

The City of Durant encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged in order to make the necessary accommodations. The City of Durant may waive the 48-hour rule if interpreters for the deaf (signing) or translation services for limited English proficient (LEP) individuals are not the necessary accommodation.

DURANT INDUSTRIAL AUTHORITY

4:00 PM

**Roscoe J. Hatfield
Council Chambers,
300 West Evergreen,
Durant, Oklahoma
AGENDA**

September 6, 2022

CALL TO ORDER

INVOCATION/FLAG SALUTE

ROLL CALL

ORDER OF BUSINESS

1. Consent Items

To help streamline meetings and allow the focus to be on other items requiring strategic thought, the "Consent Items" portion of the agenda groups the routine, procedural, and self-explanatory non-controversial items together. These items are voted on in a single motion (one vote). However, any Council member requesting further information on a specific item thus removes it from the "Consent Items" section for individual attention and separate vote.

- a. Consider Approval of August 2, 2022 Meeting Minutes

2. Consider Items Removed from Consent

3. Information Items

- a. Director's Report
- b. Financial Report

4. Administration

- a. Consider Approval of Amended Small Business Grant Application
- b. Consider Extension of the New Growth Group Contract from October 31, 2022 to December 31, 2022.

5. Executive Session

- a. Consider Entering into Executive Session to confer on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to remain or to locate within their jurisdiction if public disclosure of the matter discussed would interfere with the development of products or services or if public disclosure would violate the confidentiality of the business. This Executive Session Authorized by Title 25, Section 307 (C)(11) of the Oklahoma State Statutes.
- b. Consider Action Pursuant to Item 5a

6. New Business

ADJOURNMENT

CERTIFICATE

This is to certify that in conformity with the Oklahoma Open Meeting Act, public notice of the date, time and place of this meeting was filed with the City Clerk of Durant on the 17th day of November, 2021 and that an agenda of said meeting was posted at the place of such meeting at 1:30 p.m. on the 1st day of September, 2022.



Tamme Collins, City of Durant



The City of Durant

Memorandum

Date: 9/6/2022
To: Mayor and City Council
From: Lisa Taylor, Interim City Manager/Economic Development Director
Re: Consider Approval of August 2, 2022 Meeting Minutes

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

1. DIA 08.02.2022 Minutes

MINUTES OF THE MEETING OF DURANT INDUSTRIAL AUTHORITY
August 2, 2022 AT 4:00 PM, Roscoe J. Hatfield
Council Chambers,
300 West Evergreen,
Durant, Oklahoma

CALL TO ORDER

Chairman Hammock called the meeting to order at 4:00 pm

INVOCATION/FLAG SALUTE

Chairman Jeff Hammock provided the invocation.

ROLL CALL

Present:

Trustee Mike Davis

Trustee Grace Rudolf

Trustee Jeff Shattuck

Vice Chairman Rogers

Chairman Jeff Hammock

Advisory Member Thomas Newsom- Joined at 4:10 p.m.

Absent:

Trustee Edwin Boothe

Advisory Member Tammye Gwin

ORDER OF BUSINESS

1. Consent Items

To help streamline meetings and allow the focus to be on other items requiring strategic thought, the "Consent Items" portion of the agenda groups the routine, procedural, and self-explanatory non-controversial items together. These items are voted on in a single motion (one vote). However, any Council member requesting further information on a specific item thus removes it from the "Consent Items" section for individual attention and separate vote.

- a. Consider Approval of July 5, 2022 Meeting Minutes

Motion was made by Vice Chairman Brett Rogers and seconded by Trustee Jeff Shattuck to approve the July 5, 2022 meeting minutes.

2. Consider Items Removed from Consent

3. Information Items

- a. Executive Director's Report
- b. Financial Report

4. Administration

- a. Discuss, Consider and Possible Action on Loan Forgiveness in the amount of \$233,333.33 for Bruce Packing Company

Motion was made by Trustee Jeff Shattuck and seconded by Vice Chairman Brett Rogers to forgive the 2nd portion of the Loan in the amount of \$233,333.33 for Bruce Packing Co.

Motion Passed with the following vote:

Ayes: Davis, Rudolf, Shattuck, Rogers, Hammock

Nays: None

Abstain: None

- b. Discuss, Consider and Possible Action on Entering into a Contract for Services to Assist with the 404 Permit Process for a 20-acre site owned by the Durant Industrial Authority.

Board members discussed, 4b. no action taken.

- c. Discuss, Consider and Possible Action on Approval of Expenditure of Economic Development Sales Tax Funds to Pay a Consultant to Assist with the 404 Permit Process for a DIA- owned Site Located at Country Club and South McLean

Board members discussed 4c. no action taken.

- d. Discuss, Consider and Possible Action on Small Business Technology Grant Applications in the amount of \$2,000 each.

Motion was made by Trustee Mike Davis and seconded by Vice Chairman Brett Rogers to approve the 6 completed applications for funding and not the 7th incomplete application on Small Business Technology Grant Applications in the amount of \$2000.00 each.

Motion Passed with the following vote:

Ayes: Davis, Rudolf, Shattuck, Rogers, Hammock

Nays: None
Abstain: None

- e. Discuss, Consider and Possible Action on Property Cleanup at 64 Waldron Drive (DIA-owned)

Motion was made by Vice Chairman Brett Rogers and seconded by Trustee Jeff Shattuck to allow to solicit bids on property cleanup at 64 Waldron Drive owned by DIA.

Motion Passed with the following vote:

Ayes: Davis, Rudolf, Shattuck, Rogers, Hammock
Nays: None
Abstain: None

5. Executive Session

- a. Consider Entering into Executive Session to confer on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to remain or to locate within their jurisdiction if public disclosure of the matter discussed would interfere with the development of products or services or if public disclosure would violate the confidentiality of the business. This Executive Session Authorized by Title 25, Section 307 (C)(11) of the Oklahoma State Statutes.

Motion was made by Trustee Mike Davis and seconded by Vice Chairman Brett Rogers to enter into the Executive session.

Motion Passed with the following vote:

Ayes: Davis, Rudolf, Shattuck, Rogers, Hammock
Nays: None
Abstain: None

Motion was made by Trustee Jeff Shattuck and seconded by Vice Chairman Brett Rogers to return from the Executive session.

Motion Passed with the following vote:

Ayes: Davis, Rudolf, Shattuck, Rogers, Hammock
Nays: None
Abstain: None

- b. Consider Action Pursuant to Item 5a.

6. New Business

ADJOURNMENT

Motion was made by Vice Chairman Brett Rogers and seconded by Trustee Grace Rudolf to adjourn.

