



Board of Directors Meeting
Friday, April 14, 2023 – 8:30 AM
Lansing EDC Office
230 N. Washington Square, 2nd Floor Boardroom, Ste. 209
Lansing, MI 48933

AGENDA

- 1) Call to Order/Roll Call
- 2) Approval of LEDC Board Meeting Minutes – Friday, March 03, 2023
- 3) Update on Financials
- 4) Changes to BFAP Micro-Loan Policy (ACTION)
- 5) Memorandum of Understanding - Michigan Ave. CIA Façade Program (ACTION)
- 6) LEED Initiative Update
- 7) Update on Marketing and Branding Effort
- 8) Projects Update
- 9) Open Forum for LEDC Board Members
- 10) Other Business
- 11) Public Comment
- 12) Adjournment



Board of Directors Meeting
Friday, March 03, 2023 – 8:30 AM
Lansing EDC Office - 230 N. Washington Sq., Lansing, MI 48933

MINUTES

Members Present: Chaz Curlillo, Calvin Jones, Barbara Kimmel, Sandra Lupien, Catherine Rathbun, Jordan Sutton

Members Absent: Dr. Alane Laws-Barker, Shelley Davis Boyd, Michael McKissic

Staff Present: Karl Dorshimer, Kris Klein, Brandy Standler, Aurelius Christian, Simon Verghese

Guests: Rhonda Jones (Board of Water and Light)

Call to Order/Roll Call

Chair Jones called the Lansing Economic Development Corporation meeting to order at 8:33 AM.

Approval of LED C Board Meeting Minutes – Friday February 03, 2023 (ACTION)

MOTION: Member Rathbun moved to approve the LED C meeting minutes from the Friday, February 03, 2023, Board of Directors meeting, as presented. Motion seconded by member Chaz Carrillo.

YEAS: Unanimous, motion carried.

Update on Financials

Standler provided an update to the board by briefly covering the Profit & Loss Report. There were no questions or concerns.

LEED Initiative Update

Christian provided an overview of the LEED Program for new board members. Seven proposals were received, and a firm called "Operation School" was chosen by the LEED Committee for the technical assistance program. An agreement is being drafted.

Update on Marketing and Branding Effort

The Lansing EDC has been going through a three month effort to rebrand the Lansing EDC. The efforts with M3 are almost complete. A logo and brand standards document will soon be presented to the board.

Projects Update

Karl incorporated the Projects Update with his presentation of the Annual Report document. Staff provided an overview of the Annual Report which includes approved, completed, and projects underway as well as CIA's and the Façade Program.

Annual Report

Karl introduced the Lansing EDC 2022 Annual Report document. Staff provided an overview of the report which included Lansing EDC Projects and Programs.

Open Forum for LEDC Board Members

Member Carrillo suggested there is opportunity to add to the value that there is minority representation and leadership.

Other Business

None.

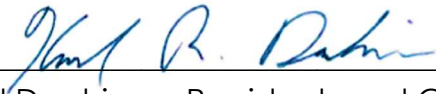
Public Comment

None.

Adjournment

None.

Chair Jones called the Lansing Economic Development Corporation meeting to adjournment at 9:48 AM.



Karl Dorshimer, President, and CEO

Lansing Economic Development Corporation (LEDC)

MEMORANDUM OF UNDERSTANDING

The purpose of this Memorandum of Understanding (MOU) is to establish and clarify contributions, fiduciary responsibilities, boundaries, application process and oversight between the Capital Region Community Foundation (the Foundation) the Michigan Avenue Corridor Improvement Authority (MACIA), and the Lansing Economic Development Corporation (LEDC) related to façade improvement project on the northern 2000 block of Michigan Avenue (the Project).

