AGENDA OF THE COMMUNITY DEVELOPMENT BLOCK GRANT REVOLVING LOAN COMMITTEE

MONDAY, APRIL 13, 2020, 3:00 PM

Telephonic Meeting
public may also view at
www.youtube.com/CityOfGreenBay

A. Zoom Meeting Information

1. Please find information to join this meeting via "zoom meeting" along with instructions.

B. Roll Call.

1. Members: Matt Schuller - Chair, Chad Van Handel - Vice Chair, Ald. Brian Johnson and James Blumerich

C. Approval of the Agenda.

1. Approval of the agenda for the April 13, 2020, meeting of the Community Development Block Grant Revolving Loan Committee.

D. Approval of Minutes.

1. Approval of the minutes from the January 30, 2020, meeting of the Community Development Block Grant Revolving Loan Committee.

E. Regular Business.

1. Discussion and possible action regarding creating a new revolving loan program for Small Business Pandemic Relief.

2. Consideration with possible action on reviewing the terms and conditions drafted for the Small Business Pandemic Relief Fund (SB-PRF) loan program.

3. Discussion with possible action on reviewing the White Dog LLC Application.

   The Committee may convene in closed session pursuant to Sections 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating the sale of public properties, investing of public funds or conducting other specified public business as necessary for competitive or bargaining reasons. The Committee may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

F. Informational.

1. Revolving Loan Fund Status Report
2. Staff Report

G. 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 Community Development Block Grant Revolving Loan Committee 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.

Zoom Meeting Instructions

For Committee members and persons attending the meetings

1. You will receive a zoom meeting invitation from the host. It will be scheduled the same time as your meeting time.
2. The zoom invitation and these instructions will be the first agenda item for all meetings.
3. You can receive the invitation in an email or in a calendar invite.
4. Here is what a zoom meeting invitation will look like:

Celestine Jeffreys is inviting you to a scheduled Zoom meeting.	The person who has invited you and is the host is named here.
Topic: A committee meeting 1/1/20	Host can choose a topic and description
Time: January 1, 2020 05:00 PM Central Time (US and Canada)	Host chooses the time and time zone. The host may allow you to join before the time. City meetings are recommended to let members join ahead of time.
Join Zoom Meeting https://zoom.us/j/810766649	This is what you'll use if you join via computer. City meetings are recommended to allow both phone and computer.
Meeting ID: 810 766 649 Password: 012345	This is the ID that you will input after you dial the telephone number Beginning in early April, Zoom has required a password for all meetings.
One tap mobile +19292056099,,810766649# US (New York) +13126266799,,810766649# US (Chicago)	If you're using a mobile telephone number, use can simply click on these numbers and they will appear on your smart phone. The pink is the telephone number and the green is the meeting id.
Dial by your location +1 929 205 6099 US (New York) +1 312 626 6799 US (Chicago) +1 669 900 6833 US (San Jose) +1 253 215 8782 US +1 301 715 8592 US +1 346 248 7799 US (Houston)	Use these numbers for all types of phones. The trick here is to dial the first number, and if that doesn't work, go down the list until you find a number that works. Usually the first or second number will work.
Meeting ID: 810 766 649	Repeating the meeting id.
Find your local number: https://zoom.us/u/adbdyTaAgU	If these above numbers don't work, click this link to find other, local numbers.

5. Wisconsin Open Meetings Law still applies
   a. Persons interested in speaking to an item must give their name and address
   b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
6. Once you are in the meeting please mute yourselves. City recommended practice is to:
   a. Allow a waiting room—this means the host will admit you to the meeting
   b. Mute upon entry—this means that your phone or computer will be muted when you are allowed into the meeting. You can still hear the meeting's proceedings.
7. Waiting room
   a. Committee members will remain in the meeting until it's concluded

