



Inver Grove Heights Economic Development Authority
Monday, February 5, 2024 at 5:00 PM
8150 Barbara Avenue, Inver Grove Heights, MN 55077

AGENDA

NOTICE TO RESIDENTS: Individuals may submit written public comments in advance of the meeting by emailing comments to Stacy Bodsberg (sbodsberg@ighmn.gov). Comments received prior to 4:00 p.m. on Monday, February 5, 2024, will be provided to the EDA at or before the February 5, 2024 meeting.

1. **Call to Order**
2. **Roll Call**
3. **Election of Officers**
4. **Consent Agenda**
 - A. Minutes of the December 4, 2023, Economic Development Authority Meeting
 - B. Approval of Claims
 - C. Resolution Approving a Joint Powers Agreement for the 2024-2026 Open To Business Program
5. **Regular Agenda**
 - A. Discussion of Grant Funding Opportunities & Priorities
6. **Next Meeting**
 - A. The next regularly scheduled meeting is Monday, April 1, 2024, at 5:00 p.m.
7. **Adjourn**

**INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY MEETING
MONDAY, DECEMBER 4, 2023 - 8150 BARBARA AVE**

The Economic Development Authority (EDA) of Inver Grove Heights met in regular session December 4, 2023, in the Council Chambers at City Hall. President Gliva called the meeting to order at 5:00 p.m. Pledge of Allegiance was said. Present were Economic Development Authority Members Gliva, Scales, Dietrich, Murphy, and T'Kach, City Administrator Wilson, City Clerk Kiernan, and Communications Manager Amy Looze.

CONSENT AGENDA

- A. Consider Approval of Minutes from the October 2, 2023, Regular Economic Development Authority Meeting
- B. Consider Approval of Claims
- C. Consider Approval of 2024 Meeting Dates

**Motion by Dietrich; Second by T'Kach to approve all consent agenda items.
Motion approved 5-0.**

REGULAR AGENDA

A. Presentation on Economic Development

City Administrator Kris Wilson introduced Lee Krueger, President of Lee Krueger Real Estate Advisors.

Mr. Krueger gave an updated presentation on Real Estate Development in IGH with the focus on Retail Professional Services and address public/private partnerships for retail and industrial businesses.

Delivery of services have changed nowadays. If demand is there, supply needs to be there for the area to thrive. The market demand is uncertain for the lease options. The rents needed for a retail mortgage has doubled since 2016 from \$14.82 to 2023 at \$30.80. New businesses aren't able to afford the rent and aren't able to keep their prices competitive. Therefore, they aren't willing to invest in retail.

People are paying for destination retailers. They are looking for family experiential retail. Inver Grove Heights has many areas that have really good access to the highway system.

Commercial interest rates and terms are changing. Terms are 3-5 years, and interest rates are at about eight percent.

If the city can afford incentives to bring in tenants, it would be beneficial to the city's tax base and Lee Krueger encourages it.

There isn't any potential barriers evident, but the obstacles that exist is that not many know about the City. The City needs to encourage an identity and to be known for something other than Pine Bend.

Some opportunities are to seek an identity that enhances IGH's uniqueness. Aim to reduce retail leakage to Eagan. Focus on "A" level sites that play into the city's strengths. Understand competition and other markets. Identify all potential incentives, Acquire key commercial properties, participate in a Grocery Market Survey and pursue joint venture opportunities.

President Gliva asked if the city should put together a group to come up with ideas of what the city is known for and what makes the City special. That could be a good first step in creating an identity.

NEXT MEETING

The next regularly scheduled meeting is Monday, February 5, 2024, at 5:00 p.m.

ADJOURNMENT

**Motion by Scales; second by T'Kach; all in favor to adjourn.
The meeting was adjourned by unanimous vote at 5:49 p.m.**

Minutes prepared by City Clerk Rebecca Kiernan.



City of Inver Grove Heights

Budget Report Account Summary

For Fiscal: 2023 Period Ending: 12/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 290 - EDA-OPERATING FUND							
Revenue							
290.00.0000.3610000	INVESTMENT INTEREST	1,900.00	1,900.00	0.00	4,219.88	2,319.88	222.10 %
290.45.0000.3911000	OPERATING TRANSFERS IN	143,600.00	143,600.00	11,966.67	143,600.04	0.04	100.00 %
	Revenue Total:	145,500.00	145,500.00	11,966.67	147,819.92	2,319.92	1.59 %
Expense							
290.45.3000.419.10100	FULL-TIME EMPLOYEES	107,300.00	107,300.00	0.00	11,908.08	95,391.92	88.90 %
290.45.3000.419.20100	INSURANCE-CASH OPTION	5,100.00	5,100.00	0.00	297.78	4,802.22	94.16 %
290.45.3000.419.20300	EMPLOYER SOCIAL SECURITY	6,700.00	6,700.00	0.00	754.37	5,945.63	88.74 %
290.45.3000.419.20350	EMPLOYER MEDICARE	1,465.00	1,465.00	0.00	176.51	1,288.49	87.95 %
290.45.3000.419.20400	EMPLOYER PERA	8,100.00	8,100.00	0.00	759.88	7,340.12	90.62 %
290.45.3000.419.20600	MEDICAL INSURANCE	15,200.00	15,200.00	0.00	874.59	14,325.41	94.25 %
290.45.3000.419.20620	LIFE INSURANCE	200.00	200.00	0.00	12.53	187.47	93.74 %
290.45.3000.419.20630	LTD INSURANCE	300.00	300.00	0.00	15.61	284.39	94.80 %
290.45.3000.419.20720	FLEX/COMP ACCOUNT FEE	100.00	100.00	0.00	5.78	94.22	94.22 %
290.45.3000.419.20750	WORKERS COMPENSATION	200.00	200.00	16.67	200.04	-0.04	-0.02 %
290.45.3000.419.30150	FISCAL CONSULTANTS	6,000.00	6,000.00	0.00	0.00	6,000.00	100.00 %
290.45.3000.419.30420	LEGAL SERVICES	6,000.00	6,000.00	0.00	1,433.00	4,567.00	76.12 %
290.45.3000.419.30440	BOND COUNSEL	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
290.45.3000.419.30700	OTHER PROFESSIONAL SERVICES	40,000.00	58,100.00	9,800.00	97,563.89	-39,463.89	-67.92 %
Budget Adjustments							
Number	Date	Description	Adjustment				
BA0000073	02/27/2023	2022 Budget Carryovers	18,100.00				
290.45.3000.419.40075	CITY FACILITIES ALLOCATION	300.00	300.00	25.00	300.00	0.00	0.00 %
290.45.3000.419.50019	INSURANCE ALLOCATION	200.00	200.00	16.67	200.04	-0.04	-0.02 %
290.45.3000.419.50025	ADVERTISING/PUBLISHED NOTICES	0.00	0.00	0.00	34.79	-34.79	0.00 %
290.45.3000.419.50035	POSTAGE/DELIVERY	0.00	0.00	0.00	1.26	-1.26	0.00 %
290.45.3000.419.50065	TRAVEL	300.00	300.00	0.00	1,046.84	-746.84	-248.95 %
290.45.3000.419.50070	DUES, LICENSES & SUBSCRIPTIONS	8,000.00	8,000.00	70.00	540.00	7,460.00	93.25 %
290.45.3000.419.50080	CONFERENCES AND SEMINARS	3,500.00	3,500.00	0.00	3,073.78	426.22	12.18 %
290.45.3000.419.60010	SUPPLIES - OFFICE	0.00	0.00	0.00	330.00	-330.00	0.00 %
	Expense Total:	209,965.00	228,065.00	9,928.34	119,528.77	108,536.23	47.59 %
Fund: 290 - EDA-OPERATING FUND Surplus (Deficit):		-64,465.00	-82,565.00	2,038.33	28,291.15	110,856.15	134.27 %
Fund: 291 - EDA-ACQUISITIONS FUND							
Revenue							
291.45.0000.3911000	OPERATING TRANSFERS IN	0.00	0.00	0.00	25,000.00	25,000.00	0.00 %
	Revenue Total:	0.00	0.00	0.00	25,000.00	25,000.00	0.00 %
Expense							
291.45.3000.419.30420	LEGAL SERVICES	0.00	0.00	45.00	15,560.60	-15,560.60	0.00 %
291.45.3000.419.40030	STORM WATER UTILITY SERVICE	0.00	0.00	2,303.08	2,618.25	-2,618.25	0.00 %
	Expense Total:	0.00	0.00	2,348.08	18,178.85	-18,178.85	0.00 %
Fund: 291 - EDA-ACQUISITIONS FUND Surplus (Deficit):		0.00	0.00	-2,348.08	6,821.15	6,821.15	0.00 %
Report Surplus (Deficit):		-64,465.00	-82,565.00	-309.75	35,112.30	117,677.30	142.53 %

Group Summary

Account Typ...	Original	Current	Period	Fiscal	Variance	
	Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Percent Remaining
Fund: 290 - EDA-OPERATING FUND						
Revenue	145,500.00	145,500.00	11,966.67	147,819.92	2,319.92	1.59 %
Expense	209,965.00	228,065.00	9,928.34	119,528.77	108,536.23	47.59 %
Fund: 290 - EDA-OPERATING FUND Surplus (Deficit):	-64,465.00	-82,565.00	2,038.33	28,291.15	110,856.15	134.27 %
Fund: 291 - EDA-ACQUISITIONS FUND						
Revenue	0.00	0.00	0.00	25,000.00	25,000.00	0.00 %
Expense	0.00	0.00	2,348.08	18,178.85	-18,178.85	0.00 %
Fund: 291 - EDA-ACQUISITIONS FUND Surplus (Deficit):	0.00	0.00	-2,348.08	6,821.15	6,821.15	0.00 %
Report Surplus (Deficit):	-64,465.00	-82,565.00	-309.75	35,112.30	117,677.30	142.53 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
290 - EDA-OPERATING FUND	-64,465.00	-82,565.00	2,038.33	28,291.15	110,856.15
291 - EDA-ACQUISITIONS FUND	0.00	0.00	-2,348.08	6,821.15	6,821.15
Report Surplus (Deficit):	-64,465.00	-82,565.00	-309.75	35,112.30	117,677.30



Economic Development Authority Staff Report

SUBJECT: **Resolution Approving a Joint Powers Agreement for the
2024-2026 Open To Business Program**

MEETING DATE: February 5, 2024
ITEM TYPE: Consent Agenda
CONTACT: Kris Wilson, City Administrator, 651.450.2511

PURPOSE/ACTION REQUESTED

The EDA is asked to adopt the attached Resolution, entering into a Joint Power Agreement (JPA) for the 2024-2026 Open to Business Program.

BACKGROUND

For approximately the last 10 years, the Inver Grove Heights Economic Development Authority (EDA) has partnered with the Dakota County CDA and the other large cities in Dakota County to contract with the nonprofit Metropolitan Consortium of Community Developers to provide the "Open To Business Program". This program provides technical assistance and access to capital to small business and potential entrepreneurs.

Information on the program's scope of services and small business loan program is attached, along with year-end reports for 2023.

FISCAL IMPACT

The cost to the EDA of participating in this program and having it available to current and prospective small business owners in Inver Grove Heights is \$7,000 per year, for each of the three years covered by the contract (2024, 2025 and 2026). Funding for this is available within the adopted EDA budget for 2024.

RECOMMENDATION

Staff recommends adoption of the attached Resolution.

ATTACHMENTS

1. Resolution Approving 2024-26 Open to Business Joint Powers Agreement
2. OTB Joint Powers Agreement 2024-2026
3. 2024-26 OTB Costs By City
4. OTB Scope of Services
5. OTB Small Business Loan Program
6. OTB 2023 Year End Summary
7. OTB 2023 Year End Detail

**INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. _____

**A RESOLUTION APPROVING A JOINT POWERS AGREEMENT TO
PARTICIPATE IN THE OPEN TO BUSINESS PROGRAM IN COLLABORATION
WITH THE DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY**

WHEREAS, the Inver Grove Heights Economic Development Authority has participated with the Dakota County Community Development Agency (CDA) and 10 other cities in Dakota County to contract with the Metropolitan Consortium of Community Developers for the provision of the Open to Business Program since 2013; and

WHEREAS, the Open to Business Program provides valuable business advisory services and access to capital to entrepreneurs and small businesses in Inver Grove Heights and the rest of Dakota County; and

WHEREAS, the total annual cost for the Open To Business program is \$165,000 per year for calendar years 2024, 2025 and 2026; of which \$7,000 per year is the cost to the Inver Grove Heights Economic Development Authority; and

NOW THEREFORE, BE IT RESOLVED by the Inver Grove Heights Economic Development Authority that the appropriate officials are hereby authorized to enter into the attached Joint Power Agreement on behalf of the EDA in order to continue the EDA's participation in the Open to Business program for calendar years 2024, 2025 and 2026.

Approved by the Inver Grove Heights Economic Development Authority this 5th day of February, 2024.