In an effort to focus improvements to commercial façades along the Michigan Avenue corridor, the Foundation, MACIA, and LEDC acknowledge and agree as follows:

1. The Foundation and MACIA, through a separate memorandum of understanding, have established a funding mechanism for façade improvements on the north side of the 2000 block of East Michigan Avenue, in the City of Lansing, Michigan. The use of those funds shall be made per the terms of that memorandum of understanding.
2. Separately, LEDC will specifically allocate One Hundred Thousand Dollars (\$100,000.00) of its façade improvement grant funds for use in furtherance of the Project.
3. The Foundation, acting as fiduciary for qualifying businesses who will benefit by the project, will be the applicant and recipient of any façade improvement grant funds for this Project.
4. Application(s) for façade improvement grants will be made to LEDC, pursuant to and consistent with its application process for the City of Lansing Façade Improvement Program. The application and Façade Improvement Program guidelines are attached to this MOU as exhibits.
5. LEDC will consult with MACIA and the Foundation about its application(s) prior to making final façade improvement grant determinations, but LEDC will have oversight and final approval authority over any façade improvement grant(s).
6. This MOU shall begin on the last date signed below and continue through December 31, 2023, unless otherwise extended in writing by the LEDC, MACIA, and Foundation.
7. Upon expiration of this MOU, as extended or otherwise, any funds allocated by the LEDC that remain undesignated to an approved façade improvement grant recipient, will be unallocated by LEDC.

The terms of this MOU are understood and agreed upon by the partners:

Jon Lum, Board Chair
Michigan Avenue Corridor Improvement
Authority
Date: _____

Laurie S. Baumer, President & CEO
Capital Region Community Foundation
Date: _____

Calvin L. Jones, Board Chair
LEDC Board of Directors

GUIDELINES

Program Goals

The intent of the Façade Improvement Program is to strengthen the economic viability of Lansing's commercial corridors by providing targeted assistance for improving the appearance and structural conditions of buildings in highly visible and critical areas of the city.

Lansing is making progress towards recovering from the economic downturn of the 2000s continuing its strong economic growth. However, the current growth and investment can be strengthened in many of Lansing's commercial corridors and neighborhood business centers.

Due to the limited funds available for this program, projects will be assessed thoroughly and chosen primarily on need, impact, and their critical strategic location.

This Façade Improvement Program, along with other available incentives and programs, will begin to reinforce Lansing's commercial corridors in both appearance and structure and will set the stage for further development. However, the ultimate success of Lansing's commercial corridors is dependent upon the level of private sector commitment. It is up to the merchants, building owners, residents, professionals and investors to improve the mechanics of their businesses and the condition of their buildings.

Geographic Area

The program is directed at commercial, office, and multi-use buildings adjacent to main corridors and neighborhood nodes within the City of Lansing.

Eligibility and Evaluation Considerations

Property owners, tenants and others are eligible to apply for grant funds; however, the applicants must provide proof of ownership. Applicants may have no liabilities, or past/present obligations to the City of Lansing, including and especially any back taxes. If the applicant is not the owner, a notarized letter of permission from the property owner is acceptable along with proof of the owner's legitimate ownership interest in the property. The Façade Design Committee reserves the right to approve grant funds on a case-by-case-basis.

Important:

- If façade improvements begin prior to grant funding approval, the applicant will not be eligible for the grant.
- All grant funded improvements must be permanent and fixed in type or nature.
- Improvements must meet all City of Lansing code requirements including zoning, building and safety codes.

- Façade improvements must be consistent with the City of Lansing Façade Improvement Program Design Guidelines, herein after referred to as the “Design Guidelines,” available from the LEDC Office.
- If the final façade does not adhere to the guidelines referenced here, and the Grant and Design Agreement, as determined by the Design Committee, reimbursement will not take place.
- All façade projects will be evaluated considering these guidelines. Therefore, it is strongly recommended that careful review of the guidelines be conducted prior to making application.

Additional application evaluation considerations include:

- Ability to provide upfront cash match
- Critical strategic corridor location
- Emphasis on need
- Thoughtful and achievable design ideas
- Aesthetically pleasing

Grant Awards

The Façade Improvement Program offers three types of flexible grant awards. Applications are considered on a first come, first served basis. All applicants must submit the pre-application form, which is available at www.lansingmi.gov/1072/Facade-Improvement-Program.

