



CITY OF KENT, OHIO

DEPARTMENT OF SAFETY

To: Dave Ruller, City Manager
From: William Lilich
Subject: Acceptance of 2009 BJA Recovery Act Byrne Grant
Date: July 28, 2009

Mr. Ruller,

In late June, we were advised of the Federal approval of our application for the FY09 Recovery Act Byrne Justice Assistance Grant Award. This is the grant that was offered jointly to the City and Portage County. The grant amount is \$71,646, with \$25,492 going to Portage and \$45,972 remaining for the city's use.

As you are aware, this program was reviewed with the City Council in April of this year with authorization to go forward with the application. On June 26, we received notice of the award from the Bureau of Justice Assistance at the level of funding previously described to the City Council. The notice was too late for the July committee meetings, so we have held the action on the acceptance until now. We need to complete an ordinance accepting the grant, as well as formal authorization to enter into the Memo of Understanding for the sharing of the disparate funds with Portage County.

The deadline to notify the Bureau of Justice Assistance of our acceptance of the grant is 45 days, which will be August 10, 2009. I have asked Ms. Copley to schedule City Council Committee time and a brief Council meeting for August 5 in order to meet these deadlines for acceptance of the grant.

If there are any questions, please feel free to contact me.

Thanks,

A handwritten signature in blue ink that reads "Will. Lilich".

William C. Lilich
Safety Director
2009057 JAG FY2009



Department of Justice
Office of Justice Programs

Bureau of Justice Assistance

Office of Justice Programs

Washington, D.C. 20531

June 26, 2009

Mr. David Ruller
City of Kent
319 South Water Street
Kent, OH 44240-3527

Dear Mr. Ruller:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 09 Recovery Act Edward Byrne Memorial Justice Assistance Grant Program Local Solicitation in the amount of \$71,464 for City of Kent.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Shakeeta Cunningham, Program Manager at (202) 514-4493; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in black ink that reads "James H. Burch II".

James H. Burch II
Acting Director

Enclosures




CITY OF KENT, OHIO

DEPARTMENT OF ECONOMIC DEVELOPMENT

Date: July 9, 2009

To: David Ruller, City Manager

From:  Dan Smith, Economic Development Director

Subject: KRBA Requests/KSU Supports use of Summit Street Offices

The Dean of the College of Business, Yank Heisler, has officially requested that the Kent Regional Business Alliance (KRBA) find a new home due to extreme over-crowded conditions at the Kent State University Campus, especially at the College of Business building. Dean Heisler has also contacted me to request any help the City could provide to assist in finding the KRBA new offices and to continue their critical mission of aiding/facilitating business start-ups and entrepreneurs.

The College of Business has housed the Kent Regional Business Alliance/Small Business development Center for the past 15 years. Due to the partnership and in-kind support (housing the organization), the KRBA has been able to leverage additional dollars for operations and technical assistance for numerous programs from Federal, State, County and private funding sources. In other words, the KRBA/SBDC has been able to assist more local clients and greatly enhance the economic climate in Kent and the greater N.E. Ohio region.

Mr. Crews has sent an official request for use of the Summit Street Office Space. The 1,800 square foot end (east) site is well suited for their needs. They have approximately 6-7 employees and councilors as well as various students that intern throughout the year. With the long-term goal of attracting funding and building a new commercialization center/discovery park, the request is being viewed as an interim step in the KRBA's long range plans.

I have been involved with the KRBA for many years and have witnessed the numerous companies that have been assisted with businesses planning, securing financing and getting the business off the ground. Just this year the KRBA has assisted numerous businesses in the Phoenix project, downtown Kent and throughout the greater region (background information attached). I am strongly recommending we provide the space in-kind for a three year period. Utilities and other expenses will still be the responsibility of the KRBA. This agency works hand-in-hand with our Economic Development Programs and will add tremendous

entrepreneurial synergy to our efforts at our City administrative campus as well as insure contractual obligations are fulfilled with Federal, State and County funding sources.

