

Downtown Revolving Loan & Grant Program Revisions

City Manager Henne explained the revisions to the program including the addition of a partnership with Lapeer Development Corporation for loan processing and administration.

Councilmember Fear arrived at 6:52 p.m.

Motion by Mayor Pro-Tem Haber to approve revisions to the Downtown Revolving Loan & Grant Program and the establishment of a memorandum of understanding with Lapeer Development Corporation for the review and process of loan requests submitted to the Program as follows:

RESOLUTION NO. 210-2024

**AUTHORIZE APPROVAL OF THE
OWOSSO MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY
REVOLVING LOAN & GRANT PROGRAM REVISIONS
AND MEMORANDUM OF UNDERSTANDING
WITH THE LAPEER DEVELOPMENT CORPORATION**

WHEREAS, in 1994 the City of Owosso established the Downtown Owosso Revolving (formerly UDAG/CDBG) Loan Program; and

WHEREAS, on June 17, 2019, Owosso City Council approved the new Owosso Main Street & Downtown Development Authority (OMS & DDA) Revolving Loan & Grant Program, giving stewardship of the loan and grant process to the OMS & DDA Board of Directors; and

WHEREAS, on June 18, 2024, the Lapeer Development Corporation (LDC) proposed establishing a Memorandum of Understanding (MOU) with the OMS & DDA Economic Vitality Committee for processing the program's loans. This partnership will establish security for loan repayment ensuring replenishment to the Revolving Loan Fund and the continued use of the Revolving Loan & Grant Program for economic development; and

WHEREAS, on October 18, 2024, the Economic Vitality Committee approved revisions to the Revolving Loan & Grant Program for the current fiscal year; and

WHEREAS, on November 6, 2024, the OMS & DDA Board approved the revised OMS & DDA Revolving Loan & Grant Program and the MOU with LDC and authorized City of Owosso staff to submit the Revolving Loan & Grant Program and MOU for approval by Owosso City Council.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

FIRST: it hereby approves the attached Owosso Main Street & Downtown Development Authority Revolving Loan & Grant Program.

SECOND: the mayor is instructed and authorized to sign the attached Memorandum of Understanding with the Lapeer Development Corporation.

Motion supported by Councilmember Ludington.

Roll Call Vote.

AYES: Mayor Pro-Tem Haber, Councilmembers Olson, Fear, Owens, Ludington, and Mayor Teich.

NAYS: None.

ABSENT: Councilmember Osmer.

I hereby certify that the foregoing document is a true and complete copy of a resolution passed by the Owosso City Council at the regular meeting of December 2, 2024.


Amy K. Kirkland, City Clerk





Owosso Main Street & Downtown Development Authority Revolving Loan & Grant Program

This version of the program will be applicable through June 30, 2025.

INTRODUCTION

This program is available to Central Business District, Corridor Business District and General Business District zoned for-profit businesses, landowners, and corporations.

Monies are available to the OMS & DDA until the \$250,000.00 reserve is reached.

OMS & DDA administers the program as authorized by the Owosso City Council.

The program is administered on a year-by-year basis.

The OMS & DDA Economic Vitality Committee leads the program and is responsible for recommending updates to the program on a fiscal year basis.

The fiscal year is from July 1st of the current year through June 30th of the subsequent year.

The OMS & DDA Board will approve or reject the recommended changes once a year from the Economic Vitality Committee.

The City of Owosso City Council will approve or reject the recommended changes following the OMS & DDA Board's approval.

With or without changes, the Revolving Loan & Grant Program will be approved by the OMS & DDA Board and made available for use by July 1st of each year.

All grants will require a \$500 processing fee if awarded.

The applicant shall be responsible for any and all costs associated with the OMS & DDA loan application, additionally, any fees or services rendered by a third party, including but not limited to, loan review, underwriting and/or consultation with lending institutions. The applicant will be responsible for any and all costs associated with the OMS & DDA loan application as described above regardless of whether the loan is approved or if applicant retracts the loan application.

All loans will be made at the U.S. Prime Rate -2%, with a minimum floor rate of 4%, set on the date on the signed application.

Loan length will be ten years or less; dependent on lease agreement.

Loan maximums are up to \$200,000 per project.

Grant maximums are up to \$50,000 per project. Only (4) grants per year will be awarded.

Loans and/or grants may be made on the same project.

Loans are paid prior to project start; grants are paid upon project completion.

Grant payment will be disbursed once all invoices are paid, and permits are signed off/closed.

Repayment of loans will begin one month after the City of Owosso Finance Department releases the check.

Loans and/or grants cannot be issued to projects that have either started or have been completed prior to approval of program application.

All applications require a business plan and financial projections.

All upper-story residential grants or loans require permits to be submitted with the applications.

All property development loans must be repaid in full if there is a transfer of the property title/ownership.

All loans and grants must provide project before and after photos.

ELIGIBLE PROJECT TYPES

1. Building Accessibility Projects - including loans or grants for elevators
2. Historic Preservation
3. Upper Story Housing Development
4. Restaurant/Retail Space Build Out and Upgrades
5. Acquisition and Rehabilitation of Blighted Properties
6. Signage Purchase or Restoration
7. Environmental Site Assessments/Studies
8. Small Business Start-up Costs (working capital only): {Examples of eligible working capital include: purchase of a point-of-sale system, marketing expenses, or inventory of retail goods.}
9. Match on Main Approved Projects
10. Underground Vault Removal/Repair

INELIGIBLE PROJECT TYPES

1. Re-financing of debt owed to private sector entities such as banks, credit unions, etc.
2. Projects or part of projects unrelated to the scope described in the program application.
3. Employee wages or benefits, rent, mortgage payments, utilities, machine leases, vehicle leases, taxes and insurance, professional fees, credit card processing fees and other soft costs.
4. Payment of taxes, utilities, or other similar obligations.

