



Department of Planning & Community & Economic Development

Economic Development Division

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Office of Business Resources

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CITY OF MADISON BUILDING IMPROVEMENT GRANT RESJI PROCESS AND TIMELINE

Prepared By: Ruth Rohlich rrohlich@cityofmadison.com

RESJI STAFF REVIEW

Lead: Ruth Rohlich, Business Development Specialist
Support: Tariq Saqqaf, Racial Equity and Neighborhood Resource Team Coordinator
Saran Ouk, Manager, Office of Business Resources

Review Team:

Michael Miller, Business Development Specialist, Office of Business Resources
Christina Thiele, Building Inspection
Garrett Tusler, Community Services

Timeline:

Team review period: March 1 – 9
1st RESJI Discussion: March 9
2nd RESJI Discussion: March 16
Draft with updates: March 16 – March 25
RESJI Team Review of final draft: March 25 – April 4
Final Draft to Legistar for Council Review and Approvals: April 12

Current recommendations (*please note this is from the first RESJI discussion – these can change and other suggestions will be added*):

- Clarify new businesses can apply
- Clarify funding can be used for equipment and other business needs
- Consider multiple review teams based on location in City (making sure the applications in areas with UDC approval or other specific approvals have city staff representation to help applicants through those processes)
- Considerations beyond just documentation translation for English as a Second Language
- Very targeted marketing to targeted businesses/Marketing Plan for project launch
- Supportive services around applicants – can they work with support services? KIVA etc...at same time
- Parse out Façade Grant from Building Improvement Grant?
- Thoughtful planning around application support and review

RESJI COMMUNITY REVIEW

Lead: Saran Ouk, Manager, Office of Business Resources
Support: Tariq Saqqaf, Racial Equity and Neighborhood Resource Team Coordinator
Ruth Rohlich, Business Development Specialist

Review Team:

Kent Yan, Broker, Plato Commercial Real Estate
Sabrina Madison, Founder and Director, Progress Center for Black Women and EDC Chair
Rob Bowman, Owner August, Retail Improvement Grant Recipient
Jazmynn Appleton, Manager of Entrepreneurial Opportunities, Progress Center for Black Women

Timeline:

Team review period: March 1 – 14
1st RESJI Discussion: March 14
2nd RESJI Discussion: TBD
Draft with updates: March 16 – March 25
RESJI Team Review of final draft: March 25 – April 4
Final Draft to Legistar for Council Review and Approvals: April 12

BUILDING IMPROVEMENT GRANT REVIEW COMMITTEE

To be determined

Program Timeline	
Item	Due Date
RESJI Process	Tuesday, April 5
Resolution due to Legistar	Tuesday, April 12 NOON
Introduction to Council	Tuesday, April 19
Finance	Monday, April 25
Final Council Meeting	Tuesday, May 10
Go Live	Monday, May 16
Program “Life”	May 16 – December 31st