    b. Persons on the agenda will be admitted to the meeting, and then once the item is concluded, the host will permanently mute you from the meeting (you can still hear the meeting). There is a process the committee will undertake called "opening the floor." Persons interested in listening to the meeting can go to www.youtube.com/CityofGreenBay
    c. The host of the meeting may ask you to identify yourselves, if you're calling in with a phone.
8. Using Zoom with a tablet or computer
    a. Tablet—you will be asked to sign in. Download the app either with the Apple Store or the Play Store
    b. Computer—you will be asked to sign in. You may download the app or click on the link to open Zoom in your browser.
9. Registering
    a. The host may ask you to register for the meeting. A registration link will be sent to you along with the invite. You'll receive another email confirming that you're registered for the meeting.
    b. If you're using a phone, your registration will still be tied to an email.
10. Raising your hand
    a. Committee members—you can either use CivicClerk and request to speak or you can "raise your hand" in the zoom meeting (you'd need to use a computer or tablet) to let the host know you'd like to speak. You can also un-mute yourselves and start speaking.
    b. Persons on the agenda—you can "raise your hand" but you'd need to use a computer. You will be allowed to speak, per Wisconsin Open Meetings Rules, once the committee has "opened the floor for interested parties to speak." Once the committee is finished with your agenda item, the host will mute you permanently, unless the committee opens the floor again. Once muted, you can still hear the meeting.
11. Staffing
    a. During a committee meeting, there will be at least one staff member in one of the recording rooms (council chamber, 207, 310, 604).
    b. The staff members will be the hosts of the meeting and will manage callers with muting and admitting.
12. What devices should I use?
    a. Smart phone (please see more detailed instructions on pages 3 and 4 for telephones)
    b. Land line
    c. Tablet—well in advance of the meeting, please download the Zoom Meeting app before you join a meeting by using either the Apple Store or the Play Store. You will be asked to input your name, thus identifying you for the meeting. You'll also be asked to verify your email.
    d. Computer—well in advance of the meeting, please download the Zoom Meeting app, but you can also click on a link to open the Zoom Meeting in your browser. You will be asked to input your name, thus identifying you for the meeting.
    e. For tablet and computer users--if you download the app you will be asked to verify your email.
13. Zoom etiquette
    a. Muting yourselves when you're not talking will prevent your background noise from interfering with others' ability to listen to and participate in the meeting.
    b. If you're using a telephone, please identify yourself with your phone number and name before you speak. Zoom meeting hosts can see only your telephone number.
14. Closed session
    a. During this time when we are using virtual meetings, we may use YouTube (www.youtube.com/CityOfGreenBay) for the public. We can't turn-off the You Tube recording, so all closed session items will be discussed in an adjoining room, where there is no video equipment.
    b. Persons listening in will hear the committee take a vote to go into closed session and will then hear no voices until the committee returns.

Please allow yourself ample time to get set up before your meeting starts!
If you are a Board Member, please log into CivicClerk with a computer, laptop, or tablet device.

1. Review the calendar invite you received from the meeting host. DO NOT use the phone numbers listed in this image below – this is only an example!

City Of Green Bay is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
https://zoom.us/j/2880058733

Meeting ID: 288 005 8733

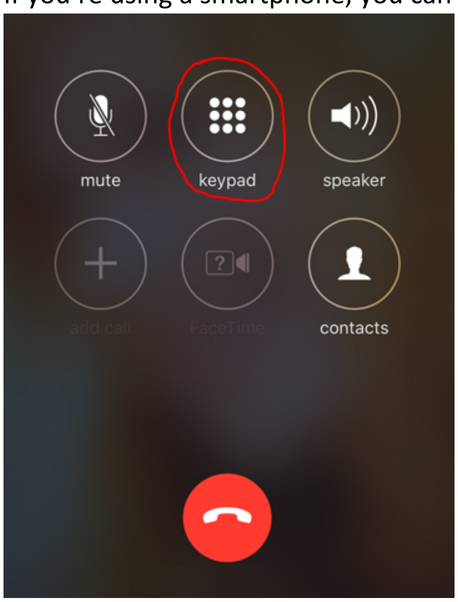
One tap mobile
+19292056099,,2880058733# US (New York)

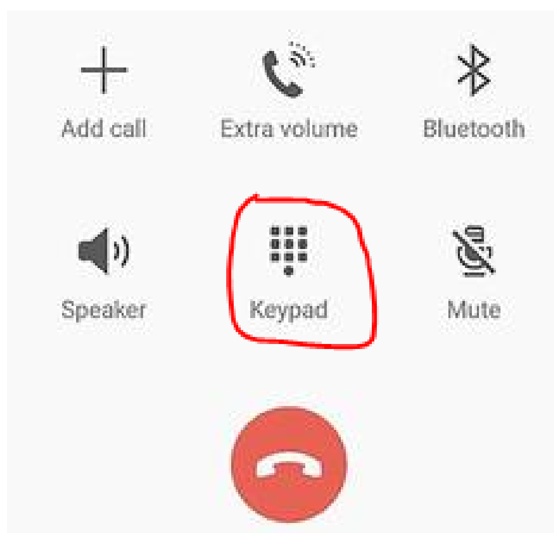
+13126266799,,2880058733# US (Chicago)

