



MEMORANDUM

TO: Angela Threadgill
Executive Director, Decatur Development Authorities

FROM: Shirley Baylis *SB*
Downtown Program Manager

DATE: June 8, 2021

RE: Request for Additional Funds for Retail Recruitment Incubator Program

The purpose of this memo is to request additional funds for the Retail Recruitment Incubator Program in the amount of \$6,000.00. The additional funds are needed to secure a one-year lease agreement and training facilitators in support the program.

If approved, the additional funds would increase the original approved amount from \$25,000.00 to \$31,000.00. Sufficient funds are available in the DDA's fund balance to cover the increase in expenses.

<u>Expense</u>	<u>Original Approved Amount</u>	<u>Additional Amount</u>
Marketing (Design & Printing)	\$3,100	n/c
Advertising	\$3,500	n/c
Legal Assistance (Program Document Review)	\$1,200	n/c
Legal Assistance (Rental Negotiation & Leases)	\$1,200	n/c
Rental Expense (50% for 12 months incl. liability)	\$12,500	+\$3,500
Utilities Deposits (Rental Properties)	\$2,000	n/c
Miscellaneous Expenses	\$1,500	n/c
Training	--	+\$2,500
Total Project Expense	\$25,000	\$31,000