Full Grant – \$10,000 and above

For façade projects totaling \$10,000 and above, grant funds will provide a “dollar for dollar” match (50% of the total project cost) up to a maximum \$20,000 award. This award is for façade projects involving substantial restoration, rehabilitation, or replacement. The grant funds are provided on a reimbursement basis and offers no upfront money.

For example: If the total project cost is \$35,000, \$17,500 will be the grant match. The grant recipient will be eligible to receive up to \$17,500 reimbursement after project completion. Or, if the total project cost is \$50,000, a maximum of \$20,000 will be the grant match. The grant recipient will be eligible to receive up to \$20,000 reimbursement after project completion.

The Façade Design Committee reserves the right to approve or deny the proposed changes. Any work not approved as eligible by the committee will not be reimbursed. The committee reserves the right to propose changes or additions to the plans as they have been submitted. Award amounts are offered at the discretion of the Facade Committee and may change depending on the project and program demand.

Micro-Façade/Sign Grant – Under \$10,000

For façade projects with a total cost under \$10,000, grant funds will provide a “dollar for dollar” match (50% of the total project cost) up to a maximum \$5,000 award. This award is for small façade projects or for projects that consist of limited improvements including signage, paint, window/door repair, lighting, entryways. The grant funds are provided on a reimbursement basis and offers no upfront money.

For example: If the total project cost is \$10,000, a maximum of \$5,000 will be the grant match. The grant recipient will be eligible to receive up to \$5,000 reimbursement after project completion. Or, if the total project cost is \$6,000, \$3,000 will be the grant match. The grant recipient will be eligible to receive up to \$3,000 reimbursement after project completion.

The Façade Design Committee reserves the right to approve or deny the proposed changes. Any work not approved as eligible by the committee will not be reimbursed. The committee reserves the right to propose changes or additions to the plans as they have been submitted. Award amounts are offered at the discretion of the Facade Committee and may change depending on the project and program demand.

Design Program Award – Up to \$2,000

This award is for development of renderings/façade designs and material specifications to assist with potential upfront design costs to prepare for future façade improvements. Offers up to a \$2,000 award value per applicant (total of \$10,000 available in this category) in the form of design services by a firm selected and/or approved by the Facade Committee and LEDC. Further architectural/engineering costs related to the façade that are beyond the award value are the responsibility of the applicant but may be approved as match for a future grant award. Pre-application and commitment to façade improvement is required. Design Program awardees are not guaranteed additional funding for façade improvements through the Façade Improvement Program. Due to limited funds, consideration will be based on need on a case by case basis. Please note: Award amounts are offered at the discretion of the Facade Committee and may change depending on the project and program demand.

Awardees must be approved and entered into a Grant and Design Agreement prior to the start of any work. Previous façade improvements and unapproved work will not be funded.

Façade Design Committee

The committee shall be led by LEDC staff and made up of design experts including architects, representatives from the City of Lansing (Economic Development & Planning Department, and Neighborhoods & Citizen Engagement Department), and State Historical Preservation Office (SHPO). The Façade Design Committee reserves the right to approve grant funds on a case-by-case-basis.

Application Process

The Façade Improvement Program Application shall be available from January 9th, 2023, through March 6th, 2023. The pre-application form can be obtained at <https://www.lansingmi.gov/1072/Facade-Improvement-Program> If the application is accepted,

the candidate will be invited to submit a full application packet **due March 6, 2023**.
Applications are considered on a first come, first served basis.

Requirements for Applying

1. The online pre-application form must be completed and submitted at <https://www.lansingmi.gov/1072/Facade-Improvement-Program> at your earliest as the applications are considered on a first come, first served basis.

Note: Incomplete applications will not be accepted.

2. If the application is selected, the candidate will be invited to submit a full application packet. The full application packet shall be submitted to LEDC by 5PM on March 6th, 2023.
3. If the candidate is applying for Full-Grant or Micro-Grant Award, the application must include the following:

- a. A completed full application for the Grant Award
- b. A detailed description of the proposed improvements, supporting materials such as drawings or other materials which accurately represent the scope and intent of the project improvements, a detailed line-item budget, and project schedule.

