

**NOTICE OF WORK SESSION
CITY OF DELAWARE
CITY COUNCIL
MEETING TO BE HELD VIRTUALLY VIA CISCO Webex **
6:00 P.M. MEETING**

AGENDA

6:00 P.M.

JUNE 1, 2020

1. ROLL CALL
2. LETTERS, PETITIONS, AND PUBLIC COMMENTS
Due to the meeting being held virtually, public comment is requested to be received either before or during the meeting through email at emccloskey@delawareohio.net. Comments received on Facebook may have to be addressed by staff subsequent to the meeting.
3. SECOND READING of Ordinance No. 20-30, an ordinance directing the City Manager to establish a Business Assistance Grant Program, authorize appropriations, and declaring an emergency.
4. DISCUSSION of Revolving Loan Fund Program Options
 - Economic and Community Development Institute (ECDI) Inna Kinney, Founder & CEO, Steve Fireman, President and General Counsel and Anna Parlet, Senior Grant Writer and Development Manager will be available to answer questions regarding the ECDI proposal.
5. ADJOURNMENT

** This meeting will be a virtual meeting. Residents are encouraged to view online through the City of Delaware Facebook page. To comply with the CDC recommendation prohibiting group meetings, no in person attendance by Council, staff, or the public will be available.



MEMORANDUM

TO: Mayor Riggle and Members of City Council
FROM: R. Thomas Homan, City Manager
DATE: 05/29/20
RE: Manager's Comments on June 1, 2020 Work Session

Council will find enclosed the meeting notice for Monday's Work Session. There are two items for Council's consideration: Item one is the Second Reading of the ordinance authorizing the Small Business Grant program, which officially kicked off today. Click [HERE](#) to see the web site announcement of the program.

The second item is a discussion of Revolving Loan Fund options, in particular, a comparison of the County's proposed RLF program and one proposed by Columbus-based Economic and Community Development Institute. Yesterday, Council was provided ECDI's original proposal as well as a comparison memo prepared by Sean. The ECDI proposal included today has been updated to reflect the fact that ECDI would not be managing the city's grant program. Additional changes are outlined in Sean's email.

As to next steps, please see the attached memo from Darren outlining possible options.



FACT SHEET

AGENDA ITEM NO: 3

DATE: 06/01/2020

ORDINANCE NO: 20-30

RESOLUTION NO:

READING: SECOND

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Kyle Kridler, Assistant City Manager

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE DIRECTING THE CITY MANAGER TO ESTABLISH A BUSINESS ASSISTANCE GRANT PROGRAM, AUTHORIZE APPROPRIATIONS, AND DECLARING AN EMERGENCY.

BACKGROUND:

As a result of the COVID-19 health crisis and the May 19, 2020 flood event, local businesses are suffering from closing operations, employee furlough or lay-off, and economic losses. To support Delaware's business community, City staff is proposing the Delaware COVID-19 & Spring Flood Small Business Grant Program. This program will provide an outright grant reimbursement for eligible business owners for expenses directly attributable to the COVID-19 crisis and/or the recent flood.

REASON WHY LEGISLATION IS NEEDED:

It is an urgent time for Delaware's business community as a result of both COVID-19 and the recent flood. This grant is a well needed level of assistance that would be another great resource to small businesses that are currently struggling.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

This program requires \$100,000 from the City's Development Reserve Fund 709.0709.5602; this fund currently has a balance of \$1,008,885.

POLICY CHANGES:

PRESENTER(S):

Kyle Kridler, Assistant City Manager

RECOMMENDATION:

Approval at second reading

ATTACHMENT(S)

COVID-19 & Spring Flood Small Business Grant Memo

COVID-19 & Spring Flood Small Business Grant Application & Guidelines

ORDINANCE NO. 20-30

AN ORDINANCE DIRECTING THE CITY MANAGER TO ESTABLISH A BUSINESS ASSISTANCE GRANT PROGRAM, AUTHORIZE APPROPRIATIONS, AND DECLARING AN EMERGENCY.

WHEREAS, since March 2020 the COVID-19 pandemic has caused many small businesses to temporarily close or reduce services in an effort to mitigate the spread of the virus, thereby having a severe financial impact on these companies; and

WHEREAS, on May 19, 2020 Delaware businesses already hurt by closures were further impacted by flooding;

WHEREAS, in order to comply with social distancing and safety measures, Delaware business have to invest in safety equipment or other social distancing measures; and

WHEREAS, Delaware City Council finds that proving support to these businesses is necessary to support Delaware's economy as it recovers from the COVID-19 Pandemic; and

WHEREAS, investing in these measures promotes a safe environment for all Delaware residents who visit these businesses; and

WHEREAS, small grants have less of an administrative burden on staff and businesses and loans; and

WHEREAS, even low interest loans can become a burden impact on already struggling businesses because they must be repaid; and

WHEREAS, City Council intends to set aside \$100,000 to provide grants to Delaware small businesses implement safety measures related to COVID-19 and recover from the recent flood.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Delaware, State of Ohio:

SECTION 1: The City Manager is directed to establish or participate in a business assistance program to provide **GRANT** to Delaware Businesses.

SECTION 2: In establishing the grant program, the City Manager is directed to include the following elements:

- A) A grant cap of \$2,500 with the ability to award up to \$5,000 in special circumstances
- B) Eligibility criteria to include at least the following: The business must have been impacted by the State mandated closures and/or the May 19, 2020 flood event; must be related to retail, service, restaurant, or hotel use; located within the City of Delaware; and the business must have had at least two but not more than 30 full-time equivalent employees as of March 15, 2020.
- C) Eligible reimbursable costs may include costs incurred as a direct result of the May 19, 2020 flood and/or costs associated with instituting safety measures required to meet health and safety requirements established by the Ohio Department of Health
- D) The selection process must ensure transparency
- E) Safeguards to ensure funds are distributed fairly
- F) Ability of funds to be reinvested in the Delaware community
- G) Ability to leverage funds to gain access to further resources

SECTION 3: As time is of the essence, the City Manager is directed to take action to make these funds available as soon as possible.

SECTION 4: That there is hereby appropriated from the unencumbered balance of the Development Reserve Fund increasing the following account:

Small Business Grant (709.0709.5602)	\$100,000
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SECTION 5. This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law including Section 121.22 of the Revised Code.