Per our program, the site has been advertised in the Record Courier, Tree City Bulletin and through local organizations including the Chamber of Commerce. It has remained unoccupied for the three years that I am aware of. In addition, two of our current tenants, Christian Edwards hair Salon and Carrie Orris Counseling, will be graduating out of the Incubator and those offices will become available for re-tenanting by the end of the year. I view this request as an important step in our ongoing efforts to support new businesses, create new jobs and continue growing our tax base. In reviewing the activities of the KRBA/SBDC (attached) it is clear this is a critical partnership in fostering new business development by assisting residents and entrepreneurs that have the desire to accept the challenge of creating a new local business.

Daniel Smith - office space

From: "Jack Crews" <jcrews@krba.biz>
To: "Daniel Smith" <SmithD@kent-ohio.org>
Date: 6/19/2009 11:50 AM
Subject: office space
CC: "Bill Hoover" <bhoover@kentbiz.com>, "Carl W. Shallenberger" <cwschfc@aol.com>, "Dr. Shirley J. Barton" <sbarton@kent.edu>, <gkeller@kent.edu>, "Gregory B. Wilson" <greg.wilson@kent.edu>, <gstevens@kent.edu>, "Mark E. Coticchia" <coticchia@case.edu>, "Ray Leach" <rleach@nortech.org>, "Robert Bowman (bowaro@ci.akron.oh.us)" <bowmaro@ci.akron.oh.us>, "Robin Patton" <pattonr@firstenergycorp.com>, "William Shanklin" <wshanklin@gmail.com>

TO: Mr. Dan Smith
 Economic Development Director City of Kent

FROM: Jack Crews
 President & CEO Kent Regional Business Alliance

RE: City of Kent Summit Street Office Space

The Dean of the College of Business has requested that the Kent Regional Business Alliance (KRBA) vacate the premises by Septmeber 1, 2009 due internal spacial needs. We have discussed the possiblity of moving to the vacated office space at the Summit Street office complex. This is our official request and letter of intent to secure this space for the offices of KRBA and its entities. I walked the space with you and it will accomodate our needs and requirements to fulfill our contractual obligations with Federal, State, County and private partnerships arrangements.

One of the issues for any small business development center is leveraging other dollars for operations and technical assistance in various programs. In the past fifteen years the college of business has provided the following in-kind services, utilites, phones and rent. KRBA has it own computers, copiers, office supplies and other equipment. We also have used the furniture made available to the organization by the college. The furniture situation will be evaluted and we will ascertain how that is handled internally.

The City of Kent has been a long time partner with KRBA, even being involved in the inception of the organization. So, the history dates back almost 18 years. You are also aware of our goal to build a new facility to house accelerated and second level companies, with the goal of commercialization in the larger discovery park plan to create new jobs. If we are able to agree to accessing the space we view this as an interim step in our long range plan.

If you should have any questions please do not hesitate to contact my office. I know you will need to discuss this request with the city manager and we thank you both in advance for your attention in this important matter.

Thank you

Kent Regional Business Alliance

KRBA is a nonprofit 501(c)(3) organization established in August 1994 as a cooperative undertaking among northeastern Ohio Businesses, area Chambers of Commerce, Government, and the Kent State University system. KRBA's purpose is to facilitate business development and growth through an active exchange of resources among the partners.

Mission

The mission of the Kent Regional Business Alliance is to facilitate small business, high technology growth and the expansion throughout northeast Ohio.

Vision

The vision is to be center of entrepreneurial excellence by providing innovative programming that will accelerate growth of northeast Ohio's small business community.

Values

Values include the following:

- Cutting-edge programming that keeps pace with the constant changes of the small business community
- Develop collaborations with organizations that have similar missions
- Impact northeast Ohio's economy by providing services that accelerate small business growth
- Maintain a diversified funding base

Staff

- CEO Jack Crews- (330) 672-1277
- Director Virginia Mullenax- (330) 672-1279
- Business Analyst Todd Packer (330) 672-1280
- Business Analyst Susan McGann (330) 672 1282
- Graduate Assistant Nick Jones (330) 672-1282
- Administrative/Finance Susan Bacon (330) 672-3586
- Administrative Assistant Melissa McCoy (330) 672-1275
- WebZone
- Procurement Technical Assistance Director

