



AGENDA OF THE ECONOMIC DEVELOPMENT AUTHORITY

**MONDAY, AUGUST 12, 2019, 5:00 PM
CITY HALL, ROOM 604 - THE HARRY MAIER ROOM**

A. Roll Call.

- I. Members: Gary Sikich - Chair, Vice Chair (vacant), Ald. Brian Johnson, Pam Parish, Mahamed Rage, Michael Peot and John Calewarts

B. Approval of the Agenda.

- I. Approval of the agenda for the August 12, 2019, meeting of the Economic Development Authority.

C. Approval of Minutes.

- I. Approval of the minutes from the June 3, 2019, meeting of the Economic Development Authority.

D. Regular Business.

- I. Consideration with possible action regarding the posting of a Request for Proposal (RFP) for the Community Development Investment (CDI) Grant Program.
2. Election of Vice-Chair for the Economic Development Authority due to a vacancy.

E. Informational.

- I. Update on Brownfields Program.
2. Director's Report.
3. Date of next meeting: September 9, 2019.

F. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Economic Development Authority meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.



MINUTES OF THE ECONOMIC DEVELOPMENT AUTHORITY

**MONDAY, JUNE 3, 2019, 5:00 PM
CITY HALL, ROOM 604 - THE HARRY MAIER ROOM**

A. ROLL CALL.

I. Members: Gary Sikich - Chair, Mike Borlee - Vice Chair, Ald. Brian Johnson, Pam Parish, Mahamed Rage, Michael Peot and John Calewarts

Present: Gary Sikich, John Calewarts, Mike Peot, Brian Johnson, Mahamed Rage (arrived at 5:07 p.m.), Pam Parish, Excused: Michael Borlee

B. APPROVAL OF THE AGENDA.

I. Approval of the agenda for the June 3, 2019, meeting of the Economic Development Authority.

Moved by Ald. Brian Johnson, seconded by Pam Parish to approve the agenda. Motion carried.
Yes- Brian Johnson, Pam Parish, Gary Sikich, Mike Peot, No- None, Abstain- None

C. APPROVAL OF MINUTES.

I. Approval of the minutes from the November 26, 2018, meeting of the Economic Development Authority.

Moved by Board Member Pam Parish, seconded by Mike Peot to approve the minutes. Motion carried.

Yes- Brian Johnson, Pam Parish, Gary Sikich, Mike Peot, No- None, Abstain- None

D. REGULAR BUSINESS.

1. Consideration with possible action on the disposition of 929 North Broadway (Tax Parcel 18-502) to Modern Built LLC for use with the Redevelopment Authority's New Homes in Your Neighborhood program.

Moved by Ald. Brian Johnson, seconded by Pam Parish to approve the disposition of 929 North Broadway (Tax Parcel 18-502) to Modern Built LLC for use with the Redevelopment Authority's New Homes in Your Neighborhood program. Motion carried.

Yes- Brian Johnson, Pam Parish, Mahamed Rage, Gary Sikich, Mike Peot, No- None, Abstain- None

E. INFORMATIONAL.

1. Update on Brownfields Program.

Matt Buchanan presented an update on the Brownfields Program. No action needed.

2. Update on the I-43 Business Center.

David Buck presented an update on the I-43 Business Center. No action needed.

3. Director's Report.

Kevin Vonck presented the Director's Report. No action needed.

4. Date of next meeting: July 8, 2019.

F. ADJOURNMENT.

Moved by Mike Peot, seconded by Gary Sikich to adjourn. Motion carried.

Yes- Brian Johnson, Pam Parish, Mahamed Rage, Gary Sikich, Mike Peot, No- None, Abstain- None



Report to the
Economic Development Authority
of the City of Green Bay

MEETING DATE

August 12, 2019

PREPARED BY

Wendy Townsend, Economic
Coordinator

AGENDA ITEM # D.I.

Consideration with possible action regarding the posting of a Request for Proposal (RFP) for the Community Development Investment (CDI) Grant Program.

BACKGROUND

Each year the City of Green Bay seeks out "shovel ready" projects that meet the requirements laid out by Wisconsin Economic Development Corporation (WEDC) for the Community Development Investment Grant Program.

This program supports urban, small city and rural community redevelopment efforts by providing financial incentives for these "shovel ready" projects with emphasis on, but not limited to, downtown community-driven efforts. Funded activities should lead to measurable benefits in job opportunities, property values and/or leveraged investment by local and private partners. The project must be located within the City of Green Bay's city limits and follow the requirements laid out by the City and WEDC.

RECOMMENDATION

Staff is recommending the approval to post the RFP for the Community Investment Grant Program.

FISCAL IMPACT

ATTACHMENTS

- I. RFP-CDI

Request for Proposals

Community Development Investment Grant Program

2019-2020

Economic Development
Authority
of the
City of Green Bay

Released: August 12, 2019



Request for Proposals: Community Development Investment Grant 2019-2020

I. Introduction

A. Project Overview

The Economic Development Authority of the City of Green Bay (EDA) is seeking shovel ready projects that meet the requirements laid out by Wisconsin Economic Development Corporation (WEDC) for the Community Development Investment Grant Program. WEDC will have final approval of project selection. Submittals are not guaranteed funding.