SECTION 6. EMERGENCY CLAUSE: This ordinance is hereby declared to be an emergency measure necessary to provide for the public peace, safety, health, and welfare of the City and to provide immediate assistance needed by businesses impacted by the COVID-19 and flooding emergencies.

VOTE ON RULE SUSPENSION:

YEAS___NAYS___
ABSTAIN ___

VOTE ON EMERGENCY CLAUSE:

YEAS___NAYS___
ABSTAIN ___

PASSED: _____, 2020

YEAS___ NAYS___
ABSTAIN ___

ATTEST: _____

CITY CLERK

MAYOR



MEMORANDUM

TO: Mayor and Members of City Council
FROM: R. Thomas Homan, City Manager
VIA: Kyle Kridler, Assistant City Manager;
Sean Hughes, Economic Development Director
DATE: May 21, 2020
RE: COVID-19 & Spring Flood Small Business Grant Program Memo

Background

As a result of the COVID-19 health crisis and the May 19, 2020 flood event, local businesses are suffering from closing operations, employee furlough or lay-off, and economic losses. To support Delaware's business community, City staff is proposing the Delaware COVID-19 & Spring Flood Small Business Grant Program (see application and guidelines attached). This program will provide an outright grant reimbursement for eligible business owners for expenses directly attributable to the COVID-19 crisis and/or the recent flood.

Funding, Timeline & Administration

The proposed grant limit per applicant is \$2,500 with special allowances to be considered of up to \$5,000 for exceptional cases. Financial support for this grant program will be provided by the City's Development Reserve Fund (709.0709.5602) in the amount of \$100,000 (unless Council directs to increase funding now or in the future). In conversations with Union County's Economic Development Organization who recently launched a similar grant, the program has garnered a lot of interest and has been greatly appreciated by the local business community. At the \$2,500 limit, this program will allow for up to 40 grants for small businesses.

Should Council support this program, staff will begin promoting this grant the week of May 25, 2020. Applications will be accepted from 8:00 AM June 1, 2020 until 5:00 PM June 18, 2020. Applications will be reviewed as they are received, and grants will be awarded until funds are exhausted. Review of applications will be on a rolling basis to allow for the grants to be awarded expeditiously and get the money in the hands of businesses as quickly as possible.

Eligibility

Per the application, the following criteria must be met in order to be considered for this grant:

1. Business must have been impacted by the State-mandated closures that began on March 15, 2020 due to COVID-19 and/or flood event of May 19, 2020. The impacts may include the loss of employees or revenue.
2. Business must be located within the City of Delaware, Ohio.
3. Business must have at least two but no more than 30 full-time equivalent employees as of March 15, 2020.
4. Business must be a targeted use, which includes retail, service, restaurant or hotel.
5. Ineligible organizations include sexually-oriented businesses, places of worship and non-profits.
6. Business must be in good standing with local, state, and federal jurisdictions with respect to taxes, fees, utility payments, and other financial obligations.
7. The applicant should demonstrate that it has pursued or has attempted to pursue federal and state assistance programs. Applicants should verify with their financial institutions and/or the SBA that funds received through the City's Grant Program funds can be used in tandem with federal and state assistance. Additionally, applicants should consult with their CPA regarding any potential tax implications.
8. Enhanced consideration will be given to an applicant who has been involved in supporting community organizations or other philanthropic causes in the community.

These grants will be issued as a reimbursement for the following eligible costs. The business must submit receipts or proof of purchases, along with payment verification (cancelled checks, credit card statement, etc.) with its application.

Eligible Reimbursement Costs:

- The cost of conversion of products or services to meet the ODH health and safety requirements,
- Development of new solutions to problems presented during the COVID-19 crisis,
- The purchase of safety supplies such as masks, hand sanitizer, safety barriers, signage, and items to enforce physical distancing, and
- Expenses as a direct result of the flood event from May 19, 2020, which includes cleaning services, cleaning supplies, equipment/appliance loss and replacement related to business operation, reconstruction of structural items destroyed by the flood, destroyed inventory, furniture, flooring and items not salvageable after cleanup.

Small Business Grant Review Team

In order to evaluate grant applications as they are received and score the merit of the requests, staff is proposing the following individuals to comprise of the Small Business Grant Review Team:

- Sean Hughes, Economic Development Director (Program Lead)
- Justin Nahvi, Finance Director
- Kyle Kridler, Assistant City Manager
- Delaware City Council Designee (TBD)

Staff is still finalizing the scoring criteria, but will likely include:

- Business has Demonstrated Hardship as a Result of COVID-19 and/or Spring Flood
- Business has Thoughtfully Considered how Grant Funding will Improve its Situation
- Grant Award will Sustain Business into the Future
- Business has Received/Attempted to Receive Additional Relief Funding
- Loss of Business will Negatively Impact the Community
- Business Supports Community Orgs and/or Philanthropic Activities

Recommendation & Next Steps

Staff recommends City Council's approval of Ordinance No: 20-30 for the *COVID-19 & Spring Flood Small Business Grant Program* at the May 26, 2020 City Council Meeting. If approved by Council, staff will finalize the application, begin marketing the program and meet next week with the Grant Review Team to discuss next steps. Should Council have any questions, please contact Kyle Kridler.



**City of Delaware
 COVID-19 & Spring Flood Small Business Grant Program – Application**

As a result of the COVID-19 health crisis and the May 19, 2020 flood event, the City of Delaware realizes our community’s businesses are suffering from closing operations, employee furlough or lay-off, and economic losses. To support Delaware’s business community, the City has established the Delaware COVID-19 & Spring Flood Small Business Grant Program. This program will provide an outright grant reimbursement for eligible business owners for expenses directly attributable to the COVID-19 crisis and the recent flood. Eligible reimbursement costs and additional program guidelines are outlined starting on page 4. Applicants are also encouraged to pursue [additional sources](#) of assistance and funding.

For assistance in completing this application, please contact Economic Development Coordinator Courtney Hendershot via email at chendershot@delawareohio.net or telephone 740-203-1018.

Completed applications must be submitted via email at chendershot@delawareohio.net. Applications will be accepted from 8:00 AM June 1, 2020 to 5:00 PM June 18, 2020. Applications will not be accepted before or after these dates.