Motion Passed with the following vote:

Ayes: Davis, Rudolf, Shattuck, Rogers, Hammock

Nays: None

Abstain: None



The City of Durant

Memorandum

Date: 9/6/2022
To: Mayor and City Council
From: Lisa Taylor, Interim City Manager/Economic Development Director
Re: Director's Report

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:



The City of Durant

Memorandum

Date: 9/6/2022
To: Mayor and City Council
From: Lisa Taylor, Interim City Manager/Economic Development Director
Re: Financial Report

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

1. July 2022 DIA & ED Financial Stmtnts

Durant Industrial Authority

Cash Balance:	7/31/2022	7/31/2022
Fund 110	\$2,547,879.94	
Fund 020	\$2,496,633.69	

FUND 110		
Income Statement	7/31/2022	22/23 Budget
BEGINNING BAL.		\$2,188,662.00
Total Revenue	\$1,254,232.86	\$1,075,980.00
Total Expenses	\$1,109,449.96	\$1,109,450.00
FUTURE PROJECTS		\$2,155,192.00
Change in Net Position	\$144,782.90	

FUND 020		
Income Statement	7/31/2022	22/23 Budget
BAL FORWARD		\$869,425.00
Total Revenue	\$264,438.50	\$131,523.00
Total Expenses	\$278,329.22	\$217,035.00
Contingency Reserve		\$783,913.00
Change in Net Position	(\$13,890.72)	

DURANT INDUSTRIAL AUTHORITY - FUND 020

INCOME & EXPENSE STATEMENT

8.33% of Fiscal Year

July 31, 2022

	Current Month		Fiscal Year To Date			
	% of		YTD		2022-2023	
	July-22	Total Revenue	Amount	Total Revenue	Budget	% of Budget
REVENUES:						
BEGINNING BALANCE					869,425	86.86%
Interest	0.00	0.00%		0.00%	500	0.05%
Transfer from Economic Development-DEBT PYMNT	7,585.25	2.87%	7,585	2.87%	91,023	9.09%
Transfer from Economic Development- REIMB		0.00%		0.00%	-	0.00%
CDBG Loan Pmt. Reimb - CG	1,666.67	0.63%	1,667	0.63%	20,000	2.00%
CDBG Loan Pmt. Reimb - CG	0.00	0.00%			-	0.00%
CDBG Loan Pmt. Reimb - ES	1,666.48	0.63%	1,666	0.63%	20,000	2.00%
TIF#3-19 TUBACEX TAX REFUND REV	250,984.90	94.91%	250,985	94.91%	-	0.00%
TIF#3-DIA 1% TAX REFND REV.	2,535.20	0.96%	2,535	0.96%	-	0.00%
PROJECT ENERGY						0.00%
TOTAL REVENUES	264,438.50	26.42%	264,439	26.42%	1,000,948	100.00%

	Current Month		Fiscal Year To Date			
	% of		YTD		2022-2023	
	July-22	Total Revenue	Amount	Total Revenue	Budget	% of Budget
EXPENSES:						
Economic Development:						
Legal Fees		0.00%		0.00%	10,000	11.63%
Audit Fees (Prorated)		0.00%		0.00%	8,117	9.44%
Utilities	85.25	2.33%	85	2.33%	-	0.00%
Phone & Communications	76.33	2.09%	76	2.09%	200	0.23%
Postage & Telecommunications		0.00%		0.00%	200	0.23%
Consulting Fees		0.00%		0.00%	5,000	5.81%
Publications & Advertising		0.00%		0.00%	24,600	28.60%
Contract Labor		0.00%		0.00%	5,000	5.81%
Comp. Software & Accessories	2,900.00	79.22%	2,900	79.22%	9,400	10.93%
Photo Copies		0.00%		0.00%	500	0.58%
Office Supplies		0.00%		0.00%	600	0.70%
Meeting Expenses		0.00%		0.00%	1,500	1.74%
Membership/Licenses/Certifications		0.00%		0.00%	2,305	2.68%
Janitorial Services		0.00%		0.00%	-	0.00%
Misc. Expenditures		0.00%		0.00%	500	0.58%
Training & Travel		0.00%		0.00%	10,900	12.67%
I. T. Service Fees	599.17	16.37%	599	16.37%	7,190	8.36%
Transfer to Capital Impr. Fund		0.00%		0.00%		0.00%
Total Economic Development Expenses	3,660.75	100.00%	3,661	100.00%	86,012	88.37%

Industrial Projects:						
CMP CDBG \$300K Loan Pmt.	1,250.00	0.46%	1,250	0.46%	7,500	0.82%
Big Lots CDBG \$500K Loan Pmt.	2,083.34	0.76%	2,083	0.76%	25,000	2.73%
CFG CDBG \$400K Loan Pmt.	1,666.67	0.61%	1,667	0.61%	20,000	2.19%
EB - CDBG \$400K Loan Pmt.	1,666.67	0.61%	1,667	0.61%	20,000	2.19%
ES - CDBG Loan Pmt.	1,666.48	0.61%	1,666	0.61%	20,000	2.19%
CG Land Acquisition Costs	4,815.21	1.75%	4,815	1.75%	38,523	4.21%
E.D. PROMOTION ACTIVITIES						0.00%
TIF#3 19 Tubacex Reimb Payment	253,520.10	92.30%	253,520.10	92.30%		0.00%
Small Business Technology	8,000.00	0.00%	8,000.00			0.00%
Small Business Grant					-	0.00%
SG ECHO,LLC LOAN		0.00%		0.00%	-	0.00%
CONTINGENCY RESERVE		0.00%		0.00%	783,913	85.68%
Total Industrial Projects Expenses	274,668.47	97.09%	274,668	97.09%	914,936	100.00%

Capital Expenditures:						
DIA Land Purchas	0.00	0.00%	0	0.00%		0.00%
Total Industrial Expenditures	0.00	0.00%	0	0.00%	-	0.00%
TOTAL EXPENSES	278,329.22	27.81%	278,329	27.81%	1,000,948	

CHANGE IN NET POSITION	(13,890.72)	(13,891)	0
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Funding for loan provided by Economic Development 1/4% Sales Tax transferred in from Fund 110.