KRBA Board of Trustees

- Dr. George Stevens- Faculty member, College of Business at Kent State University –
Board Member
- Carl W. Shallenberger- Shallenberger & Associates - Trustee
- Bill Hoover- Executive Director of the Kent Area Chamber of Commerce – Board
Member
- Gregory B. Wilson- Associate VP, Technology – Board Member
- Dr. Shirley J. Barton- Executive Dean Retired, Regional Campuses - Trustee
- Robin Patton- Area Manager Ohio Edison First Energy Group – Board Member
- Gordon Keller- Vice Provost Regional Campuses Retired - Trustee

- **William Shanklin- Visiting Professor of Marketing – Board Chairman**
- **Mark Coticchia- Board Member**
- **Ray Leach- Board Member**
- **Robert Bowman- Deputy Mayor of Economic Development, City of Akron – Ex-Officio**
- **Dan Smith- Economic Development Director, City of Kent - Trustee**

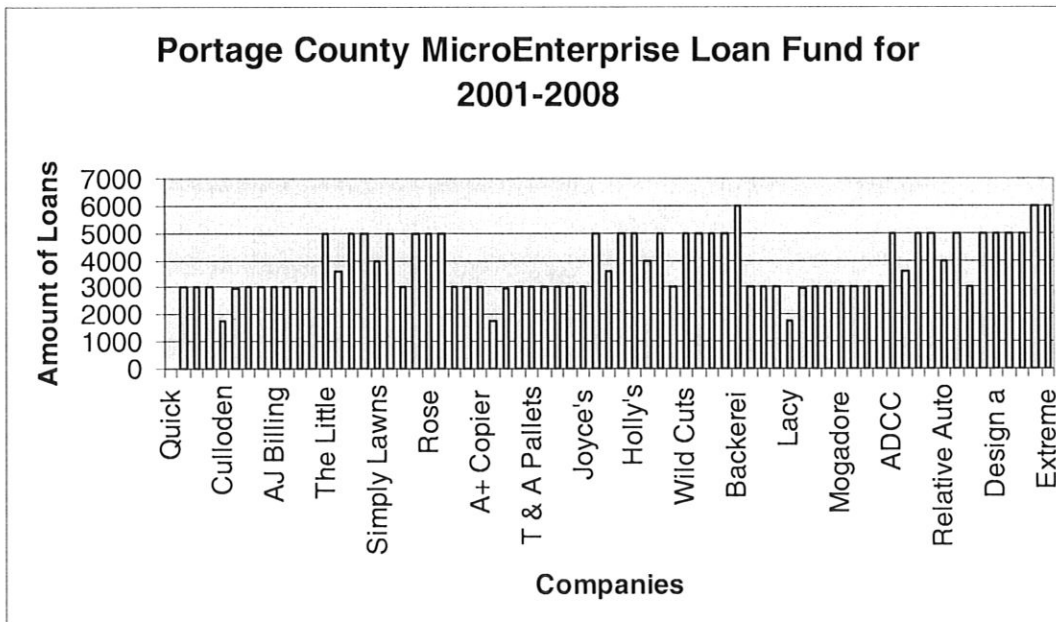
Loans

The Kent Regional Business Alliance has partnered with the SBA and numerous banks in order to provide loans to assist small businesses with financial needs that they could not receive elsewhere. Since 2001 there has been \$653,324.60 in loans granted to small businesses. There are three loan programs for which KRBA act as the intermediary lender. Currently the KRBA has three different loans that clients are potentially eligible for.

- **Portage County MicroEnterprise Loan-** The MicroEnterprise loan Program is made available through funding from HUD and through the new county revolving loan fund. Representatives from Chase Bank, Fifth Third Bank, First Merit Bank, KeyBank National, and National City Bank/P&C form the loan review committee.

Requirements for the Portage County MicroEnterprise Loan

- Federal and State taxes must be current.
- Bankruptcy must be discharged for at least one year and good credit must be established.
- Child support must be current.
- All Federal debt must be current.
- The maximum amount of the total project cannot be more than \$105,000.
- Proceeds of a loan cannot be used for:
 - purchasing real estate
 - pyramid sales or gambling
 - production or distribution of pornographic or obscene materials
 - debt restructuring
- Others as stated under the law



- **The Kent Mini Loan-** made available through funding from the following banks; Home Savings Bank, First Place Bank, KeyBank, Chase Bank, Huntington National Bank, First Merit Bank and Portage Community Bank. The City of Kent provides the Loan Loss Fund for this program.

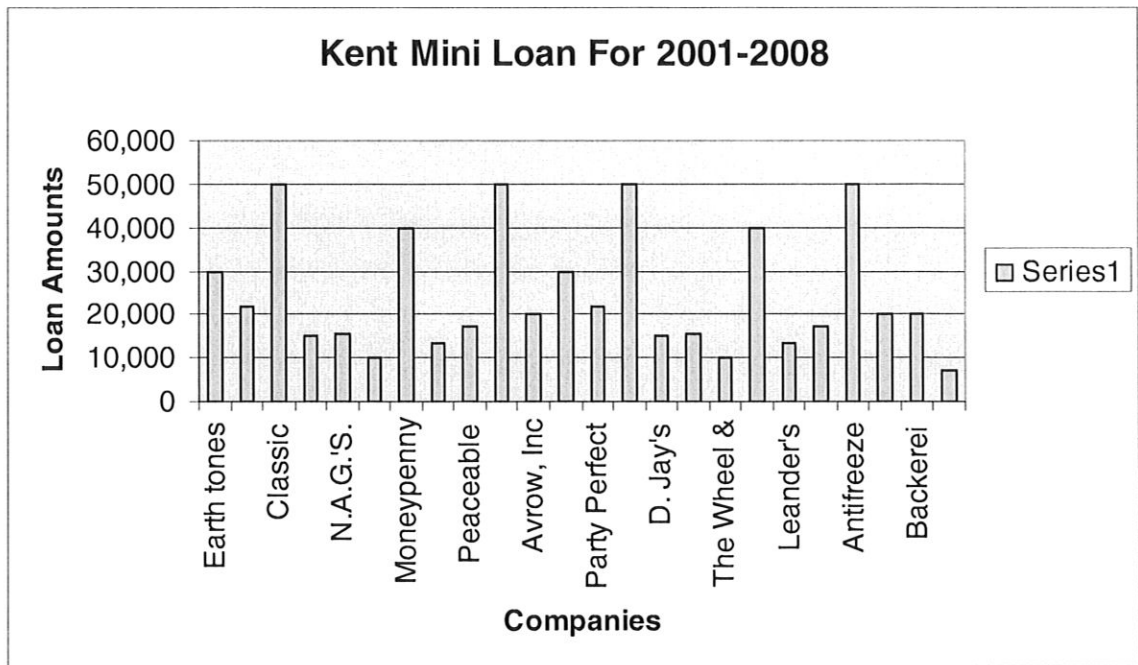
The purpose of the Kent Mini Loan Fund is to make adequate and affordable credit more readily available to existing and start-up business in Kent. Loans are made in the amount of \$10,000 to \$50,000.

Personal guarantees of the borrowers will be required in addition to a first security interest in assets to be acquired with the proceeds of the loan.