Dial by your location
+1 929 205 6099 US (New York)
+1 312 626 6799 US (Chicago)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US
+1 301 715 8592 US
+1 346 248 7799 US (Houston)
Meeting ID: 288 005 8733

Find your local number: https://zoom.us/u/ar8eimGum

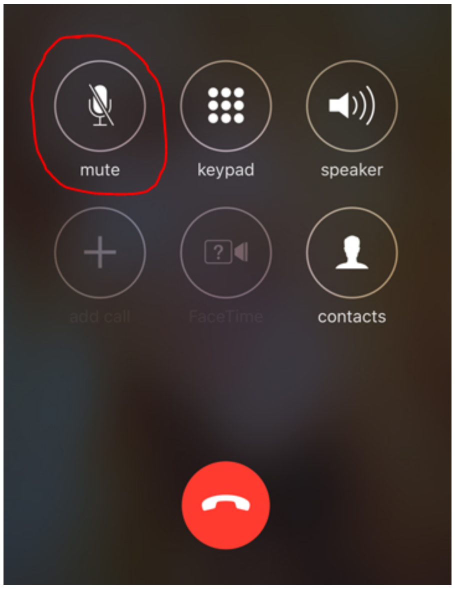
2. Use your phone to dial the phone number listed in Chicago location (red circle in example image above)
3. When prompted, enter the Meeting ID number (green circle in example image above) followed by **#**
    a. If you're using a smartphone, you can access the keypad by clicking "Keypad" on your screen

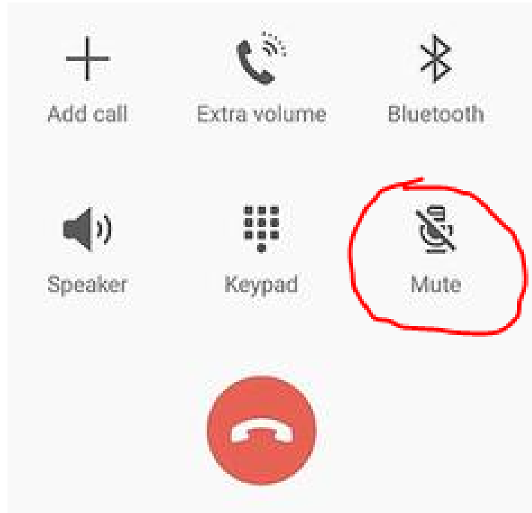




4. Once you are in the meeting, notify the meeting host that you are in and state your name.
5. If you do not need to talk, please make sure your phone is on **Mute**

a. If you're using a smartphone, look at your screen and click the Mute button





b. If you're using a computer, you should see a Mute button in the Zoom application

Revolving Loan Fund Committee 4/13/2020

City Of Green Bay is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
https://zoom.us/j/761478951

Meeting ID: 761 478 951

One tap mobile
+19292056099,,761478951# US (New York)
+13126266799,,761478951# US (Chicago)

Dial by your location
+1 929 205 6099 US (New York)
+1 312 626 6799 US (Chicago)
+1 301 715 8592 US
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US

Meeting ID: 761 478 951

Find your local number: https://zoom.us/u/ar8eimGum

Report to the

Community Development Block Grant Revolving Loan Committee of the City of Green Bay

MEETING DATE	PREPARED BY
April 13, 2020	Wendy Townsend, Economic Coordinator

AGENDA ITEM # E.1

Discussion and possible action regarding creating a new revolving loan program for Small Business Pandemic Relief.

BACKGROUND

To discuss with possible action to reallocate $100,000 in CDBG Community Development-Revolving Loan Funds (CD-RLF) to a newly created loan program called Small Business Pandemic Relief Fund (SB-PRF) for small businesses that are experiencing hardship as a result of the Covid 19 pandemic.

RECOMMENDATION

Staff is recommending approval of the creation of the pandemic relief fund for small businesses.