Sue Gliva, President

ATTEST:

Rebecca Kiernan, Secretary

JOINT POWERS AGREEMENT

Open to Business Program

THIS JOINT POWERS AGREEMENT (this “**Agreement**”), is made as of January 1, 2024, by and between the DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY (the “**CDA**”), a public body corporate and politic organized and existing under the laws of the State of Minnesota (the “**State**”), and each of the BURNSVILLE ECONOMIC DEVELOPMENT AUTHORITY, CITY OF LAKEVILLE, CITY OF MENDOTA HEIGHTS, INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY, APPLE VALLEY ECONOMIC DEVELOPMENT AUTHORITY, EAGAN ECONOMIC DEVELOPMENT AUTHORITY, HASTINGS ECONOMIC DEVELOPMENT AND REDEVELOPMENT AUTHORITY, ROSEMOUNT PORT AUTHORITY, FARMINGTON ECONOMIC DEVELOPMENT AUTHORITY, SOUTH ST. PAUL ECONOMIC DEVELOPMENT AUTHORITY, AND WEST ST. PAUL ECONOMIC DEVELOPMENT AUTHORITY, MINNESOTA (each individually a “**Local Government Entity**” and together the “**Local Government Entities**”), each a political subdivision of the State.

RECITALS:

A. In order to pursue common goals of fostering economic development, the CDA and the Local Government Entity Cities desire to engage the Metropolitan Consortium of Community Developers, a Minnesota non-profit corporation (“**MCCD**”) to undertake the “Open To Business Program” (the “**Program**”) within Dakota County (the “**County**”).

B. Pursuant to the Program, MCCD will provide technical assistance and access to capital to small business and potential entrepreneurs in the County.

C. The CDA and the Local Government Entities propose to jointly exercise their common economic development powers to undertake the Program.

NOW, THEREFORE, in consideration of the mutual covenants and obligations of the CDA and each of the Local Government Entities, each party does hereby represent, covenant and agree with the others as follows:

Section 1. **Representations.** Each of the Local Government Entities and the CDA makes the following representations as to itself as the basis for the undertaking on its part herein contained:

(a) It is a political subdivision of the State of Minnesota with the power to enter into this Agreement and carry out its obligations hereunder.

(b) Neither the execution and delivery of this Agreement, the consummation of the transactions contemplated hereby, nor the fulfillment of or compliance with the terms and conditions of this Agreement is prevented, limited by or conflicts with or results in a breach of, the terms, conditions or provisions of any restriction or any evidences of indebtedness, agreement or instrument of whatever nature to which it is now a party or by which it is bound, or constitutes an event of default under any of the foregoing.

Section 2. Powers to be Exercised. The powers to be jointly exercised pursuant to this Agreement are the powers of the CDA and the Local Government Entities under Minnesota Statutes, Chapter 469, to undertake activities to promote economic development within their respective jurisdictions.

Section 3. Method for Exercising Common Powers; Funds. The CDA, on its own behalf and on behalf of the Local Government Entities, will initially enter into an agreement with MCCD in substantially the form attached hereto as Exhibit A (the “**Agreement**”) to engage MCCD to operate the Program within Dakota County. The CDA and each of the Local Government Entities will make payments to MCCD as described in Exhibit A of the Agreement.

The CDA may from time to time execute and deliver documents amending, modifying, or extending the Agreement as it deems necessary or convenient, provided, that no such document will adversely affect services provided to, or amounts payable by, any Local Government Entity without the prior written consent of such Local Government Entity.

Section 4. Limited Liability. Neither the CDA nor any of the Local Government Entities shall be liable for the acts or omissions of the other in connection with the activities to be undertaken pursuant to this Agreement. To the extent permitted by law, (a) the CDA hereby indemnifies the Local Government Entities for costs associated with claims made against the Local Government Entities directly relating to actions taken by the CDA, and (b) each Local Government Entity hereby indemnifies the CDA for costs associated with claims made against the CDA directly relating to actions taken by such Local Government Entity. Nothing herein shall be deemed a waiver by the indemnifying party of the limits on liability set forth in Minnesota Statutes, Chapter 466; and the indemnifying party shall not be required to pay, on behalf of the indemnified party, any amounts in excess of the limits on liability set forth in Minnesota Statutes, Section 466.04, less any amounts the indemnifying party is required to pay on behalf of itself, its officers, agents and employees for claims arising out of the same occurrence.

Section 5. Conflict of Interests; Representatives Not Individually Liable. The CDA and each of the Local Government Entities, to the best of its knowledge, represents and agrees that no member, official or employee of their respective bodies shall have any personal interest, direct or indirect, in this Agreement, nor shall any such member, official or employee participate in any decision relating to this Agreement which affects his or her personal interests or the interests of any corporation, partnership, or association in which he or she is directly or indirectly interested. No member, official or employee of the CDA or any Local Government Entity shall be personally liable with respect to any default or breach by any of them or for any amount which may become due to the other party or successor or on any obligations under the terms of this Agreement.

Section 6. **Term; Distribution of Property.** The term of this Agreement shall expire on December 31, 2026. There is no property which will be acquired by the CDA or any Local Government Entity pursuant to the Program which would need to be distributed at the end of the term hereof.

Section 7. **Notices and Demands.** A notice, demand or other communication under this Agreement by any party to another shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested or delivered personally to the person and at the addresses identified on each signature page hereto, or at such other address with respect to either such party as that party may, from time to time, designate in writing and forward to the other as provided in this Section.

Section 8. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the CDA and the Local Government Entities have caused this Agreement to be duly executed in their respective names and behalf as of the date first above written, with actual execution on the dates set forth below.

DAKOTA COUNTY COMMUNITY
DEVELOPMENT AGENCY

Dated: _____

By _____
Its Executive Director

Notice Address:

Dakota County Community Development Agency
1228 Town Centre Drive
Eagan, MN 55123
Attn: Lisa Alfson, Director of Community and Economic Development

EAGAN ECONOMIC DEVELOPMENT
AUTHORITY

Dated: _____

By _____
Its _____

By _____
Its _____

Notice Address:

3830 Pilot Knob Road
Eagan, MN 55122

Attn: _____

BURNSVILLE ECONOMIC DEVELOPMENT
AUTHORITY

Dated: _____

By _____
Its City Manager

By _____
Its _____

Notice Address:

100 Civic Center Parkway
Burnsville, MN 55337
Attn: City Manager

CITY OF LAKEVILLE, MINNESOTA

Dated: _____

By _____
Its Mayor

By _____
Its City Clerk

Notice Address:

20195 Holyoke Avenue
Lakeville, MN 55044
Attn: Community and Economic Development Director

CITY OF MENDOTA HEIGHTS, MINNESOTA

Dated: _____

By _____
Its _____

By _____
Its _____

Notice Address:

1101 Victoria Curve
Mendota Heights, MN 55118

Attn: _____

APPLE VALLEY ECONOMIC DEVELOPMENT
AUTHORITY

Dated: _____

By _____
Its _____

By _____
Its _____

Notice Address:

7100 147th Street W.
Apple Valley, MN 55124

Attn: _____

INVER GROVE HEIGHTS ECONOMIC
DEVELOPMENT AUTHORITY

Dated: _____

By _____
Its _____

By _____
Its _____

Notice Address:

8150 Barbara Avenue
Inver Grove Heights, MN 55077

Attn: _____

HASTINGS ECONOMIC DEVELOPMENT AND
REDEVELOPMENT AUTHORITY

Dated: _____

By _____
Its: _____

By _____
John Hinzman
Its Executive Director

Notice Address:

101 East 4th Street
Hastings, Minnesota 55033
Attn: Executive Director

ROSEMOUNT PORT AUTHORITY

Dated: _____

By _____
Its _____

By _____
Its _____

Notice Address:

2875 145th Street
Rosemount, MN 55068

Attn: _____

FARMINGTON ECONOMIC DEVELOPMENT
AUTHORITY

Dated: _____

By _____
Its _____

By _____
Its _____

Notice Address:

430 Third Street
Farmington, MN 55024

Attn: _____

SOUTH ST. PAUL ECONOMIC
DEVELOPMENT AUTHORITY

Dated: _____

By _____
Its _____

By _____
Its _____

Notice Address:

125 Third Ave. No.
South St. Paul, MN 55075
Attn: Executive Director

WEST ST. PAUL ECONOMIC
DEVELOPMENT AUTHORITY

Dated: _____

By _____
Its _____

By _____
Its _____

Notice Address:

1616 Humboldt Avenue
West St. Paul, MN 55118
Attn: Executive Director

Exhibit A

2024, 2025 & 2026 Local Government Entity Annual Participation Fee Schedule

Municipality	Local Government Entity	Total Fee	CDA Share of Fee	Local Government Entity Participation Fee
Lakeville	City of Lakeville	\$21,380	\$10,690	\$10,690
Eagan	Eagan Economic Development Authority	\$21,280	\$10,640	\$10,640
Burnsville	Burnsville Economic Development Authority	\$21,000	\$10,500	\$10,500
Apple Valley	Apple Valley Economic Development Authority	\$18,000	\$9,000	\$9,000
Inver Grove Heights	Inver Grove Heights Economic Development Authority	\$14,000	\$7,000	\$7,000
Rosemount	Rosemount Port Authority	\$11,300	\$5,650	\$5,650
Farmington	Farmington Economic Development Authority	\$11,000	\$5,500	\$5,500
Hastings	Hastings Economic Development and Redevelopment Authority	\$11,000	\$5,500	\$5,500
South St. Paul	South St. Paul Economic Development Authority	\$10,800	\$5,400	\$5,400
West St. Paul	West St. Paul Economic Development Authority	\$10,800	\$5,400	\$5,400
Mendota Heights	City of Mendota Heights	\$6,000	\$3,000	\$3,000
Small Cities and Townships	n/a	\$8,440	\$8,440	\$0
Total		\$165,000	\$86,720	\$78,280

Exhibit B

Dakota Open To Business Program Scope of Services

Open To Business (“OTB”) Technical Assistance Services

MCCD will provide intensive one-on-one technical assistance to Municipalities’ and Small Cities’ and Townships’ businesses, residents and aspiring entrepreneurs intending to establish, purchase, or improve a business in Municipalities and Small Cities and Townships within Dakota County. MCCD will dedicate one full time staff person based in Dakota County to provide the Technical Assistance Services (“Dakota OTB Staff”). In addition, MCCD will make available the expertise of all MCCD technical and support staff in the delivery of services to Dakota Open to Business Program. Technical assistance includes, but is not limited to, the following:

- Business plan development
- Feasibility analysis
- Marketing
- Cash flow and other financial projection development
- Operational analysis
- City and State licensing and regulatory assistance
- Loan packaging, and other assistance in obtaining financing
- Help in obtaining competent legal advice

MCCD Dakota OTB Staff will be available to meet clients at the CDA office building, various Municipality city halls, County libraries, or at the client’s place of business. Client meetings may also be held virtually and/or on the phone.

Open To Business Access to Capital

Access to capital will be provided to qualifying businesses through MCCD’s Emerging Small Business Loan Program (see **Exhibit C** Small Business Loan Program Guidelines below). MCCD also provides it’s financing in partnership with other community lenders, banks or Local Government Entities interested in making capital available to residents and/or businesses in their community.

Ribbon Cuttings & Grand Openings

MCCD Dakota OTB staff will assist the CDA and Local Government Entities with the coordination of ribbon cuttings and grand openings for Program clients within Dakota County who wish to participate to ensure that all Program clients receive the option of this introduction into their communities. Coordinating efforts may include promoting the event, finalizing date/time of event with Program client, sending out invitations, and taking photographs.

EXHIBIT C

Small Business Loan Program Guidelines

Loan Amounts:

- Up to \$25,000 for start-up businesses
- Larger financing packages for established businesses
- Designed to leverage other financing programs as well as private financing provided by the commercial banking community.

Eligible Projects:

- Borrowers must be a “for-profit” business.
- Business must be complimentary to existing business community.
- Borrowers must have equity injection as determined by fund management.

Allowable Use of Proceeds:

- Loan proceeds can be used for working capital, inventory, building and equipment and general business operations.

Interest Rates:

- The loan interest rate is dependent on use, term and other factors, not to exceed 7%.

Loan Term Length:

- Loan repayment terms will generally range from three to five years but may be substantially longer for major asset financing such as commercial property.

Fees and Charges:

- Borrowers are responsible for paying all customary legal and other loan closing costs.