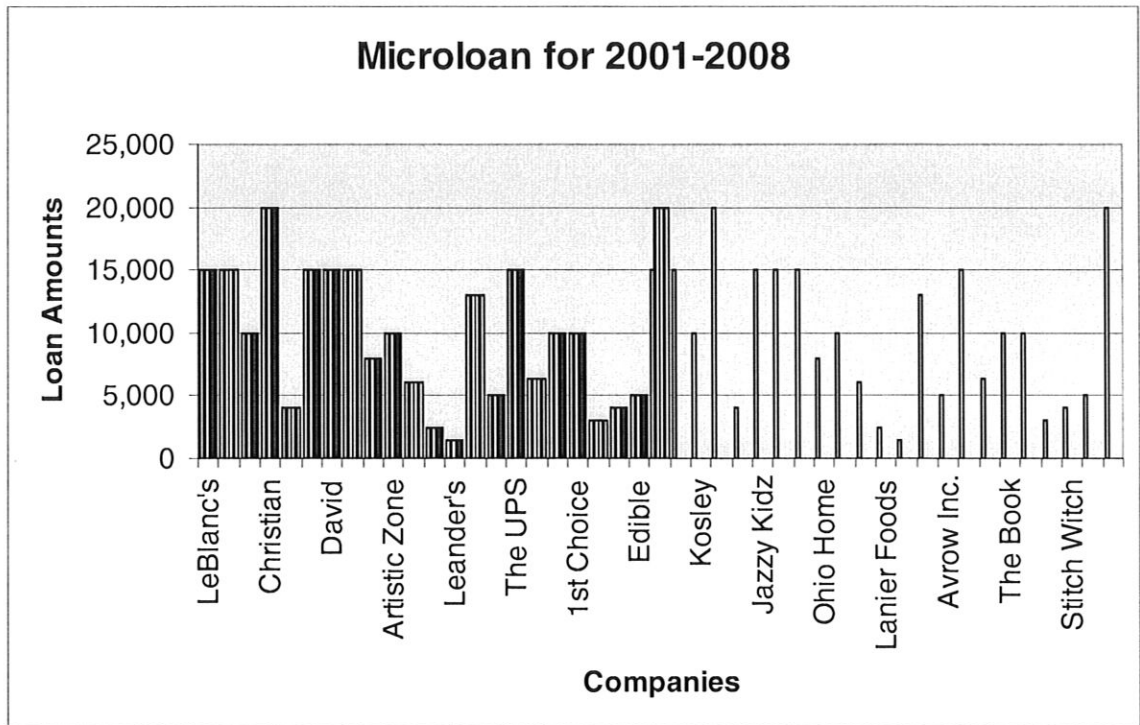
The Kent Mini Loan Fund may share loans with any regulated financial institution. However, participation with another lender is not required as part of the program.

The personal credit history of the borrower and business credit history will weigh heavily in the decision-making process. Reports indication bankruptcy will not themselves disqualify a borrower. Rather, bankruptcies will be investigated further to determine the circumstances reported to the Loan Review Committee. Bankruptcies must have been discharged for at least one year and the applicant must demonstrate that they have re-established good credit.

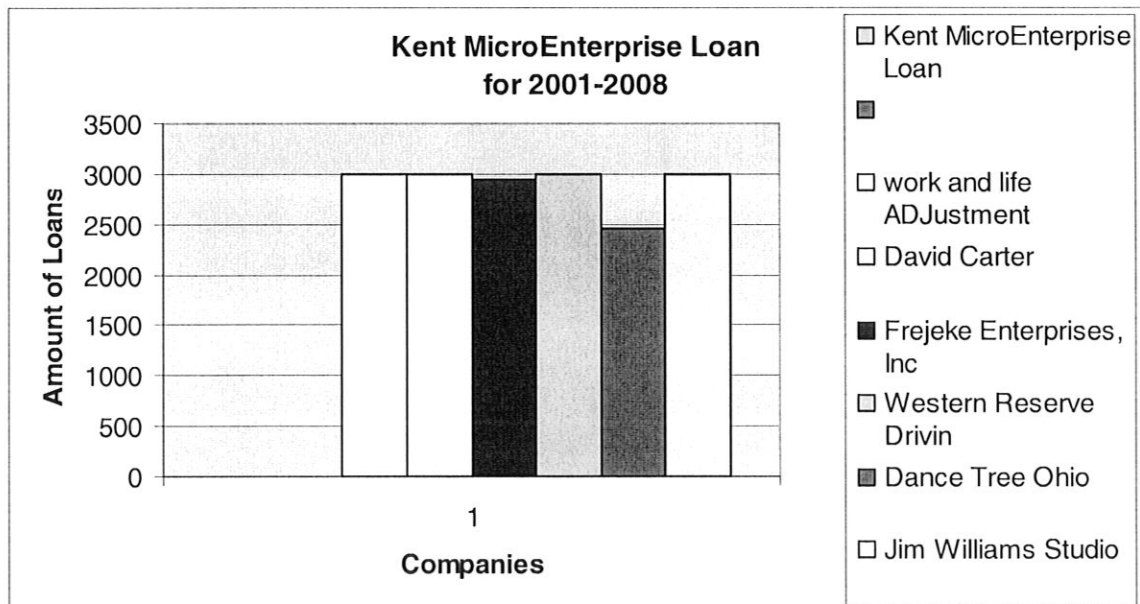
All borrowers must commit to on-going business and consulting throughout the life of the loan. Consulting services are provided on a free and confidential basis by the Kent Regional Business Alliance Small Business Development Center.