Durant, OK

Income Statement

Account Summary

For Fiscal: 2022-2023 Period Ending: 07/31/2022

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 020 - DURANT INDUSTRIAL AUTH.						
RevDepartment: 000 - 000						
020-000-301-1000 BEGINNING BALANCE	869,425.00	869,425.00	0.00	0.00	0.00	869,425.00
020-000-361-1000 INTEREST EARNINGS	500.00	500.00	0.00	0.00	0.00	500.00
020-000-364-2800 TRANSFER FROM ECONOMIC-DEBT	91,023.00	91,023.00	7,585.25	7,585.25	7,585.25	83,437.75
020-000-375-0501 CG - CDBG LOAN PMT. REIMB.	20,000.00	20,000.00	1,666.67	1,666.67	1,666.67	18,333.33
020-000-375-0505 ES - CDBG LOAN PMT. REIMB.	20,000.00	20,000.00	1,666.48	1,666.48	1,666.48	18,333.52
020-000-375-0602 TIF#3-19 TUBACEX TAX REFND REV	0.00	0.00	250,984.90	250,984.90	250,984.90	-250,984.90
020-000-375-0605 TIF#3-DIA 1% TAX REFND REV	0.00	0.00	2,535.20	2,535.20	2,535.20	-2,535.20
RevDepartment: 000 - 000 Total:	1,000,948.00	1,000,948.00	264,438.50	264,438.50	264,438.50	736,509.50
Department: 017 - ECON. DEV. ADMINISTRATION						
ExpCategory: 520 - PROFESSIONAL SERVICES						
020-017-520-2130 PRORATED AUDIT FEES	8,117.00	8,117.00	85.25	85.25	7,130.60	986.40
ExpCategory: 520 - PROFESSIONAL SERVICES Total:	8,117.00	8,117.00	85.25	85.25	7,130.60	986.40
ExpCategory: 530 - CONTRACTUAL						
020-017-530-3031 PHONE & TELECOMMUNICATION	200.00	200.00	0.00	0.00	0.00	200.00
020-017-530-3032 POSTAGE	200.00	200.00	0.00	0.00	0.00	200.00
020-017-530-3033 UTILITIES	0.00	0.00	76.33	76.33	76.33	-76.33
020-017-530-3036 CONSULTING FEES	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00
020-017-530-3038 PUBLICATIONS & ADVERTISING	24,600.00	24,600.00	0.00	0.00	0.00	24,600.00
020-017-530-3051 CONTRACT LABOR	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00
020-017-530-3332 LEGAL FEES	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00
ExpCategory: 530 - CONTRACTUAL Total:	45,000.00	45,000.00	76.33	76.33	76.33	44,923.67
ExpCategory: 550 - MATERIALS/SUPPLIES/MAINT/SM TOOLS						
020-017-550-5051 OFFICE SUPPLIES	600.00	600.00	0.00	0.00	91.00	509.00
020-017-550-5849 COMP. SOFTWARE & ACCESSORIES	9,400.00	9,400.00	2,900.00	2,900.00	2,900.00	6,500.00
020-017-550-5857 MMBRSHIP/LCNSE/CRTFCATION/ECT	2,305.00	2,305.00	0.00	0.00	0.00	2,305.00
ExpCategory: 550 - MATERIALS/SUPPLIES/MAINT/SM TOOLS Total:	12,305.00	12,305.00	2,900.00	2,900.00	2,991.00	9,314.00
ExpCategory: 570 - MISCELLANEOUS						
020-017-570-7010 MEETING EXPENSES	1,500.00	1,500.00	0.00	0.00	120.00	1,380.00
020-017-570-7015 PHOTOCOPIES	500.00	500.00	0.00	0.00	0.00	500.00
020-017-570-7130 MISC. EXPENDITURES	500.00	500.00	0.00	0.00	0.00	500.00
020-017-570-7200 TRAINING AND TRAVEL	10,900.00	10,900.00	0.00	0.00	7,904.44	2,995.56
020-017-570-7220 I.T. SERVICE FEES	7,190.00	7,190.00	599.17	599.17	599.17	6,590.83
ExpCategory: 570 - MISCELLANEOUS Total:	20,590.00	20,590.00	599.17	599.17	8,623.61	11,966.39
Department: 017 - ECON. DEV. ADMINISTRATION Total:	86,012.00	86,012.00	3,660.75	3,660.75	18,821.54	67,190.46
Department: 067 - INDUSTRIAL PROJECTS						
ExpCategory: 530 - CONTRACTUAL						
020-067-530-3502 TIF#3 19 TUBACEX REIMB PYMNT	0.00	0.00	253,520.10	253,520.10	253,520.10	-253,520.10
ExpCategory: 530 - CONTRACTUAL Total:	0.00	0.00	253,520.10	253,520.10	253,520.10	-253,520.10
ExpCategory: 570 - MISCELLANEOUS						
020-067-570-7009 SMALL BUSINESS TECHNOLOGY	0.00	0.00	8,000.00	8,000.00	8,000.00	-8,000.00
020-067-570-7400 CONTINGENCY RESERVE	783,913.00	783,913.00	0.00	0.00	0.00	783,913.00
ExpCategory: 570 - MISCELLANEOUS Total:	783,913.00	783,913.00	8,000.00	8,000.00	8,000.00	775,913.00
ExpCategory: 580 - DEBT SERVICE						
020-067-580-8630 BL - CDBG LOAN PMT. EXP.	25,000.00	25,000.00	2,083.34	2,083.34	2,083.34	22,916.66
020-067-580-8631 CG - CDBG LOAN PMT. EXP.	20,000.00	20,000.00	1,666.67	1,666.67	1,666.67	18,333.33
020-067-580-8633 CMP - CDBG LOAN PMT. EXP.	7,500.00	7,500.00	1,250.00	1,250.00	1,250.00	6,250.00
020-067-580-8634 EB - CDBG LOAN PMT. EXP.	20,000.00	20,000.00	1,666.67	1,666.67	1,666.67	18,333.33
020-067-580-8635 ES - CDBG LOAN PMT. EXP.	20,000.00	20,000.00	1,666.48	1,666.48	1,666.48	18,333.52

Income Statement

For Fiscal: 2022-2023 Period Ending: 07/31/2022

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
<u>020-067-580-8770</u> CG LAND ACQUISITION COSTS	38,523.00	38,523.00	4,815.21	4,815.21	4,815.21	33,707.79
ExpCategory: 580 - DEBT SERVICE Total:	131,023.00	131,023.00	13,148.37	13,148.37	13,148.37	117,874.63
Department: 067 - INDUSTRIAL PROJECTS Total:	914,936.00	914,936.00	274,668.47	274,668.47	274,668.47	640,267.53
Fund: 020 - DURANT INDUSTRIAL AUTH. Surplus (Deficit):	0.00	0.00	-13,890.72	-13,890.72	-29,051.51	29,051.51



Durant, OK

Balance Sheet

Account Summary

As Of 07/31/2022

DURANT
OKLAHOMA
Account

Fund: 020 - DURANT INDUSTRIAL AUTH.

Assets	Name	Balance
020-000-101-2000	FU DIA -20	323,083.39
020-000-102-0000	CLAIM ON POOLED CASH	2,173,550.30
020-000-122-3100	NOTE REVBL - EAGLE SUSP #2	143,316.00
020-000-122-7000	NOTE RECEIVABLE - CFG CDBG	92,359.09
020-000-122-8100	NOTE RCBL - EARTH BIOFUEL #2	283,416.50
020-000-122-8101	NOTE RCBL-EARTH BIOFUEL#2ALLOW	-283,416.50
020-000-122-9500	NOTE RCVBL- TEXOMA MANUFACTURI	0.36
020-000-122-9600	NOTE RCBL-ABBOT/PHARMCAREOK	148,822.18
020-000-122-9700	NOTE RECEIVABLE - BRUCEPAC	700,000.00
020-000-151-1000	INVESTMENT IN DURANT TIF AUTHO	3,100,000.00
020-000-161-0000	CAPITAL ASSETS	17,663.97
020-000-161-0001	ACCUMULATED DEPRECIATION	-2,062.01
020-000-180-2000	DEFERRED OUTFLOW- OkMRF	13,924.00
020-000-191-0000	LAND AND OTHER NON DEPRECIABLE	1,673,856.00
Total Assets:		8,384,513.28

8,384,513.28

Liability

020-000-203-0000	ACCOUNTS PAYABLE	-19,926.15
020-000-205-0700	ACCRUED COMP. ABSENCES PYBL	1,267.00
020-000-206-1500	NOTE PAYABLE ODOC CDBG CMP	37,500.00
020-000-206-1600	NOTE PAYABLE ODOC CDBG BL	85,415.90
020-000-206-1700	NOTE PAYABLE ODOC CDBG CFG	88,332.98
020-000-206-1800	CDBG ED 05 NOTE PAYABLE	280,583.07
020-000-206-1900	CDBG ED 06 NOTE PAYABLE	143,317.68
020-000-207-1200	DUE TO EDC (F110)	2,850,000.00
020-000-207-1800	A/P PENDING	4,795.00
020-000-207-5000	ACCRUED INTEREST PAYABLE	218.75
020-000-210-1100	CAPITAL LEASE OBLIG. (C.GLASS)	143,015.72
020-000-219-0000	DEFERRED INFLOW- OkMRF	9,158.00
020-000-220-2000	NET PENSION LIABILITY-OMRF	2,188.00
Total Liability:		3,625,865.95

Equity

020-000-271-0000	FUND BALANCE	3,226,095.91
020-000-271-0100	INVESTED IN CAPITAL ASSETS	1,546,442.14
Total Beginning Equity:		4,772,538.05
Total Revenue		264,438.50
Total Expense		278,329.22
Revenues Over/Under Expenses		-13,890.72
Total Equity and Current Surplus (Deficit):		4,758,647.33

Total Liabilities, Equity and Current Surplus (Deficit): **8,384,513.28**



PO Box 130
Durant OK 74702
RETURN SERVICE REQUESTED

www.firstunitedbank.com
First United - 20
1400 W Main, PO Box 130
Durant OK 74702-0130

Customer Service (800) 924-4427

Account [REDACTED]