FISCAL IMPACT

ATTACHMENTS

None

Report to the
Community Development Block Grant Revolving Loan Committee of the City of Green Bay

MEETING DATE	PREPARED BY
April 13, 2020	

AGENDA ITEM # E.2

Consideration with possible action on reviewing the terms and conditions drafted for the Small Business Pandemic Relief Fund (SB-PRF) loan program.

BACKGROUND

City staff has reviewed the attached documents for HUD guidelines compliance and legal requirements for this loan program.

RECOMMENDATION

Staff recommends approving the documents for the Small Business Pandemic Relief Program as presented.

FISCAL IMPACT

ATTACHMENTS

1. SB-PRL Intro
2. SB-PRL Application requirements
3. SB-PRL Guidelines
4. SB-PRL Application_20200323
5. SB-PRL Promissory Note

Small Business Pandemic Response Loan (SB-PRL):

This program is an economic development activity funded through the City of Green Bay's Community Development Block Grant (CDBG) annual allocation from the US Department of Housing and Urban Development (HUD). The City of Green Bay Small Business Pandemic Relief Loan Program is a financing product designed to benefit City of Green Bay small business owner-operators employing low or moderate income households.

Under federal regulations, use of CDBG funds for economic development activities must meet the national objective of benefit to low/moderate ("low/mod") income persons under the Job Creation/Retention or Limited Clientele definition. As such, all applicants must meet this national objective and at least 51% of all FTE jobs retained or created must be held by a low/mod income person.

City staff will verify that employees listed meet HUD's low/mod income definition by requiring submission of a self-certification of household income from each employee whose position is being 'created or retained', as outlined in the program application and guidelines.

The City of Green Bay will provide 1 year deferred interest loans, up to $10,000, for eligible small businesses that experienced significant financial hardship as a result of the COVID-19 pandemic. The program has a 36 month term, including 12 months of deferred payments. The City is attempting to make the loan application as simple and as quick as possible. Here are the main materials, information and forms to guide you through the process:

- Program Guide
- Application Steps & Requirements
- Application

City of Green Bay Revolving Loan Fund:

The City of Green Bay will also defer existing Revolving Loan Fund (RLF) payments for up to 90 days upon request from any businesses with outstanding loans provided the company can demonstrate an income loss as a result of the Emergency Order #12, or the COVID-19 outbreak. Principal and interest payments will be deferred during the suspension period. Please contact Wendy Townsend, Project and Program Manager, at 920-448-3086 or wendyto@greenbaywi.gov for more information.

Additional Resources:

Businesses are also encouraged to review programs offered by , Wisconsin Economic Development Corp, the Small Business Administration, and other private and nonprofit sources. Program summaries and links to several programs can be found by clicking here.

Have questions?

Specific questions can be directed to:
Wendy Townsend, Community and Economic Development
100 N Jefferson St.
Green Bay, WI 54301
p: 920-448-3086
e: wendyto@greenbaywi.gov

Small Business Pandemic Response Loan (SB-PRL) Application Requirements

Applicants shall complete the following information:

Application

Comment [1]:

1. Business Summary - Please provide a brief overview of your business. The City of Green Bay reserves the right to require an up-to-date business plan for any projects. At a minimum, business plans should include:
2.
    - History of the company’s operations
    - The physical address of each Green Bay facility of the Applicant
    - Ownership structures and any authorized agent
    - Include the number of full-time employees
    - The Number of part-time employees
    - A simple budget summary

3. Demonstrate why Small Business Pandemic Response Loan assistance is needed (please attach additional pages if necessary)
4. Explain any other factors that should be considered in evaluating this request (e.g., impact on Wisconsin suppliers, national/international sales, and other prospects for future expansions, etc.)

Reference: Example Promissory Note

Comment [2]:

Small Business Pandemic Response Loan (SB-PRL) Application Steps

- Applicants shall review the entire Small Business Pandemic Response Loan (SB-PRL) program, application, draft Promissory Note.
- Applicants are encouraged to contact the City of Green Bay staff prior to applying for assistance to ask questions regarding the application or approval process.
- Applicants shall submit the application directly to the Project and Program Manager of Community and Economic Development by email (wendyto@greenbay.gov) or by mail (100 N Jefferson St., Room 608 Green Bay, WI 54301)
- City of Green Bay staff will contact the business owner to confirm receipt of the application and discuss the program timeline.
- City staff will review the application and verify application information prior to award determination.
- City of Green Bay staff will notify successful loan applicants of the distribution processes.