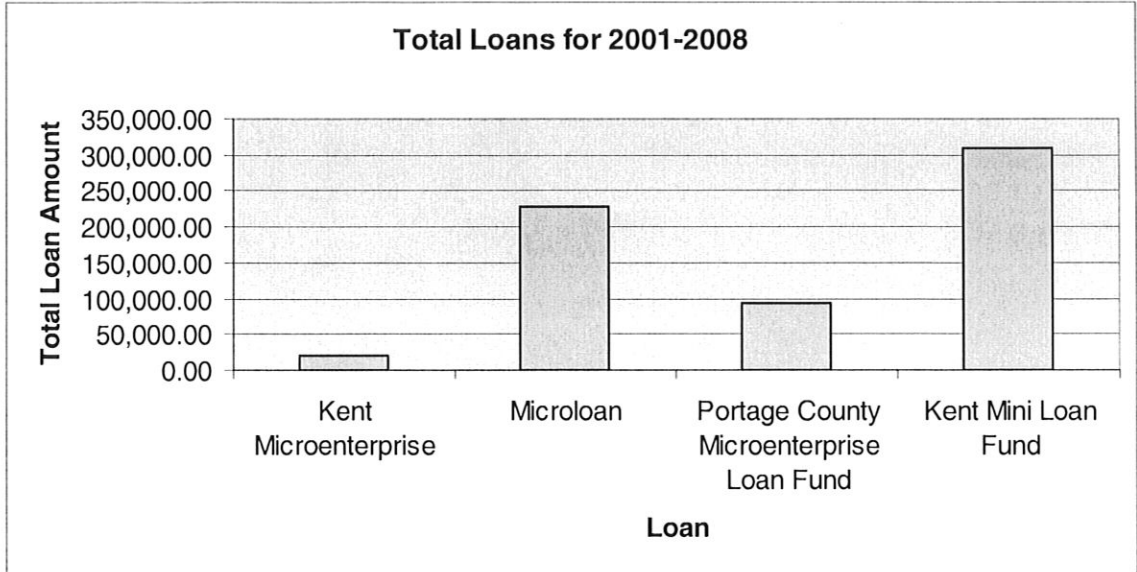
- The SBA Microloan Program-** The Microloan Program provides very small loans to start-up, newly established, or growing small business concerns. Under this program, SBA makes funds available to nonprofit community based lenders (intermediaries) which, in turn, make loans to eligible borrowers in amounts up to a maximum of \$35,000. The average loan size is about \$13,000. Applications are submitted to the local intermediary and all credit decisions are made on the local level.



- The fourth loan was the **Kent Micro-Enterprise Loan**. Currently KRBA does not offer this loan anymore.



Total Loans



Services

The Kent Regional Business Alliance offers many different services to their clients other than loans.

- **Procurement Technical Assistance Center (PTAC)**- There is a statewide network of program offices strategically located so as to provide convenient and effective assistance to businesses throughout the state. These offices offer a wide range of services designed to assist small and mid-size businesses to effectively enter or to stay competitive in the government market arenas. Through several specially designed programs, a general knowledge on “how-to-sell” to the federal government is provided. The services also include assistance with local, state, and international bids. **The Kent PTAC** offers assistance in all areas of government contracting and is designed to increase Ohio’s share of the government marketplace. All core services are free.
- **Web Zone**- An important step in the growth of any business is the establishment of a headquarters on the World Wide Web. Organization’s web sites range in functionality, from providing a simple “yellow-pages style” listing of basic information to hosting a virtual storefront to the world. KRBA can help businesses in Northeast Ohio grow and prosper by providing them an online presence to promote their products or services through our multiple web zone packages.