Page 1 of 4

0005958

6302FUBT

5003C00X.002

*0005958 S3
CITY OF DURANT
DURANT INDUSTRIAL AUTHORITY DIA
PO BOX 578
DURANT OK 74702-0578



CHECKING ACCOUNTS

Advantage Business Free PF

Account Number	[REDACTED]	Number of Enclosures	12
Previous Balance	\$603,339.52	Statement Dates	7/01/22 thru 7/31/22
2 Deposits/Credits	\$264,666.25	Days in Statement Period	31
12 Checks/Debits	\$33,732.18	Average Ledger	\$742,024.29
Service Charge	\$0.00	Average Collected	\$742,024.29
Interest Paid	\$0.00		
Current Balance	\$834,273.59		

Credit Transactions

Date	Description	Amount
7/14	Transfer from [REDACTED] TRS F TUBACEX TIF3 COVR 250984.90	\$253,520.10
7/20	Transfer from [REDACTED] TRSF FROM POOLED TO DIA CH	\$11,146.15

Checks

Date	Check Number	Amount	Date	Check Number	Amount
7/11	1021	\$162.61	7/18	1027	\$1,666.48
7/12	1022	\$2,407.61	7/18	1028	\$1,250.00
7/13	1023	\$2,407.60	7/29	1029	\$2,900.00
7/18	1024	\$1,666.67	7/22	1031*	\$13,521.20
7/18	1025	\$1,666.67	7/19	1032	\$2,000.00
7/18	1026	\$2,083.34	7/25	1033	\$2,000.00

(*) Denotes skip in check numbers



Daily Balance Summary

Date	Balance	Date	Balance	Date	Balance
7/01	\$603,339.52	7/13	\$598,361.70	7/19	\$841,548.64
7/11	\$603,176.91	7/14	\$851,881.80	7/20	\$852,694.79
7/12	\$600,769.30	7/18	\$843,548.64	7/22	\$839,173.59

Daily Balance Summary

Date	Balance	Date	Balance	Date	Balance
7/25	\$837,173.59	7/29	\$834,273.59		

0005958

6302FUBT

5005C00X.002

26FDP

CITY OF DURANT - DURANT INDUSTRIAL AUTH
300 WEST EVERGREEN
P.O. BOX 578
DURANT, OKLAHOMA 74702-0578

First United
1400 W Main
Durant, OK 74701

CHECK # 1021

DATE 06/30/2022

PAY TO THE ORDER OF OKLAHOMA GAS AND ELECTRIC
PO BOX 24990
OKLAHOMA CITY, OK 73124-0990

Amount: \$162.61

VOID AFTER 90 DAYS

Number: 1021 Date: 7/11/2022 Amount: \$162.61

CITY OF DURANT - DURANT INDUSTRIAL AUTH
300 WEST EVERGREEN
P.O. BOX 578
DURANT, OKLAHOMA 74702-0578

First United
1400 W Main
Durant, OK 74701

CHECK # 1022

DATE 07/08/2022

PAY TO THE ORDER OF CHERYL JACKSON
2219 GERSHWIN DR
DURANT, OK 74701

Amount: \$2,407.61

VOID AFTER 90 DAYS

Number: 1022 Date: 7/12/2022 Amount: \$2407.61

CITY OF DURANT - DURANT INDUSTRIAL AUTH
300 WEST EVERGREEN
P.O. BOX 578
DURANT, OKLAHOMA 74702-0578

First United
1400 W Main
Durant, OK 74701

CHECK # 1023

DATE 07/08/2022

PAY TO THE ORDER OF JOHN JACKSON
PO BOX 1076
DURANT, OK 74702

Amount: \$2,407.60

VOID AFTER 90 DAYS

Number: 1023 Date: 7/13/2022 Amount: \$2407.60

CITY OF DURANT - DURANT INDUSTRIAL AUTH
300 WEST EVERGREEN
P.O. BOX 578
DURANT, OKLAHOMA 74702-0578

First United
1400 W Main
Durant, OK 74701

CHECK # 1024

DATE 07/08/2022

PAY TO THE ORDER OF OKLAHOMA DEPARTMENT OF COMMERCE
ATTN: ADMINISTRATIVE SERVICES
900 NORTH STILES
OKLAHOMA CITY, OK 73104-3234

Amount: \$1,666.67

VOID AFTER 90 DAYS

Number: 1024 Date: 7/18/2022 Amount: \$1666.67

CITY OF DURANT - DURANT INDUSTRIAL AUTH
300 WEST EVERGREEN
P.O. BOX 578
DURANT, OKLAHOMA 74702-0578

First United
1400 W Main
Durant, OK 74701

CHECK # 1025

DATE 07/08/2022

PAY TO THE ORDER OF OKLAHOMA DEPARTMENT OF COMMERCE
ATTN: ADMINISTRATIVE SERVICES
900 NORTH STILES
OKLAHOMA CITY, OK 73104-3234

Amount: \$1,666.67

VOID AFTER 90 DAYS

Number: 1025 Date: 7/18/2022 Amount: \$1666.67

CITY OF DURANT - DURANT INDUSTRIAL AUTH
300 WEST EVERGREEN
P.O. BOX 578
DURANT, OKLAHOMA 74702-0578

First United
1400 W Main
Durant, OK 74701

CHECK # 1026

DATE 07/08/2022

PAY TO THE ORDER OF OKLAHOMA DEPARTMENT OF COMMERCE
ATTN: ADMINISTRATIVE SERVICES
900 NORTH STILES
OKLAHOMA CITY, OK 73104-3234

Amount: \$2,083.34

VOID AFTER 90 DAYS

Number: 1026 Date: 7/18/2022 Amount: \$2083.34

CITY OF DURANT - DURANT INDUSTRIAL AUTH
300 WEST EVERGREEN
P.O. BOX 578
DURANT, OKLAHOMA 74702-0578

First United
1400 W Main
Durant, OK 74701

CHECK # 1027

DATE 07/08/2022

PAY TO THE ORDER OF OKLAHOMA DEPARTMENT OF COMMERCE
ATTN: ADMINISTRATIVE SERVICES
900 NORTH STILES
OKLAHOMA CITY, OK 73104-3234

Amount: \$1,666.48

VOID AFTER 90 DAYS

Number: 1027 Date: 7/18/2022 Amount: \$1666.48

CITY OF DURANT - DURANT INDUSTRIAL AUTH
300 WEST EVERGREEN
P.O. BOX 578
DURANT, OKLAHOMA 74702-0578

First United
1400 W Main
Durant, OK 74701

CHECK # 1028

DATE 07/08/2022

PAY TO THE ORDER OF OKLAHOMA DEPARTMENT OF COMMERCE
ATTN: ADMINISTRATIVE SERVICES
900 NORTH STILES
OKLAHOMA CITY, OK 73104-3234