Small Business Pandemic Response Loan (SB-PRL)

Loan Goal: Provide immediate small business loans to businesses immediately impacted by COVID-19.
Funding Source: City of Green Bay CDBG-RLF
Program Funding Amount: $100,000
Availability: On or before April 13, 2020. In lieu of traditional loan agreements, the City established an application process requiring a notarized signature and promissory note.

Overview: Provide up to $10,000 in zero-interest loans for the first 12 months and 4% interest for the remaining term of the loan to small businesses to be used to support certain small business activities throughout the City of Green Bay that have realized a significant financial hardship as a result of the COVID-19 pandemic.

Eligible Businesses: Eligible Business means a business in an industry outlined in Emergency Order #12 – Safer at Home Order, or any subsequent Emergency Order, or demonstrates it is otherwise affected by the COVID-19 outbreak.

Businesses with less than 20 FTE employees are eligible for up to a $5,000 loan. Businesses with more than 20 FTE employees are eligible for up to a $10,000 loan.

Eligible businesses must demonstrate the following:

1. The company can demonstrate an income loss as a result of the Emergency Order #12, or the COVID-19 outbreak;
2. Is a bricks and mortar business located within the City of Green Bay;
3. The company needs working capital to support payroll expenses, utility expenses, or other similar expenses that occur in the ordinary course of business.

Eligible Uses: Loans may be used for working capital to support payroll expenses, utility expenses, rent and mortgage payments, or other similar expenses that occur in the ordinary course of business. Applicants are encouraged to also work with landlords and mortgage institutions to arrange rent reductions and/or payment deferrals.

Ineligible Uses: Loans are not available for: property management/landlord for either commercial and/or residential customers, any speculative venture, investment venture, research and development or home-based occupations.

Interest Rate: 0.00% for the first 12 months 4.0% for the remainder of the loan.

Term: 36 month term for $5000 loan and 48 month term for $10,000 loan both with 12 months of deferred payments and no interest, principal payments shall begin one year from the date of distribution.
Example Loan Payments:
$5,000 Loan: 36 months $217.13/month after12 months of deferred payments
$10,000 Loan: 48 months $225.80/month after12 months of deferred payments
Approval: Submission of an application does not guarantee funding, and all applications will be reviewed by the City Staff and the City Attorney. Any applicant can decrease or decline funding upon notification of approval.

CITY OF GREEN BAY

SMALL BUSINESS PANDEMIC RELIEF LOAN APPLICATION (SB-PRL)

BUSINESS INFORMATION		
Name of Business:		
Dba Name (if applicable):		
Mailing Address:		
City:	State:	ZIP Code:
PHONE:	EMAIL:	
Address of Operations (if different):		
City:	State:	ZIP Code:
Date of Incorporation:	Current Number of FTE Employees at Time of Application:	
Is Business Minority-Owned? Y/N		
Has the business ever been subjected to criminal or civil fines and penalties including from City of Green Bay code or regulatory violations? Y/ N		

BUSINESS TYPE: ☐ LLC ☐ Partnership ☐ Sole Proprietor ☐ Other

BUSINESS DESCRIPTION

OWNER INFORMATION

OWNER NAME(S) (please indicate percent of ownership if multiple owners):

Mailing Address:

City:	State:	ZIP Code:

PHONE:	EMAIL:

18 or older: Y / N
(circle)

Please summarize owner's experience in industry (PLEASE LIST ADDITIONAL OWNER INFORMATION BELOW OR ATTACH SERPARATE PAGE IF NECESSARY):

PROPOSED USES OF FUNDS	
AMOUNT OF REQUEST	USE
$	Payroll expenses
$	Rent/mortgage
$	Utilities
$	Other:
$	Other:
Total Emergency Funding Request (Max $5,000 FOR EMPLOYERS WITH FEWER THAN 20 FTE EMPLOYEES and Max $10,000 FOR EMPLOYERS WITH 20 FTE OR MORE EMPLOYEES):	

EMERGENCY NEED

Please specify below how your business will be impacted by the policies put into effect due to the current coronavirus pandemic **OR** will provide a support service and need funding assistance to implement new protocols or meet higher demand:
Please specify below how many Full-Time Equivalent jobs your business intends to retain or create through the funds provided by the Emergency Fund. NOTE: jobs retained must be held throughout the term of the forgivable loan, otherwise the loan will be called due and payable. At least 51% of FTE jobs retained must be held by members of low-/moderate-income households.