Note: Applicants who deviate from the approved application may be disqualified from the grant program.

- c. An affidavit signed by the applicant (and the property owner if the applicant is the tenant) which states that the applicant and property owner do not have pending litigation against or obligations (owner and tenant) to the City of Lansing. (Attachment provided with Application Packet)
 - d. Additionally, the applicant and property owner must provide the City Treasurer with a signed Lansing Treasury Information Request Form stating the applicant and property owner is not delinquent on any debts owed to the City of Lansing. (Attachment provided with application packet)
 - e. A notarized letter of permission from the property owner, if applicant is not the property owner (sample letter provided with application), along with proof of legitimate ownership i.e. Copy of Registered Deed.)
4. If the candidate is applying for the Design Grant Award, the application must include;
- a. A completed full application for the Design Award
 - b. A description of the proposed improvements including components of the eligible works, estimated cost and anticipated timing for approval works including the estimated completion time.

Note: Applicants who deviate from the approved application may be disqualified from the grant program.

- c. Additionally, the applicant and property owner must provide the City Treasurer with a signed Lansing Treasury Information Request Form stating the applicant and property owner is not delinquent on any debts to the City of Lansing. (Attachment provided with application packet)
- d. A notarized letter of permission from the property owner, if applicant is not the property owner (sample letter provided with application), along with proof of legitimate ownership (i.e. Copy of Registered Deed.)

- e. A signed Grantee Agreement for Façade Improvement between the applicant (tenant and the property owner) and Lansing Economic Development Corporation, specifying the description of the proposed improvements and the terms. The agreement would also stipulate that if design works are not completed as outlined in the description by the proposed date, the applicant would not be eligible to apply for the matching grant (Full or Micro grant).
5. LEDC will review the application for completeness and eligibility. If necessary, the Design Committee will arrange applicants to meet with the Committee before final selection.
6. The Façade Design Committee will review the applications to verify that the proposed improvements meet the intent of the Design Guidelines.

Approval and Reimbursement Process

All improvements are to be approved by the Façade Design Committee. Applicants will be contacted in writing stating whether the application has been approved, denied or additional information is needed before a ruling can be made.

Post Selection Requirements

- Once approved, the applicant and design committee will meet to work out any additional design and implementation details. The applicant will be required to enter into a Grant and Design Agreement with Lansing Economic Development Corporation as soon as possible.
- Prior to any work commencing, an applicant must demonstrate that any contractor or subcontractor will maintain comprehensive general liability insurance with limits of \$100,000 for claims which may arise from the applicant's operation under the Agreement, naming the City of Lansing, Lansing Economic Development Corporation (LEDC), and the applicant, as additional insured parties. A copy of the liability insurance must be provided to the LEDC Office.
- Upon completion of the project, and prior to grant money disbursement, the applicant shall schedule an onsite inspection with the Façade Design Committee to verify the project has been completed in accordance with the Design Guidelines and as outlined in the Grant and Design Agreement.

Note: Any changes or alterations made without written approval by the Façade Design Committee will make the Grant Agreement null and void.

- Once project completion has been verified, the applicant must provide the following documents for reimbursement:
 - Provide proof that all contractors have been paid in full by the applicant for the portions of the project the applicant is seeking reimbursement for. This proof must be a final invoice marked "Paid in Full" and a copy of check(s) made payable to the contractor(s).
 - A waiver of lien signed by each contractor who has completed the work. (Attachment provided with Agreement)
 - A Statement of Satisfaction Form signed by the applicant. (Attachment provided with Agreement)

- Receive and provide all final Building Department approvals including a letter from the City of Lansing Building Safety Office stating that improvements have passed final inspection and meets all City of Lansing code requirements.
- As stated in the Grant and Design Agreement, the Grant Recipient agrees to allow the City to reserve the right to conduct a Ribbon Cutting Ceremony within 30 days of project completion.
- Reimbursement will be made to the applicant within 30 days receipt of all required and completed documentation.
- The targeted completion date for all project work and submissions is September 31st, 2023.