APPLICATION PROCESS

THIS PROCESS CAN TAKE UP TO 3-6 MONTHS

1. Contact OMS & DDA Executive Director, Lizzie Fredrick, at lizzie.fredrick@ci.owosso.mi.us for a preliminary meeting to discuss the program's scope.
2. Obtain and complete the application form from the OMS & DDA website:
www.downtownowosso.org/business-development-resources
3. Submit the application form by email to: lizzie.fredrick@ci.owosso.mi.us
4. The Economic Vitality Committee of the OMS & DDA Board will review the application at their next meeting, in accordance with agenda submission deadlines. If the application is not accepted for further consideration, the applicant will be provided with a rationale for the decision and steps to re-apply.
5. If the application is approved by the OMS & DDA Economic Vitality Committee, the OMS & DDA Board of Directors will approve or deny the application at their next meeting, in accordance with agenda submission deadlines.
6. Upon approval by the OMS & DDA Board:
 - Grant Applications will be submitted to Owosso City Council for approval, in accordance with agenda submission deadlines.
 - Loan Applications will be submitted to the Lapeer Development Corporation for underwriting, collateralization and approval.
7. Loan applications approved by the LDC will then be submitted to City Council for approval, in accordance with agenda submission deadlines.
8. Approved loans require ACH automatic payments.
9. The City of Owosso Finance Department will release a check and create a coupon book for loans once all proper and completed paperwork is submitted. Invoices will not be mailed.
10. The City of Owosso Finance Department will release a check for grants once all paid invoices are provided.

CRITERIA FOR ELIGIBLE PROJECT TYPES

1. Building Accessibility Projects
 - a. The building must be multi-story and have 4,000 or more square feet per floor
 - b. For shared elevator projects, adjoining building floor size can be included to achieve 4,000 square feet if necessary
 - c. Projects may include barrier free lavatories, aisle and doorway widening, and ramps
 - d. Architectural services for building access are eligible for a grant of up to \$5,000
 - e. Elevators for building access are eligible for a grant of up to \$25,000
2. Historic Preservation
 - a. If applicable, the project plan must be approved by the Downtown Historic District Commission prior to submission to the Economic Vitality Committee
3. Upper Story Housing Development
 - a. The upper story must have a minimum of 800 square feet; "micro loft/studio" projects will be considered
 - b. Air conditioning and internet access in each room except bathrooms must be included
 - c. Fire suppression must be included, and the fire suppression plan must be approved by the city building inspector **prior submission** to the Economic Vitality Committee
 - d. Fire suppression is eligible for a grant of up to \$12,500 per unit for projects with upper floor residential units
 - e. Architectural services are eligible for a grant of up to \$1,500 for each residential unit, with a maximum grant of \$12,000 per project
 - f. Elevators for upper story housing development are eligible for a grant of up to \$25,000
4. Restaurant/Retail Space Build Outs and Upgrades
 - a. Projects may include mechanical and electrical systems, roof work, partitions, windows, doors, painting, and sign repair
 - b. Architectural services are eligible for a grant of up to \$3,000 per project
5. Acquisition and Rehabilitation of Blighted Properties
 - a. A description of the plans for the property must be included with the application form
 - b. If preliminarily approved by OMS & DDA, a detailed plan with timing must be submitted to OMS & DDA for further review prior to submission of the application to the loan committee
6. Signage Purchase or Restoration
 - a. Building must be 50 years or older
 - b. If in the historic district, the plan must be approved by the Historic District Commission prior to submission to the loan committee
7. Environment Site Assessments/Studies
 - a. The building or site must have a brownfield plan
 - b. The building or site must be contaminated or suspected of being contaminated
 - c. Phase I and Phase II studies are eligible

Pre-existing Loans:

Existing loan payments may be deferred up to 6-months

- Deferments will be issued on a case-to-case basis depending on the Emergency Response circumstance.
- All deferments must be approved by the OMS & DDA Board and City Council
- Loan deferments must be requested by the loan holder in written form via letter or email, providing reasoning for deferment. Other information may be requested by the Economic Vitality Committee to aid in their determination.
- Requests for deferment should be reviewed by the Economic Vitality Committee.
- Upon review from the Economic Vitality Committee, if recommendation is determined, the loan request will be sent to City Council for final approval.
- Program-wide deferments can be considered during city, state, and/or country- wide Emergency Response declarations. Program-wide deferments require both OMS & DDA and City Council approval.

CONCLUSIONS, QUESTIONS, AND CONTINUOUS IMPROVEMENT

The Owosso Main Street & Downtown Development Authority Board of Directors will determine Economic Vitality Committee Members.

The Committee consists of a City Council representative, OMS & DDA Board Member, small business owner, commercial property owner, representative from a traditional lending institution and Owosso Main Street volunteers.

The Committee will make recommendations for approval based on criteria established by the Revolving Loan & Grant Program Scoring Rubric and other Committee considerations.

If the Committee does not recommend project approval, it will submit rationale to the applicant and the OMS & DDA Board of Directors.

Questions on the program, process, or any other aspect of the program may be directed to the OMS & DDA office at 989-725-0571 or lizzie.fredrick@ci.owosso.mi.us.

Each year, led by the Economic Vitality Committee, the OMS & DDA Board will update and republish the program based on continuous improvement input and recommendations.