part of large-scale developments or stand-alone stores, through DEGC existing programs and loan products.
 - This stage of GGP will include attraction efforts to open small neighborhood grocery stores and work with existing convenience stores to increase fresh food access and walkable grocery shopping options. These smaller-scale neighborhood grocery stores will be fully operational grocery stores at a small scale or existing convenience stores willing to include grocery essentials, fresh meat and produce and perhaps some prepared foods. It is expected that there will be 8-10 of these neighborhood small store locations by June 2025.



- EDC (through the DEGA) will design and implement a program consistent with the aforementioned goals, subject to the approval of the City.
- The EDC (through the DEGA) will utilize appropriate dedicated personnel to administer GGP.

EDC staff will work with City staff to determine the appropriate Green Grocer program design for the Additional Scope and it is anticipated that the Additional Scope will be carried out by the DEGA, in order to combine other philanthropic funds to be raised for the program.

A resolution approving (i) the addition of the Additional Scope, together with its associated \$525,000 budget, to the Agreement and (ii) a funding agreement with DEGA relating to the transfer of the funds was attached for the Board's consideration.

Mr. Stallworth called for a motion.

Mr. Brown made a motion to approve the Motor City Match: Request to Approve Technical Assistance Providers, as presented. Ms. Bruhn seconded the motion. All were in favor with none opposed.

EDC Resolution Code 23-06-01-231 was approved.

Mr. Stallworth called for further discussion.

Mr. Hodge asked if the program was designed for new grocers or if the program extended to existing grocers. Ms. Pledl answered that the expectation is to increase neighborhood food access through both existing and new grocers.

Mr. Stallworth requested that he would like to see metrics about how success will be measured for this program. Ms. Pledl responded that this can be provided and can also provide information about the previous cycle.

OTHER MATTERS

Ms. Kanalos advised the Board that as the end of the fiscal year approaches, parking receipts need to be turned in.

PUBLIC COMMENT

None.

ADJOURNMENT

With there being no other business to come before the Board, Mr. Stallworth adjourned the meeting at 9:36 a.m.



CODE EDC 23-06-02-371

APPROVAL OF MINUTES OF MAY 23, 2023, REGULAR MEETING

RESOLVED, that the minutes of the regular meeting of May 23, 2023, 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.

June 13, 2023



CODE EDC 23-06-91-132

MOTOR CITY MATCH: REQUEST TO APPROVE TECHNICAL ASSISTANCE SERVICE PROVIDERS

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 request for proposal issued by the City of Detroit, the EDC was selected to be the program administrator of the third phase of the Program; and

WHEREAS, in order to engage qualified service providers for the Program’s technical assistance-based award tracks, EDC staff released two requests for proposals seeking responses for the provision of various technical assistance and design services; and

WHEREAS, EDC staff has completed its evaluation of submissions to the Small Business Technical Assistance Services Request for Qualifications (Technical Assistance RFQ) and, subject to staff’s completion of due diligence that includes verification of required business registration, tax clearances, insurance coverages, and ability to comply with federal regulations, recommends the providers listed in the attached **Exhibit A** (the “Technical Assistance Service Providers”); and

WHEREAS, EDC staff has completed its evaluation of submissions to the Small Business Technical Assistance Services Request for Qualifications: Architectural Design & Engineering (Design RFQ) and, subject to staff’s completion of due diligence that includes verification of required business registration, tax clearances, insurance coverages, and ability to comply with federal regulations, recommends the providers listed in the attached **Exhibit B** (the “Design Service Providers”); 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 recommendations for qualified Technical Assistance Service Providers and Design Service Providers.

BE IT FURTHER RESOLVED that the EDC Board of Directors approves the businesses described in **Exhibit A** for qualified Technical Assistance Service Providers

BE IT FURTHER RESOLVED that the EDC Board of Directors approves the businesses described in **Exhibit B** for qualified Design Service Providers

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.

June 13, 2023



Exhibit A
Recommended Technical Assistance Service Providers Awardees

Service Provider	Point of Contact	Role	Category of Service	Location
AMY ANGELL MARKETING LLC	Amy Angell	Owner and Founder	Marketing and Branding Services, Technology Services	Plymouth
BLENDED COLLECTIVE, LLC	Lydia Michael	President and Owner	Marketing and Branding Services, Business Planning & Business Consulting	Detroit
Hope & Teal Designs LLC	Cameron Marie Needham	Founder / CEO	Marketing and Branding Services, Technology Services, Other	Mason
IM PUBLIC RELATIONS + BRANDING LLC	Iesha Paul	Founder	Marketing and Branding Services	Detroit
MYISHA TAX CONSULTANT LLC	Loretta Robinson	President	Accounting and Financial Planning, Business Planning & Business Consulting	Detroit
Saint Creative, LLC	Carl Johnson	Owner	Marketing and Branding Services	Farmington Hills
THE URGE IMPRINT, LLC dba URGE Imprint	Quentin Love	Development Lead	Business Planning & Business Consulting, Marketing and Branding Services	Detroit
TRENT DESIGN, LLC dba TRENT CREATIVE	Marilyn Trent	Principle / Owner / Creative Director	Marketing & Branding Services, Technology Services	Rochester
UPTON LAW, PLLC	Shakeena Melbourne	Owner	Legal	Eastpointe
VETDEV LLC dba Uddin Development Consulting	Omar Uddin	Principal	Real Estate Development Proforma Assistance	Detroit
VUEON CREATOR SPACE INC.	Nat Bushell	Administrator	Marketing and Branding Services	Novi
Wayne State University Law School Business and Community Law Clinic	Maya K. Watson	Director	Legal	Detroit



