

ELKHART URBAN



ENTERPRISE ZONE

MANAGED BY ELKHART URBAN ENTERPRISE ASSOCIATION

**Elkhart Urban Enterprise Association Board Meeting  
City Hall Annex Building (201 South Second) Conference Room  
Monday, May 15, 2023 @ 3:00 pm**

THIS MEETING WILL BE HELD IN PERSON AND ELECTRONICALLY

To join, go to

<https://coei.webex.com/coei/j.php?MTID=md67e93f5d3cab365043f914a2cf3c022>

Enter **2313 705 3991** as the event number and "EUEA" as the password  
To join by phone, call **1-415-655-0001** Access Code **23137053991##**

### AGENDA

- Call to Order
- Approval of Minutes for April 17, 2023
- New Business
  - a) Enfocus Update
  - b) Scholarship Application
  - c) Emergency Relief Application
  - d) Susanna's Kitchen security enhancement quote
  - e) EnFocus Invoice #12018-03617 for \$9,500
  - f) EnFocus Invoice #12018-03679 for \$9,500
- Financial Report
  - a) INOVA account balance as of 4/30/2023 (\$210,266.22)
- Other Business
  - a) Tolson Center
  - b) Emergency Grant Relief Application - Church
- Old Business
- Adjournment

## MINUTES

April 17, 2022 3:00 pm – City Annex Building Conference Room

**Members present:** Arvis Dawson, James Gardner, Therese Geise, and Bill Lavery, and Jeff Whisler

**Also present:** Mike Huber, Drew Wynes, Sherry Weber, and Breanna Allen, Tolson Center

**Present via Webex:** Matthew Barlow – enFocus, Gillian Shaw – enFocus, Francie Fink – enFocus, Carlos Centellas – enFocus and Rose Riviera – COEI

This meeting was held in-person and via Webex. Mr. Garner called the meeting to order at 3:01 p.m.

### **Approval of Minutes:**

Mr. Gardner asked for a motion to approve the Regular Meeting Minutes for March 20, 2023. It was moved by Mr. Dawson and seconded by Ms. Geise that the Regular Meeting Minutes for March 20, 2023 be approved as presented. Voice vote, all in favor. Motion approved.

### **New Business**

- a) Breanna Allen from the Tolson Center presented on the Kelby Love Mural proposal. Tolson Center is asking for \$50,000 to bring in artists the can bring the inspiration of the Kelby Love mural into the Tolson Center.
- b) Mike Huber gave an update on the enFocus project, discoveries we have made, obstacles we are facing, and plans moving forward. Gillian Shaw, Mathew Barlow, Francie Fink and Carlos Centellas from enFocus presented updates and the progress made on the project of getting as many Urban Enterprise Zone businesses signed up for the tax benefit through the state as possible by the May 15<sup>th</sup> deadline.
- c) The Board discussed the possibility of adding new Board members but decided to wait until the future of the EUEA became clearer.

### **Financials:**

Members were given a copy on the March 31, 2023 INOVA Bank Statement (\$210,205.75). Mr. Dawson made a motion to approve the financial statement. Seconded by Ms. Geise. Voice vote, all in favor. Motion approved.

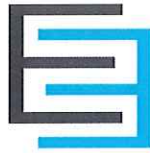
### **Other Business:**

Susanna's Kitchen security quote – will bring back next meeting once we have a quote to review.

Original Articles of Incorporation, original Bylaws and original Mission Statement provided to each of the Board members as requested at the March meeting.

### **Old Business**

ELKHART URBAN



ENTERPRISE ZONE

MANAGED BY ELKHART URBAN ENTERPRISE ASSOCIATION

**Next Meeting:**

Next Board meeting will be held at regularly scheduled time (3<sup>rd</sup> Monday of the month) on 5/15/2023 at 3:00 p.m. in the Annex Conference Room.

**Adjournment:**

Mr. Gardner made a motion to adjourn meeting. Seconded by Mr. Dawson. Voice vote, all in favor. Meeting adjourned at 3:59 p.m.

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Signature: Jim Gardner, President

DRAFT

## Elkhart Urban Enterprise Zone Scholarship

Application and all required materials due to the  
Elkhart Urban Enterprise Association by **June 16, 2023 at 5:00 pm**

### *Overview*

The Elkhart Urban Enterprise Association (EUEA) offers an Enterprise Zone Scholarship as a part of its mission to improve the quality of life for Zone residents.

Applicants must live and/or work in the Elkhart Enterprise Zone and have received a high school diploma or equivalent (GED) prior to the start of the degree program chosen. The EUEA scholarship program is available to traditional and non-traditional students at an Indiana institution. Students of apprenticeship programs, vocational training programs, trade schools, technical schools, colleges and universities are eligible. Both part-time and full-time students are eligible.

Scholarship finalists will be required to attend a EUEA board meeting and make an informal presentation.

### *Eligibility*

- Must live or work in the Elkhart Urban Enterprise Zone
- Must have a high school diploma or equivalent (GED) prior to the start of the fall semester
- Must be enrolled or accepted to an Indiana institution
- Be considered at least a part-time student by school or training program
- Must submit transcript after each semester

### *Requirements*

- Submit the completed application
- Write a 500-word essay how the scholarship would help you achieve your educational/career goal(s)
- Provide Official School or Program Transcript
- If available, submit a resume
- Attend an EUEA Board meeting and make an informal presentation
- Provide proof of enrollment, tuition and book costs
- If already attending, have at least a 2.0 (C) Grade Point Average
- If you fall below a 2.0 Grade Point Average, no further funds will be awarded

### *Guidelines*

- Scholarships are \$2,000 for first academic school year, with a lifetime maximum cap of \$5,000
- Scholarships are made payable to the school or training program
- All documentation must be submitted before an application will be considered

*\*The EUEA reserves the right to reject any and all applications*

## Elkhart Urban Enterprise Zone Scholarship Application

Application and all required materials due to the  
 Elkhart Urban Enterprise Association by **June 16, 2023 at 5:00 pm**

**Application Instructions:**

1. Complete each section of this application carefully. Be sure not to leave any areas blank (write N/A if you cannot provide an answer).
2. Include requested materials only.
3. **Sign** the last page of this application.
4. Please keep a copy of this application for your records.

SECTION 1: APPLICANT INFORMATION			
Applicant's Name:	<input type="checkbox"/> Ms.	<input type="checkbox"/> Mr.	
Date of Birth	First	Middle	Last
Address			
City, State and Zip			
Home Phone:	Cell Phone:		
E-mail Address:			
High School:			

SECTION 2: ACADEMIC INFORMATION		
Attach an <b>official</b> copy of your most current <b>high school or college transcript</b> to this application.		
Academic History	Date(s)	GPA
High School		
Vocational/Technical School or College/University you currently attend or plan to attend		
Field of Study or Major:		
In the fall I will be a: <input type="checkbox"/> freshman <input type="checkbox"/> sophomore <input type="checkbox"/> junior <input type="checkbox"/> senior <input type="checkbox"/> graduate student <input type="checkbox"/> other		
I will be enrolled: <input type="checkbox"/> full-time (12+ credits) <input type="checkbox"/> half-time (6+ credit hours) <input type="checkbox"/> less than half-time		

**SECTION 3: RESUME**

Please attach a resume with work history, community activities, extracurricular activities, etc.

**SECTION 4: ESSAY**

On separate sheets of paper, please submit a **typed** 500 word essay addressing the following:

1. Why you selected the field of study you intend to pursue
2. How this scholarship will help you achieve your educational and/or career goal
3. If you were to receive this scholarship, what potential contributions you will make the Elkhart Urban Enterprise Zone and greater Elkhart community.

**SECTION 5: LETTERS OF RECOMMENDATION**

Please include two signed letters of recommendation. (Recommendation letters should describe the initiative, dependability, and other character qualities of the applicant.)

**Signing below indicates your agreement to the following statement:**

“I certify that all information in this application is true and complete to the best of my knowledge. If asked, I agree to give documentation to support the information given on this form.”

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Elkhart Urban Enterprise Zone Scholarship Checklist

Application and all required materials due to the  
Elkhart Urban Enterprise Association by **June 16, 2023 at 5:00 pm**

- Completed Application (signed by you)
- Official Transcript
- Resume
- 500 Word Essay
- Two (2) Signed Recommendation Letters

**Submit completed application by 5:00 p.m. on June 16, 2023 to:**

Attn: Sherry Weber  
[sherry.weber@coei.org](mailto:sherry.weber@coei.org)  
(574) 294-5471 x1027  
Elkhart Urban Enterprise Association  
201 S Second Street  
Elkhart, IN 46516

# ELKHART URBAN ENTERPRISE ASSOCIATION EMERGENCY RELIEF FUND GUIDELINES

## **SUMMARY**

The Elkhart Urban Enterprise Zone Emergency Relief Fund is for locally owned, small businesses located within the City of Elkhart's Urban Enterprise Zone. This is a grant and requires no repayment of awarded funds.

## **PRIORITY OF FUNDING**

Businesses located within the Elkhart Urban Enterprise Zone (*see map*). Awarded funds are to be utilized only for addressed locations listed in the application within the Elkhart Urban Enterprise Zone designated area.

## **AWARD AMOUNTS**

The purpose of this grant is to aid as many local businesses and organizations as possible, the Elkhart Urban Enterprise Association encourages applicants to consider the needs of their business/organization and make a request for an amount suitable for the individual organization.

## **OTHER QUALIFICATIONS**

This program is intended to assist businesses and organizations within the Elkhart Urban Enterprise Zone with emergency relief. Please provide a summary of all other grants/loans or other funding sources that have been received and/or applied for.

## **USE OF FUNDS**

The primary objectives of this grant are emergency operation needs, ensuring that the business can remain operable and sustainable.

## **REPORTING**

Recipients are required to provide documentation to illustrate the need for the funds. Required documents include but are not limited to:

- Tax returns for the past two years
- Income statement / P&L statements for the past two years
- Balance Sheets
- Invoices
- Other

## **SUBMISSION AND CONTACT**

Applications and inquiries may be dropped off, mailed, or emailed to:

Development Services – Elkhart Urban Enterprise Zone  
c/o Drew Wynes  
201 S Second Street  
Elkhart, Indiana 46515  
(574) 338-1895  
[drew.wynes@coei.org](mailto:drew.wynes@coei.org)

Applications will be date stamped and reviewed by the EUEA Board in the order received.

***Funds will be used to pay vendors directly.***



ELKHART URBAN ENTERPRISE ASSOCIATION  
EMERGENCY RELIEF FUND APPLICATION

**CONTACT INFORMATION (Please print or type)**

Business Name \_\_\_\_\_  
Address \_\_\_\_\_ City Elkhart State Indiana Zip \_\_\_\_\_  
Phone (Business) \_\_\_\_\_  
Phone (Mobile) \_\_\_\_\_  
Email \_\_\_\_\_

**BUSINESS INFORMATION**

Business Tax ID (EIN or Social Security Number) \_\_\_\_\_

Business Type

- Corporation
- Partnership
- LLC
- Proprietorship

Years in Business \_\_\_\_\_

Number of Employees

FTE \_\_\_\_\_ PTE \_\_\_\_\_

Which of the following best describes your request:

- \_\_\_\_\_ Emergency building repair (inside or outside)
- \_\_\_\_\_ Emergency compliance upgrades/repairs for safety to meet building, zoning, and health department regulations.
- \_\_\_\_\_ Acts of God with proof of insurance for funding toward deductible
- \_\_\_\_\_ Fire or floods from leaks with proof of insurance to pay toward deductible
- \_\_\_\_\_ Building is in the historical district
- \_\_\_\_\_ Heating and cooling repairs

**ELKHART URBAN ENTERPRISE ASSOCIATION  
EMERGENCY RELIEF FUND APPLICATION**

I, \_\_\_\_\_ (Print Name), am formally requesting a grant of  
\$ \_\_\_\_\_ on behalf of my business, \_\_\_\_\_

Please explain reason for emergency:

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*If more space is needed please attach/submit document with application*

Have you sought funding from any other institution (banking, non-for-profit, etc.)?

If yes, please explain:

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*If more space is needed please attach/submit document with application*

*Funds will be used to pay vendors directly*

ELKHART URBAN ENTERPRISE ASSOCIATION  
**EMERGENCY RELIEF FUND APPLICATION**

By signing below, you represent that all information in this application is accurate and complete, that you are authorized to enter in to contracts, and that no bankruptcy proceedings are in progress or anticipated which involved you and/or your business/organization.

*We are not obligated to make a grant to you and/or your business, and we may retain this application whether or not a grant is given.*

Print Name \_\_\_\_\_

Sign Name \_\_\_\_\_

Title \_\_\_\_\_

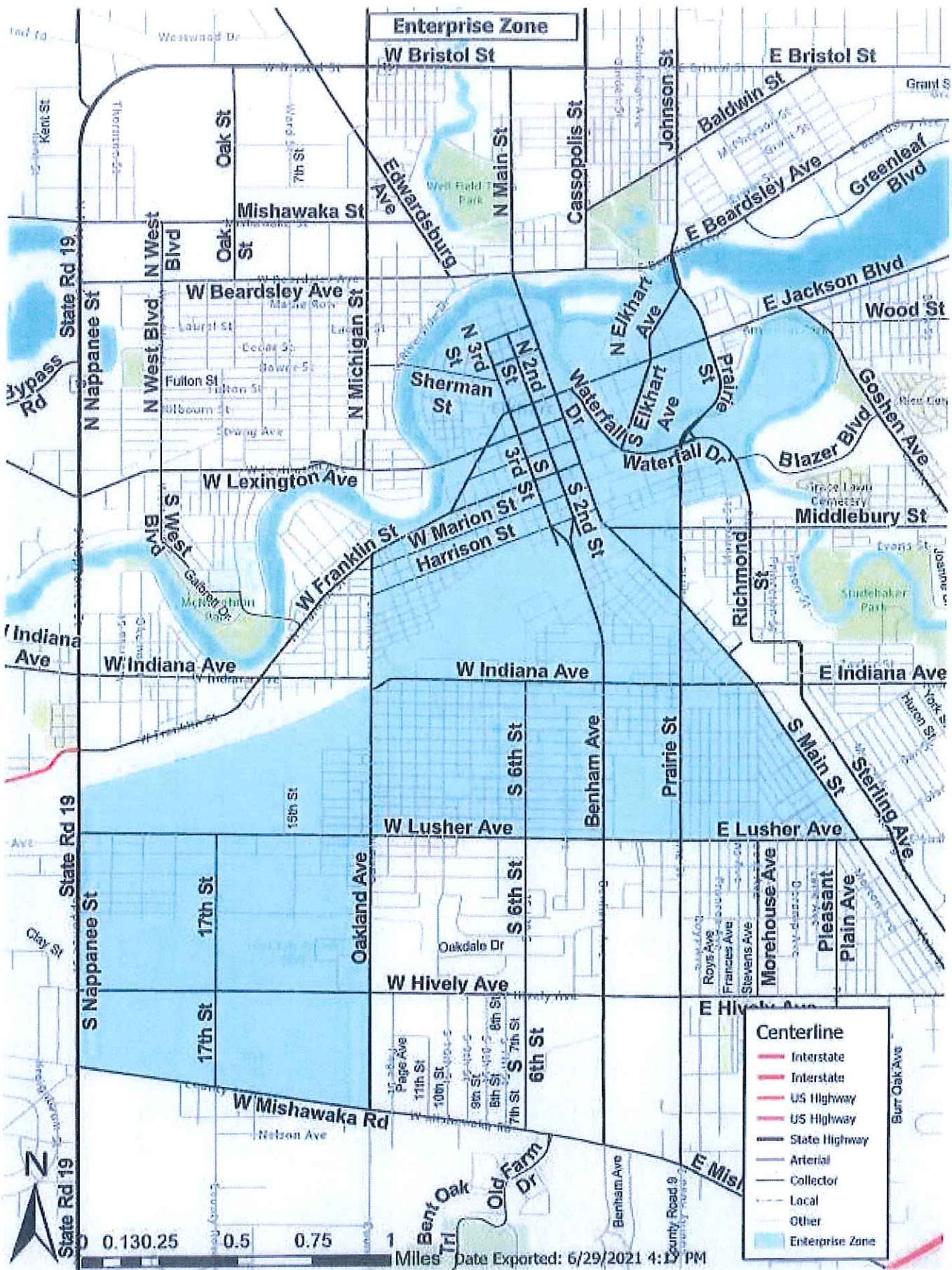
Date \_\_\_\_\_

Print Name \_\_\_\_\_

Sign Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



Date Exported: 6/29/2021 4:12 PM

**enFocus Inc.**

635 S Lafayette Blvd Ste 105  
South Bend, IN 46601 US  
accounting@sbenfocus.org



**INVOICE**

**BILL TO**

Arvis Dawson  
Elkhart Urban Enterprise  
Association



**INVOICE #** 12018-03617

**DATE** 04/03/2023

**DUE DATE** 05/03/2023

**TERMS** Net 30

ACTIVITY	QTY	RATE	AMOUNT
<b>Service enFocus</b> EUEA Accelerated Project - Fellows and Project Manager March 2023	1	9,500.00	9,500.00

