

**City of Ypsilanti
Downtown Development Authority
Grant Approval and Review Committee Meeting
Wednesday, November 30, 2016 – 8:30 a.m.
SPARK East
215 W. Michigan Ave.**

I. Call to Order 8:30am

II. Roll Call

RayVon Williams	P	Dieter Otto (C)	P
Martha Cleary	P	Kory Scheiber	P
Richard Murphy	A	Diana Wong	A
Andrew O’Neal	P	Jelani McGadney	A

III. Approval of Agenda *(X)

- Martha Cleary motioned to approve the agenda. Kory Schreiber supported the motion and the committee unanimously approved the agenda.

IV. Approval of October 25, 2016 Minutes *(X)

- Andrew O’Neal motioned to approve the meeting notes. Kory Scheiber supported the motion and the board unanimously approved the minutes.

V. Audience Participation: N/A

VI. Old Business: N/A

VII. New Business

1. New Grant Program – Rubric Review
 - a. Joe informed the committee of the suggestions the DDA board approved, then asked how the committee wanted staff to vet grants before committee review.
 - b. Martha Cleary suggested attaching the rubric to the façade grant.
 - c. The committee wanted the application to be open so people understand the process and ensure matches the values and vision of the DDA.
 - d. It was suggested that the new rubric be based off a 100 points possible grading scale.
 - e. The committee suggested adding an economic impact section to the application.
 - f. Andrew O’Neal proposed simplifying the language of the application, so no applicants are confused on the process or grading rubric.

- g. The committee final recommendation is to have the board approve the new application (attached) for the rehabilitation grant with the changes of adding the scoring mechanism to the grant, making the scoring to be out of 100 points and adding an economic impact section.

VIII. Proposed Business: N/A

IX. Announcements/Comments: N/A

X. Audience Participation: N/A

XI. Adjourn – Meeting adjourned at 9:51am

Next committee meeting will be held Wednesday, January 25, 2017, at 8:30am at SPARK East, 215 W. Michigan Ave.

Key: * = items requiring Committee action (X) = documents attached in packet