Exhibit B

Recommended Design Service Providers

Service Provider	Point of Contact	Role	Category of Service	Location
All Hands Architecture PLLC	Ben Carr	Principal Architect	Architectural Services, Project Feasibility Analysis	New York
Design Think Tank LLC	Luis Antonio Uribegan	Lead Design Mind	Architectural Services, Engineering Services, Marketing and Branding Services, Interior Design and Merchandising Consulting	Detroit
DEVELOP ARCHITECTURE LLC	Bryan Cook	Owner/CEO/Lead Architect	Architectural Services	Detroit
END Studio	Elise DeChard	Owner	Architectural Services	Detroit
ET AL. COLLABORATIVE OF DETROIT, LLC	Tadd Heidgerken	Principal	Architectural Services, Project Feasibility Analysis, Zoning & Regulatory Services	Detroit
FREE AGENT DESIGN INC.	Pil Sun Olivia Ham	President & Founding Partner	Architectural Services	Los Angeles
Harris Design & Technology Services dba Harris Design & Construction	Karl Harris	Owner	Architectural Services	Detroit
Louis J. Fisher Architecture & Urban Design, PC aka Architecture & Urban Design, PC	Louis Fisher	President	Architectural Services	Detroit
ROBERT SILMAN ASSOCIATES STRUCTURAL ENGINEERS, D.P.C. dba SILMAN	Jenna Bresler	Senior Associate, Director of Ann Arbor Office	Architectural Services	Ann Arbor
SDG Associates, LLC	Wesley Sims	Principal, Chief Financial and Operating Officer	Architectural Services, Engineering Services, Zoning & Regulatory Services, Energy Efficiency / Green Building Practices, Building Condition Assessments, Project Feasibility Analysis	Detroit
Urban Alterscape Inc	Erika Baker	Owner	Architectural Services, Engineering Services, Zoning & Regulatory Services, Energy Efficiency / Green Building Practices, Building Condition Assessments, Project Feasibility Analysis, Other	Detroit



CODE EDC 23-06-01-231

APPROVAL OF ADDITIONAL SCOPE OF SERVICES AND FUNDING AGREEMENT

WHEREAS, on May, 9, 2023, the EDC Board of Directors approved EDC’s annual operating contract with the City of Detroit in the amount of \$275,000 (the “Agreement”). Since such approval, the City has requested that EDC add the following scope of Services to the Agreement (the “Additional Scope”):

- EDC shall subgrant to the Detroit Economic Growth Association (“DEGA”) an amount equal to \$525, 000 for the continuation of the Green Grocer Program (GGP).
 - The initial iteration of GGP focused on improvements to existing full-service independent grocery stores in Detroit and attraction of national (Whole Foods Market) and regional (Meijer) stores. As opportunities arise, GGP will continue to support full-service stores that may be part of large-scale developments or stand-alone stores, through DEGC existing programs and loan products.
 - This stage of GGP will include attraction efforts to open small neighborhood grocery stores and work with existing convenience stores to increase fresh food access and walkable grocery shopping options. These smaller-scale neighborhood grocery stores will be fully operational grocery stores at a small scale or existing convenience stores willing to include grocery essentials, fresh meat and produce and perhaps some prepared foods. It is expected that there will be 8-10 of these neighborhood small store locations by June 2025.
 - EDC (through the DEGA) will design and implement a program consistent with the aforementioned goals, subject to the approval of the City.
 - The EDC (through the DEGA) will utilize appropriate dedicated personnel to administer GGP.

; and

WHEREAS, EDC staff will work with City staff to determine the appropriate Green Grocer program design for the Additional Scope and it is anticipated that the Additional Scope will be carried out by the DEGA, in order to combine other philanthropic funds to be raised for the program; and

WHEREAS, EDC staff requests that the Board approve (i) the addition of the Additional Scope, together with its associated \$525,000 budget, to the Agreement and (ii) a funding agreement with DEGA relating to the transfer of the funds; and

WHEREAS, the EDC Board has reviewed the matter and believes that the approval of the Additional Scope is in the best interests of the promotion of economic development in the City of Detroit and is otherwise consistent with the EDC’s statutorily mandated purposes.



NOW, THEREFORE, BE IT RESOLVED, that the EDC Board of Directors of hereby approves (i) the addition of the Additional Scope, together with its associated \$525,000 budget, to the Agreement and (ii) a funding agreement with DEGA relating to the transfer of the funds.

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 the Agreement and any and all other agreements, documents, contracts, or other papers necessary or to take any actions necessary to implement the provisions and intent of this resolution on behalf of the EDC.

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.

June 13, 2023