Position Title:	Held by Low-/Mod-Income? Y / N	Hours Worked per Week:
Position Title:	Held by Low-/Mod-Income? Y / N	Hours Worked per Week:
Position Title:	Held by Low-/Mod-Income? Y / N	Hours Worked per Week:
Position Title:	Held by Low-/Mod-Income? Y / N	Hours Worked per Week:

Position Title:	Held by Low-/Mod-Income? Y / N	Hours Worked per Week:
Position Title:	Held by Low-/Mod-Income? Y / N	Hours Worked per Week:
Position Title:	Held by Low-/Mod-Income? Y / N	Hours Worked per Week:
Position Title:	Held by Low-/Mod-Income? Y / N	Hours Worked per Week:
Position Title:	Held by Low-/Mod-Income? Y / N	Hours Worked per Week:
Position Title:	Held by Low-/Mod-Income? Y / N	Hours Worked per Week:
Please indicate any additional jobs retained on a separate sheet		

APPLICANT STATEMENT: I hereby certify that the information on this form is complete and accurate. I understand that the information provided may be subject to further verification by the City of Green Bay, or the US Department of Housing and Urban Development. If necessary, I will provide the information required to verify this data (e.g. payroll records, tax fillings, bank account statements, etc.). I, therefore, authorize such verification, and I will provide the supporting documentation, if necessary.

SIGNATURE: ____Date: ________________

Name (please print):____

Title (please print):____

SIGNATURE: ____**Date:** ____________________

Name (please print):____

Title (please print):____

SIGNATURE: ____**Date:** ____________________

Name (please print):____

Title (please print):____

Please provide signature(s), printed name(s), and title(s) of additional owners on separate page (if applicable).

	Please submit <u>copies</u> of documents if available/applicable
	SB-PRL Fund Application (this document)
	Owner Income self-verification form using template in Appendix A

	Owner’s most recently completed IRS Form 1040
	Employee Income self-verification forms using template in Appendix A (Submit one for each employee proposed to be retained)
	Business Operating Agreement – (for businesses with multiple partners)
	Payroll summary or other document showing total number of employees on payroll as of the application submission date
	Section 3 registration (if applicable)

NOTE- Staff may follow-up with applicants for additional information and documents after application submission as necessary.

APPENDIX A

APPLICANT INCOME ELIGIBILITY –to be completed and signed by each employee whose position is proposed to be retained. At least 51% of FTE jobs to be retained must be low-/moderate-income for their household size. The business owner is also required to complete this form and provide City staff with the most recently submitted IRS Form 1040, even if no jobs are proposed to be retained or created through Emergency Fund assistance.

Information on annual family income and race is required to determine eligibility for services funded with federal Community Development Block Grant (CDBG) funds. Each participant must indicate the number of person in their household and then **CIRCLE THE BOX** that contains the amount of annual family income.

INCOME is defined as the annual gross income (before deductions) of all family and non-family members 18+ years old living in the household. All sources of income must be counted from all persons in the household based on the anticipated income expected in the next 12 months.

Please circle your Income Range based on your Family Size (for example: if there are 5 people in your household go to HH of 5; if there are 8 or more go to HH of 8):

	HH of 1	HH of 2	HH of 3	HH of 4	HH of 5	HH of 6	HH of 7	HH of 8
Low-/Moderate-Income	$0-$17,300	$0-$19,800	$0-$22,250	$0-$26,200	$0-$30,680	$0-$35,160	$0-$39,640	$0-$44,120
	$17,301-$28,850	$19,801-$32,950	$22,251-$37,050	$26,200-$41,150	$30,681-$44,450	$35,161-$47,750	$39,641-$51,050	$44,121-$54,350
	$28,851-$46,100	$32,951-$52,700	$37,051-$59,300	$41,151-$65,850	$44,451-$71,150	$47,751-$76,400	$51,051-$81,700	$54,351-$86,950
Non-Low Income	$46,101+	$52,701+	$59,301+	$65,851+	$71,151+	$76,401+	$81,701+	$86,951+

Please check your ethnicity (pick 1 of 2): □ Hispanic/Latino □ Non-Hispanic/Latino

Please check your race (pick 1 of 10 choices):