Business Advisor for Dakota County: Natalie Moulso, nmoulso@mccdmn.org, 952-451-6390
Q4 2023 ending 12.31.2023

Clients Served YTD

Client Inquiry	4
Existing - Challenged	19
Existing - Opportunity	45
Pre-start planning	57
Start-up	43
Total	168

Business Owner Demographics YTD

Low-Income Owned	63
BIPOC or Immigrant Owned	86
Woman Owned	82

Financing & Access to Capital YTD

Approved	(YRLY Total)	\$ 604,855.00
Equity	(YRLY Total)	\$ 751,362.00
Facilitated	(YRLY Total)	\$3,166,022.00

Program Hours

	TA	Program HRS
1 st QTR	382.00	159
2 nd QTR	299.75	213
3 rd QTR	293.25	223
4 th QTR	290.25	179
Total	1,265.25	774

TA: Client Meetings, Providing Resources, Client Calls, Client Deliverables, Loan Packaging

Program HRS: City Initiatives, Program Outreach, Public Events, City Meetings, Research, Data/Admin, General Inquiries

Industry Segment YTD

Construction / Real Estate	5
Food	27
Health/Fitness	16
Manufacturing	2
Consulting	11
Retail	32
Service	39
Technology	3
Wholesale / Distribution	3
Other/TBD	13
Total	168

Referral Source YTD

Bank Referral	21
Entrepreneur	8
Friends and Family	20
Municipality	50
MCCD Partner/Staff	14
Other	48
Web	7
Total	168

City YTD	Business	Resident
-----------------	-----------------	-----------------

Apple Valley	22	15
Burnsville	20	18
Eagan	22	23
Farmington	13	16
Hastings	15	11
Inver Grove Heights	10	10
Lakeville	19	26
Mendota Heights	1	1
Rosemount	12	13
South St. Paul	6	7
West St. Paul	9	7
Other Dakota Co.	0	2
Other/ No Data	19	19

Direct Financing & Access to Capital

Business Type: Thai Grocery Store – Updated Q3

Business Locations: Burnsville & South Saint Paul

Owner Residence: Woodbury

Referred by: Bank Partner & City of South Saint Paul

MCCD Financing: \$125,000

Owner Equity: \$196,391

Other Financing: \$2,455,472

Overview: MCCD approved gap financing for a BIPOC-owned business expansion. The owners currently operate a Thai grocery store in Burnsville and are expanding the business to include a new wholesale and distribution business line with a second location in South Saint Paul to include extra storage for the grocery inventory as well as a deli walk up window. The project is the development of a multitenant building which will include space for two additional tenants. MCCD financing will be utilized for construction costs. **Update: After this loan was initially approved in Q1 2023 an adjustment to the total project costs increased the project size from \$1,920,000 to \$2,455,472. The loan was reapproved by MCCD in August and closed in September 2023.**

Business Type: Financial Advisory

Business Location: Hastings & Lakeville

Owner Residence: Lakeville

Referred by: Bank Partner

MCCD Financing: \$204,000

Owner Equity: \$46,000

Other Financing: \$255,000

Overview: MCCD approved permanent term financing for a commercial real estate purchase by a growing financial advisory business based in Lakeville with a second location in Hastings. The project was brought to MCCD via a bank partner and the real estate transaction is part of a larger business expansion plan and ownership transition for the Hastings location. The real estate purchase and eventual business purchase will retain 6 full-time jobs and create 1 new full-time position.

Business Type: Hair Braiding Salon

Business Location: Eagan

Owner Residence: Eagan

Referred by: MCCD Community Partner

MCCD Financing: \$25,000

Owner Equity: \$21,000

Overview: MCCD approved financing for this immigrant owned start-up hair braiding salon business. The owner has been working in the industry for nearly 10 years, always renting chairs at other salons, and splitting her profits with the salon owner. With startup capital provided by MCCD she will be able to open her own space in Eagan, expand her clientele, and build wealth for herself and her family. In addition to braiding services, the salon will have two rental chairs available and will sell high-quality products that cater to the Black and African community in the area.

Business Type: Adult Daycare Homes and Services

Business Locations: Business Office in Burnsville with homes owned in Inver Grove Heights (2), Apple Valley (1), Farmington (1), Crystal (1), and newest location in New Hope (1)

Owners Residences: Egan & Prior Lake

Referred by: Bank Partner

MCCD Financing: \$37,200

Owner Equity: \$37,200

Bank Financing: \$297,600

Overview: MCCD partnered with Amplio and a local bank on this real estate transaction for a growing adult daycare and homecare business. Our participation (which is considered equity by the SBA) at 10% of the total project costs allowed the business owners to meet Amplio's 20% equity requirement and retain much needed working capital in the business. Through the real estate purchase, the owners are adding a new residential home in New Hope, MN to the existing roster of home care facilities where the business operates throughout the Twin Cities region. One of the business's owners is Native American and the new location will create new opportunities for the community of New Hope.

Business Type: Trucking

Business Location: Hastings

Owner Residence: Hastings

Referred by: Bank Partner

MCCD Financing: \$25,000

Bank Financing: \$44,450

Owner Equity: \$16,545

Overview: MCCD approved financing for this startup transportation business. This industry veteran has worked for decades driving trucks for other businesses. He finally took the leap to establish himself as an owner operator in January 2023 when he approached his bank about his business idea. The bank referred him to OTB to help with a business plan and financial projections. After a few months of planning the project was ready to move forward in July. This new business will create one job for the business owner, who is a low-income individual, and allow him the opportunity to build wealth for himself and his family.

Business Type: Restaurant

Business Location & Owner Residence: Inver Grove Heights

Referred by: Community Outreach

MCCD Financing: \$110,000

Partner Financing: \$110,000

Owner Equity: \$129,490

Overview: MCCD approved financing for this immigrant owned business expansion in Inver Grove Heights in July 2023. This full-service, family-owned Mexican restaurant has been a community staple in IGH since 2015 with a solid local following. The business embarked on an expansion to a larger location in 2021 but due to unforeseen costs and logistics, the project had been stalled for quite a while. Having exhausted their available funds, the owners were stuck paying rent at both locations with a partially completed renovation. The business connected with MCCD advisor Vicky Gonzalez in summer of 2022 at a community event and she worked tirelessly to find a path forward for this family business. MCCD brought in a non-profit lending partner and together the organizations collaborated on the final funding package. The business has three existing employees and when the expansion is complete, three new jobs will be created.

Business Type: Restaurant

Business Location: Apple Valley
 Owner Residence: Rosemount
 Referred by: Municipality
 MCCD Financing: \$67,935
 Owner Equity: \$290,000

Overview: This husband-and-wife team of seasoned entrepreneurs contacted OTB for startup financing to complete leasehold improvements and provide working capital. After years of successfully operating a sushi franchise, the business owners decided to start a new food business which could appeal to a wider variety of customers. The new restaurant is in a prime retail and commercial area of Apple Valley and will serve fried fish, seafood, and chicken, as well as sandwiches, fried fish tacos, and freshly hand cut fries. This immigrant owned business opened January 11, 2024, and created two full time jobs for the owners and two part time jobs for kitchen helpers.

Business Type: Hair Braiding Salon

Business Location: Apple Valley
 Owner Residence: Lakeville
 Referred by: Bank Partner
 MCCD Financing: \$10,000
 Owner Equity: \$5,500

Overview: This business owner was referred to OTB by Royal Credit Union, Apple Valley. The business was poised for growth although the owner did not have the working capital on hand to bring in new products and make important equipment upgrades. With a loan from MCCD the business will be able to book new services and raise prices, increasing income for the owner and her family. As a single parent of four children, this hard-working and dedicated business owner is now set up for success in 2024.

Credit Builder Loans

In collaboration with nonprofit partners who provide credit building & financial awareness counseling, MCCD provides \$240 Credit Builder Loans (CBLs) to qualified applicants seeking to improve their personal credit. Credit Builder applicants complete financial training through MCCD's partners and are then referred to MCCD for a CBL. MCCD generates and services the CBLs in-house.

2023 Credit Builder Loans YTD	
Resident City	Loan Amount
Rosemount	\$240
West Saint Paul	\$240
West Saint Paul	\$240
TOTAL	\$720

Business Grants**Business Type: Driving School Business**

Location: Apple Valley
 Referred by: Google Search
 MicroGrant: \$3,500 (Grant Application Facilitated by MCCD)
 Owner Equity: ~\$10,000

Overview: This low-income, women business owner learned of the Open to Business program by searching online for resources. After working as a driving instructor for a few years and falling in love with the work, this entrepreneur recognized the opportunity to establish her own school. After pouring every spare dollar into the startup costs, the business owner had a gap of ~\$3,000 which MCCD was able to fill through a MicroGrant. The grant covered the remaining costs for equipment, supplies, and technology. With the additional funding the business owner opened her doors in June with a fully equipped classroom space. As the head of a household with 6 children, this business owner is on the path to building a strong business and a successful future.

Highlights, Networking, & Outreach

Funding & Policy Updates

- November 9 – Along with clients and partners, MCCD held our Annual Meeting to celebrate collective community impact. Read the accompanying [Annual Report](#) which summarizes achievements in policy, advocacy, field building, small business development, lending, and shared ownership.
- December 13 – MCCD was recognized as a recipient of [DEED's Small Business Assistance Partnership Grant](#) designed to support organizations dedicated to empowering BIPOC entrepreneurs and small business owners.

Programming, Partnerships, & Trainings

- October 10 – The Open to Business team participated in the first annual teambuilding retreat. The team gathered to reflect on 2023 and look ahead to 2024.
- November 8 – In partnership with accounting firm Tax Actions of Minneapolis, MCCD hosted a bookkeeping and accounting Q&A webinar. The event provided an overview of bookkeeping practices for small businesses as well as a Q&A section.
- November 14 – MCCD, alongside Mni Sota Fund and Shared Capital Cooperative, collaborated with the MN Small Business Administration District Office to organize a Capital Strategies Symposium to discuss constructing a more inclusive finance system. The event featured remarks by Geri Sanchez Aglipay, Regional Administrator, SBA, Neela Mollgaard, Executive Director, DEED Office of Small Business Innovation, and St. Paul Mayor Melvin Carter.
- November 17 – In partnership with the UMN Law School, MCCD hosted a Small Business Law Q&A webinar where legal experts provide transaction-based legal assistance to small businesses on a variety of subject matters including entity formation, owner distributions, and commercial lease review.
- December 1 – MCCD rolled out a [Holiday Shopping Guide](#) which featured clients and businesses in our community.
- January 19 – Join the Open to Business team as we host our first in person Small Business Planning Workshop of 2024 at the MCCD Office. The training is open to entrepreneurs throughout the region and will provide attendees with the tools and resources needed to write a business plan.

Advertising & Outreach

- Banker and lender outreach occurred specifically with Merchants Bank, Minnwest Bank, Northeast Bank, Royal Credit Union, Scale Bank, Sunrise Bank, Think Bank, and US Bank.

- Written or in-person presentations were made and/or networking efforts were made including Minnesota Minority Goods & Services Association on October 3, CMDC Business Financing on October 16, West Saint Paul Workforce Development Center on October 20, St. Thomas Small Business Development Center on November 20, Dakota County Bi-Monthly City/County Meeting on December 14. Regular updates / meetings occurred with the Workforce Development Board's Business Services/Economic Development Committee, the University of MN Law School, Dakota County CDA, the City of Burnsville, the City of Eagan, and the City of Farmington.
- The Open to Business advertisement library is up to date with the most recent ads and flyers for OTB. Access the Ad Library [here](#).

Client Highlight

Meet Mireya Sanchez, owner of El Rincon Mexicano of Inver Grove Heights. This full-service, family-owned Mexican restaurant has been a community staple in IGH since 2015 with a solid local following. The business serves healthy, freshly prepared, and unprocessed food and even has a vegetarian menu! Mireya started the business when she felt called to sell her enchiladas to the community. As the business grew, Mireya looked to expand to accommodate additional dining spaces for both customers as well as her employees during their lunch breaks. The business embarked on an expansion to a larger location in 2021 but due to unforeseen costs and logistics, the project stalled. Having exhausted available funds, she was stuck paying rent at both locations with a partially completed renovation. The business connected with MCCD advisor Vicky Gonzalez in summer of 2022 at a community event and Vicky worked tirelessly to find a path forward providing in-depth technical assistance and sound professional resources. MCCD brought in a non-profit lending partner and together the organizations collaborated on the final funding package. MCCD approved financing in July 2023. The business has three existing employees and when the expansion is complete, three new jobs will be created.