B. Program Description

The program will support community redevelopment efforts by providing financial incentives for shovel-ready projects with emphasis on, but not limited to, downtown community-driven efforts. Funded activities should lead to measurable benefits in job opportunities, property values and/or leveraged investment by local and private partners.

C. Eligible Requirements:

The project must be within the City of Green Bay's city limits.

The applicants will need to following the below criteria to receive grant assistance under the following restrictions:

- Grant recipients must provide a minimum 3:1 match investment in project costs.
- No more than 30 percent of the match investment may consist of other state and/or federal grant sources.
- Applicants must provide a signed resolution by the City of Green Bay authorizing the submittal of an application to the CDI Grant Program.
- Generally, applicants may only receive one CDI Grant per fiscal year; applicants within Designated Rural Counties may receive more than one grant per year, based on available funding.

D. Eligible activities include:

- Building renovation
- Historic preservation
- Demolition
- New construction
- Infrastructure investment
- Project or site development planning

Eligible projects are:

- Development of significant destination attractions
- Rehabilitation and reuse of underutilized or landmark buildings
- Infill development
- Historic preservation
- Infrastructure efforts, including disaster prevention measures, providing substantial benefit to downtown residents/property owners
- Mixed-use developments (not exclusively residential)

E. Activities ineligible for grant assistance or match include, but are not limited to:

- Past costs
- In-kind contributions
- Indirect construction costs (a.k.a. “soft” costs)

F: The City of Green Bay will take the following into account when considering a CDI Grant:

- Impact on the community
- Financial justification
- Previous planning efforts
- Readiness to proceed
- Involvement of public-private partnerships
- Other factors determined by WEDC

G: Incentives and Available Funding (FY19):

The grants will be limited to 25% of eligible project costs, with a maximum grant amount of up to \$250,000.

E: Activities and Expected Outcomes:

22:1 leverage of other investment.

II. Proposal Requirements

A. Proposal Content and Organization

To achieve a uniform review process and a degree of comparability, the proposals should be organized in the following order and contain all of the following information:

1. Title Page

Show the proposal title, the name of organization, address, telephone number(s), name of contact person, the date, and other relevant information.

2. Investment

Describe the project and provide a scope of work. Include preliminary project work that has been to date and submit drawings, renderings or maps describing what the proposed development will look like and how it relates to the community..

3. Capacity

Provide a timetable for the project, including start and completion dates.

4. Financials

Proposals should identify planned sources of financing for the project. Attach any proof of funding sources; i.e. loan approvals, financial statements, letters of credit etc.

5. Experience

Explain related experience in project development. Provide résumés of project team members, any examples of previous projects that may relate to this type of development.

Submittal Requirements

Proposals must be received by the EDA by Friday, October 4, 2019, no later than 4:00 p.m. CDT

Please send proposals to:

City of Green Bay
Department of Community & Economic Development
Attn: Wendy Townsend
100 N Jefferson St, Room 608
Green Bay, WI 54301
OR
Email to: wendyto@greenbaywi.gov

III. Selection Process and Criteria

A. Selection Criteria

City staff will review and score proposals according to the following criteria:

Factor	
Investment	
Scope of work- project story Community impact Populations served Project sustainability	
Capacity	
Time to complete Time to attain Jobs created for all ages, abilities and incomes	
Financials	
Planned sources of funding	
Experience	
Demonstrated success Project team qualifications	
Design Considerations	
Location	
Creativity	
Economic Impact	

B. Questions and Comments

All questions can be submitted by email to the contact information provided below. Answers will then be provided weekly, via the City website (www.greenbaywi.gov), as a part of an addendum to this RFP.

Mail to: City of Green Bay
Department of Community & Economic Development
Attn: Wendy Townsend
100 N Jefferson St, Room 608
Green Bay, WI 54301
OR
Email to: wendyto@greenbaywi.gov

C. Selection Process

The project selection process will involve the following primary steps:

I. Proposal review

2. *Staff recommendation of selected project*
3. *EDA approval of selected project*

D. Timeline

- Proposals due: Friday, October 4, 2019 by 4:00 p.m.
- EDA selection: Monday, October 14, 2019 at 5:00 p.m.

E. Rules Governing Competitive Evaluation

1. Examination of Request for Proposals

Applicants should carefully examine the entire RFP, any addenda, and all related materials and data referenced in the RFP. .

2. Contract Negotiations

The highest-ranked project will submit a CDI Grant application to WEDC. The Project Manager will be responsible for contacting WEDC and working through the application process.

3. Completeness, Addenda, Rejection, Cancellation, Preparation Cost

This Request for Proposals (RFP) has been prepared by the EDA and does not purport to be all-inclusive or to contain all of the information a prospective purchaser or developer may desire. No legal liability is assumed or shall be implied with respect to the accuracy or completeness of this RFP.

The EDA reserves the right to revise any part of this RFP by issuing an addendum at any time prior to the submittal deadline. The EDA reserves the right to accept or reject, in whole or part, all proposals submitted and/or to cancel this announcement if any such action is determined to be in the EDA's or the City's best interest. All materials submitted in response to this RFP become the property of the EDA.

The EDA will not be responsible for costs associated with preparing proposals. By submitting a proposal, each Project Manager agrees to be bound in this respect and waives all claims regarding such costs and fees.