Please include the following documentation with this application:

1. COVID-19 and/or Spring Flood expense related receipts and payment verification (receipts for expenses not yet incurred, will need to be submitted within 60 days of award to the City)
2. Completed Applicant Business W-9 form in order to receive the check from the City of Delaware. *Blank form is included with this application.*
3. Additional documents/photos to support application

Full Legal Name of Business	
Business “dba” Name (if Applicable)	
Federal Employer ID#	
Local Business Address	
Business Owner / Applicant Name	
Applicant Home Address	

Applicant Email	
Applicant Phone #	
Primary Industry	<input type="checkbox"/> Retail <input type="checkbox"/> Service <input type="checkbox"/> Restaurant <input type="checkbox"/> Hotel <input type="checkbox"/> Manufacturing <input type="checkbox"/> Other
Business Real Property Status	<input type="checkbox"/> Owned <input type="checkbox"/> Leased
Total # of Full Time Employees	
Total # of Part Time Employees	
Describe you're your business supports local philanthropy	
Describe how your business has been impacted by COVID-19 and/or the May 19 Flood event. Please include information that relates to the expenses incurred as a result of COVID-19/the Flood which ties back to the provided receipts.	

Estimated (\$) Loss due to COVID-19 and/or Flood	
Estimated Revenue Loss of COVID-19 and/or Flood	<input type="checkbox"/> 0-10% <input type="checkbox"/> 11-20% <input type="checkbox"/> 21-30% <input type="checkbox"/> 31-40% <input type="checkbox"/> 41-50% <input type="checkbox"/> 51-60% <input type="checkbox"/> 61-70% <input type="checkbox"/> 71-80% <input type="checkbox"/> 81-90% <input type="checkbox"/> 91-100%
Indicate the amount requested. (Maximum grant award is \$2,500. Grant awards up to \$5,000 will be considered for exceptional cases.)	
Indicate Who to Make Grant Check Payable to:	
Describe specifically what costs the grant funds will reimburse, and when the costs were incurred	
Has your business applied for other programs? (select all)	<input type="checkbox"/> None <input type="checkbox"/> Payment Protection Program <input type="checkbox"/> Economic Impact Disaster Program <input type="checkbox"/> Other SBA Loan <input type="checkbox"/> SharedWork Ohio Assistance <input type="checkbox"/> Personal or Business Loan <input type="checkbox"/> Other Grants or Assistance
Certification* - By typing your name, you certify that all information above is true & accurate.	

City of Delaware

COVID-19 & Spring Flood Small Business Grant Program - Information & Guidelines

Amount

Eligible businesses may apply for a one-time grant of up to \$2,500. Awards of up to \$5,000 may be considered for exceptional cases as determined by the grant review committee. Applicants should be aware that this grant may be considered income for tax reporting purposes.

Deadline

Applications will be accepted from 8:00 AM June 1, 2020 to 5:00 PM June 18, 2020. Applications submitted before or after these dates will not be accepted.

Eligibility

Any business needing assistance is encouraged to apply. Only complete and legible applications will be reviewed. Qualified applicants shall meet the following criteria:

1. Business must have been impacted by the State-mandated closures that began on March 15, 2020 due to COVID-19 and/or flood event of May 19, 2020. The impacts may include the loss of employees or revenue.
2. Business must be located within the City of Delaware, Ohio.
3. Business must have at least two but no more than 30 full-time equivalent employees as of March 15, 2020.
4. Business must be a targeted use, which includes retail, service, restaurant or hotel.
5. Ineligible organizations include sexually-oriented businesses, places of worship and non-profits.
6. Business must be in good standing with local, state, and federal jurisdictions with respect to taxes, fees, utility payments, and other financial obligations.
7. The applicant should demonstrate that it has pursued or has attempted to pursue federal and state assistance programs. Applicants should verify with their financial institutions and/or the SBA that funds received through the City's Grant Program funds can be used in tandem with federal and state assistance. Additionally, applicants should consult with their CPA regarding any potential tax implications.
8. Enhanced consideration will be given to an applicant who has been involved in supporting community organizations or other philanthropic causes in the community.

See Eligible Assistance Guidelines on Next Page

Eligible Assistance

If the applicant has experienced expenses directly attributable to the COVID-19 crisis and/or the flood event of May 19, 2020, the following may be eligible for grant assistance. These grants will be issued as a reimbursements for the following eligible costs. The business must submit receipts or proof of purchases, along with payment verification (cancelled checks, credit card statement, etc.) with its application.

Eligible Reimbursement Costs:

- The cost of conversion of products or services to meet the ODH health and safety requirements,
- Development of new solutions to problems presented during the COVID-19 crisis,
- The purchase of safety supplies such as masks, hand sanitizer, safety barriers, signage, and items to enforce physical distancing, and
- Expenses as a direct result of the flood event from May 19, 2020, which includes cleaning services, cleaning supplies, equipment/appliance loss and replacement related to business operation, reconstruction of structural items destroyed by the flood, destroyed inventory, furniture, flooring and items not salvageable after cleanup.

Applications will be reviewed as they are received. Grants will be awarded until funds are exhausted; please understand that some grant applications will not be funded.

See Blank W9 Form Attached (Must Include with Application)



AGENDA ITEM 4

Discussion of Revolving Loan Fund Program Options



May 29, 2020

To: R. Thomas Homan, City Manager
From: Darren Shulman, City Attorney

RE: Potential Motions for Monday June 1 Work Session

There is no pending legislation regarding the Revolving Loan Fund on the June 1st work session agenda as it is an opportunity for Council to discuss the proposals. In the interest of giving Council the *option* of expediting the project, you asked me to prepare motions that Council could use to provide direction to staff in preparing legislation for the June 8th meeting.

The following are three draft motions that could be made if Council wishes to take action following the discussion at the work session:

Option 1: I move to direct staff to prepare legislation authorizing an intergovernmental agreement to participate in the County RLF program and appropriating [dollar amount] to contribute to the fund.

Option 2: I move to direct staff to prepare legislation appropriating [dollar amount] for a City revolving loan fund program managed by ECDI under terms provided in their proposal.

Option 3: I move to direct staff to prepare legislation appropriating [dollar amount] for Revolving Loan Fund programs, to be split between a City program managed by ECDI and the County RLF program.

While these motions will provide staff with direction needed to craft legislation, with each approach, details would still need to be ironed out and negotiated. I have left the dollar amount blank in the motions, as I have heard varying dollar amounts discussed.

If Council passes one of these options, I will draft legislation accordingly so it can have its first reading at the regular June 8th meeting. This legislation may be amended during the normal legislative process.