Amount: \$1,250.00

VOID AFTER 90 DAYS

Number: 1028 Date: 7/18/2022 Amount: \$1250.00

CITY OF DURANT - DURANT INDUSTRIAL AUTH
300 WEST EVERGREEN
P.O. BOX 578
DURANT, OKLAHOMA 74702-0578

First United
1400 W Main
Durant, OK 74701

CHECK # 1029

DATE 07/15/2022

PAY TO THE ORDER OF CREC
PO BOX 12546
ARLINGTON, VA 22209

Amount: \$2,900.00

VOID AFTER 90 DAYS

Number: 1029 Date: 7/29/2022 Amount: \$2900.00

CITY OF DURANT - DURANT INDUSTRIAL AUTH
300 WEST EVERGREEN
P.O. BOX 578
DURANT, OKLAHOMA 74702-0578

First United
1400 W Main
Durant, OK 74701

CHECK # 1031

DATE 07/15/2022

PAY TO THE ORDER OF MEAD & HUNT INC
2440 DEMING WAY
MIDDLETON, WI 53562

Amount: \$13,521.20

VOID AFTER 90 DAYS

Number: 1031 Date: 7/22/2022 Amount: \$13521.20

CITY OF DURANT - DURANT INDUSTRIAL AUTH
300 WEST EVERGREEN
P.O. BOX 578
DURANT, OKLAHOMA 74702-0578

First United
1400 W Main
Durant, OK 74701

CHECK # 1032

DATE 07/15/2022

PAY TO THE ORDER OF OOH LA LA GLAM STUDIO
121 S 2ND AVE
DURANT, OK 74701

Amount: \$2,000.00

VOID AFTER 90 DAYS

Number: 1032 Date: 7/19/2022 Amount: \$2000.00

CITY OF DURANT - DURANT INDUSTRIAL AUTH
300 WEST EVERGREEN
P.O. BOX 578
DURANT, OKLAHOMA 74702-0578

First United
1400 W Main
Durant, OK 74701

CHECK # 1033

DATE 07/15/2022

PAY TO THE ORDER OF THE CHUCKABOO
1496 N LONE OAK RD
DURANT, OK 74701

Amount: \$2,000.00

VOID AFTER 90 DAYS

Number: 1033 Date: 7/25/2022 Amount: \$2000.00

ECONOMIC DEVELOPMENT FUND 110
INCOME & EXPENSE STATEMENT
8.33% of Fiscal Year

REVENUE:	CURRENT MONTH		Fiscal Year To Date	
	July 2022		2022-2023	
	Amount		YTD Amount	% of Budget
ACCOUNT GROUPS				
Beginning Balance			2,185,389	0.00%
Interest Earnings	951.55		951.55	0.00%
Miscellaneous Revenue			5,000	0.00%
1/4% Sales Tax Revenue			107,466.41	0.00%
Loan Repymnt Interest Earned	107,466.41		1,044,455	0.00%
E.D. Loan Repaymnt (Texoma MFG)				0.00%
E.D. Loan Repayment (Eagle Suspensions)				0.00%
E.D. Loan Repaymnt (Pharmcare)	4,333.33		4,333.33	0.00%
TRANSFER IN	-		52,000	8.33%
TOTAL REVENUE	112,751.29		112,751.29	0.00%
			3,286,844	3.43%

EXPENSES:	CURRENT MONTH		Fiscal Year To Date	
	July 2022		2022-2023	
	Amount		YTD Amount	% of Budget
ACCOUNT GROUPS				
TRSF TO DIA-DEBT PMNTS	7,585.25		7,585.25	0.00%
TRSF TO DIA (REIMB FOR EXPENSES)	-		-	0.00%
TOTAL EXPENSES	7,585.25		7,585.25	0.00%
			91,023	8.33%
FUTURE PROJECTS				
NET CHANGE IN FUND BALANCE	105,166.04		3,195,821	0.00%
			(1)	0.00%

AL8/23/22

ECONOMIC DEVELOPMENT FUND 110

BALANCE SHEET (unaudited)

as of 0731/2022

ASSETS	Amount	% of Total Assets
Claim on Pooled Cash	2,547,879.94	46.00%
Sales Tax Receivable (.25%)	140,521.66	2.54%
Due From DIA	2,850,000.00	
Accounts Receivable	0.29	
Total Current Assets	5,538,401.89	100.00%
Capital Assets	-	-
Construction in progress	-	-
Gross Fixed Assets	-	-
Less Accumulated Depreciation	-	-
Net Fixed Assets	-	-
Due from other Governments	-	-
Total Other Assets	-	-
TOTAL ASSETS	5,538,401.89	100.00%

LIABILITIES	Amount	% of Total Assets
Accounts payable-pending	-	-
Other Current Liabilities	-	-
Total Current Liabilities	-	-
Capital lease obligations	-	-
Notes payable	-	-
Total Long Term Debt	-	-
Total Liabilities	-	-

Fund Balance	5,433,235.85	98.10%
Invested in Capital Assets	-	-
Surplus (Deficit)	105,166.04	1.90%
Total Fund Balance	5,538,401.89	100.00%
		0.00%

TOTAL LIABILITIES & FUND BALANCE	5,538,401.89	100.00%
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Sales Tax Receivable is the audited 6/30/20 balance - sales tax was received in July 20 & Aug 20

AL 8/23/2022

Income Statement

For Fiscal: 2022-2023 Period Ending: 07/31/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 110 - 1/4 % ECONOMIC DEV. FUND							
RevDepartment: 000 - 000							
<u>110-000-301-1000</u>	BEGINNING BALANCE	2,185,389.00	2,185,389.00	0.00	0.00	0.00	2,185,389.00
<u>110-000-311-1000</u>	SALES TAX REVENUE (.25%)	1,044,454.50	1,044,454.50	107,466.41	107,466.41	107,466.41	936,988.09
<u>110-000-361-1000</u>	INTEREST EARNINGS REVENUE	5,000.00	5,000.00	951.55	951.55	951.55	4,048.45
<u>110-000-361-1208</u>	FY13 PHARMCARE LOAN REPAYMENT	52,000.00	52,000.00	4,333.33	4,333.33	4,333.33	47,666.67
	RevDepartment: 000 - 000 Total:	3,286,843.50	3,286,843.50	112,751.29	112,751.29	112,751.29	3,174,092.21
Department: 017 - ECON. DEV. ADMINISTRATION							
ExpCategory: 560 - CAPITAL - GENERAL							
<u>110-017-560-6021</u>	FUTURE PROJECTS	3,195,821.00	3,195,821.00	0.00	0.00	0.00	3,195,821.00
	ExpCategory: 560 - CAPITAL - GENERAL Total:	3,195,821.00	3,195,821.00	0.00	0.00	0.00	3,195,821.00
ExpCategory: 599 - TRANSFER							
<u>110-017-599-0201</u>	TRANSFER TO DIA - DEBT PMTS	91,023.00	91,023.00	7,585.25	7,585.25	7,585.25	83,437.75
	ExpCategory: 599 - TRANSFER Total:	91,023.00	91,023.00	7,585.25	7,585.25	7,585.25	83,437.75
	Department: 017 - ECON. DEV. ADMINISTRATION Total:	3,286,844.00	3,286,844.00	7,585.25	7,585.25	7,585.25	3,279,258.75
	Fund: 110 - 1/4 % ECONOMIC DEV. FUND Surplus (Deficit):	-0.50	-0.50	105,166.04	105,166.04	105,166.04	-105,166.54

Balance Sheet

As Of 07/31/2022

Account	Name	Balance
Fund: 110 - 1/4 % ECONOMIC DEV. FUND		
Assets		
110-000-102-0000	CLAIM ON POOLED CASH	2,547,879.94
110-000-132-0000	DUE FROM DIA	2,850,000.00
110-000-171-1000	SALES TAX RECEIVABLE (.25%)	140,521.66
110-000-171-3000	ACCOUNTS RECEIVABLE	0.29
Total Assets:		5,538,401.89
		<u>5,538,401.89</u>
Liability		
Total Liability:		0.00
Equity		
110-000-271-0000	FUND BALANCE	5,433,235.85
Total Beginning Equity:		5,433,235.85
Total Revenue		112,751.29
Total Expense		7,585.25
Revenues Over/Under Expenses		105,166.04
Total Equity and Current Surplus (Deficit):		5,538,401.89
Total Liabilities, Equity and Current Surplus (Deficit):		<u>5,538,401.89</u>



The City of Durant

Memorandum

Date: 9/6/2022
To: Mayor and City Council
From: Lisa Taylor, Interim City Manager/Economic Development Director
Re: Consider Approval of Amended Small Business Grant Application

Highlighted sections indicate additions/ amendments. The City Attorney has reviewed and indicated no concerns.