- **Northeast Ohio Trade and Economic Consortium (NEOTEC)-** The International Trade Assistance Center (ITAC) is a nonprofit organization that provides export counseling assistance at no cost to small, and medium-sized businesses interest in developing international markets, and to existing exporters wanting to expand markets.

In addition to no-cost counseling, the ITAC also offers expanded services including advanced training, in-depth market research services and specialty reports.

- **Free Business Consulting-** The Ohio Small Business Development Center at KRBA offers the support and training that will lead you to profits, jobs, and success. A professional staff, with knowledge of the needs of small businesses (up to 500 employees), is available for consulting at no charge. Whether you are just beginning with a new idea or product, in the start-up stage of your business, or dealing with the issues of growth, an SBDC consultant will be able to assist you.
- **Development Center for Women-** The Small Business Development Center for Women is committed to promoting the advancement of women-owned businesses in our region. Our goal is to become a source of support by providing services that strengthen the growth of enterprises owned and operated by women.

Kent Regional Business Alliance Awards

1996

- Outstanding Partner of the Year- Ohio Department of Development

1998

- Outstanding Partner of the Year- Ohio Department of Development

1999

- Kent/Portage SBDC for Invaluable Service to our Northeast Ohio Community- Bank One

2000

- Directory of the Year- Ohio Department of Development
- Region 9 SBDCs recognized as Region of the Year- Ohio Department of Development
- Director of the Year by the Small Business Development Centers of Ohio- Linda Yost
- Recognition for Outstanding Service by the Ohio Award for excellence Examiner- Linda Yost

2001

- Technology Tenant of the Year- National Business Incubation Association's 16th International Conference in San Jose, CA with 60 countries represented- AlphaMicron Inc.
- Business Analyst of the Year- Ohio Department of Development

2002

- Economic Development Finance Professional, Linda Yost- The National Development Council

2003

- Ohio Partnership for Excellence- Tier 1 Level

2004

- Beta Gamma Sigma Honoree Inductees- Jack Crews & Linda Yost
- Kent Area Chamber of Commerce (KACC) "Past President" Award for recognition for services to the community and make Kent a better place to live- Linda Yost

2005

- Kent Area Chamber of Commerce (KACC) "Small Business Award" Person of the Year- Linda Yost

- “State Star Ohio SBDC,” by the Association of Small Business Development Centers-
Linda Yost

2007

- Us Small Business Administration Ohio Homes Based Business Champion of the Year-
Jack Crews

1992 – 2008 STATISTICS

CAPITAL INFUSION	\$36,000,000
SALES INCREASES	\$89,142,229
CLIENTS COUNSELLED	4,500
HOURS OF COUNSELLING	32,955
TRAINING SESSIONS	123
TRAINING ATTENDEES	1889


KENT STATE
UNIVERSITY

July 7, 2009

Dan Smith
Director of Economic Development
City of Kent
Kent, OH 44240

Dear Dan,

As you know better than most, the Kent Regional Business Alliance (KRBA) has had an important eighteen year connection to the Business School. We have effectively leveraged each other's mission and the capabilities of many individuals who, respectively, have represented each organization. The KSU Business School has, additionally, provided office space for KRBA during this period.

Last November, I indicated to Jack Crews, the president of KRBA, that our Business School programmatic commitment to growing our Entrepreneurship program and also starting a new one as Health Care MBA would require additional space for us in the College of Business building. Unfortunately, I told Jack we would not be able to extend KRBA's "housing arrangement" beyond the summer of 2009.

Accordingly, it is great news that the City of Kent has offered an office space opportunity for KRBA. We know that our Business School working relationship with KRBA will benefit by this proximity to campus. Now the projects that Jack Crews and I are discussing have an improved chance to enhance our area, as we continue to push forward together.

Hope your summer is going well.

Sincerely,



Yank Heisler
Dean

College of Business Administration and
Graduate School of Management
Office of the Dean

P.O. Box 5190 • Kent, Ohio 44242-0001

330-672-2772 • Fax: 330-672-3381 • E-mail: business@kent.edu • <http://business.kent.edu>