MEMORANDUM

TO: TOM HOMAN, CITY MANAGER
FROM: SEAN HUGHES, ECONOMIC DEVELOPMENT DIRECTOR
DATE: 5/29/2020
RE: ECDI Revised Proposal

The attached file contains a revised proposal from ECDI. The following items are updated from the original proposal:

1. ECDI removed the Small Business Recovery Grant administration portion of the proposal. Please note that any mention of grant now means the money that we contribute towards the RLF fund and monies that are paid to them for administering the RLF fund.
2. ECDI clarified how application fees will work. A business will pay a 2-5% of the loan amount application fee that will be rolled into the amount of the loan.
3. ECDI adjusted the administration fee "grant" to be \$50,000 to only administer the RLF instead of the original \$75,000 to administer the RLF AND the Recovery Grant program.
4. ECDI included a proposed timeline. Once we have been given a green light, it will take approximately two weeks to establish the loan requirements and guidelines. They anticipate starting to close loans two weeks after the loan program is announced.
5. ECDI discussed how the City's grant will be leveraged for more than \$1 million in additional loan funds for the City of Delaware's businesses as part of the program.
6. ECDI added a description of how they have typically dealt with loan defaults.

We apologize, but they misunderstood us in our last conversation and increased the total grant to ECDI to be \$400,000 thinking we wanted to keep the funds going to our businesses at \$350,000 while they kept \$50,000 for the administration "grant." The total amount that we contribute for the loan fund for our businesses is negotiable.



Economic and Community Development Institute Proposal to the City of Delaware – May 2020

Organization Overview

Economic and Community Development Institute (ECDI) is a 501(c)(3) economic development organization headquartered in Columbus, Ohio with offices in Cleveland, Cincinnati, Akron, Canton and Toledo, and a service footprint covering all 88 Ohio counties. ECDI's mission is to invest in people to create measurable and enduring social and economic change. ECDI is a US Treasury-certified Community Development Financial Institution (CDFI), an SBA Community Advantage Lender and the only SBA Microloan Intermediary with a small business focus in the State of Ohio. ECDI fills a gap in the credit industry by offering loans ranging from \$750 to \$350,000 to underserved entrepreneurs through more than 40 revolving loan funds. A summary of ECDI's products and services can be found in Attachment 1 of this proposal.

ECDI has served more than 16,000 businesses since 2004. ECDI has provided Ohio small business owners with more than \$59 million in startup or expansion capital through nearly 3,000 small business loans. ECDI client businesses have created or retained more than 8,500 jobs in the state of Ohio.

COVID-19 Impact on Small Business

The small business community faces a once-in-a-generation crisis as a result of the COVID-19 global pandemic. The most vulnerable businesses are in industries that represent more than two-thirds of ECDI's clients: Accommodation and Food Services and Recreation and Entertainment (21%), Retail (13%), Transportation (11%), Childcare providers (3%), Salons (14%), and Construction subcontracting (6%).

Business closures represent not only the loss of tax revenues, jobs and income, but hard-earned wealth for families and historically disadvantaged communities. In the coming weeks and months, the shut-down will negatively impact small businesses representing nearly all sectors of the economy. Non-profit organizations that provide critical social safety-net services are at risk of closure—just when our community needs them the most.

ECDI Response to COVID-19

ECDI is taking bold action to help Ohio small businesses survive this crisis. Businesses that do not receive immediate financial support will likely not have the resources to resume operations in the future. The steps we take today will determine the survival of individual businesses and will shape the character of the region's economy for years to come. ECDI is implementing a phased approach that will utilize multiple tools to address the challenges of small businesses as we move through the crisis.



Phase I – Triage

- Automatic 2-month deferral for ECDI clients to ease the burden of payments on their non-SBA funded loans
- Recovery Loan product with 3-month deferment and lower interest rate than our traditional products. This loan is designed to bridge-the-gap during the SBA Economic Injury Disaster Loan (EIDL) review process. Recovery Loan application, processing and closing is accomplished remotely (email, website, and phone).
- WBC-hosted Webinars focused on the federal CARES act relief programs (EIDL, PPP)
- One-on-one counseling via web conferencing and phone
- Connecting clients to expert advisors as they navigate complex legal and financial challenges that they face as a result of the crisis
- Partnerships with multiple counties and municipalities to establish new loan and grant programs

Phase II – Weathering the Storm

- Through an ongoing dialogue with businesses and stakeholders, ECDI will stand ready to respond to unforeseen needs as they emerge. Listening to clients and gathering data in real time will position ECDI to help businesses overcome barriers as they develop.
- Favorably termed loans to small businesses as they wait to re-open or resume normal operations.
- Ongoing technical assistance and online training to help entrepreneurs plan for a strong recovery.

Phase III – Recovery

- ECDI will continue to disburse loan capital to businesses as they resume normal operations and new businesses that have the strong potential to create quality, sustainable jobs.
- ECDI will provide technical assistance and incubation services including expert advisors and professional services providers to assist with access to markets, job restoration and workforce development, and re-building client relationships.

Phase I – Two Months In

In the last eight weeks, ECDI has received hundreds of new loan inquiries from businesses adversely affected by the stay-at-home order here in Ohio. ECDI has developed a Recovery Loan product that has an automatic three-month deferment and lower interest rate than our traditional product. To protect the health of our staff, clients, and the general community, we have developed processes to enable us to process loans from inquiry to closing entirely remotely using online applications, phone and email, and digital signatures. *ECDI staff mobilized quickly and began offering Recover Loans the week of March 31st.*



In the first weeks of the crisis, ECDI worked with partners to raise additional funds and launch new revolving loan funds and grant programs. With funding from Franklin County, we established a new \$675,000 Revolving Loan Fund. In partnership with Cuyahoga County, we established a new \$500,000 fund for grants and loans to small businesses. In the first two weeks of the program, ECDI screened and evaluated more than 800 grant applications and awarded more than 100 grants to small businesses. We anticipate awarding another 100 grants in the coming weeks. ECDI has also established a grant program in partnership with Citizen's Bank to assist small businesses in seven Northern Ohio counties. Additional funds have been raised to provide loans and loan payment relief from a variety of sources including JPMorgan Chase, The Greater Cincinnati Foundation, Fifth Third Bank, and other partners.

Since mid-March, ECDI has closed 98 loans totaling more than \$4 million across the state of Ohio. In the Central Ohio market, we have closed 51 loans totaling more than \$2.5 million.