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

1. Durant Small Business Grant Guidelines PROPOSED AMENDED



DURANT INDUSTRIAL AUTHORITY

PO Box 578 • Durant, OK 74701
(580) 924-7254 | (580) 916-1512
Email: ltaylor@durant.org
www.ok-durant.org



Durant Small Business Grant Program Guidelines

Overview

The Durant Industrial Authority of the City of Durant, Oklahoma (the “DIA”) recognizes that the success of small businesses is essential to a diverse and successful economy. The Durant Small Business Grant Program was created to assist in the growth and retention of viable small businesses in the City of Durant, Oklahoma. The objective of this pilot program is to support small business owners (for-profit business with fifteen (15) or fewer employees) in the expansion and maintenance of their small business located in the designated area.

This grant is a one-time, monetary award given to a small business and shall not exceed \$5,000. The minimum grant award is \$500. The grants will be committed and funded on a first-come, first-served basis contingent upon availability of funds. There is a limit of one grant per tax identification number. Grants are awarded to applicants who have provided a complete application package and have met all eligibility requirements.

Grant Eligibility

A business may qualify for consideration provided it meets all of the following:

- Must be a for-profit small business. For the purpose of this grant, a small business is defined as a business entity with fifteen (15) or fewer employees. Employees include the owner, part-time, and full-time employees. Not-for-profit businesses, organizations and entities are not eligible for this program.
- The business must be located in a Low to Moderate Income Area/ New Markets Tax Credit census tract at the time of application. To determine if your business is located in an eligible area, review our “Determining If a Business Is located in an Eligible Area” instructions.
- Business must be located in a permanent structure, and applicant must be the owner or leaseholder of the property as a whole. Funds will not be granted to mobile businesses (such as food trucks), consignment vendors, or other businesses who rent/ lease space inside an existing business.
- The business and business owner(s) must be current on all local taxes or fees (real estate, personal property, business license, etc.).
- The business owner must submit an acceptable business plan. A sample business plan and list of components required to be included in the plan are included with the application packet.
- The business owner must complete **one** of the following:
 - o Completion of 30 hours of small business training (combination of small business courses and one-on-one counseling, provided by the Oklahoma Small Business Development Center, REI Women’s Business Center or Choctaw Small Business Development.)



DURANT INDUSTRIAL AUTHORITY

PO Box 578 • Durant, OK 74701
(580) 924-7254 | (580) 916-1512
Email: ltaylor@durant.org
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- o Successfully complete the Durant Small Business Bootcamp, as conducted by the Oklahoma Small Business Development Center. (Certificate of Completion is required).

Members of the Durant Industrial Authority and/ or of the Durant City Council, and their immediate family members (Mother, Father, Spouse, Siblings and Children) are not eligible for participation in the Durant Small Business Grant Program.

Eligible Use of Funds

Funds must be used to improve an existing small business. Examples of eligible uses include:

- Marketing and Advertising Expenses
- Signage
- Equipment (New or Used)
- Computer Hardware or Software
- Development of Online or Mobile Presence
- Consultant Services
- Training and Certifications
- Capital Improvements such as building renovations
- Other Expenses as Approved by the DIA

Please note that expenses must not be incurred until after the application has been approved and all applicable parties have signed the grant agreement.

Ineligible Use of Funds

Examples of ineligible uses include but are not limited to the following:

- Purchase of Inventory
- Personal Expenses
- Purchase of Construction Equipment
- Salaries and/or Payroll (to include benefits such as insurance, retirement, etc.)

Terms

The applicant must comply with all Federal, State and/or Local requirements for operating the business. Some requirements are:

- Business License Tax
- Codes Compliance Regulations
- Local, State and Federal taxes
- Health and Safety Regulations

The applicant must also:

- Provide a business plan, information on the target market, list of any other financial sources and an itemized list of the proposed use of funds to include the cost of each expense.
- Sign a grant agreement and return within 30 days of the agreement date.
- Maintain a business location in the defined geographic area of Durant, OK for at



DURANT INDUSTRIAL AUTHORITY

PO Box 578 • Durant, OK 74701
(580) 924-7254 | (580) 916-1512
Email: ltaylor@durant.org
www.ok-durant.org



least one (1) year after receiving DIA Small Business Grant funds. Failure to do so may result in a requirement to repay grant funds.

- Submit a Grant Expenditure Report form and receipts for eligible expenses no later than the 20th of each month. Grant expenses must not be incurred until after the application has been approved and all applicable parties have signed the grant agreement. Failure to do so may result in a requirement to repay grant funds.

Grant Application Process

Completed applications and any required supporting documentation must be submitted to the DIA by mail, hand delivery or email. Applicant must submit a valid government issued identification (i.e. Passport, Drivers' License etc.) and a completed Request for Taxpayer Identification Number and Certification (IRS Form W-9) with the application.

Following review, the applicant will be sent a notification of decision by mail or email. If approved, the applicant will be provided the amount of the grant funding they are eligible to receive and advised of the next steps in the process (grant agreement, reporting requirements, etc.).

Grant payments will not be issued until the application has been approved by the DIA, and the signed grant agreement has been processed. The fully executed grant agreement must be returned within 30 days of the agreement date.

The DIA reserves the right to deny approval of any application for reasons including, but not limited to, using funds to meet an equity investment requirement of other available business assistance programs, competitiveness of applications received, modifications to grant criteria, etc.

Program Administration

Interested individuals should contact the Executive Director of the DIA (580) 924-7254 or econdev@durant.org regarding the application process or questions.

DIA staff will review all grant applications for eligibility and will make recommendations for funding to the DIA and the Durant City Council. To ensure that projected expenses are reasonable, each grant will be evaluated on the amount of funding requested and the identified use of the funds. Every effort will be made to maximize resources to support as many small businesses as possible.

If the application is not approved, the applicant may reapply for a Durant Small Business Grant after six (6) months. All issues identified by the staff must be addressed prior to resubmission. No more than two (2) resubmissions are permitted within a two (2) year period. There is no application fee. Lifetime limit of one grant per business and/or individual.



The City of Durant

Memorandum

Date: 9/6/2022
To: Mayor and City Council
From: Lisa Taylor, Interim City Manager/Economic Development Director
Re: Consider Extension of the New Growth Group Contract from October 31, 2022 to December 31, 2022.

New Growth Group is the Grant Consultant Company that we hired by contract to write four grants. Two grants have been written. One has been funded, and we should hear about the other soon. We have identified an additional two grants for NGG to write, but they are due in November and December 2022 (DOT Rails to Trails/ Recreational Trails - November and FEMA BRIC - December).

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

1. AMENDMENT #2
2. DIA Extended Scope of Work

AMENDMENT #2 to the
CONSULTING SERVICES AGREEMENT
between
The City of Durant, Oklahoma and
NEW GROWTH GROUP, LLC

This Amendment ("Amendment") is August 31, 2022 and amends and supplements the Consulting Services Agreement entered into as of April 7, 2021 by and between the City of Durant, Oklahoma (hereinafter "DIA") and the New Growth Group, LLC, an Ohio limited liability company with offices at 3615 Superior Avenue, Suite 3101F, Cleveland, Ohio 44114 (hereinafter "New Growth") (the "Agreement").

WHEREAS, DIA and New Growth entered into the Agreement for compliance consulting services; and

WHEREAS, DIA and New Growth agree to amend the Agreement to extend the Term;

NOW, THEREFORE, the parties agree to amend the Agreement as follows:

1. Section 1, Statement of Work. A new Statement of Work is attached hereto as Exhibit A.

The term has been updated in accordance with this Amendment.

2. Section 3. Term and Termination.

This Agreement shall be in effect through December 31, 2022. After the term ends, the parties may agree extend this Agreement in writing.

