



**MICHIGAN**  
ECONOMIC  
DEVELOPMENT  
CORPORATION

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# SMALL BUSINESS SUPPORT HUB

Office Hours – January 2026

# Office Hours Agenda

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<b>2</b> <b>Milestone 3 Completion /Milestone 4 Reviews</b>	<b><i>Jay Williams, Director Small Business Services</i></b>	<b>4</b>
<b>3</b> <b>Program Team Review</b>	<b><i>Teri Hunter, SBSH Program Manager</i></b>	<b>5-8</b>
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**WELCOME**  
**Amy Rencher - SVP , Small Business Services**

**MSF Budget Approval** – *early November (11/14)*

**MSF Program Guidelines Approval** – *late February (02/27)*

**Notice of Funding Opportunity** – *early March (03/06)*

**Application Window** – *April 1 through June 1*

**Final Award Approvals** – *Late July (07/24)*

**Issue Contracts** – *Late September (09/30)*

Currently designing Milestone Disbursement Timeline & Contract Renewal Timelines

**The Hubs who are still in Milestone 3 review process have until January 30<sup>th</sup> to submit requested documentation in question .**

- Prompt communication is critical to the review process
- Those who have been in communication with the Compliance team please review documentation before resubmission to ensure prompt review , feel free to contact the Program Team to review
- To those who have submitted Milestone 4, review will realistically begin in February . We encourage you to contact the Program Team for initial review
- Milestone 4 date has been changed to Friday, May 1<sup>st</sup> 2026 . This also includes Direct Grant allocation.

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### **3 Areas of Review**

- Duplicate Grants
- Milestone 3 Underspend
- Program Team Site Visits / Teams



## DUPLICATE GRANTS

-Per Grant Agreement - One grant per business

Section 2.5(b) **Eligible Cost and Eligibility Activities**

Affected Hubs will receive formal notification of violation and steps to rectify

Continue to coordinate with the other Hubs to ensure no businesses are receiving more than ONE grant per business

Ensure that your Hub's Direct Grant Intake process takes necessary measures to prevent duplicate direct grants to businesses for the remainder of the program ,

## Milestone 4 Assessment

In coordination with the Compliance Team, we recognize a need to be proactive with the remainder of the program

### **Spend Down Survey**

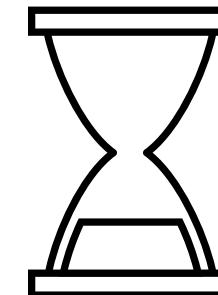
- Survey to access the potential risk of Hubs not being able to expend the remaining 25% of grant disbursement ( Milestone 4)
- 5 Questions
- Use this as a Program Team baseline for program sunset

## PROGRAM TEAM SITE VISITS

The Program Team will begin to coordinate with the Hubs regarding visits/ Team Meetings

- ✓ ***After Milestone 3 completion***
- ✓ ***After Spend Down Survey completion***
- ✓ ***After Program team identifies those who maybe at risk***

Hubs will be notified by email . Prompt response is appreciated to the Program teams review calendar .



## REMINDERS

- ❖ Milestone 3 Review submissions are due Friday January 30<sup>th</sup>, 2026 -DO NOT WAIT TO THE DEADLINE TO SUBMIT
- ❖ Milestone 4 Submission is due Friday, May 1<sup>st</sup>, 2026
- ❖ REMINDER - 30-Day Review Window: The review period begins once your submission is received.
- ❖ Program Team SBSH Spend Down Survey will launch the week of January 26<sup>th</sup>  
Please be mindful of the date of return





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# THANK YOU

**Next Office Hours – February 2026**

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