ECDI Management of Revolving Loan Funds

Since 2004, ECDI has managed CDBG and other public funds on behalf of multiple municipalities and counties including Franklin County, Cuyahoga County, City of Toledo, City of Columbus, City of Canton, City of Cleveland, disbursing more than \$15 million in funds. Lending staff in our Columbus headquarters provide direct services such as training, technical assistance and loan origination. Headquarters also houses all loan processing, underwriting, servicing and loan collections, and a robust back-end infrastructure of fiscal, operations, and compliance staff with extensive experience managing RLF programs.

Example: Franklin County RLF

ECDI's more than 15-year partnership with Franklin County program provides loans to low-moderate income entrepreneurs, and businesses committed to hiring low-moderate income Franklin County residents. The program has resulted more than \$4,000,000 in loan capital disbursed—leveraged at a ratio of approximately 3:1 with funds from other sources including SBA, bank funds, and private foundation investments.

ECDI – City of Delaware Partnership

ECDI proposes that the City of Delaware make a grant of \$400,000 to ECDI to establish a Revolving Loan Fund to support small businesses during this unprecedented time and support administration of the loan program and training and technical assistance provided to clients.

City of Delaware Revolving Loan Fund (\$350,000): ECDI will disburse loans up to \$25,000 to eligible businesses in the City of Delaware to assist with re-opening and recovery costs. Loans from this fund will have a term of five years and carry an interest rate of 3%.



ECDI will leverage City of Delaware funds with funding from the Small Business Administration, banks and private foundations as appropriate to ensure responsible, affordable interest rates and terms to borrowers. ECDI offers a variety of loan products and will work with the City of Delaware to identify the best tools for City of Delaware businesses.

Packaging fees charged to the borrower (2-5% of the loan amount depending on the source of funding) are net funded by the loan itself. Out of pocket fees charged for UCC filings, lien filings and due diligence checks vary depending on the type and size of the loan. ECDI is not inclined to charge additional fees to offset the cost of administering the loan fund because we believe it would put borrowers that receive City funds at a disadvantage relative to borrowers that receive funds from other sources.

ECDI will manage all aspects of the RLF operations from loan application screening through underwriting and closing and will also manage loan repayments and collections. ECDI works closely with borrowers to avoid defaults by providing technical assistance, payment deferment and other hardship arrangements as appropriate. In the event that a loan must be charged off, ECDI staff makes efforts to collect pledged collateral and in rare cases refers defaulted clients to a collection agency.

Grant to ECDI (\$50,000): ECDI respectfully requests a one-year grant in the amount of \$50,000 to administer the grant program and establish and operate the RLF and provide technical assistance to clients. ECDI provides comprehensive technical assistance to borrowers throughout the life of each loan. The SBA reports that up to 20% of small businesses fail within the first year, however, personalized technical assistance and training significantly increase businesses chances for success.

Proposed Timeline:

Upon approval by council of the City's plan to make a grant to ECDI for the purposes of establishing and managing a revolving loan fund, ECDI will provide the City with sample agreements for discussion and negotiation. ECDI will work with the City to establish any eligibility requirements for borrowers, loan size restrictions, and rate and term guidelines. We anticipate the contract drafting/negotiation process will take approximately two weeks. Upon execution of the contract, ECDI will work with the City to announce the new fund and conduct marketing and outreach to local businesses. Loan applications will be available through ECDI's normal process, and evaluation of applications, processing, and underwriting will begin immediately. Although processing time varies based on a number of factors, we are confident that loan closings will begin as early as 1-2 weeks after the announcement of the fund.



Conclusion

ECDI anticipates that the initial investment of \$350,000 will be disbursed during the first three months of the project. ECDI will revolve repayments of principle and interest into new loans to assist additional businesses, enabling the initial investment to have a total impact of more than \$400,000 over approximately 18 months. Depending on demand in the market and funds available, this initial investment, leveraged with loans from other sources, could result in a total impact of more than \$1 million in loans to City of Delaware small businesses.

We believe that the proposed fund will provide urgently needed capital to small businesses in the City of Delaware that have been impacted by COVID-19 and has the potential to provide benefit to the small business community for many years to come. ECDI looks forward to the opportunity to partner with the City of Delaware to amplify the impact of this important work.



MEMORANDUM

TO : TOM HOMAN, CITY MANAGER
FROM : SEAN HUGHES, ECONOMIC DEVELOPMENT DIRECTOR
DATE : 5/28/2020
RE : Revolving Loan Fund Program Proposals & Recommendation

After evaluating both revolving loan proposals, I would recommend Council select the program that has the most flexibility and most benefit to our current and future businesses. Economic Development recommends this to be a long-term program. Therefore, we need to have a program that has terms that will not only work for businesses in the current situation but will also be easily pivoted to helping start and grow businesses in Delaware in the future.

After reviewing both programs, I believe that the Economic and Community Development Institute (ECDI) proposal is the better suited program for the City's current and future needs than what the County is currently proposing. Not only does it have a lower interest rate with a slightly longer term to help reduce payments and overall debt, it also is backed by business resources such as education and counseling to decrease opportunities for defaulted loans.

The ECDI program offers smaller loan options for businesses in the current pandemic situation that need access to smaller amounts of funding quickly. These small loan options will be beneficial if we pivot from the pandemic to trying to start and grow small businesses in our community. Small business incubators will tell you that having a small transaction starting point that has the option of increasing is the best way to seed projects.

ECDI has tremendous experience in partnering with communities in developing these Revolving Loan Funds (RLF's) so we aren't just tapping into a partner that has great experience in working with small businesses, they also know what is required in making a program effective for a community partner. Attached to this memo, please find the following:

1. PROS & CONS Analysis of the Delaware County/Buckeye State Bank RLF and the Delaware City/ECDI RLF
2. Q&A with ECDI Regarding the Proposed Program
3. DRAFT ECDI Proposal
4. Comparison Matrix of the RLF Programs

Please be advised that the ECDI proposal also includes the small business recovery grant that we have decided to do in-house. ECDI is currently drafting a revised proposal that would drop the grant and concentrate on the revolving loan program. It also will contain some clarifications pertaining to questions you see in the attached Q&A.



Delaware County/Buckeye State Bank RLF

Pros

- The overall fund has the possibility of being larger.
- This program gives 6 months of interest-only payments.
- The application fee of \$1,000 is passed on to the business and rolled into the loan. This can also be seen as a Con because the business is actually needing to borrow \$1,000 just to get the loan.
- A City loan committee could make the decision on 15.75 total loans at a \$350,000 contribution.
- Buckeye State Bank has been in business longer than ECDI.

Delaware City/ECDI RLF

Pros

- ECDI has the possibility of leveraging our funds for an average of 3 to 1 with their partners to grow the fund to be larger than what we would have directly committed to City businesses with the County program.
- The ECDI interest rate is lower at 3% vs. 4%.
- The repayment term is 5 years vs. 4 years making the payments lower.
- Businesses have the ability to qualify for smaller loans - \$2,500 vs. \$10,000. This makes the program more attractive to micro-businesses and businesses who may have other outstanding loans.
- Business would have a 2-5% application fee compared to \$1,000 per the County's program. This fee would also roll into the loan amount.
- The City partners with ECDI to create loan determination criteria that is then used by ECDI loan underwriters.
- A business only needs a minimum 590 credit score allowing more businesses to be able to access loan funds.
- ECDI provides business counseling and educational services that help to avoid loan defaults. It is a non-profit small business organization.
- ECDI has partnerships with 19 funding organizations that invest into their loan funds.
- ECDI has existing relationships with multiple federal, state, county and city organizations providing RLF programs for many counties and cities.
- ECDI has specialized in this type of program for 17 years.
- ECDI is a non-profit, so their mission is to help small businesses and entrepreneurs and not to make money.
- ECDI is the state's only SBA certified micro-lender. The SBA makes funds available to these specially designated intermediary lenders, which are non-profit organizations with experience in lending and technical assistance. These intermediaries then issue loans to eligible borrowers.
- The program is geared to help small businesses now and into the future. It will result in an additional tool for the Economic Development Team.
- Due to the funds being committed to City businesses, we would simply be able to help more businesses. With an anticipated 3 to 1 leverage on \$300,000 (\$350,000 minus \$50,000 admin fee), we could do anywhere from 48 to 480 loans.



Delaware County/Buckeye State Bank RLF

Cons

- The funds committed to City of Delaware businesses will be less.
- Match not guaranteed through JobsOhio
- The interest rate is 4% as opposed to 3%.
- The term is 4 years as opposed to 5 years making the payments larger.
- The business is actually needing to borrow \$1,000 just to get the loan as an application fee that will be rolled into the loan.
- The minimum credit score is 680 as opposed to 590 making it harder for micro-businesses to obtain.
- Buckeye State Bank does not provide any business support services to those taking loans.
- Buckeye State Bank is a for-profit corporation.
- Buckeye State Bank does not have the ability to match our funds to grow our loan pool.
- The scoring system used to determine who gets loans is weighted to larger businesses with more employees.

Delaware City/ECDI RLF

Cons

- The overall fund would be smaller than the County's even though the funds would be fully dedicated to City businesses.
- The City would be paying a ~\$50,000 fee to ECDI annually to manage the program.
- ECDI has been in existence for few years than Buckeye State Bank with only being in existence for 17 years.

See Q&A with ECDI on Next Page



From: Anna Parlet <AParlet@ecdi.org>
Sent: Tuesday, May 26, 2020 4:41 PM
To: Sean Hughes <SHughes@delawareohio.net>
Cc: Inna Kinney <kinney@ecdi.org>; Louisa Dallett <LDallett@ecdi.org>
Subject: RE: ECDI Proposal to the City of Delaware

Hi Sean. Please see below our responses to your questions. I hope this is helpful-- let me know if there is anything you would like us to clarify further.

Question and Answers for the ECDI Revolving Loan Program

1. If the amount of City money changes, how does that change other aspects of the proposal?
A change in the amount of initial funding would change the time period during which grants and/or loans would be disbursed; the grant funding requested to support technical assistance, underwriting, processing, servicing; and the time frame and total impact resulting from revolved loans.
2. If entities for which ECDI has relationships were aggressive in matching our funds, what could the loan fund look like?
ECDI packages loans with multiple funding sources, amplifying the impact of each funding source and mitigating risk. Typically, ECDI leverages funds at a ratio of approximately 1:3.
3. Is it possible that the max loan amount be \$25k for an apples to apples comparison with the county? Does that change anything else? The minimum of \$2,500 makes this much more attractive than the \$10,000 minimum proposed by the County.
The minimum and maximum loan amount for the revolving loan fund would be at the discretion of the City. Depending on the eligibility and need of City applicants, the max and min may impact the number of discrete businesses that benefit from the fund.
4. If the City chose to only partner on the loan program and not our grant program, would the annual fee be \$50,000? How would that change if the dollar amount we contribute changes?
Yes. Typically we negotiate grants for loan funds accompanied by grants for originating, processing, and servicing the loans. This includes intensive pre-loan technical assistance, loan packaging, underwriting and processing, servicing and collections, and post-loan technical assistance and training. ECDI's pre- and post-loan technical assistance and training significantly increase client



businesses' chances for success, mitigating risk to the portfolio and maximizing return on investment (as revolved dollars are loaned to additional businesses).

5. Is it possible for applicants to pay a small application fee and would that bring down the annual fee from the City? The County is proposing \$1,000 per loan paid by the applicants for their program despite the size of the loan request. Would a 10% fee be something you have done in the past? What is your experience with this?

Fees charged to the borrower (2-5% of the loan amount depending on the source of funding) are net funded by the loan itself. ECDI is not inclined to charge additional fees to offset the cost to the City because we believe this would put borrowers that receive City funds at a disadvantage relative to borrowers that receive loans from other sources.

6. Could we have a small loan board to "evaluate" loan applications after you did your review? That is what the County is proposing so I'm trying to get close to apples to apples. How would that look in your experience?

ECDI follows prudent lending standards and has loan policies in place to ensure compliance with SBA and other funder requirements. We do not typically include funders as part of the loan evaluation/decision process, but ECDI will work with the City to establish uniform standards for eligibility for the City's revolving loan fund.

7. Does a business need to have a minimum credit score with your program? I would like to see this used for startups in the future once we get past this business recovery phase. The county is proposing a minimum 680 which I think is detrimental to trying to use their program for startups. Depending on the source of funding and other factors, ECDI does take into account a client's credit score, however we also evaluate loan applications based on character, cash flow (prior financial performance and/or business plan viability), collateral, and co-signers. Although we do not have an across-the-board minimum credit score requirement, our recent COVID-19 response loans to new-to-ECDI borrowers have been limited to those with a credit score of 590 or greater.

Revolving Loan Comparison Chart 5/28/2020

	<u>ECDI (City)</u>	<u>Buckeye State Bank (County)</u>
Initial Investment (Seed from City)	\$350,000 (\$50,000 is Annual Fee)	\$350,000
Overall Fund Size	\$1,200,000 (Assumption 3:1 leverage. This could be larger based on ECDI investments from banks, foundations, etc.)	\$5,000,000 (Assuming JobsOhio Match)
Interest Rates	3%	4%
Term	60 months Interest & Principal	6 Month Interest Only, 54 Month Interest & Principal Payment
Maturity of Loan	5 Year Term	4 Year Term
Minimum Loan Size (Per Business)	\$2,500	\$10,000
Maximum Loan Size (Per Business)	\$25,000	\$25,000
Fees	City Pays \$50,000 Admin Fee & Business Pay 2-5% Origination Fee	Businesses Pay \$1,000/Loan
Administration of Program	ECDI	Buckeye State Bank (BSB)
Inclusivity	Businesses in Delaware City	Businesses in Delaware County
Determination	ECDI & City of Delaware	BSB & Revolving Loan Fund Committee
Credit Score	590 Minimum	680 Minimum
Business Loan Support	ECDI has resources to help businesses utilize funds wisely to ensure pay back.	Not applicable.
Current Government RLF Partners	City of Columbus, City of Lorain, Cuyahoga County, Cuyahoga County Library, Franklin County, Ohio Development Services Agency, USDA, SBA, CDFI, US Department of Health and Human Services, US Office of Community Services, US Office of Refugee Resettlement	Not applicable.
Private Loan Funders	5/3 Bank, Burton D. Morgan Foundation, Business of Good Foundation, Chase Bank, Chemical Bank, Citizens Bank, Cleveland Foundation, First Merchants Bank, Huntington National Bank, Knight Foundation, Local Initiatives Support Corporation, Ohio CDC Association, PNC Foundation, Surdna Foundation, The Columbus Foundation, The Kresge Foundation, Mirolo Charitable Foundation, Third Federal Savings and Loan, US Bank, WesBanco, The Women's Fund of Central Ohio	Not applicable.
Partner's Organizational Type	501c3 Non-profit	For-Profit Corporation
Other Relevant Partner Info	ECDI is Ohio's only SBA Certified Micro-lender. ECDI is a US Treasury-certified Community Development Financial Institution (CDFI), an SBA Community Advantage Lender and the only SBA Microloan Intermediary with a small business focus in the State of Ohio. ECDI fills a gap in the credit industry by offering loans ranging from \$750 to \$350,000 to underserved entrepreneurs through more than 40 revolving loan funds. ECDI has served more than 16,000 businesses since 2004. ECDI has provided Ohio small business owners with more than \$59 million in startup or expansion capital through nearly 3,000 small business loans. ECDI client businesses have created or retained more than 8,500 jobs in the state of Ohio.	Buckeye State Bank is an SBA lender. Buckeye State Bank is headquartered in Powell and is the 108th largest bank in the state of Ohio. It is also the 3,496th largest bank in the nation. It was established in 1885 and as of December of 2019, it had grown to 29 employees at 3 locations. Buckeye State Bank has an A health rating.
Eligible Businesses	We decide, but these are typically for micro-businesses in the City of Delaware. This loan program has the long term viability of offering loan funds to startups after we have moved past the immediate pandemic and flooding issues.	This program is weighted to larger businesses who have been in the community for a longer period of time. Considering it also requires an established and higher credit score, this program is not for newer or startup businesses. This program is really only viable for the immediate business recovery and for more established businesses that would be able to access funds elsewhere.
Minimum # of Loans/Max. # of Loans	48-480 (If deducting the \$50,000 Administration Fee)	15.75 Guaranteed for \$350K Contribution



**Delaware County Revised MOU
and Loan Scoring Sheet**

Presented to Council May 26, 2020

**DELAWARE COUNTY BOARD OF COMMISSIONERS
AND
[ENTER LOCAL JURISDICTION HERE]**
Memorandum of Understanding for Revolving Loan Fund

This Memorandum of Understanding “MOU” is entered into as of the ____ day of ____, 2020, by and between the Delaware County Board of Commissioners (the “County”), and _____, individually a “Party” and collectively the “Parties”.

Overview

The County and [enter local jurisdiction here] acknowledge that due to the nationwide COVID-19 pandemic, businesses across all communities are being affected. Meeting payroll, lease/rent payments, and debt obligations are becoming more and more of a struggle and businesses are facing the reality of not being able to continue their operations. Delaware County is certainly no exception, and the small businesses that are such a vital piece of our local economy are being affected the most. The Delaware County Board of Commissioners (the “County”) and its local and statewide public and private partners are working hard to address the effects on our local economy, as it is critical to not only the region, but the state as a whole.

According to a recent survey of businesses located in Delaware County, approximately 40% of employees have been temporarily let go, with approximately 54% of those being permanent staff reductions. Additionally, approximately 55% of businesses stated that they have outstanding loan payments, and approximately 20% of those have been forced to stop making their loan payments.

Delaware County has been and continues to be a premier community to live and work in, and a number of efforts are underway to ensure that continues to be the case. A revolving loan fund (the “RLF”) has been created by the County to assist small businesses. The County has partnered with Buckeye State Bank to help in the administration and management of this loan. The fund will receive oversight and administration by local officials and professionals, and will be structured to help the greatest number possible.

Revolving Loan Fund Creation

To date, a variety of local jurisdictions and entities (the “Partners”) have joined the County in the funding of this RLF. A request for matching grant funds to what has or will be raised by the local entities has been submitted by the County to JobsOhio.

The County has or will establish a fund (the “Fund”) with Buckeye State Bank (the “Bank”). In doing so, the County has taken or will take all necessary steps to legally create and invest into the Fund. The monies received from the Partners will be pooled together into this Fund.

Each contributing partner will secure 4.5 bank approved loan issuances for their community per \$100,000 deposited into the fund. The Contributing partner will be able to select the recipient of the loans they control. The contributing partner is free to establish their own criteria for the issuance of the loan. The contributing partner has 30 days from the first review of loan applicants by the Bank to issue their bank approved loans. Following the 30 day period the contributing partner is no longer able to directly issue bank approved loans.

**DELAWARE COUNTY BOARD OF COMMISSIONERS
AND
[ENTER LOCAL JURISDICTION HERE]**
Memorandum of Understanding for Revolving Loan Fund

Revolving Loan Fund Administration

The Fund will be operated in the following manner:

- 1) The Bank will receive applicants that are interested in the Fund.
- 2) The Bank will review the requests for funding based on the attached “Exhibit A”.
- 3) If the Bank approves a loan, the applicant’s request will be forwarded to the county’s loan review committee (as described below) for further consideration.
- 4) The committee will review the request and provide a determination of support based on the information provided by the Bank, listed in the attached “Exhibit B”.
- 5) The committee will evaluate requests based on the following evaluation contained in the attached “Exhibit C”.
- 6) Typical items for consideration shall include at a minimum:
 - a. Type of Business – Is it in a designated industry?
 - b. Is it in the County?
 - c. Is it in a preferred jurisdiction?
- 7) If approved by the County, the Bank will continue the process going forward.

Commented [A1]: If the bank approves the loan, it should be approved. This is the only fair and impartial way to distribute funds. This would be the most objective way to awarding loans. Perhaps the board’s role could be to ratify what the bank recommends.

Commented [A2]: This isn’t attached.

Committee Creation

The abovementioned county loan review committee (the “Committee”) will be established in a manner that addresses it as a public body and it will adhere appropriately to those requirements.

The committee will consist of the County Administrator, the County Economic Development Director, The Chair of the RLF Committee of the Economic Recovery Advisory Team and four other members to be appointed by the contributing partners.

The four other members will be chosen based on the first four entities that contribute \$250,000 or more to the Fund.

The Committee is authorized to begin recommending loans as soon as funds have been secured, allowing for necessary legal actions to have been taken.

The Committee is considered to be in place upon adoption of the resolution, attached as “Exhibit D” to this MOU.

The County Administrator and County Economic Development Director are permanent members on the Committee.

The position held by The Chair of the RLF Committee of the Economic Recovery Advisory Team will transfer to the individual serving as the County Treasurer as of January 1st 2022. Upon transfer, the seat will permanently belong to the County Treasurer.

The other four seats will serve two (2) terms at three (3) years each term, and will then be reappointed by the community that the seat serves. The seat must be filled with an elected official from that community. If a contributing partner is not represented by an elected official then the board that manages the contributing partner votes to fill their position on the Board. If an elected

Commented [A3]: See comment above about consistently having the Treasurer on the Board.

Commented [A4R3]: The position held by the chair, referenced above, would then transitions to the Treasurer. With COVID-19 being a limited time period issues (hopefully) this change in representation makes since.

Commented [A5]: The city should get to appoint its member and should have the flexibility to name the best person for the position.

Commented [A6R5]: No other community has a concern with this language

**DELAWARE COUNTY BOARD OF COMMISSIONERS
AND
[ENTER LOCAL JURISDICTION HERE]**
Memorandum of Understanding for Revolving Loan Fund

official serving in the capacity as a committee member ceases to serve as an elected official, then the community has the immediate ability to appoint a new representative to serve out the remaining term. The initial appointment of the seat will be the Chair of a township and the Vice-Chair (or proper designee) of a municipality.

A majority vote of the Committee will approve the bank's recommendation for approval of a loan request.

If a tie vote occurs, the Board President of the County Commissioners will issue the tie breaking vote.

Commented [A7]: I recommend changing this to reflect my earlier comment.

Commented [A8R7]: Please see comments above and take into consideration federal loan regulations.

Guidelines For Removal of Funds

Contributions to the Fund will not be eligible for transfer out of the Fund for a minimum of five (5) consecutive years, unless the RLF does not issue a loan for one (1) year and all existing loans have been repaid and all obligations have been addressed.

At five (5) years, partners may evaluate the removal of the funds that they have contributed. The contributing public body has the option of removing any funds contributed (subjected to all other listed restrictions). The elected public body would need to evaluate and vote on how best to address the funds they have contributed.

No action can be taken that would put at risk any active loan or alter the risk level of the Bank.

There will be no interest provided to the partners.

Funds can only be transferred out if all of the initial funds are available. If the initial funds are not available, then only a proportional share of the contribution can be withdrawn until loans are repaid sufficient to satisfy the remaining amount (Is the proportional share based on the amount of funds the County and all other parties contributed? If so, that is acceptable). State and or private sector funds are not part of proportional share withdrawal.

If a jurisdiction removes its funds, then it gives up its seat on the committee as well as any and all rights and/or benefits secured from contributing to the Fund. However, that jurisdiction's businesses would still be eligible to apply for and receive loans.

Commented [A9]: What rights and benefits accrue besides voting?

Commented [A10R9]: The contributing partner points and the removal of any negative points for population size.

Acceptance and Participation

[ENTER LOCAL JURISDICTION HERE] agrees that participation in the RLF as described in this MOU maximizes the use of public dollars while significantly diminishing financial risk to each governmental party. **City of Delaware**] desires to participate in the RLF and contribute \$_____ to the Fund provided the JobOhio matching funds are awarded for the contribution. The Parties acknowledge that final legislation will need to be adopted by one or each entity to effectuate participation in the RLF. The Parties will each make their best efforts to adopt legislation as needed.

**DELAWARE COUNTY BOARD OF COMMISSIONERS
AND
[ENTER LOCAL JURISDICTION HERE]**
Memorandum of Understanding for Revolving Loan Fund

COUNTY

By: _____
Michael A. Frommer, P.E.
County Administrator

Acknowledged and Agreed this _____ day of _____, 2020.

[ENTER LOCAL JURISDICTION HERE]

By: _____

Acknowledged and Agreed this _____ day of _____, 2020.

Criteria		Level 1	Level 2	Level 3	Level 4	Total Applicant Points
1	Business Profile					
	How long has the business been in operation in Delaware County? <i>scoring</i>	<1 year 0	>1, <5 1	>5, <10 2	10+ 3	3
	Applicant Points (Mark X)					
	Industry <i>scoring</i>		Manufacturing/Technology 1	Professional Services 2	Retail/Restaurant/Hospitality 3	3
	Applicant Points (Mark X)					
	Community <i>scoring</i>	39,000+ -7	25,000 -4	10,000 -1	Contributing Community 3	3
	Applicant Points (Mark X)					
	Number of Employees Affected <i>scoring</i>	0 0	1+ 1	25+ 2	50+ 3	3
	Applicant Points (Mark X)					
	Total Application Points					

*Contributing Partner jurisdictions receive no negative points for population size

DCFA may award its contributing partner status to applicants