- □ White
- □ Black or African American
- □ Asian
- □ American Indian/Alaskan Native
- □ Asian & White
- □ American Indian/Alaskan Native & White
- □ Native Hawaii/Other Pacific Islander
- □ Black/African American & White
- □ American Indian/Alaskan Native & Black/African American
- □ Other Multi-Racial

Does your family have a **FEMALE HEAD OF HOUSEHOLD?** □Yes □No

APPLICANT STATEMENT: I hereby certify that the information on this form is complete and accurate. I understand that this self-certification may be subject to further verification by the agency providing services, the City of Racine, or the US Department of Housing and Urban Development. If necessary, I will provide the information required to verify this data (e.g. pay stubs, bank account statements, etc.). I, therefore, authorize such verification, and I will provide the supporting documentation, if necessary. **WARNING:** Title 18, Section 1001 of the US Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the US Government.

Name: ____(printed)

Signature: ____Date: ____________________

APPENDIX B

CDBG EMERGENCY FUND PROGRAM

SCORING MATRIX

If the purposed project meets all threshold criteria, reviewers will utilize the following project scoring criteria to evaluate the purposed project for the purposes of making a funding recommendation. Scoring will help determine priority of project application versus other projects competing for funds. The highest scoring projects will be recommended for funding.

Evaluation Criteria (100 Point Scale + Bonus):

Capacity and Experience to Operate the Business (15 Points) o Applicant has the demonstrated capacity to operate the business sustainably. Consider project status, industry experience, and business development classes and resources.	
Readiness to Proceed (10 points) o The Business a proof of concept and clear market analysis. Proposal includes a clear plan for implementation including a realistic timeline with set deliverables.	
Business Impact (15 Points) o Business will be severely impacted by the policies put into effect due to the coronavirus pandemic **OR** business provides a support service and will need funding assistance to implement new protocols or meet higher demand. This qualification meets the DCED ESF-14 goals.	
Job / Employee retention (30 Points max) o Proposal ensures employee retention for term of loan. Up to 30 Pts awarded based on Full-Time Equivalent FTE job retention: 30 Pts for 5 or more FTE positions retained, 20 Pts for 3 or more FTE retained, 10 points for 2 FTE positions retained, 5 points for 1 FTE positions retained, and 0 points for a lower ratio of retained jobs. One FTE position is defined as 40 hrs per week, or any combination of part-time positions combining for 40 hours per week, including owners.	
Minority Business Enterprise (10 points) o Business is a minority-owned business: Women, Veteran and Economically Disadvantaged Small Business Enterprise (51%).	
Section 3 Registered (10 points) o Business is a HUD-registered Section 3 business enterprise. https://portalapps.hud.gov/Sec3BusReg/BRegistry/RegisterBusiness	
Located in a Retail District (10 points) o Business *is or will be* located in an established business corridor.	
Application Completeness (5 Point BONUS) o Up to 5 point bonus for application with concise descriptions and backup information, professional writing and accurate math.	

TOTAL	

-Helpful links-

City of Green Bay - Department of Community and Economic Development
https://www.greenbaywi.gov/business

Federal EIN –
https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online

WI Business Resources- registration and basic information
https://openforbusiness.wi.gov/

WI Dept of Financial Institutions-
https://www.wdfi.org/corporations/

WI Dept of Revenue-
https://www.revenue.wi.gov/Pages/Businesses/New-Business-home.aspx
https://www.revenue.wi.gov/Pages/Form/with-home.aspx

WI Dept of Workforce Development-
https://dwd.wisconsin.gov/ui/
https://dwd.wisconsin.gov/wc/

Dun & Bradstreet- DUNS –
https://www.dnb.com/duns-number/get-a-duns.html

CAGE code-
https://www.sam.gov/SAM/

HUD Section 3 Registration-
https://portalapps.hud.gov/Sec3BusReg/BRegistry/What

SMALL BUSINESS PANDEMIC RELIEF LOAN PROMISSORY NOTE

$__________ Date: ____________
Green Bay, Wisconsin

FOR VALUE RECEIVED on this date, ___________, hereinafter Borrower, promises to pay to the order of the Redevelopment Authority of the City of Green Bay at 100 N Jefferson St., Green Bay, WI 54301, hereinafter Lender, or at such other location as may be designated in writing from time to time, the principal sum of _______________ Thousand Dollars ($__,000), at the times and in the amounts hereinafter set forth.