Either of the parties may terminate this Agreement during the initial term by providing thirty (30) days' written notice to the other party pursuant to Section 10 (Notice).

The parties to this agreement may terminate this Agreement at any time prior to the end of the term if and when it is determined that either of the parties has failed to comply with the conditions of this Agreement. If either party desires to terminate this Agreement due to the other party's breach, the non-breaching party shall provide a detailed notice with an opportunity to cure at least ten (10) days prior to the proposed termination date. In the event of an early termination, New Growth will submit a final invoice for services rendered to

date and the Fund shall remit payment within 30 days of receipt.

3. In the event of any conflict or inconsistency between the provisions of the Agreement and this Amendment, the provisions of this Amendment shall control and govern.

4. Except as specifically modified and amended herein, all of the terms, provisions, requirements and specifications contained in the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment by their duly authorized representatives.

Durant Industrial Authority (DIA)
REQUEST FOR QUALIFICATIONS (RFQ)
GRANTS CONSULTING SERVICES

Submitted by:

The New Growth Group, LLC

February 28, 2021



1. Executive Summary

New Growth Group, LLC., (New Growth) will provide grant services to Durant Industrial Authority (DIA), a public trust of the City of Durant, Oklahoma. New Growth will assist with grant writing services outside the normal municipal grant writing activities. Scope of grants services will include: • Onsite annual needs assessment and review • Research and identify potential funding sources for DIA or various Durant City departments • Coordinate with DIA officials for Project Development and Grant Proposal Development • Assistance with grant reporting and compliance, as needed.

2. Scope and Approach

Work Elements and Project Deliverables

A. Scope of Work Onsite Needs Assessment	B. Grant Research and Forecast	C. Grant Proposal Development	D. Reporting & Compliance
Meeting with DIA Officials, Durant City Departments	Manage a Customized Net (public & private funding sources)	Coordinate with DIA officials to obtain relevant technical details	Written summaries of grant reporting requirements
Review current & planned projects	Monitor Grants and Filter Opportunities	Development and Submission of all grant materials	Preparation and review of grant reports
	Review Opportunities to Join Networks/ Partnerships	Develop Four Targeted Grant proposals	
Deliverable: Needs Assessment & funding plan	Deliverable: Grant Forecast/ Presentation of Forecast	Deliverable: Four (4) Proposals	Deliverable: Grant abstracts, report templates

SCOPE OF WORK

- *Conduct and facilitate an annual onsite needs assessment and review and develop a plan(s) to identify funding sources for DIA's objectives for the year. Coordinate with DIA officials, relevant Durant City departments, and other local team members as identified by DIA, to determine if current or planned activities may be eligible for grants.*

In order to develop plans to identify funding sources that align with Durant Industrial Authority's (DIA) annual objectives, New Growth will partner with key individuals at the organization to identify current and aspirational funding sources, learning the priorities of the City's major divisions to enable tighter alignment between identified opportunities and the goals of key leaders.

- *Research and identify potential funding sources, public grants, private foundation grants and possible local and corporate sponsorships. Research shall include a presentation of all grant requirements and criteria; matching fund requirements; reporting requirements and terms and conditions of potential grant opportunities.*

New Growth will create and maintain a customized grant forecast by monitoring information channels and filtering grant opportunities. New Growth will conduct proactive outreach to funders and individuals with funding information, and then provide actionable information to the DIA. New Growth will provide the DIA with the forecast of federal and philanthropic sources in an excel format which includes grant criteria, matching fund requirements, and reporting and compliance conditions of potential grant opportunities. The forecast will be updated quarterly. Scheduled conversations with City's Economic Development Director and key Administration will follow with further exploration of potential opportunities.

As part of the forecasting process, New Growth will conduct proactive research for funders and communicate the information back to DIA. In addition, New Growth will initiate communication with the program officers of funding programs, sending project concepts, scheduling phone conversations for guidance and clarification. New Growth will also inform the public of grant initiatives, disseminate grant projects as directed by funders, and create press releases for required public notifications, facilitating public meetings/comments as necessary.

- *Conduct and facilitate responses to all grant proposals, on behalf of DIA, or various Durant City departments, including narratives and other writing services, statistical gathering, letters of support, budgets and final submissions.*

Based on grants selected, New Growth, led by Director of Grant Services Robin King, will serve as the primary writer for four federal grant applications. This process will consist of managing project meetings, developing project concepts, collecting necessary attachments, responding appropriately to the funding announcement, and packaging the proposal pieces for submission (narrative, summary, budget, budget narrative, and all attachments). Additional grants may be added on a fee-for-service basis.

- *Prepare written summaries of all grant reporting requirements, criteria, obligations, matching fund requirements, terms and conditions, deadlines and evaluation criteria prior to submission.*

New Growth will create an organizational electronic filing system for grant application materials. All grant applications will be stored in one location on a drive accessible to relevant DIA and Durant City staff (Executive Director, Project Managers, Business and Finance Department). Grants will be organized by year of application and client. Each grant will have a project summary page, an application materials folder, an award materials folder, a budget folder, and a reporting folder. Each folder will have documents that New Growth will compile and complete specific to each awarded grant's guidelines.

- *Preparations and review of grant reports and applications as requested by DIA.*

New Growth will develop written policies and procedures needed to ensure compliance with state and federal law. Additionally, New Growth will develop processes to help centralize grant management tasks. Tools and resources include grant management handbooks and templates for each awarded grant that outline key provisions, reporting due dates, project timelines, and necessary documentation to amend the agreement. New Growth will work closely with DIA staff to assess current capacity and capability and will deliver strategic technical assistance to onboard them to the new tools and build the staff's familiarity and comfort with using them. New Growth will lead the development of grant management handbooks and other implementation tools such as monitoring checklists and grant closeout checklists. When necessary, New Growth will prepare and review grant reports for submission to the appropriate funder.

- *Coordinate with DIA officials to obtain relevant technical details and information required to accurately and effectively generate subject-specific grant content.*

For the scope of work for this project New Growth will work very closely with DIA project managers, administrators, and financial staff to understand their current policies and procedures and identify places to build on existing structures. We will work closely with Durant City's Economic Development Director and administration to develop the rules and capacity needed to establish a fully functional grant-seeking process. New Growth will be the primary driver of action, providing coaching and technical assistance to the staff of the DIA.

New Growth uses an inclusive project development methodology that involves client co-creation and development of deliverables. As New Growth begins to develop deliverables for grants, we will check in at least twice a month with the DIA to ensure alignment with strategic objectives and staff capacity. New Growth will also employ hands-on supportive coaching and strategic assistance. This will include frequent check-ins and quick turnaround time for troubleshooting problems as they arise.

New Growth will request materials from DIA staff and City departments to build a library of grant resources, including previously awarded grants, project descriptions, resumes/ bios, and other materials to support easier development of grant proposals. These will be stored electronically in a customized online filing system that will allow easy access for grant preparation. New Growth will work very closely with the appropriate DIA officials to accurately reflect subject-specific content within the grant proposals.

3. Dedicated Team

Include information about the team that will be assigned to work for and interact with DIA officials.

The New Growth Group, LLC (New Growth) is a workforce consulting group that mobilizes businesses and communities to solve workforce challenges. The organization has provided strategic planning, grant and resource development, operations support, and analytics to over 100 public agencies, colleges, philanthropies, and not-for-profit organizations in 23 states and Washington, D.C. Our team has developed over \$150 million in grant funding for our clients from sources including: USDOL, USDOE, USDOD, USDOT, USDA, EDA, NSF, HHS, local and state agencies, and numerous philanthropies.