"MCCD has helped where I couldn't and wouldn't. It's important that other Hispanic and other Latin people know about MCCD's existence." - Mireya, Owner of El Rincon



Mireya Sanchez, Owner of El Rincon Mexicano, Inver Grove Heights

Business Description	Industry	Business Stage	Business Source	City Impacted - Business	City Impacted - Resident	Other Cities Impacted (Manual)	Summary Comments	All assistance Provided	Total TA Hours	Q1 TA Hours	Q2 TA Hours	Q3 TA Hours	Q4 TA Hours	Total Equity	Approved Outside Financing Amount	Approved MCCD Financing Amount	Low Wealth Owned (0 = No, 1 = Yes)	BIPOC Owned (0 = No, 1 = Yes)	Woman Owned (0 = No, 1 = Yes)
Asian Grocery Market	Food	Existing - Opportunity	Municipality	Burnsville & South Saint Paul	Woodbury		Support on client's loan request & approval	General business issues/guidance;Marketing;Other Loan Related;Loan Committee;Loan packaging;Loan Facilitation;Cash Flow Analysis & Projections	61.75	22.25	23	10.5	6	\$ 196,391	\$ 2,455,472	\$ 125,000	0	1	0
Adult Foster Care	Health / Fitness	Existing - Opportunity	Bank_Referral	Burnsville (1) Inver Grove Heights (2), Apple Valley (1), Farmington (1), Crystal (1), & New Hope (1)	Eagan & Prior Lake		The client runs a home care service and is adding a house to provide their adult daycare service. They are looking for gap financing.	Other Loan Related;Cash Flow Analysis & Projections;Loan packaging;Loan Committee	25.75	16	9.75	0	0	\$ 37,200	\$ 297,600	\$ 37,200	0	1	0
Property owner and manager	Other	Start-up	Bank Referral	Hastings & Lakeville	Lakeville		Loan underwriting	Other Loan Related;Cash Flow Analysis & Projections;Real estate analysis;Loan Committee;Initial Consultation;Loan packaging	60	57.5	2.5	0	0	\$ 46,000	\$ 255,000	\$ 204,000	0	0	0
Full Service Restaurant	Food	Existing - Challenged	Municipality	Inver Grove Heights	Inver Grove Heights		Client is seeking a loan request for 100k for business relocation and expansion, also for Legal, Marketing, Accounting, etc.	Loan packaging;Other Loan Related;Loan Committee;Cash Flow Analysis & Projections;TAActivity;Initial Consultation;Business Plan Development;Lease review/negotiation;Marketing;Networking/referrals;Operation/logistics;General business issues/guidance;Licenses	112.5	28	35.75	34.25	14.5	\$ 129,490	\$ 110,000	\$ 110,000	0	1	1
Trucking	Service	Start-up	Bank Referral	Hastings	Hastings		Client is considering partnering with an existing business on an expansion	Close;Other Loan Related;Loan Committee;Business Plan Development;Loan packaging;Networking/referrals;TA for Existing Clients;Financial Management Assistance;Loan Facilitation;Licensing Assistance;Initial Consultation;General business issues/guidance	64.75	11	25	28.75	0	\$ 16,545	\$ 44,450	\$ 25,000	1	0	0
Driver Education	Service	Existing - Opportunity	Internet	Apple Valley	Other-Other		Client looking to establish a drivers education school	Loan packaging;Marketing;Loan Facilitation;Networking/referrals;TA for Existing Clients;Financial Management Assistance;Initial Consultation;Business Plan Development	24	5.5	14	4.5	0	\$ 10,000	\$ 3,500	\$ -	1	0	1
Restaurant	Food	Start-up	Internet	Apple Valley	Rosemount		Client is seeking a loan for startup financing	Close;Initial Consultation;Cash Flow Analysis & Projections;Other Loan Related;Loan Committee;Business Plan Development;Loan packaging;Lease review/negotiation;Regulatory assistance;Networking/referrals	59	0	0	0	59	\$ 289,236	\$ -	\$ 67,935	0	1	0
Hair braiding	Service	Existing - Opportunity	MCCD Community Partner	Eagan	Eagan	Eagan	Client seeks to establish hair braiding salon	Loan packaging;Loan Facilitation;Loan Committee;Other Loan Related;Initial Consultation;Business Plan Development;Lease review/negotiation;Regulatory assistance;Networking/referrals	57	23	32.5	1.5	0	\$ 21,000	\$ -	\$ 25,000	1	1	1
Salon	Service	Start-up	Bank Referral	Apple Valley	Lakeville		Client is looking for a small loan to help her expand her salon business	Loan packaging;Initial Consultation;Strategic planning	13.5	0	0	0	13.5	\$ 5,500	\$ -	\$ 10,000	1	1	1
Restaurant	Food	Existing - Opportunity	Municipality	West Saint Paul	Inver Grove Heights		Ongoing support to existing loan client	Other Loan Related	0.5	0.5	0	0	0				0	0	1
Towing Service	Service	Existing - Opportunity	Bank_Referral	Minneapolis	Rosemount		Loan client, loan approved and closed	Other Loan Related;General business issues/guidance	2	2	0	0	0				0	0	0
Food Co-op	Retail	Existing - Opportunity	Municipality	Hastings	Northfield		Ongoing support to existing client	General business issues/guidance;Other Loan Related;Marketing;TA for Existing Clients	5	3	2	0	0				1	0	0
Restaurant	Food	Existing - Opportunity	Bank_Referral	Eagan	Farmington		Ongoing support to existing business client	TA for Existing Clients	3	0.5	0	1	1.5				0	1	0
Insurance Agency	Professional / Consulting	Existing - Opportunity	Bank_Referral	Hastings	Hastings		Loan client, Cedarton CRE	Other Loan Related;Loan packaging;TA for Existing Clients	19.75	17.25	1	0	1.5				0	1	1
Delivery		Pre-start planning	Friends or Family	Apple Valley	Apple Valley	Apple Valley	Client is seeking a small startup loan of \$60k and technical advising resources.	Loan packaging;Personal Financial planning;Loan Facilitation;Initial Consultation;Business Plan Development;Strategic planning;General business issues/guidance;Business Registration	24	0	0	24	0				1	1	1
	Other	Pre-start planning	Friends or Family	Apple Valley	Shakopee	Apple Valley		Initial Consultation	0.5	0	0.5	0	0				1	1	1
Dog park & boarding facility	Service	Pre-start planning	Municipality	Apple Valley	Apple Valley	Burnsville	Client seeking guidance on establishing a dog park & boarding facility in Dakota County	Business Plan Development;Loan Facilitation;Initial Consultation;Regulatory assistance	5	2	0	3	0				0	1	1

Wine Bar and Coffee shop	Food	Start-up	Bank Referral	Lakeville	Other-Other	Burnsville	Client is establishing a wine bar south of the river, ideally Burnsville. Discussed planning and projections, and next steps.	Initial Consultation;Business Plan Development	2.5	0	0	2.5	0				0	0	0
wood fabrication	Construction / Real Estate	Pre-start planning	Friends_and_Family	Eagan	Eagan	Hastings	Assistance provided to client on next steps with woodworking business	Regulatory assistance	1.5	1.5	0	0	0				0	0	0
Car detailing	Other	Existing - Opportunity	Municipality	Lakeville	Burnsville	Lakeville	Client is looking to buy land to build a carwash & car detailing business in Lakeville	Business Plan Development;Loan packaging;Networking/referrals;Financial Management Assistance;Record keeping/bookkeeping;Initial Consultation;Cash Flow Analysis & Projections;Loan Facilitation	24	0	0	8.5	15.5				0	1	0
Coffee Shop	Retail	Pre-start planning	Municipality	Apple Valley	Farmington	Lakeville	Ongoing assistance for client as they prepare to launch new cafe business	Real estate analysis;Networking/referrals;General business issues/guidance;TA for Existing Clients;Strategic planning;Other Loan Related;Business Plan Development;Loan Facilitation	12.75	3	9	0	0.75				1	1	1
extended stay hotel business	Service	Pre-start planning	Municipality	Lakeville	Lakeville	Lakeville	Client is exploring development opportunities and incentives in Dakota County	Initial Consultation;Strategic planning;Networking/referrals	5	0	0	5	0				0	1	1
		Pre-start planning	Internet	Lakeville	Lakeville	Lakeville		Initial Consultation	2	0	0	2	0				0	1	0
Kids Store	Retail	Start-up	Friends or Family	Woodbury	Woodbury	Other Dakota County	Client operates online business looking to expand to a brick and mortar warehouse	Cash Flow Analysis & Projections;Loan Facilitation;Record keeping/bookkeeping;Financial Management Assistance;Business Plan Development;Other Loan Related	15	6.5	3	0	5.5				1	1	1
	Food	Pre-start planning	MCCD Community Partner	Rosemount	Apple Valley	Rosemount	Client is working to start a new food business in the city of Rosemount	Record keeping/bookkeeping;Financial Management Assistance;Initial Consultation;Business Plan Development;Networking/referrals;General business issues/guidance	19	0	4.5	4	10.5				0	1	0
simulated baseball softball batting cage	Service	Pre-start planning	Other Entrepreneur Referral	White Bear Lake	West Saint Paul	White Bear Lake	The client is looking for the facility either in White Bear Lake or Oakville. He is wanting to set up a simulated baseball softball batting cage	Business Plan Development;Financial Management Assistance;Other Loan Related;General business issues/guidance;Initial Consultation;Cash Flow Analysis & Projections	19.5	6	8.5	1.5	3.5				1	0	0
Crystal, rock, and fossil sales	Retail	Start-up	Internet	Apple Valley	Apple Valley		Client is looking to grow her startup business	Initial Consultation;Business Plan Development;Regulatory assistance;General business issues/guidance	1.5	1.5	0	0	0				0	0	1
cleaning business	Service	Pre-start planning	MCCD Community Partner	Apple Valley	Apple Valley		Client is seeking guidance on starting a cleaning business	General business issues/guidance;Initial Consultation;Business Plan Development;Business Registration;Licensing Assistance	5	0	3.5	1.5	0				1	1	0
Environmental consulting	Professional / Consulting	Pre-start planning	Municipality	Apple Valley	Apple Valley		Client is seeking fundraising and resources related to an environmental consulting project	Initial Consultation;General business issues/guidance;Financial Management Assistance	1.5	0	1.5	0	0				0	0	1
Distribution	Wholesale / Distribution	Existing - Challenged	Internet	Apple Valley	Apple Valley		Existing business is seeking assistance to help business grow, government contracts	Initial Consultation;General business issues/guidance	2	0	0	2	0				1	1	0
Cottage food and woodworking	Other	Start-up	Internet	Apple Valley	Apple Valley		Client is starting a new business and needs guidance on next steps	Initial Consultation;Business Plan Development;Networking/referrals	1.5	0	0	1.5	0				0	0	1
Non Medical Services	Health / Fitness	Start-up	Internet	Apple Valley	Apple Valley		General business inquiry	Initial Consultation;Record keeping/bookkeeping;Marketing;Networking/referrals;General business issues/guidance	1.75	0	0	1.75	0				1	1	1
Online / Offline Retail	Retail	Existing - Opportunity	Bank Referral	Apple Valley	Apple Valley		Client is looking to grow his business and seeks help scaling up	Initial Consultation;Business Plan Development;Networking/referrals;General business issues/guidance;Loan Facilitation	1.5	0	0	1.5	0				1	1	0
Mattress	Retail	Start-up	Municipality	Bloomington	Apple Valley		Seeking assistance with Marketing and also accounting also some guidance with startup business	Initial Consultation;Business Plan Development;Cash Flow Analysis & Projections;Networking/referrals;General business issues/guidance	3	0	0	3	0				0	0	0
Wood Finishing	Construction / Real Estate	Existing - Opportunity	Entrepreneur	Burnsville	Apple Valley		Check in with an existing loan client. Received a request and approved lowering the monthly pmt, with an extension of the mat date.	TA for Existing Clients;Other Loan Related	1.5	0	0	0	1.5				0	1	0
Homecare	Health / Fitness	Start-up	Internet	Coon Rapids	Apple Valley		Assist educated professional who is a starting business with state, county, and city regulations, purchase of a property, funding, HCBS homecare grant program, and staffing.	Initial Consultation;Business Plan Development;Cash Flow Analysis & Projections;Personal Financial planning;Lease review/negotiation;Real estate analysis;Regulatory assistance;Business purchase evaluation;Marketing;Strategic planning;Networking/referrals	5.25	0	0	5.25	0				1	1	1
Martial Arts Studio	Health / Fitness	Start-up	Municipality	Lakeville	Apple Valley		General business consulting, permit/zoning/licensing guidance	Licensing Assistance	1.25	1.25	0	0	0				0	1	0