TERM, INTEREST, AND PAYMENTS

The term of this note shall be four (4) years, and the note shall bear interest at a rate of zero percent (0%) for the first 12 months and four percent (4.0%) for the remainder of the loan.

Borrower shall pay equal monthly installments of the principal amount, amortized over a three (3) year basis. Such equal monthly installments shall be due and payable on the first day of every month beginning on the first day of the thirteenth (13th) month after the date above. The schedule of monthly installment payments is as provided in the attached Exhibit 1.

RIGHT TO PREPAY

This note may be prepaid, in whole or in part, at any time without penalty for repayment, at the option of Borrower.

DEFAULT

This note shall not be deemed in default as to payment of principal until the expiration of thirty (30) days after written notice to Borrower, during which thirty (30) day period Borrower shall be allowed to cure the default. If notice is given and Borrower fails to cure the default within said thirty (30) day period, the principal balance, together with interest as provided above, shall at once become due and payable without further notice.

INDEMNITY

Borrower agrees to pay all costs of collection before and after judgment, including reasonable attorney fees (including those incurred in successful defense or settlement of any counterclaim brought by Borrower incident to any action or proceeding involving Borrower brought pursuant to the United States Bankruptcy Code), and waives presentment, protest, demand, and notice of dishonor. Borrower agrees to indemnify and hold harmless Lender, its officers, employees, and agents from and against any and all claims, damages, judgments, penalties, and expenses, including reasonable attorney fees, arising directly or indirectly from the credit extended under this note or the activities of Borrower. This indemnity shall survive payment of this note.

CONSTRUCTION

This note and all its terms shall be construed in accordance with the laws of the State of Wisconsin.

BINDING EFFECT

This Promissory Note is binding not only upon Borrower, but also its respective heirs, executors, successors, administrators, or assigns.

SEVERABILITY

In the event any provision herein is determined to be void or unenforceable for any reason, such determination shall not affect the validity or enforceability of any other provision, all of which shall remain in full force and effect.

INTEGRATION

There are no verbal or other agreements which modify or affect the terms of this note. This note may not be modified or amended except by written agreement signed by Borrower and Lender.

I affirm under penalty of perjury that I have executed this promissory note by affixing my signature and the date below.

By: ________________________________

Name Printed: _____________________________

Signed this ______ day of ________, 2020.

Report to the
Community Development Block Grant Revolving Loan Committee of the City of Green Bay

MEETING DATE	PREPARED BY
April 13, 2020	Wendy Townsend, Economic Coordinator

AGENDA ITEM # E.3

Discussion with possible action on reviewing the White Dog LLC Application.

The Committee may convene in closed session pursuant to Sections 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating the sale of public properties, investing of public funds or conducting other specified public business as necessary for competitive or bargaining reasons. The Committee may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

BACKGROUND

The White Dog Black Cat Café located 201 S. Broadway was recently purchased by Nicole Greenawald and Anthony Wiltgen. They purchased it from Nicole's mother and Nicole has worked in the business for 16 years. They have an accepted offer on the parcel adjacent to the south and are asking for revolving loan funds to assist in the purchase of 205 S. Broadway Parcel 3-315. Additional funds will come from Fortifi Bank and Nicole and Anthony.

RECOMMENDATION

Staff recommends the approval of the request for $30,000 in CD-RLF funds for the purchase of 205 S. Broadway.

FISCAL IMPACT

ATTACHMENTS

1. 2018 Tax Return - Wiltgen
2. 2018 Tax Return - Nicole
3. White Dog BTR 2018
4. PFS - Nicole Greenawald
5. PFS - Anthony Wiltgen
6. Greenawald CB
7. Wiltgen CB
8. White Dog BTR 2017
9. White Dog Application

Report to the

Community Development Block Grant Revolving Loan Committee of the City of Green Bay

MEETING DATE	PREPARED BY
April 13, 2020	Wendy Townsend, Economic Coordinator

AGENDA ITEM # F.2

Staff Report

BACKGROUND

We have offered the 90 day suspension of payments and interest and have all but one of our CD-RLF loans participating.

We have had a request to review our loan rates. Do we wish to discuss at a future meeting?

RECOMMENDATION

Continue to monitor the business climate over the next 90 days.

FISCAL IMPACT

ATTACHMENTS

None