New Growth also provides grant management services and organizational development to the Enterprise Development Fund of Erie, The Erie County Redevelopment Authority, and NextFlex (a Manufacturing USA Institute). New Growth remains current on regulatory trends, performs funding agency negotiations, assists in IRB approval (as necessary), assists with training and certification of Principal Investigators / Project Managers, assists in securing contracts and MOUs from partners, vendors, and evaluators, assists with budget compliance modifications, manages site visits from funding agencies (as necessary), and ensures project performance reports and final closeout reports are compliant and timely.

Christopher Spence, Principal, New Growth. Christopher Spence, Principal, New Growth. Chris has 15 years of project leadership experience in workforce and economic development. He has successfully written over \$90 million in winning applications to USDOL, USDOE, EDA, USDOD and numerous state agencies and philanthropic funders. Prior to his workforce development career, Chris was a captain in the US Army 10th Mountain Division. He holds two master's degrees from New York University's Wagner School of Public Service, and a bachelor's degree from Case Western Reserve University. Chris teaches a master's level workforce development course at Cleveland State University's Levin College of Urban Affairs.

Robin King, Director Grant Services, New Growth. Robin is Director of Grant Services with over 12 years of experience in fund development. She is responsible for forecasting grant opportunities, preparing proposals that align with the priorities of funders and clients, managing grant awards while collaborating with internal staff, and maintaining regulatory compliance for grant program periods. Robin came to New Growth from DevelopErie, the umbrella organization for the lead economic development agency in Erie, Pennsylvania. She offers proficiency in researching, writing, editing, and packaging competitive grant proposals, and has written over \$30 million in successful applications to both private foundations, state, and federal agencies including US DOL, USDA, USDOD, USDOC EDA, HHS, and the US Department of Treasury's Community Development Financial Institution (CDFI) program. Robin graduated Summa Cum Laude with a Bachelor's Degree in English from Edinboro University of Pennsylvania.

Kaci Roach, Director of Partnerships & Client Engagement, New Growth. Kaci is the Director, Partnerships & Client Engagement. In this role she manages New Growth's communication strategy and provides strategic direction for research and grant administration

projects. She comes to New Growth with expertise in public policy, group facilitation, and continuous improvement. Before joining New Growth, Kaci worked as an independent consultant specializing in providing strategic planning and communications support to startups, minority owned businesses, and nonprofits in the Cincinnati/Dayton region.

Kaci holds a Master of Science in Urban Studies from the Maxine Goodman Levin College of Urban Affairs at Cleveland State University where she studied the non-economic benefits of college degree attainment in urban areas and the startup culture of the Cleveland Metropolitan Statistical Area. She holds a Bachelor of Arts in Political Science from The Ohio State University, where she was in the honor's program.

In addition to its direct staff, New Growth works regularly with a network of professional grant writers with expertise in specific funding sources and program guidelines.

4. References

Provide five current references for communities in which you have performed similar work. At a minimum, three of the references must represent work conducted within the previous two years.

1. Name and Address: Northeastern Technical College

Dates of Service: May 2018 - present

Contact Person: Dr. Kyle Wagner, President

Email: kwagner@netc.edu

Phone Number: 660.909.3396

2. Name and Address: Lorain County Community College, 1005 Abbe Rd N, Elyria, OH 44035

Dates of Service: 2014 - present

Contact Person: Michael Morgenstern, Director of Advancement

Email: mmorgenstern@lorainccc.edu

Phone Number: 216.570.5821

3. Name and Address: Enterprise Development Fund of Erie County

Dates of Service: 2016- present

Contact Person: Terry S. Holmes, Chairman of the Board

Email: holmes022@gannon.edu

Phone Number: 567.277.2771

4. Name and Address: NextFlex Manufacturing USA Institute, 2244 Blach Pl #150, San Jose, CA 95131

Dates of Service: June 2018 - present

Contact Person: Emily McGrath, Director of Workforce Development, Education, and Training

Email: emcgrath@nextflex.us

Phone Number: 206-295-6311

5. Name and Address: Firelands Forward, North Central Ohio Regional Workforce Development Initiative

Dates of Service: January 2020 - present

Contact Person: Abbey Bemis, Erie County Economic Development Corporation

Email: abbey@eriecountyedc.org

Phone Number: 419.627.7791

5. Schedule

The scope of work will begin April 1, 2021 and continue through December 31, 2022. The grant forecast will be delivered at the end of each quarter, and up to four grant proposals will be written and submitted during the year, as funding announcements are made.

6. Compensation/ Fees Proposal

Total Fees for entire scope of work outlined in this document is \$47,500.

New Growth is itemizing the budget as follows:

Onsite

This fee also includes travel for New Growth project team members to make an in-person site visit at least one time in the year. This will include coordination and interviews with appropriate DIA administration and a written document outlining the community needs and funding plan. Annual site visit/ quarterly check-in (via phone/ webinar)/ expand to ongoing communication infrastructure/ connection to management process.

Travel: \$1500 per person/ 2 people = \$3000

Needs Assessment: \$7000

Sub-Total: \$10,000

Grant Research / Forecast

For the creation and quarterly update of a customized forecast in partnership with city officials and administration. This includes staging of projects, summaries of funding sources, and one-page project concepts.

Sub-Total: \$2,500

Proposal Development

Development of four targeted grant proposals on behalf of the DIA.

New Growth will serve as the primary writer for four federal grant applications. This process will consist of managing project meetings, developing project concepts, collecting necessary attachments, responding appropriately to the funding announcement, and packaging the proposal pieces for submission (narrative, summary, budget, budget narrative, and all attachments). Grant writing is estimated at \$62.50 per hour with an average 100 hours per grant proposal (\$6,250) and four grant proposals per year ($\$6,250 \times 4 = \$25,000$).

Note: Additional grants may be added on a fee-for-service basis.

Sub-Total: \$25,000

Reporting and Compliance

For the implementation of the internal and external funding processes discussed above, including, but not limited to, the development of the grants written handbooks and policies specific to grant reporting, filing, and orientation processes. As New Growth continues to work with the DIA, the workload for reporting and compliance will increase with each successful grant award. The baseline for this subsection is estimated for reporting and compliance of one federal grant award. This includes handbook/ template development, and reporting timelines, etc.

Sub-Total: \$10,000

*As more grant proposals are awarded, New Growth will engage in a separate scope of work specific to administrative management of individual grants (these services can range in amount, with a \$15,000 maximum per additional federal grant. The final amount will be determined upon new grant awards and based on the complexity of reporting and capacity of DIA staff to absorb the reporting duties).

Total Fees for entire scope of work outlined in this document are \$47,500, including travel

New Growth will be responsible for all of its own business expenses, including, but not limited to, computers, email and internet access, software, phone service and office space. New Growth will also be responsible for all licenses, permits, employees' wages and salaries, insurance of every type and description, and all business and personal taxes, including income and Social Security taxes and contributions for Workers' Compensation and Unemployment Compensation coverage, if any.

Note: In addition to the services mentioned above, New Growth provides grant evaluation services. New Growth could partner with DIA under a separate scope of work to provide evaluation and analytics on an as-needed basis.



The City of Durant

Memorandum

Date: 9/6/2022
To: Mayor and City Council
From: Lisa Taylor, Interim City Manager/Economic Development Director
Re: Consider Entering into Executive Session to confer on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to remain or to locate within their jurisdiction if public disclosure of the matter discussed would interfere with the development of products or services or if public disclosure would violate the confidentiality of the business. This Executive Session Authorized by Title 25, Section 307 (C)(11) of the Oklahoma State Statutes.

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:



The City of Durant

Memorandum

Date: 9/6/2022
To: Mayor and City Council
From: Lisa Taylor, Interim City Manager/Economic Development Director
Re: Consider Action Pursuant to Item 5a

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS: