

# Center City Development Corporation Board Meeting

To: Center City Development Corporation (CCDC) Forgivable Loan Committee  
From: DMC Staff  
Date: April 16, 2020  
RE: Downtown Business Continuity Forgivable Loan Request – Bluff City Coffee

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The enclosed Business Continuity Forgivable Loan has been submitted for consideration at the April 17, 2020, CCDC Forgivable Loan Committee Meeting.

**Project:** Bluff City Coffee, 505 S. Main

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Applicant: David Adams  
505 S. Main  
Memphis, TN 38103

Property Owner: Philip L and Terry E Woodard  
11 Nettleton Ave.  
Memphis, TN 38103

Project Description: Bluff City Coffee is a South Main anchor and has been in operation for thirteen years. This coffee shop is a gathering place for local residents and travelers alike, located near the National Civil Rights Museum. COVID-19 has caused a complete halt to business since the “Stay at Home” mandate.

Use of Loan Funds: Staff has reviewed current financial statements for this business and recommends that the loan proceeds be used for the following immediate expenses:

- Rent
- Payroll
- Refrigerator/freezer equipment to help improve the business model post COVID-19

EBO Program: This application will not involve making any physical improvements to the space using the Forgivable Loan proceeds.

Payment Schedule: The initial repayment will be deferred for 6 months. The payments will begin in October, 2020, at a minimum amount of approximately \$126 per month.

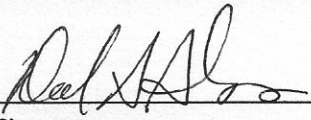
Staff Recommendation: Approve a Business Continuity Forgivable Loan of \$7,500.

# APPENDIX I: DOWNTOWN BUSINESS CONTINUITY FORGIVABLE LOAN PROGRAM APPLICATION

<b>Date of Application:</b>	April 1, 2020
<b>Building/Property Address:</b>	505 S. Main Street, Memphis TN 38103
<b>Applicant's Name:</b>	David Adams
<b>Name of Business:</b>	Bluff City Coffee

<b>How long have you been operating in this location?</b>	13 Years
<b>Building Ownership Status:</b>	<input type="checkbox"/> Own <input checked="" type="checkbox"/> Lease <input type="checkbox"/> Other _____
<b>Size of Current Location (Sq. Ft.)</b>	1,800 sq ft
<b>How do you plan to use the grant?</b>	<p>We have been able to stay open, maintain existing employees and complete payroll during the Covid crisis despite a revenue decrease of close to 60%. The grant would allow us fund payroll and operations thru May 2020 with hope that we will begin to see a return to some sense of normality in the June/July timeframe.</p> <p>Additionally, the Grant would assist as we redefine our business model to address the short term along with what will be definitely different times following this crisis. We are in the process of adding 'general store' offerings to our current coffee, pastry and sandwich items. These would focus on fruit, vegetables, milk (including non-dairy) and prepared foods (most already offered in our GrabNGo). Additionally, we will introduce frozen PotPies during the first week of April to augment our prepared food offerings.</p>

<b>Legal Disclosure:</b>	<p><i>Disclose in writing whether any applicant, guarantor, or any other person involved with the project is currently engaged in any civil or criminal proceeding or ever filed for bankruptcy. Also, disclose whether any individual involved with the project has ever been charged or convicted of any felony or currently is under indictment:</i></p> <p>No owner or guarantor has been engaged in civil or criminal proceedings, bankruptcy filings or other court actions.</p>
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<b>Board Relationship Disclosure:</b>	<p><i>Disclose in writing whether the applicant or any guarantor has any previous or ongoing relationship with any Board member or legal counsel of the Board.</i></p> <p>There are no existing relationships with any Board members.</p>
<b>Applicant's Certification:</b>	<p>This application is made in order to induce the CCDC to grant financial incentives to the applicant. The applicant hereby represents that all statements contained herein are true and correct. All information materially significant to the CCDC in its consideration of the application is included. The applicant acknowledges that it has reviewed the descriptions of the CCDC financial program for which it is applying and agrees to comply with those policies. The applicant shall also be required to show best faith efforts with regard to the employment of minority and/or women contractors and subcontractors in the project development. The applicant specifically agrees to pay all reasonable costs, fees and expenses incurred by the CCDC whether or not the incentive is granted or project completed.</p> <p> Signature: _____</p> <p><b>04/01/20</b> Date: _____</p>