Towing	Service	Pre-start planning	Municipality	Other-Other	Apple Valley		Assistance with startup formation, credit concerns, and referrals	Initial Consultation;Business Plan Development;General business issues/guidance	2	0	0	0	2				1	0	0
landscape/lawn care/Snowremoval/cleaning	Service	Existing - Opportunity	Other Entrepreneur Referral	Apple Valley	Bloomington		Client has an existing business and seeks help with marketing & advertising.	Initial Consultation;Marketing/Networking/referrals;General business issues/guidance	4	0	0	0	4				0	1	0
Barber	Service	Existing - Challenged	Friends or Family	Burnsville	Bloomington		Client seeking assistance with Accounting, Marketing, Loan request	Initial Consultation;Business Plan Development;Cash Flow Analysis & Projections;Loan packaging;Lease review/negotiation;Networking/referrals;Licensing Assistance	5	0	0	0	5				1	1	0
Autism Clinic	Professional / Consulting	Existing - Opportunity	Bank Referral	Burnsville	Burnsville		Existing business is looking to expand and is seeking financing	Networking/referrals;General business issues/guidance;Other Loan Related;Cash Flow Analysis & Projections;Loan Facilitation;Real estate analysis;Marketing;TA for Existing Clients	30.5	0	1	18.5	11				1	1	1
Builder	Construction	Start-up	Friends or Family	Burnsville	Burnsville		Client is considering a new business start, discussed steps and planning	Initial Consultation;Business Plan Development	6.5	6.5	0	0	0				1	0	1
Fitness recovery / Spa	Health / Fitness	Pre-start planning	Other Entrepreneur Referral	Burnsville	Burnsville		Client is looking to establish a new business with questions on how to get started	TA for Existing Clients;Initial Consultation;Business Plan Development;Licensing Assistance	3.5	2	1.5	0	0				0	0	0
Dress Shop	Retail	Existing - Challenged	MCCD Community Partner	Burnsville	Burnsville		Client is in the process of starting a dress boutique in Burnsville.	Business Plan Development;Loan packaging;Lease review/negotiation;General business issues/guidance;Other Loan Related;Initial Consultation;Financial Management Assistance;Loan Facilitation	26.5	0	2.5	6.5	17.5				1	1	1
Mechanic Shop	Service	Pre-start planning	Municipality	Burnsville	Burnsville		Client is seeking space for a mechanic shop, relocating from Ham Lake. Discussed resources, loan application steps, and real estate listings	Initial Consultation;Loan packaging;Real estate analysis	1.5	0	1.5	0	0				1	1	0
	Service	Pre-start planning	Municipality	Burnsville	Burnsville		Client is in the trucking / transportation business currently and looking to establish a mobility transportation business.	Initial Consultation;Business Plan Development;Business Registration	1.5	0	1.5	0	0				1	1	0
Wellness and Recovery c Center	Health / Fitness	Start-up	Municipality	Burnsville	Burnsville		Client has an existing wellness that is struggling to ramp up and establish a client base.	Initial Consultation;Marketing;General business issues/guidance	2	0	0	2	0				1	0	1
Online Digital Downloads	Other	Existing - Challenged	Internet	Burnsville	Burnsville		Client is starting a how-to business and is seeking support with initial steps	Initial Consultation;Business Plan Development;General business issues/guidance	1.5	0	0	1.5	0				0	0	1
CBD Edibles	Retail	Start-up	MCCD Community Partner/Member Org	Burnsville	Burnsville		Client seeking a loan request for his Startup business looking for 80k and also legal, marketing, accounting.	Initial Consultation;Business Plan Development;Cash Flow Analysis & Projections;Marketing;Networking/referrals;Operation/logistics;General business issues/guidance;Licensing Assistance	20	0	0	20	0				0	1	0
		Pre-start planning	Other Entrepreneur Referral	Burnsville	Burnsville		Client had an existing family business on Lake Street and looking to re-open in Burnsville	Initial Consultation;Business Plan Development;Financial Management Assistance	2	0	0	2	0				1	1	1
		Pre-start planning	Friends or Family	Burnsville	Burnsville		General business inquiry	General business issues/guidance	1.75	0	0	0.5	1.25				0	1	0
Residential home care	Health / Fitness	Pre-start planning	Friends or Family	Burnsville	Burnsville		Client is looking to establish a new nursing home business, considering cooperative ownership / DHS grant	Initial Consultation;Business Plan Development	1.5	0	0	0	1.5				0	1	1
Face Painting	Service	Start-up	Friends or Family	Burnsville	Burnsville		Client is seeking to formalize a side business she has been doing. Looking for guidance on business planning and set up steps .	Initial Consultation;Business Plan Development;Business Registration	2.5	0	0	0	2.5				1	1	1
Retail Jewelry	Retail	Start-up	MCCD Community Partner/Member Org	Eden Prairie	Burnsville		client seeking a loan request for her startup jewelry kiosk in Eden Prairie Asian Mall	Initial Consultation;Business Plan Development;Cash Flow Analysis & Projections;Lease review/negotiation;Marketing;Networking/referrals;General business issues/guidance	3	3	0	0	0				0	1	1
	Food	Pre-start planning	Other	Minneapolis	Burnsville		Client is working on business plan for new startup cafe	Business Plan Development;Networking/referrals;TA for Existing Clients;Initial Consultation	5	0	5	0	0				0	0	1
		Pre-start planning	Municipality	Saint Louis Park	Burnsville		Client seeking startup funding and also guidance with MN registration, Licensing, Permits, and Legal.	Initial Consultation;Business Plan Development;Cash Flow Analysis & Projections;Marketing;Networking/referrals;Operation/logistics;General business issues/guidance;Licensing Assistance	4	0	0	0	4				1	1	1
TBD		Pre-start planning	MCCD Community Partner	Bloomington	Eagan		Client is searching for a business to buy	Initial Consultation;Business purchase evaluation;Loan Facilitation	1.5	0	0	1.5	0				1	1	0

resale vintage toy shop	Retail	Existing - Opportunity	Friends_and_Family	Eagan	Eagan		Existing client reengaged OTB for support with his toy business. Ongoing support provided to help his restructure his business to be more profitable and fulfilling.	TA for Existing Clients;Business Plan Development;Networking/referrals;Financial Management Assistance;Marketing;Strategic planning	33.5	5	9	12	7.5				1	1	0
global logistical and paralegal services	Service	Existing - Challenged	Other	Eagan	Eagan		Continued support to existing client working to strengthen his logistics business	Networking/referrals;General business issues/guidance;TA for Existing Clients	1.5	1.5	0	0	0				1	1	0
entertainment venue	Other	Pre-start planning	Internet	Eagan	Eagan		Assistance provided to help client establish his new business	Initial Consultation;Business Plan Development;Networking/referrals	6.5	6.5	0	0	0				0	0	0
Automotive exporting	Other	Pre-start planning	Friends or Family	Eagan	Eagan		Existing business owner seeks to formally establish her business. Legal and regulatory questions, and business planning assistance provided.	Initial Consultation;Business Plan Development;General business issues/guidance;Business Registration;Licensing Assistance	3	3	0	0	0				1	1	1
Jewelry	Retail	Start-up	Internet	Eagan	Eagan		Existing business owner is looking to restart / refocus her jewelry business, seeks store placements and advising on scaling up	Initial Consultation;Networking/referrals;General business issues/guidance;Financial Management Assistance;Record keeping/bookkeeping	4	2.5	1.5	0	0				0	0	1
Management Consulting	Professional / Consulting	Existing - Opportunity	Friends or Family	Eagan	Eagan		Recently unemployed professional seeks to establish management consulting business	Initial Consultation;Business Plan Development;Business Registration	5.75	0	5.75	0	0				0	0	1
Bakery	Food	Existing - Challenged	Internet	Eagan	Eagan		Existing business is relocation from St Louis Park to Eagan. Assistance provided to navigate the move, next steps, funding, and planning.	Initial Consultation;Business Plan Development;Lease review/negotiation;General business issues/guidance;Licensing Assistance;Networking/referrals;TA for Existing Clients	4	3	1	0	0				0	1	0
Mobility Transportation	Service	Start-up	Friends or Family	Eagan	Eagan		Client is currently a transport driver and is looking to establish his own mobility transport business	Business Plan Development;Loan packaging;Regulatory assistance;Strategic planning;Networking/referrals;TA for Existing Clients	26.5	0	11.5	15	0				1	1	0
microgreens cultivation	Wholesale / Distribution	Pre-start planning	Other	Eagan	Eagan		Client has a number of business ideas and will start with a small production of microgreens in his home	Initial Consultation;Business Plan Development;Loan Facilitation	1.5	0	1.5	0	0				1	0	0
hair salon	Service	Pre-start planning	Internet	Eagan	Eagan		Client is looking to expand her business and become more organized, bookkeeping assistance		0	0	0	0	0				1	1	1
	Food	Pre-start planning	Internet	Eagan	Eagan		Client is interested in opening a coffee shop / cafe with a small food menu	Initial Consultation;Business Plan Development;Cash Flow Analysis & Projections;Lease review/negotiation;Business Registration	3.5	0	3.5	0	0				0	0	1
Cat merchandise	Retail	Pre-start planning	Internet	Eagan	Eagan		Client has been selling via an Etsy store and wants to make her business official	Initial Consultation;Business Plan Development;Business Registration	1.5	0	0	1.5	0				0	0	1
organization growth	Service	Start-up	Bank Referral	Eagan	Eagan		Client has a few businesses he is working on and needs assistance with next steps & interconnectedness	Initial Consultation;Business Plan Development;Networking/referrals;Business Registration	2.5	0	0	2.5	0				0	1	0
AI software development	Technology	Start-up	Bank Referral	Eagan	Eagan		Client seeking bridge loan for startup expenses	Initial Consultation;Loan Facilitation	1	0	0	1	0				1	0	0
Personal Chef		Pre-start planning	Municipality	Eagan	Eagan		Client is looking to open a cafe and expand her existing food business	Business Plan Development;Lease review/negotiation;Initial Consultation;Cash Flow Analysis & Projections;Loan Facilitation	4	0	0	1.5	2.5				0	1	1
Refrigeration equipment cleaning service	Service	Start-up	Municipality	Eagan	Eagan		Advice for new business start-up	Financial Management Assistance;Licensing Assistance;Business Plan Development;Networking/referrals;Business Registration	3.5	0	0	0	3.5				0	0	0
Axe throwing Venue	Other	Existing - Opportunity	Bank Referral	Inver Grove Heights	Eagan		Client is seeking to expand his business and needs help with fundamentals, planning, and financial projections	Initial Consultation;Business Plan Development;General business issues/guidance;Loan Facilitation	2	0	0	2	0				0	0	0
Psychiatric Nurse Practitioner	Health / Fitness	Start-up	Other	Lakeville	Eagan		Client is seeking legal advice for her clinic business	TA for Existing Clients	1.5	0	1.5	0	0				0	1	1
Medical spa	Health / Fitness	Start-up	Friends or Family	Woodbury	Eagan		The client is looking for help with bookkeeping and budgeting for her skincare business.	General business issues/guidance;Financial Management Assistance	2	2	0	0	0				0	0	1
LED lighting Manufacturer	Manufacturing	Client Inquiry	Web	Apple Valley	Eden Prairie		Client is seeking financing and capital for his technology business	Initial Consultation	1	1	0	0	0				0	0	0
Online delivery	Food	Existing - Challenged	Other Entrepreneur Referral	Saint Louis Park	Edina		Client is seeking assistance for accounting, Biz plan development, social media etc.	Initial Consultation;Business Plan Development;Cash Flow Analysis & Projections;Lease review/negotiation;Marketing;Networking/referrals;Operation/logistics;General business issues/guidance	3	0	3	0	0				0	1	0
Event planning & event decor business	Service	Pre-start planning	Municipality	Apple Valley	Farmington		Client is looking to establish her event planning business and event space. Seeking guidance with planning and financing.	Business Plan Development;Lease review/negotiation;Networking/referrals;Financial Management Assistance;Loan Facilitation	5	0	0	5	0				0	1	1

Home care	Other	Existing - Opportunity	Other Entrepreneur Referral	Eagan	Farmington		Client has an existing healthcare business looking to ramp up and add employees	Financial Management Assistance;TA for Existing Clients;Initial Consultation;Record keeping/bookkeeping;General business issues/guidance;Loan Facilitation	9	0	0	8	1				1	1	0
Cleaning business	Service	Existing - Opportunity	Municipality	Farmington	Farmington		Client is seeking additional support and a loan for her cleaning business	TA for Existing Clients;Networking/referrals;Cash Flow Analysis & Projections;General business issues/guidance;Loan Facilitation;Tax Advice & Assistance;Financial Management Assistance	11.75	0	9	2	0.75				1	1	1
Art studio	Retail	Existing - Challenged	Web	Farmington	Farmington		Existing client seeks advising on business concerns & record keeping	TA for Existing Clients;Record keeping/bookkeeping;General business issues/guidance;Financial Management Assistance	6	5.5	0	0.5	0				0	0	0
Grocery & spice market	Retail	Pre-start planning	Web	Farmington	Farmington		Client continues to work on business plan for grocery store	TA for Existing Clients;Business Plan Development;Regulatory assistance;Zoning Assistance;Strategic planning;Networking/referrals;General business issues/guidance	21.5	14	7	0.5	0				0	1	0
Aquatics retail	Retail	Existing - Opportunity	Friends_and_Family	Farmington	Farmington		Client is seeking financing for business expansion	Initial Consultation;Loan packaging	0.5	0.5	0	0	0				0	1	1
Leadership Coach	Professional / Consulting	Client Inquiry	Municipality	Farmington	Farmington		Webinar Attendee	Marketing	1	1	0	0	0				0	0	0
Marketing & Graphic Design	Professional / Consulting	Existing - Opportunity	Municipality	Farmington	Farmington		Webinar attendee	Marketing	1	1	0	0	0				0	0	0
House painter	Service	Existing - Opportunity	Municipality	Farmington	Farmington		Webinar attendee	Marketing	1	1	0	0	0				0	0	0
Dogcare,Boarding,grooming,training,daycare, and retail	Other	Existing - Opportunity	Municipality	Farmington	Farmington		Client owns a successful dog boarding facility and is considering an expansion.	Initial Consultation;Business Plan Development;Record keeping/bookkeeping;Networking/referrals;Financial Management Assistance	2.5	0	2.5	0	0				1	0	1
	Health / Fitness	Pre-start planning	Internet	Farmington	Farmington		client is looking to start an energy healing business with a retail component	Initial Consultation;Business Plan Development;Networking/referrals;Business Registration	2	0	2	0	0				1	0	1
distribution	Wholesale / Distribution	Existing - Opportunity	Municipality	Farmington	Farmington		Client seeks guidance on business expansion, commercial real estate acquisition, and professional referrals	Initial Consultation;Real estate analysis;General business issues/guidance;Loan Facilitation	1.5	0	0	1.5	0				0	1	0
		Pre-start planning	Internet	Farmington	Farmington		Client is considering purchasing an existing business, looking for assistance sorting through the options and next steps.	Initial Consultation;Business purchase evaluation	1.5	0	0	0	1.5				0	0	0
doggy daycare	Service	Pre-start planning	Internet	Lakeville	Farmington		Client is looking to start a doggy daycare business in Lakeville or Farmington area	Initial Consultation;Business Plan Development	1.5	0	1.5	0	0				1	1	1
Home based Wellness, Pilates, Ayurveda	Health / Fitness	Existing - Challenged	Municipality	Hastings	Hastings			General business issues/guidance;TA for Existing Clients	3.5	0	1.5	0	2				1	0	1
Coffee Shop	Food	Existing - Opportunity	Entrepreneur	Hastings	Hastings		Existing client seeks financing	TA for Existing Clients;Loan Facilitation	3	1.5	1	0.5	0				1	0	1
Event Space	Service	Start-up	Municipality	Hastings	Hastings		Client recently purchased a building downtown and is looking to open an events space business.	Cash Flow Analysis & Projections;Record keeping/bookkeeping;Operation/logistics;Business Plan Development;Networking/referrals;Business Registration	10	0	3	7	0				1	0	1
Nutritionist	Professional / Consulting	Existing - Opportunity	Municipality	Hastings	Hastings		Webinar attendee	Marketing	1	1	0	0	0				0	0	0
Penny press	Retail	Existing - Opportunity	Friends or Family	Hastings	Hastings		Client is starting a new vending / Penny Press business, assistance on legal formation, contracts, and networking	Initial Consultation;Business Plan Development;Networking/referrals;Business Registration	2.5	0	2.5	0	0				0	0	0
Game Store	Retail	Start-up	Municipality	Hastings	Hastings		Client is looking to rethink his business ideas, discussed ways to get started and provided resources for next steps.	Initial Consultation;Business Plan Development;Networking/referrals	2	0	2	0	0				1	0	0
Boat service	Service	Start-up	Internet	Hastings	Hastings		Client is establishing a repair business for marine equipment, discussed business planning, projections, and provided resources	Initial Consultation;Business Plan Development;Financial Management Assistance	1.5	0	0	1.5	0				0	0	0
Resturant	Food	Existing - Challenged	Internet	Hastings	Hastings		Existing business is experiencing challenges in a few areas	Initial Consultation;General business issues/guidance;Financial Management Assistance	2	0	0	0	2				1	1	1
dog grooming		Pre-start planning	Internet	Hastings	Hastings		Client is looking to establish a dog grooming business in Hastings/Farmington/Hampton area. Looking for help with business planning.	Business Plan Development	1.5	0	0	0	1.5				0	0	0
Dessert Vendor	Food	Existing - Challenged	Other	Inver Grove Heights	Inver Grove Heights		Ongoing support to existing client	Record keeping/bookkeeping;Marketing	1.5	1.25	0.25	0	0				0	1	1

athlete concierge service	Service	Existing - Opportunity	Other	Inver Grove Heights	Inver Grove Heights		Client is picking back up with her new business plans and is seeking assistance with business planning	Business Plan Development;Business Registration;Financial Management Assistance	3	3	0	0	0				0	0	1
Indoor dog park	Retail	Pre-start planning	Municipality	Inver Grove Heights	Inver Grove Heights		Client is seeking assistance and referrals for her startup mediation business	Initial Consultation;Business Plan Development;Networking/referrals	3	3	0	0	0				1	0	1
Retail Candy Store	Retail	Start-up	MCCD Community Partner/Member Org	Inver Grove Heights	Inver Grove Heights		Assisted with a startup loan will continue business guidance and financials reviews	Other Loan Related;TA for Existing Clients;TAActivity;Marketing;Networking/referrals; General business issues/guidance;Financial Management Assistance	41.5	30	10	0	1.5				0	1	0
Event Center and Health and Wellness	Service	Start-up	MCCD Community Partner	Inver Grove Heights	Inver Grove Heights		Client with an existing event planning business seeks to expand to a storefront event space / rental space with planning services.	Business Plan Development;Networking/referrals;TA for Existing Clients;Licensing Assistance;Initial Consultation;General business issues/guidance;Record keeping/bookkeeping	8	2.5	5.5	0	0				1	1	1
dog boutique	Retail	Existing - Challenged	MCCD Staff Member	Inver Grove Heights	Inver Grove Heights		Existing business seeks advice on setting a good foundation and establishing sound business practices	Tax Advice & Assistance;Financial Management Assistance;Initial Consultation;Networking/referrals;Business Registration	3	0	0	0	3				0	0	1
General freight/Transportation, Logistics	Other	Existing - Challenged	Bank Referral	Inver Grove Heights	Inver Grove Heights		Client's existing business is challenged by shrinking contracts & labor issues. Seeking help with navigation and possibly financing.	Initial Consultation;General business issues/guidance;Financial Management Assistance;Loan Facilitation	1	0	0	0	1				0	0	0
Sales Consulting	Service	Existing - Opportunity	Other	West Saint Paul	Inver Grove Heights		Business professional looking to establish sales consulting business. Discussed business strategies, marketing, and next steps.	Initial Consultation;Business Plan Development;Networking/referrals;Record keeping/bookkeeping;Financial Management Assistance	5	2	3	0	0				1	1	1
restaurant	Food	Start-up	Bank Referral	Apple Valley	Lakeville		Business seeks loan for marketing expenses	Marketing;Loan Facilitation	3	0	0	0	3				0	1	0
restaurant	Food	Start-up	Bank Referral	Apple Valley	Lakeville		Business is seeking loan for marketing expenses	Initial Consultation;Loan Facilitation	2	0	0	0	2				0	1	0
restaurant	Food	Start-up	Bank Referral	Apple Valley	Lakeville		Business seeks loan for marketing expenses	Marketing;Loan Facilitation	2	0	0	0	2				0	1	0
restaurant	Food	Start-up	Bank Referral	Apple Valley	Lakeville		Business is seeking assistance with marketing, bookkeeping and a loan for marketing expenses.	Record keeping/bookkeeping;Financial Management Assistance;Initial Consultation;Business Plan Development;Loan packaging;Networking/referrals;Franchise evaluation	21	0	0	0	21				0	1	0
Beauty Supply	Retail	Existing - Opportunity	Municipality	Burnsville	Lakeville		Client is in the process of expanding her business. Advising provided on next steps, funding, and planning for growth.	Networking/referrals;Other Loan Related;Record keeping/bookkeeping;Financial Management Assistance;Cash Flow Analysis & Projections;Lease review/negotiation;Marketing;General business issues/guidance	21	15.5	5	0.5	0				1	1	1
Long haul freight semi trucks	Other	Existing - Opportunity	Other	Burnsville	Lakeville		Client is working on business expansion, looking for info on loan products	Initial Consultation	0.5	0	0.5	0	0				0	1	1
Residential home healthcare	Health / Fitness	Pre-start planning	Internet	Edina	Lakeville		Client is in the early stages of creating a residential home care business with his sister who currently works in the industry.	Initial Consultation;Business Plan Development;Networking/referrals	1.5	0	0	0	1.5				0	0	0
	Food	Pre-start planning	MCCD Community Partner	Farmington	Lakeville		Assistance to client who is opening a new Cafe space.	Initial Consultation;Business Plan Development;Networking/referrals	1.5	0	1.5	0	0				0	0	1
Art Studio	Service	Client Inquiry	MCCD Community Partner/Member Org	Lakeville	Lakeville		Existing business is looking for assistance with financial management and cashflow	Initial Consultation;General business issues/guidance;Financial Management Assistance	1	0	0	1	0				0	0	1
Used car sales	Retail	Client Inquiry	Municipality	Lakeville	Lakeville		Existing client seeking assistance with business idea	Business Plan Development;Networking/referrals	1	1	0	0	0				1	0	0
wholesale online merchant	Manufacturing	Existing - Opportunity	Web	Lakeville	Lakeville		Client decided to close her business, advising provided on tax implications	Record keeping/bookkeeping;Regulatory assistance;General business issues/guidance	1.5	1.5	0	0	0				0	1	1
Brewery, Bar, Restaurant	Food	Pre-start planning	Friends_and_Family	Lakeville	Lakeville		Cash flow projection, budget, wages, break even point	Operation/logistics	0.25	0.25	0	0	0				0	0	0
Brewery	Food	Pre-start planning	Bank_Referral	Burnsville	Lakeville		Client is working to open a brewery in Burnsville and is seeking guidance on funding and budgeting	General business issues/guidance;Financial Management Assistance	2	0	0	2	0				0	1	0
summer camp	Other	Pre-start planning	MCCD Community Partner	Lakeville	Lakeville		Longtime teacher seeks to establish a summer camp for her community.	Initial Consultation;Business Plan Development;Record keeping/bookkeeping	1.5	1.5	0	0	0				0	0	1

Childcare & Social Network	Service	Start-up	Internet	Lakeville	Lakeville		Client seeks advising for startup child care app business	Record keeping/bookkeeping;Initial Consultation;Business Plan Development;General business issues/guidance	5	5	0	0	0				0	0	1
Dog Grooming	Service	Pre-start planning	Internet	Lakeville	Lakeville		Client seeks to establish dog grooming business in her basement. Discussed start up steps and facilitated connection with the city to discuss feasibility.	Business Plan Development;Business Registration	2	2	0	0	0				1	1	1
Dining concept with food trucks	Food	Pre-start planning	Internet	Lakeville	Lakeville		Client is interested in exploring a new concept for a help-your-self food and beverage space	Initial Consultation;Business Plan Development;Business Registration;Licensing Assistance	1	0	1	0	0				0	0	1
Indian restaurant	Food	Pre-start planning	Friends or Family	Lakeville	Lakeville		Client has existing business and is looking to expand into Lakeville	Business Plan Development;Initial Consultation	2	0	0	0.5	1.5				0	0	0
Health & Life Insurance	Professional / Consulting	Start-up	Internet	Lakeville	Lakeville		new business seeking support to get established	Initial Consultation;Business Plan Development;Financial Management Assistance	1.5	0	0	0	1.5				1	0	0
Property Management	Construction / Real Estate	Existing - Opportunity	Internet	Lakeville	Lakeville		Client is looking to establish a 3D printed house business, seeks assistance with financing.	Initial Consultation;Networking/referrals;Loan Facilitation	3	0	0	0	3				0	0	1
Mental Health Provider	Professional / Consulting	Start-up	Other	Lakeville	Lakeville		Client recently lost her job at a health care practice and started her own independent practice. Assistance provided on initial startup, bookkeeping, website development.	Initial Consultation;Marketing;Networking/referrals;General business issues/guidance	2.5	0	0	0	2.5				1	0	1
Childcare	Other	Start-up	Other	Rosemount	Lakeville		Client just opened a new childcare business in Rosemount. Looking for support with her expansion.	Initial Consultation;Cash Flow Analysis & Projections;General business issues/guidance	9.5	0	0	0.5	9				1	0	1
Event space		Pre-start planning	Other	South Saint Paul	Maplewood		Entrepreneur is looking for assistance with financing and business planning for new event space	Initial Consultation;Business Plan Development;Loan Facilitation	5.5	0	0	0	5.5				0	1	0
marital arts instruction and fitness	Health / Fitness	Existing - Opportunity	Municipality	Mendota Heights	Mendota Heights		Support for existing client	Other Loan Related;TA for Existing Clients	1.5	1	0	0.5	0				1	0	0
Cosmetic tattoo	Other	Existing - Challenged	Internet	Burnsville	Minneapolis		The client is relocating her business from Burnsville to Stillwater and is requesting startup financing from MCCD.	Loan packaging;General business issues/guidance;Relocation Assistance	14	0	0	0	14				1	0	0
insurance agency	Professional / Consulting	Existing - Opportunity	Municipality	Farmington	Rosemount		Existing business seeks help with expansion and search for new location	Real estate analysis;Networking/referrals;Regulatory assistance	3.5	1.5	2	0	0				0	0	1
halal beauty	Retail	Existing - Opportunity	Municipality	Rosemount	Rosemount			Business Plan Development;TA for Existing Clients;Licensing Assistance	4.5	0	2	2.5	0				0	1	1
Real Estate Sales	Construction / Real Estate	Existing - Challenged	Municipality	Rosemount	Rosemount		Client is seeking funding for his commercial real estate space	Financial Management Assistance	0.75	0	0	0.75	0				0	0	0
Fitness Franchise	Health / Fitness	Pre-start planning	Bank_Referral	Rosemount	Rosemount		Client's project is nearing completion and they are seeking support for final stages	TA for Existing Clients	0.5	0	0	0.5	0				0	0	0
technology	Technology	Existing - Opportunity	Friends_and_Family	Rosemount	Rosemount		Client is pivoting his business plan to a more niche type of data analysis, seeking assistance on pitch, outreach, and next steps.	Business Plan Development;Marketing;Networking/referrals	2	0	2	0	0				0	1	0
Event rental spaces	Retail	Pre-start planning	Bank_Referral	Rosemount	Rosemount		Ongoing assistance provided to client to support business start up	Business Plan Development;Networking/referrals;Loan Facilitation	4.5	4.5	0	0	0				0	1	0
Clothing Boutique	Retail	Existing - Opportunity	Municipality	Rosemount	Rosemount		New business opened last fall, providing ongoing support	Networking/referrals;TA for Existing Clients	2.5	2.5	0	0	0				0	0	1
home healthcare services	Health / Fitness	Pre-start planning	Other	Rosemount	Rosemount		Client has switched gears from considering a restaurant startup to looking at a home healthcare business where she will provide home-cooked food.	Business Plan Development;Networking/referrals	4	3	1	0	0				1	1	1
Ecommerce	Other	Existing - Challenged	Municipality	Rosemount	Rosemount		business seeking working capital loan	Initial Consultation;General business issues/guidance;Other Loan Related	1	1	0	0	0				0	1	0
Genealogy		Pre-start planning	Municipality	Rosemount	Rosemount		startup business looking for advice on initial steps	Initial Consultation;Business Plan Development	1.5	0	0	0	1.5				0	0	1
Digital Marketing	Technology	Start-up	Internet	Rosemount	Rosemount		New business seeks resources for starting up, business plan development, legal assistance	Record keeping/bookkeeping;Tax Advice & Assistance;Initial Consultation;Business Plan Development;Networking/referrals;Financial Management Assistance	5.5	0	0	0	5.5				0	0	0
Wigs and Gifts Shop	Retail	Existing - Opportunity	Other	Saint Paul	Saint Paul		Existing business owner seeking assistance to scale up, bring on an employee, and gain efficiencies	Initial Consultation;Record keeping/bookkeeping;General business issues/guidance;Financial Management Assistance	1.5	1.5	0	0	0				0	1	1
Nail Salon	Service	Start-up	Friends or Family	West Saint Paul	Saint Paul		Business acquisition; site visit; general business	General business issues/guidance;Business purchase evaluation;Tax Advice & Assistance;Loan Facilitation	7.5	6.25	1.25	0	0				1	1	1
child care facility	Service	Existing - Opportunity	Web	Inver Grove Heights	South Saint Paul		Ongoing support to existing client	Marketing;Networking/referrals	2	1	1	0	0				0	1	1

CNA Training	Professional / Consulting	Start-up	Web	North Saint Paul	South Saint Paul		Ongoing assistance to existing client, grant opportunities	Networking/referrals;TA for Existing Clients	1	1	0	0	0				0	1	1
HVAC	Service	Pre-start planning	Municipality	Saint Paul	South Saint Paul		Existing client looking to start a new business & dissolve existing partnership	Business Plan Development;Networking/referrals;General business issues/guidance	2	2	0	0	0				0	0	0
Cafe & Music Venue	Food	Pre-start planning	Internet	South Saint Paul	South Saint Paul		Client is looking r start a coffee house & music / event space	Initial Consultation;Business Plan Development	1.5	0	1.5	0	0				1	0	1
Coffee shop & cafe	Service	Pre-start planning	Municipality	South Saint Paul	South Saint Paul		Client is in the process of buying a coffee shop, seeking advice on operations, business plan, next steps	Initial Consultation;Business Plan Development;Operation/logistics;Loan Facilitation;Other Loan Related	3	0	3	0	0				0	0	0
		Pre-start planning	Other	South Saint Paul	South Saint Paul		Client is looking to start a new consulting business	Business Plan Development;Record keeping/bookkeeping;Financial Management Assistance;Initial Consultation;Networking/referrals	7	0	0	6.5	0.5				1	1	1
Skate park		Pre-start planning	Municipality	South Saint Paul	South Saint Paul		Client seeks to develop a skate park near their home. Have general questions on steps to get started and funding opportunities	Initial Consultation;Business Plan Development;Networking/referrals;Loan Facilitation	2.5	0	0	2.5	0				0	0	0
Mobile Summer camp	Other	Pre-start planning	Internet	Saint Paul	West Saint Paul		Client seeking help with business plan and next steps for mobile day camp business	Initial Consultation;Business Plan Development	1.5	1.5	0	0	0				1	1	1
Playground Café	Food	Pre-start planning	Municipality	Saint Paul	West Saint Paul		Business Plan Development and Loan Request for a Playground Cafe	Business Plan Development;Initial Consultation	6.5	0	0	6.5	0				0	0	1
eCommerce Coffee	Retail	Start-up	Web	West Saint Paul	West Saint Paul		Continued work on clients new business start and loan request	Business Plan Development;Cash Flow Analysis & Projections;Other Loan Related	7	7	0	0	0				1	1	1
Brewery / Taproom	Service	Existing - Opportunity	Municipality	West Saint Paul	West Saint Paul		Assistance provided to help facilitate loan capital through bank partnership	Cash Flow Analysis & Projections;General business issues/guidance;Loan Facilitation	7	7	0	0	0				0	0	0
Housing consultation	Service	Start-up	Other	West Saint Paul	West Saint Paul		Client is starting a housing connection services for unhoused individuals. Seeking help with financing & business planning	Initial Consultation;Business Plan Development;Strategic planning;Loan Facilitation	2.5	0	0	0	2.5				1	1	1
Play Cafe	Retail	Pre-start planning	Municipality	West Saint Paul	West Saint Paul		Client is in early stages f business development for a play cafe in WSP. Advising provided on financing, business planning, and research.	Initial Consultation;Business Plan Development;Networking/referrals;Other Loan Related	3	0	0	0	3				0	0	0
Tobacco Shop	Retail	Pre-start planning	Municipality	Apple Valley			Client is seeking assistance with city approvals for his new business in apple valley	Initial Consultation;Regulatory assistance	1	0	0	1	0				0	0	0
Clothing & resale	Retail	Existing - Opportunity	Other	Eagan			Webinar attendee	Marketing	1	1	0	0	0				0	0	0
Fitness	Health / Fitness	Start-up	Internet	Eagan			Client is looking to open a gym in a few locations throughout the metro area. Seeking funding and low cost capital	Initial Consultation;Financial Management Assistance;Other Loan Related	2	0	0	2	0				0	0	0
Health Food Store	Retail	Existing - Opportunity	Municipality	Hastings			Webinar attendee	Marketing	1	1	0	0	0				0	0	0
Custom gun retailer	Retail	Existing - Opportunity	Municipality	Hastings			Webinar attendee	Marketing	1	1	0	0	0				0	0	0
Barbershop	Service	Existing - Opportunity	MCCD Community Partner	South Saint Paul			Client has a barbershop and is looking for marketing ideas and also a loan.	Initial Consultation;Marketing;General business issues/guidance	1	0	0	0	1				1	1	0
Cuban restaurant	Food	Existing - Challenged	Municipality	West Saint Paul			Client seeking TA and guidance with City of WSP for support with her business during construction	Initial Consultation;Business Plan Development;Networking/referrals	3	0	0	3	0				0	1	1
Cuban restaurant	Food	Existing - Challenged	Municipality	West Saint Paul			Client was experiencing issues related to road construction in from of her business	Networking/referrals	1	0	0	1	0				0	1	1
								SUBTOTAL	1265	382	300	293	290	\$ 751,362	\$ 3,166,022	\$ 604,135	63	86	82
								PROGRAM HOURS	774	159	213	223	179						
								CREDIT BUILDER LOANS							\$ 720				
								ANNUAL TOTALS	2039	541	513	516	469	\$ 751,362	\$ 3,166,022	\$ 604,855	63	86	82



Economic Development Authority Staff Report

SUBJECT: **Discussion of Grant Funding Opportunities & Priorities**

MEETING DATE: February 5, 2024

ITEM TYPE: Regular Agenda

CONTACT: Kris Wilson, City Administrator, 651.450.2511

PURPOSE/ACTION REQUESTED

The EDA is asked to discuss and provide direction on two grant funding opportunities available to the City/EDA.

BACKGROUND

The City of Inver Grove Heights and/or the Inver Grove Heights EDA have access to two sources of potential grant funding to support economic development or redevelopment efforts.

First, Inver Grove Heights is one of two metro-area cities eligible for a Host Community Economic Development Grant from the Minnesota Department of Employment and Economic Development. Secondly, the City and/or EDA may apply for the Dakota County Community Development Agency's Redevelopment Incentive Grant Program (RIG). General information about each is attached as background and staff will discuss further during a presentation at the meeting.

FISCAL IMPACT

RECOMMENDATION

This is a discussion item.

ATTACHMENTS

1. Dakota County CDA RIG Grant Program
2. Host Community Economic Development Grants

DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY



REDEVELOPMENT INCENTIVE GRANT PROGRAM

POLICY AND PROCEDURES GUIDE

FISCAL YEAR ENDING 2024

(JULY 1, 2023 – JUNE 30, 2024)

I. PROGRAM PURPOSE

The Redevelopment Incentive Grant Program (the RIG Program) was created and funded by the Dakota County Community Development Agency (CDA) in September 2006. Additional funds for environmental assessments and site clean-up/remediation are provided by Dakota County Environmental Assessment Program for eligible activities. The goals of the RIG Program are to increase the tax base and improve the quality of life in Dakota County through redevelopment.

The CDA focuses on redevelopment because blighted and under-utilized areas do not maximize their potential economic value and can negatively impact the livability of a community. These areas often require additional service costs, especially for those sites that may require environmental remediation due to the presence or potential presence of a hazardous substance, pollutant or contaminant. The responsibility for creating redevelopment activities rests primarily with the cities. Although Dakota County cities have been proactive in promoting redevelopment, they may lack sufficient resources to adequately plan for and implement redevelopment activities. The RIG Program is intended to assist Dakota County cities with those redevelopment projects that may not be undertaken by the private market without some assistance from the public sector.

II. DEFINITIONS

Activity – Those components that will be completed as part of the Project. Activities do not in and of themselves comprise the Project for which Redevelopment Project Grant funds are requested.

Environmental Assessment – The assessment or evaluation of a property to identify potential environmental contamination and assess potential liability coming from that contamination and costs to clean up the site. It includes conducting due diligence to determine who previously owned the site and how it was used, assessing the current conditions at the property, and determining if those uses or conditions present an environmental concern.

Phase I Environmental Site Investigation - A historical review of the property's use, previous ownership and current conditions.

Phase II Environmental Site Investigation - A subsurface site investigation that includes sample collection and analysis of soil, soil gas, and surface and groundwater, as appropriate.

Housing Affordability - "Affordable" is defined as: (a) rental – available to households at/below 50% of the area median income; (b) owner – available to households at/below 80% of the area median income.

Infill Development – Residential or non-residential development that occurs on vacant sites scattered throughout more intensely developed areas of municipalities. These sites may have been undeveloped due to size, configuration, or access to other more easily developable land.

Higher Wage Jobs – Employment that pays \$15 per hour or more in wages.

Project – The redevelopment component for which Redevelopment Grant funds are requested.

Redevelopment – The reconstruction, re-use or change in use of any developed property that improves the economic use and value of property. Redevelopment is usually characterized by the clearance of existing structures and new construction, and the clean-up and remediation of a contaminated site. Redevelopment may also include infill development when such sites are part of a redevelopment area. The new use may be residential, commercial, retail, industrial or other use that the city supports.

Response Action Plan - The detailed plan to remediate and/or manage contamination at a brownfield site. Background information on site history, environmental conditions, and the planned property use is required to present the context and rationale for the proposed response actions.

III. GENERAL PROGRAM INFORMATION

A. Types of Grants: The RIG program funds three types of grants:

- Planning
- Environmental Investigation
- Project

B. Eligible Activities: Only those activities specifically listed below will be funded, per the type of grant.

1. Planning Grants – Grant funding is restricted to activities directly related to a future redevelopment project such as market analysis, financial feasibility studies, concept development, site design, zoning studies, engineering studies.
2. Environmental Investigation Grants - Grant funding is restricted to activities directly related to environmental investigation of the site including, but not limited to, environmental studies, environmental assessment (Phase I, Phase II, etc.), soil borings, and development of Response Action Plans.
3. Project Grants – Grant funding is restricted to the following activities that are often required in preparation for redevelopment:
 - a. Property acquisition (see Property Acquisition Requirements elsewhere in this document).
 - b. Relocation payments to occupants of property acquired with program funds.
 - c. Clearance and demolition expenses related to site assemblage for redevelopment.
 - d. Environmental remediation activities on the impacted site. These may include contaminated soil excavation and disposal, ground water remediation, contaminated soil remediation, soil vapor remediation and mitigation.

- e. Necessary public infrastructure improvements required for and directly connected to the redevelopment project, limited to utilities such as sanitary or storm sewer, water connections, stormwater (pipes or ponds), or fiber optic lines.
- f. Geotechnical corrections to soil conditions that require extraordinary expense to remediate.

C. Ineligible Activities: Grant funds cannot be used toward the following activities:

- 1. Public facilities such as city halls, city parks, city water treatment facilities, etc.
- 2. Streets, parking lots, parking ramps, streetscape (planters, streetlights, benches, etc.), sidewalks, wayfinding signage, and other similar public or private improvements.
- 3. Building construction and associated soft costs related to the project to be built on the redeveloped site.
- 4. Costs not included in the application, including those incurred prior to the award date.
- 5. Rehabilitation of either historic or non-historic buildings, or house moving.
- 6. Administration expenses.

D. Eligible Applicants: Any statutory or home rule cities in Dakota County and the Dakota County CDA may apply for all three types of grants (planning, environmental investigation and project). Townships are not eligible to apply. Developers (private and non-profit) and business owners may apply for Environmental Investigation grants.

E. Funding Available: Up to a maximum of \$996,000 is available for grants provided under the RIG Program during this funding cycle (July 1, 2023 – June 30, 2024). Funding for all three categories will be awarded on an open pipeline basis until all funding is exhausted.

The CDA will reserve up to \$100,000 for Planning grants. The maximum Planning grant amount is \$25,000. CDA reserves the right to adjust Planning grant funding any time during the program year.

The CDA will reserve up to \$100,000 for Environmental Investigation grants. The maximum Environmental Investigation grant amount is \$25,000. CDA reserves the right to adjust the Environmental Investigation grant funding any time during the program year.

The maximum RIG Project grant amount is \$250,000.

IV. PLANNING GRANTS

Planning grants must meet the following requirements:

- 1. Submittal of a completed application form labeled “RIG Planning Application”.

2. The application must include a letter of support from the City signed by the City Administrator/Manager and/or Mayor.
3. There must be a minimum leverage rate of 1 to 1 (\$1 of other funds for every \$1 of Planning Grant). Applicants may use non-public funds as a match.
4. The city must be supportive of affordable housing and the CDA's mission, as demonstrated by the city's adoption of the Required Resolution Provisions (attached) and the city's history of supporting affordable housing developments.
5. The completed application form must be submitted according to "Section VI – Grant Application Instructions".

A maximum of two planning grants will be funded per eligible applicant per fiscal year.

V. ENVIRONMENTAL INVESTIGATION GRANTS

Environmental Investigation grants must meet the following requirements:

1. Submittal of a completed application form labeled "RIG Environmental Investigation Application".
2. The application must be supported by the local government with a letter of support from the City signed by the City Administrator/Manager and/or the Mayor (sample letter attached).
3. There is no minimum leverage or match requirement for environmental investigation grants.
4. The completed application form must be submitted according to "Section VI – Grant Application Instructions".

A maximum of two environmental investigation grants will be funded per eligible applicant per fiscal year.

VI. PROJECT GRANTS

Project grants must meet the following requirements:

1. The application must be approved by the respective city council by resolution that includes the Required Resolution Provisions.
2. Applicants (Cities) must demonstrate a minimum leverage rate of 2 to 1 for cities with populations 10,000 and over (\$2 of other funds for every \$1 of Redevelopment Grant); and 1 to 1 for cities with populations under 10,000 (\$1 of other funds for every \$1 of Redevelopment Grant). Applicants may use non-public funds as match.
3. Proof of commitment to Project by property owner must be included. This may be satisfied by a letter of support or copy of the purchase agreement. If the property is owned by the city submitting the application, a letter of commitment from the purchaser may be included in lieu of a purchase agreement, but a purchase agreement is strongly recommended.

4. The city must be supportive of affordable housing and the CDA's mission, as demonstrated by the city's adoption of the Required Resolution Provisions (attached to the application) and the city's history of supporting affordable housing developments.
5. The completed application form must be submitted according to "Section VI – Grant Application Instructions".
6. The proposed project must meet the eligibility criteria listed below.
 - a. Leverage. Applications should include a variety of other funding sources committed to the project. Other funding sources could include CDBG, TIF, DEED, Metropolitan Council grants, or other public and private resources. Evidence of funding commitments must be submitted with application. In addition to identifying leverage, the applicant shall also explain in a narrative how they have exhausted other resources for the project.
 - b. Readiness to Proceed. The applicant should be ready to proceed with the identified project upon funding award, e.g. zoning approvals in place, site control secured, financing commitments in place. Activities that are funded through the RIG program must be completed within 12 months from the date of the award agreement.
 - c. Economic Benefit. The project should have a defined impact on the local economy. This impact is measurable through growth in property taxes and new and/or retained Higher Wage Jobs.
 - d. Environmental Improvement. Projects that will protect, preserve or enhance the environment are encouraged. Projects should facilitate the investigation and/or cleanup of sites to promote public health and safety, and protect and improve the environment in addition to providing economic and community benefits. Applicants should work with Dakota County Environmental Resources Department and State agencies to identify the optimum remedy.

The CDA will also consider whether an Applicant successfully used any previously awarded RIG funds. In its comments to the CDA Board, staff will include the Applicant's past use of RIG funds (if any), whether the Applicant utilized all awarded funds, if the 12-month timeframe was met, and if funds were returned to the CDA.

A maximum of one project grant will be funded per eligible applicant per fiscal year.

VI. GRANT APPLICATION INSTRUCTIONS

RIG applications are accepted throughout the year on an open pipeline basis. Eligible **Applicants may only apply for a maximum of one (1) RIG Project, two (2) RIG Planning, and two (2) RIG Environmental Investigation grants per fiscal year (July 1- June 30).**

- I. Project grants. Applicants must submit the appropriate application for Project grants by the first of the month. CDA and County staff will review the application for completeness, eligible activities, and readiness, and to determine if the proposed Project aligns with Dakota

County objectives and goals for workforce development, transportation, housing, and environmental issues.

CDA and County staff may take up to 60 days to review the application and will inform applicants if there are any concerns about the application. If the application is deemed eligible and funding is available, CDA staff will then forward the application and staff comments to the CDA Board of Commissioners to be reviewed at the next available CDA Board meeting. It is expected that it will take approximately 90 days from the day of submittal for a completed project application to be moved to the CDA Board for consideration. The CDA Board meeting schedule can be found on the Dakota County CDA website: <https://www.dakotacda.org/about/leadership/cda-board-of-commissioners/>. The CDA Board will determine if the Project grant application should receive funding. There is no appeal process of the CDA Board's determination.

Please note that applications submitted after the first of the month will not be reviewed until the first day of the following month. For example, if an application is submitted August 4th, the review process for that application will not begin until September 1st.

- II. Planning and Environmental Investigation grants. CDA and County staff may take up to 30 days to review the application, inform applicants if there are any concerns with application, and make a recommendation to the CDA Executive Director. The CDA Executive Director has authority to approve and sign RIG planning and environmental investigation grants, on behalf of the CDA Board of Commissioners. All RIG planning and environmental investigation grants will be communicated to the Board per the Executive Director Update at the following CDA Board meeting.

It is incumbent upon the applicant to choose which potential projects align with the goals of the RIG Program outlined in the Program Guidelines. It is the applicant's responsibility to be aware of the submission requirements needed to prepare an application for the Planning Grants or Project Grants in accordance with this guide. The award of RIG funding is based on the information provided in the application.

Applicants shall submit one (1) paper copy of the original application and all supporting documents to the CDA, and email the application and all attachments to the following:

Dakota County CDA
Attn: Margaret Dykes
Assistant Director, Community & Economic Development
1228 Town Centre Drive
Eagan, MN 55123
mdykes@dakotacda.org

In lieu of emailed attachments, an applicant may provide the attachments on a flashdrive or other similar data storage devices to the CDA.

Applications determined by the CDA to be incomplete or not legible will not be accepted and will be returned to the applicant. Applications will not be accepted by facsimile. The CDA retains the right to reject in whole or in part any application for any reason.

Contact Margaret Dykes, (651) 675-4464 or mdykes@dakotacda.org if you require assistance with submitting your application.

All application forms are available on the Dakota County CDA website:
<https://www.dakotacda.org/community-development/redevelopment-incentive-grant-program/>

VII. PROPERTY ACQUISITION REQUIREMENTS

Property acquisition may be undertaken by a public, private or non-profit entity as part of a redevelopment project. In all instances, the CDA will provide the Redevelopment Incentive Project Grant to the city as grantee, which in turn, will provide those funds to another acquiring entity if necessary. The corresponding grant agreement will specify conditions whereby the acquiring entity will have no recourse to the CDA in matters related to the acquisition of real property.

If federal funds are used in whole or in part for a project, including property acquisition, clearance and/or construction, all provisions of 49 CFR 24.101 (the Uniform Relocation Act or URA) must be followed. With all funding sources, the cost of property acquisition must be based on a determination of fair market value as derived from an independent appraisal and/or county assessed value. If the final acquisition price exceeds the appraised value, the Redevelopment Incentive Grant must be less than this value with the additional cost being paid by public or private matching funds.

Minnesota Statutes 117.50 et. seq. and related case law also require that in all acquisitions undertaken by an acquiring entity without federal participation, the authority must provide relocation assistance as a cost of acquisition. Additionally, the Minnesota Supreme Court held in *In Re Wren*, 699 N.W.2d 758 (Minn. 2005) that an authority may be responsible for certain relocation costs when property is acquired by a private developer if the activities of the authority and the developer are so intertwined to produce a joint acquisition of the project.

VIII. SELECTION

Applications will be reviewed by CDA and County staff, including the Joint CDA/County Economic Development Committee. All cities will be notified when a RIG application is submitted to the CDA. Those applications that include an environmental improvement component will also be reviewed by Dakota County Environmental Resources staff. Project applications meeting the eligibility criteria will be submitted to the CDA Board of Commissioners for consideration for approval. If the proposal is selected and approved by the CDA Board of Commissioners, the CDA will issue a letter of commitment and enter into a grant agreement with the city.

IX. GRANT AGREEMENT

CDA staff will work with the city and enter into a Grant Agreement. This agreement will detail the terms and conditions of the grant and allow for the release of funds to the city. The grant agreement will require funds to be spent within **12 months** of the date of the agreement. Waivers and extensions to any provision in the agreement requested by the grantee may be considered on a case-by-case basis depending on the merits of the request. Grant recipients may request one 12-month extension to be reviewed for administrative approval for those projects that are making substantial progress towards completion. Projects that are not underway within 12 months from the award date are not eligible for an extension.

Grants will be paid on a reimbursement basis. Grantees will be required to submit semi-annual progress reports to the CDA. Reports will consist of the progress of the project and will be due each May 31st and November 30th during the Grant Term.

116J.548 HOST COMMUNITY ECONOMIC DEVELOPMENT GRANTS.

Subdivision 1. **Creation of account.** A host community economic development grant program is created in the Department of Employment and Economic Development. Grants awarded under this section may only be spent for capital costs of an eligible project.

Subd. 2. **Definitions.** For purposes of this section:

(a) "Capital costs" means expenditures for the public acquisition of land and buildings, betterment of public lands and buildings, and for other publicly owned capital improvements. Capital costs also include expenditures for predesign, design, engineering, and similar activities for specifically identified eligible projects.

(b) "Eligible project" means a development or redevelopment project that will generate economic development within a time frame of five years or less or facilitate the preparation of long-term economic development within a host community.

(c) "Economic development" means assistance in preparation of a redevelopment or development area contained in the application that results in at least one of the following:

(1) job creation, including jobs relating to construction and temporary jobs;

(2) an increase in the tax base;

(3) the ability of the eligible project to attract private investment;

(4) long-term economic development;

(5) needed public infrastructure or transportation-related improvements to facilitate long-term redevelopment or development; or

(6) other objective criteria established by the commissioner that demonstrate a public benefit to the host community.

(d) "Host community" means a city located within the seven-county metropolitan area, as defined in section 473.121, subdivision 2, that is the site of a waste disposal facility that meets the standards in section 473.849, that accepts unprocessed mixed municipal solid waste generated in the metropolitan area.

(e) "Long-term economic development" means capital costs associated with economic development projects identified by a host community comprehensive plan or redevelopment plan that will generate eligible economic development.

Subd. 3. **Application.** Host communities may apply for a grant under this section on a form and in a manner prescribed by the commissioner. In awarding grants under this section, the commissioner must allocate available money between host communities as evenly as practicable.

Subd. 4. **No match required.** Notwithstanding section 16A.86 or any other law to the contrary, the state share of a project covered by this section shall cover 100 percent of the total cost of the project.

Subd. 5. **Report.** The commissioner must report to committees of the legislature with jurisdiction over economic development by February 15 of each year on grants awarded under this section.

History: 2013 c 85 art 3 s 3; 2016 c 94 s 1,2