

# Center City Development Corporation Board Meeting

To: Center City Development Corporation (CCDC) Forgivable Loan Committee  
From: DMC Staff  
Date: April 10, 2020  
RE: Downtown Business Continuity Forgivable Loan Request – South Main Book Juggler

The enclosed Business Continuity Forgivable Loan has been submitted for consideration at the April 13, 2020, CCDC Forgivable Loan Committee Meeting.

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**Project: South Main Book Juggler, 548 S. Main**

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Applicant: Jean W. Andrus  
548 S. Main St  
Memphis, TN 38103

Property Owner: Harry S Zepatos Jr Family Trust  
2025 Glenbuck Cv.  
Germantown, TN 38139

Project Description: South Main Book Juggler is located in the South Main Retail Node, directly east of the Central Station Hotel. This business serves as the area's only retail bookstore and has been in operation for the past six and a half years. This small retailer has seen sales decrease significantly due to the partial closure of S. Main Street during road construction and COVID-19.

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
- Utilities / Phone / Internet
- Insurance
- Pest Control / Alarm


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 \$43 per month.

Staff Recommendation: Approve a Business Continuity Forgivable Loan of \$2,600.

# APPENDIX I: DOWNTOWN BUSINESS CONTINUITY FORGIVABLE LOAN PROGRAM APPLICATION

<b>Date of Application:</b>	
<b>Building/Property Address:</b>	
<b>Applicant's Name:</b>	
<b>Name of Business:</b>	
<b>How long have you been operating in this location?</b>	
<b>Building Ownership Status:</b>	<input type="checkbox"/> Own <input type="checkbox"/> Lease <input type="checkbox"/> Other _____
<b>Size of Current Location (Sq. Ft.)</b>	
<b>How do you plan to use the grant?</b>	
<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>

<b>Board Relationship Disclosure:</b>	<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>
<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: _____ Date: _____</p>