For more information, please contact:

Aurelius Christian, Corridor & Commercial Development Specialist

aurelius@lansingedc.com

Lansing Economic Development Corporation

230 N. Washington Sq., Suite #208

Lansing, MI 48933

Phone: (517) 331-2773

Lansing Economic Development Corporation (LEDC), under contract to the City of Lansing notwithstanding any other provision in these guidelines, reserves the right to:

- Reject all submitted applications for any reason and all determinations are final and not subject to appeal.
- Waive any errors or irregularities in the solicitation process or in any application submission.
- Re-solicit application submissions.

City of Lansing Façade Improvement Program

Pre-Application

This pre-application will be used to determine your eligibility for the City of Lansing Façade Improvement Program. Please note, submission of this application does not guarantee you will receive a grant or move forward to the full application process. If you have any questions or issues with the application, please contact the Lansing Economic Development Corporation at (517) 331-2773.

Is the business you are applying for improvements located in the City of Lansing? *

☐ Yes ☐ No

Are the improvements you are applying to fund already completed or started? *

☐ Yes ☐ No

Business Name *

Business Address *

Applicant Name *

Applicant Email *

Applicant Phone Number *

▼

+1 (____) ____-____

Applicant is: *

Select or enter value ▼

Grant Request (Select All That Apply) *

- ☐ Design Grant - Requires a 25% match on design grants (up to a \$2,000 award)
- ☐ Micro-Grant - Aesthetic and Maintenance Improvements, 50% program match (up to a \$10,000 award)
- ☐ Full-Grant - Transformational Improvements, 50% program match (up to a maximum of a \$20,000 award)

Project Address ***Project Parcel Code ***

Link to BS&A: <https://bsaonline.com/?uid=384>

How is the building currently being used? ***Describe the details of the proposed improvements. *****Do the proposed improvements include any of the following items? ***

- Building interior
- Landscaping only
- Roof repair
- Parking repair
- Improvements not attached to the building

☐ Yes ☐ No

What is the total estimated cost of improvements (USD)? ***What is the maximum amount you can commit to the façade project (USD)? *****Will you be using the services of an architect? ***

☐ Yes ☐ No

"I understand that my submission of an application does not constitute a guarantee for funding under the Corridor Façade Program. I certify that all information is true and accurate to the best of my knowledge."

☐ **Applicant Acknowledgement ***

☐ Send me a copy of my responses

Submit

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City of Lansing Façade Improvement Program Full Application

Please fill out the following City of Lansing Façade Improvement Program full application for your projects consideration. If you have any questions or issues with the application, please contact the Lansing Economic Development Corporation at (517) 331-2773.

Business Name *

Project Address *

Applicant Name *

Applicant Email *

Applicant Phone Number *

 +1 (____) ____-____

Applicant Is: *

☐ Property Owner/Property Manager ☐ Renter/Tenant ☐ Other

Do you identify as a Black, Indigenous, or a Person of Color? *

☐ Yes ☐ No

Number of Jobs Provided at This Business *

Number of Jobs Provided After Facade Improvement *

Property Owner Name ***Property Owner Address *****Property Owner Email *****Property Owner Phone Number ***

Have you or anyone else who can claim ownership or other interest in this property been awarded a City of Lansing Façade Improvement Program grant within the last six months? *

☐ Yes ☐ No ☐ Unsure

Please Upload the Following Documents: *

1. Copy of Registered Deed
2. [Letter of Permission from Owner](#) (If Tenant)
3. [Treasury Form](#) (Download and Complete Form)
4. [Litigation Affidavit](#) (Download and Complete Form)
5. [W9 Form](#) (Download and Complete Form)
6. Project Description
7. Renderings
8. Before Pictures
9. Detailed Line-Item Budget
10. Project Schedule

Drag and drop files here or [browse files](#)

☐ Send me a copy of my responses

Submit

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**ECONOMIC DEVELOPMENT CORPORATION
OF THE CITY OF LANSING
Certificate of Resolution by Board of Directors**

At a scheduled meeting of the Board of Directors of the Economic Development Corporation of the City of Lansing held on Friday, April 14, 2023, at 8:30 a.m., pursuant to notice duly given:

PRESENT: Members:

ABSENT: Members:

The following preamble and resolution was offered by;

Member: , and seconded by:

Member:

WHEREAS, the City of Lansing has received an allocation of Coronavirus State and Local Fiscal Recovery Funds under the American Rescue Plan Act (ARPA), to support local response efforts and recovery from the COVID-19 public health emergency; and

WHEREAS, ARPA allocations may be used to fund certain programs and activities that address the negative economic impacts or disproportionate impacts of the pandemic; and

WHEREAS, on July 25, 2022, the Lansing City Council designated the use of its ARPA allocation including an award of \$2,675,000 ("ARPA Funds") to the Lansing Economic Development Corporation ("LEDC") for programming including the LEED Initiative, façade improvement grants, Corridor Improvement Authority support, and LEDC conversion and start-up; and

WHEREAS, on December 16, 2022, LEDC Board approved entering into a Sub-Recipient Agreement ("Agreement") with the City of Lansing Finance Department in the amount of \$2,675,000 for the purpose of implementing the aforementioned programming and activities; and

WHEREAS, per the Agreement, \$100,000 of the ARPA Funds awarded to the LEDC are to be utilized related to façade improvement project on the northern 2000 block of East Michigan Avenue, in the city of Lansing, Michigan; and

WHEREAS, the LEDC intends to use the established processes under the City of Lansing Façade Improvement Program for application, review, and approval of this façade improvement project; and

WHEREAS, on April 22, 2022, the Michigan Avenue Corridor Improvement Authority (“MACIA”) and the Capital Region Community Foundation (“the Foundation”) entered into a Memorandum of Understanding which established a funding mechanism for façade improvements on the north side of the 2000 block of East Michigan Avenue, in the City of Lansing, Michigan.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF LANSING AS FOLLOWS:

1. Lansing Economic Development Corporation (“LEDC”) approves entering into a Memorandum of Understanding (“MOU”) with the Michigan Avenue Corridor Improvement Authority (“MACIA”) and the Capital Region Community Foundation (“Foundation”) to establish and clarify contributions, fiduciary responsibilities, boundaries, application process and oversight for the \$100,000 of ARPA funds allocated by the LEDC to the for façade improvements on the north side of the 2000 block of East Michigan Avenue, in the City of Lansing, Michigan.
2. The LEDC Board directs its Chair, legal counsel, and authorized representative(s) to finalize the MOU to the satisfaction of the LEDC Chair.
3. The LEDC Board further directs its Chair to execute the final MOU on the Corporation’s behalf, once the MACIA Board and the Foundation have approved entering into the MOU and have provided an executed copy of the MOU.
4. Additionally, the LEDC agrees that if any section, clause or phrase of this Resolution is declared as invalid by a court of law, that ruling shall not affect the intent and purpose of this Resolution and validity of the remaining provisions of the Resolution.
5. Finally, the LEDC declares that all resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are repealed.

The foregoing preamble and resolutions are hereby approved by the Board of Directors for the Economic Development Corporation of the City of Lansing.

YEAS: ()

NAYS: ()

ABSTENTIONS: ()

ABSENT: ()

PREAMBLE AND RESOLUTIONS DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss.
COUNTY OF INGHAM)

I hereby certify that the foregoing is a true and a complete copy of a preamble and resolutions adopted at a regularly scheduled meeting of the Michigan Avenue Corridor Improvement Authority held on the 14th day of April 2023, and said preamble and resolutions are on file in the office of the Economic Development Corporation of the City of Lansing and are available to the public. Public notice of the meeting was given pursuant to and in compliance with State of Michigan's Corridor Improvement Authority Act No. 267, Public Acts of Michigan 1976, including in the case of a special or re-scheduled meeting, notice by publication or posting of at least eighteen (18) hours prior to the time set for the meeting. In addition, the meeting was held in full compliance with the Board's By-Laws.

IN WITNESS WHEREOF, I have hereunto affixed my official signature.

Calvin L. Jones, Chair
LEDC Board of Directors