Please make all checks payable to enFocus, Inc.

**BALANCE DUE**

**\$9,500.00**

If you have any questions concerning this invoice, you may contact our accounting department via email at [accounting@sbenfocus.org](mailto:accounting@sbenfocus.org).

**APPROVED FOR PAYMENT**

DATE: 5-1-23

DESCRIPTION: EUEA Project

ACCOUNT LINE:

PO NO:

APPROVED BY: May 15 EUEA Board Meeting

enFocus Inc.  
635 S Lafayette Blvd Ste 105  
South Bend, IN 46601 US  
accounting@sbenfocus.org



# INVOICE

**BILL TO**  
Arvis Dawson  
Elkhart Urban Enterprise  
Association



**INVOICE #** 12018-03679  
**DATE** 05/01/2023  
**DUE DATE** 05/31/2023  
**TERMS** Net 30

ACTIVITY	QTY	RATE	AMOUNT
<b>Service enFocus</b> EUEA Accelerated Project - Fellows and Project Manager April 2023	1	9,500.00	9,500.00

Please make all checks payable to enFocus, Inc.

**BALANCE DUE**

**\$9,500.00**

If you have any questions concerning this invoice, you may contact our accounting department via email at [accounting@sbenfocus.org](mailto:accounting@sbenfocus.org).

## APPROVED FOR PAYMENT

DATE: 5-1-23  
DESCRIPTION: EUEA Project  
ACCOUNT LINE:  
PO NO:  
APPROVED BY: May 15 EUEA Board Meeting



# INOVA

## FEDERAL

PO Box 1148, Elkhart, IN 46515  
800.645.3732 / Fax 574.293.6119  
www.inovafederal.org



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ELKHART URBAN ENTERPRISE ASSOCIATION INC  
229 S 2ND ST  
ELKHART IN 46516-3112

0019 02  
0005626

Tap into your home's equity and make your home your own!

INOVA FEDERAL  
Always within reach™

STATEMENT PERIOD		PAGE	MEMBER NUMBER				
04-01-2023 TO 04-30-2023		1 of 1	9335767				
<b>Account Summary</b>							
Account Number		Balance as of: 04-30-2023					
9589163537	Membership Savings	5.00					
9589163545	Business Ovation Checking	210,266.22					
DATE	TRANSACTION DESCRIPTION	BALANCE					
<b>9589163537 Membership Savings</b>							
Apr-01	Beginning Balance		\$5.00				
	Dividends Paid Year To Date \$0.00	<b>Ending Balance</b>	\$5.00				
<b>Summary of Overdraft and Returned Item Fees</b>							
		Total For This Period	Total Year-to-Date				
Total Overdraft Fees		\$0.00	\$0.00				
Total Returned Item Fees		\$0.00	\$0.00				
<b>9589163545 Business Ovation Checking</b>							
ANNUAL PERCENTAGE YIELD EARNED 0.351%							
Apr-01	Beginning Balance		\$210,205.75				
Apr-30	Deposit Dividend Annual Percentage Yield Earned .351%	60.47	210,266.22				
	Dividends Paid Year To Date \$258.75	<b>Ending Balance</b>	\$210,266.22				
<b>Summary of Overdraft and Returned Item Fees</b>							
		Total For This Period	Total Year-to-Date				
Total Overdraft Fees		\$0.00	\$0.00				
Total Returned Item Fees		\$0.00	\$0.00				
<b>Deposits and Other Credits</b>							
Date	Amount	Date	Amount	Date	Amount	Date	Amount
Apr-30	60.47						
1 Deposits and Other Credits for \$60.47							

**RECEIVED**  
MAY 09 2023  
BY: