

**DOWNTOWN
MEMPHIS
COMMISSION**

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Downtown Memphis Exterior Improvement Grant



Program Administered by:
Center City Development Corporation
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Memphis, TN 38103
(901) 575-0540

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Downtown Memphis Exterior Improvement Grant PROGRAM OVERVIEW

The Downtown Memphis Exterior Improvement Grant (EIG) is a program offered by the Center City Development Corporation (CCDC) that will be available until August 31, 2019. This matching grant is designed to help commercial property owners and businesses make high-quality exterior improvements to their commercial buildings and property Downtown.

What Are We Trying To Accomplish?

- Encourage property investment that directly relates to improving the aesthetics of buildings and places in Downtown Memphis
- Enhance the pedestrian experience Downtown by improving the exterior appearance of buildings and commercial storefronts
- Help new and existing businesses succeed by enhancing their curb appeal
- Increase commercial property values Downtown

Who Can Apply For The Grant?

The Exterior Improvement Grant is primarily intended for commercial buildings. Non-profits and vacant lots may be evaluated on a case-by-case basis, but single-family homes are not eligible.

This grant is available to both property owners and tenants with a lease. However, you must be current on your taxes in order to apply.

What Projects Are Eligible?

To be eligible for this grant, the property must be located within the Central Business Improvement District (CBID). In general, exterior repairs and improvements that are visible from the street or public sidewalk are potentially eligible expenses under the grant. Examples of eligible improvements include the following:

- Exterior building repairs
- Exterior painting
- Tuck-pointing and masonry repair
- Window & door repair/replacement
- Storefront repair/replacement
- Signage, canopies, & awnings
- High-quality fencing
- Exterior lighting
- Sidewalk repair & landscaping
- Outdoor planters and street furniture
- Removal of razor wire, chain-link fences, window bars, etc.
- Fees for design and permitting
- Public art

Grant Type & Maximum Amount:

Exterior Improvement Grants require 1 to 1 leverage, meaning CCDC will fund up to half of the total cost of the eligible expenses. The applicant is responsible for funding the remainder. Please note that this program is a reimbursable grant. You must complete the work and then request reimbursement from the CCDC based on approved receipts and after meeting standard closing conditions. The maximum grant varies by location as shown below:

<u>Target Areas*</u>	<u>Maximum Grant</u>
Main Street Mall	\$100,000
Downtown Core	\$80,000
Central Business Improvement District (CBID)	\$60,000

**See the appendix for maps showing each target area.*

Application Submission:

Applications will only be accepted for projects that CCDC staff has determined to be complete, qualified, and meeting the purpose of the program while also taking into account available resources. A non-refundable application fee of \$100 is due upon submission of a grant application to CCDC.

Design Assistance:

Most Exterior Improvement Grant projects will require the services of a design professional. For smaller projects, this grant program offers optional design assistance if you are not yet working with an architect or designer and need help. If you need design assistance in order to decide what improvements to make, DMC will connect you with an available designer. See pg. 9 for a detailed explanation of the Design Assistance program.

EBO & DRB Requirements:

As a condition of receiving the grant, you must comply with the DMC’s Equal Business Opportunity (EBO) program by having a fair and open bidding process for all contracting and sub-contracting opportunities associated with the project. Also, the plans for all exterior improvements must be reviewed and approved by the Design Review Board (DRB) prior to the start of work. More information on both of these requirements is provided in the application.

Questions? Contact:

Brett Roler, AICP: Director of Planning and Development
Downtown Memphis Commission
114 N. Main St.
Memphis, TN 38103

roler@downtownmemphis.com
(901) 575-0540

Downtown Memphis Exterior Improvement Grant PROCESS AND POLICIES

How Does The Exterior Improvement Grant Program Work?

Step 1: Submit Your Project Idea

Submit a letter or email to DMC staff describing your interest in the grant. Please include the following information:

- a. Property address
- b. Project description
- c. A description of any design assistance the project might require
- d. Photograph(s) showing how the building or site looks today
- e. Your contact information (name, phone number, and email address)

Step 2: Prepare a Project Budget & Design Plans

If DMC staff determines that your project idea is potentially eligible for the grant, the next step is for the applicant to prepare an itemized budget and basic drawings of the proposed work. Most Exterior Improvement Grant projects will require the services of a design professional. For smaller projects, the program offers design assistance if you are not yet working with an architect and need help.

If you need design assistance in order to decide what improvements to make, DMC will connect you with an available designer. The DMC has partnered with two - three architects and qualified firms to provide design assistance on a rotating basis for this program. The role of the design professional will be limited to preparing concept drawings that can be used by a general contractor to prepare the estimated budget. The \$2,000 fee for conceptual design assistance must be included in the overall project budget. Please note that larger or more complex projects will likely need to budget for additional design assistance.

Step 3: Bidding Process & Equal Business Opportunity (EBO) Program

As a condition of receiving the grant, you must comply with the DMC's Equal Business Opportunity (EBO) program by having a fair and open bidding process for all contracting and sub-contracting opportunities associated with your project. DMC staff will assist you by providing a list of certified and non-certified women and/or minority-owned businesses (W/MBEs) and by connecting you with the Memphis Area Minority Contractors Association (MAMCA) and other helpful resources.

Step 4: Submit Grant Application & Request Approval at Monthly CCDC Meeting

Once DMC staff reviews and accepts the proposed scope of work and budget, you can submit a formal grant application. **The application deadline is two weeks prior to the CCDC meeting date at 4:00 PM.**

The applicant should deliver fifteen unbound copies of the application, a digital copy of the application via email or on CD/DVD, and a \$100 application fee payable to the Center City Development Corporation prior to the scheduled CCDC meeting. All materials should be delivered to the following address:

**Center City Development Corp
114 North Main Street
Memphis, TN 38103**

Once an application has been submitted to the CCDC, the information contained in the application is a matter of public record. **The CCDC meets on the 3rd Wednesday of each month at 9:00 AM in the DMC Conference Room, 114 N. Main Street.** Please plan on attending the CCDC meeting when your project is on the agenda.

Step 5: Request Design Review Board Approval

The project must also be approved by the Design Review Board (DRB) for architectural, historical, and contextual compatibility based on the Downtown Memphis Design Guidelines. DRB approval can happen concurrently with, or immediately following, CCDC review and approval. Staff will advise you on how best to proceed with DRB review depending on your scope of work and project type.

Step 6: Start of Work

Following CCDC and DRB approval, the applicant will be given a notice to proceed and can hire the general contractor and sub-contractors. The applicant is responsible for documenting all expenses and submitting receipts to the DMC after the project is complete. All work must be consistent with the approved grant application and the DMC must approve any changes in work scope or materials in advance of that work being performed. **Please note that an approved Exterior Improvement Grant may be canceled if your project has not started within three months of the date it was approved. The project must be completed within nine months of the date it was approved.**

Step 7: Grant Closing & Reimbursement

Contact the CCDC's legal counsel when the project is complete and you are ready to close the grant. Grant funds can be disbursed from the DMC to the general contractor upon receipt of final invoice(s) and a satisfactory inspection of the completed work. Alternatively, the applicant can pay the general contractor directly and the DMC will reimburse the applicant after we review receipts and inspect the work. Please note that in-kind work performed by the applicant will not be eligible for reimbursement.

Downtown Memphis Exterior Improvement Grant APPLICATION REQUIREMENTS

Submitted applications must be assembled based on this outline and include all information requested below.

I. Executive Summary:

The Executive Summary must include:

- Contact information of applicant including name, address, phone, and email address
- Name of business (if applicable)
- Location of the building or site
- Name, address, and phone number of property owner and letter from the property owner granting approval for the proposed improvements

II. Required Drawings & Exhibits:

Provide a detailed description of the proposed uses of the grant funds. Work with CCDC staff to determine which of the following application materials are necessary for your specific project:

- Architectural drawings, including dimensions and materials listed
- Rendering or sketch of proposed improvements
- Current photo(s) of the subject property
- Color and material samples for paint, awning, signs, etc.
- Sign plans, including dimensions/measurements and materials listed
- Other information and drawings as deemed necessary by staff

III. Estimated Costs & Bids:

- **Sources and Uses Statement (Attachment B)**
- Please provide copies of vendor bids/estimates

IV. Project Timeline:

- List estimated dates to begin and finish construction

V. Equal Business Opportunity (EBO) Program

A description of the EBO program requirements is attached (Attachment B). All projects that are awarded an incentive from the CCDC shall include best-faith efforts to reach no less than 20% participation by women and /or minority-owned businesses (W/MBEs) in the project's development cost. **Submit the attached forms (Attachment D & E)** to verify compliance.

VI. References.

Please provide three references.

VII. Legal Disclosure.

Disclose whether any applicant, guarantor, or any other person involved with the project is currently engaged in any civil or criminal proceeding. Also disclose whether any individual involved with the project has ever been charged or convicted of any felony or currently is under indictment.

Please indicate if you have ever filed for bankruptcy. Supply detailed information.

VIII. Disclaimer:

The CCDC, DMC, and its affiliates are not responsible for business consulting, planning, design, or construction of improvements to property that is owned by the applicant or any other entity. No warranties or guarantees are expressed or implied by the description of, application for, or participation in the Exterior Improvement Grant. The applicant is advised to consult with licensed architects, engineers, and/or building contractors before proceeding with final plans or construction.

IX. Applicant Signature

The following statement must be included with the dated signature of the applicant or an applicant’s representative:

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 contractors. 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.

Applicant Signature: _____

Date: _____

Attachment A

Explanation of Design Assistance Program

Most Exterior Improvement Grant projects will require the services of a design professional. For smaller projects, the grant program offers design assistance if you are not yet working with an architect and need guidance in determining which improvements to make. Design assistance will help you visualize options for enhancing your property.

The Design Assistance Program is primarily intended to make it easier for small businesses to apply for the grant. To qualify for design assistance, the overall project budget will typically be \$25,000 or less. Please note that participating in the Design Assistance Program does not obligate you to accept an Exterior Improvement Grant unless you choose to.

For most projects, the Design Assistance Program will follow the following steps:

Step 1: Submit your project idea to staff

As discussed on page five of this application, the first step is to contact CCDC staff and submit your project idea. Make sure and tell staff that you are interested in utilizing the Design Assistance Program.

Step 2: Get connected with a design professional

Once staff determines that your project is a good fit for the Design Assistance Program, we will connect you with an available designer. The DMC has partnered with two - three local architecture firms to provide design assistance on a rotating basis for this program.

Step 3: Meet with your design professional

Your design professional will meet you in person at your site. The purpose of that meeting will be for them to see the property and discuss your goals, needs, and budget.

Step 4: Preparation of concept plan

The role of the design professional will be limited to preparing concept drawings that graphically illustrate the proposed scope of work. The design professional is paid a fixed fee of \$2,000 upfront by the CCDC to prepare specific drawings and sketches. If you apply for a grant the fee will be included in your overall budget. The concept drawings will be sufficiently detailed and complete so they can be used by a general contractor to estimate the project budget.

Step 5: Acceptance of concept plan

If you accept the concept plan and wish to move forward with an Exterior Improvement Grant application, staff can put you in touch with three or more general contractors who can review the concept plans and submit estimates for the proposed scope of work. Those estimates will be used to prepare the budget in your grant application.

Attachment C

Explanation of Equal Business Opportunity (EBO) Program and Best-Faith Effort to Attain Minority-Owned Business Participation

As further detailed in the Downtown Memphis Commission Affiliated Boards Equal Business Opportunity (EBO) Program, Section 10, the applicant must give women and / or minority-owned businesses (W/MBEs) an equal and fair opportunity to receive notice, to bid on, and be considered for selection for all contracting opportunities associated with the professional and construction services in the design and renovation/construction of the project. Applicants are required to take affirmative steps to ensure an open and fair contracting process. While there are no mandated quotas, results achieved may evidence whether a fair process was employed. Applicants shall make a best-faith effort to allot, as a goal, no less than 20% of the professional and construction services to W/MBEs in the design and renovation/construction of the project. Commensurate with the size and scope of the project, specific steps that may be indicative of a best-faith effort to identify and contract with W/MBEs include but are not limited to the following: notice to W/MBEs, soliciting bids/quotes directly from W/MBEs, providing constructive notice, utilizing plan rooms, utilizing the DMC for assistance (W/MBE lists and Project Alerts), and working with applicable minority-owned business support organizations (e.g., Mid-South Minority Business Council, Memphis Area Minority Contractors Association, Memphis Hispanic Chamber of Commerce, National Association of Women Business Owners, etc.) **To ensure that the EBO requirements are clearly understood, and antecedent to meeting the goals set forth in the EBO Program, all utilization plans must be coordinated with the DMC staff and submitted with the application.**

In accordance with the EBO Program, once the incentive application is approved and design/construction commences, the applicant shall provide written documentation of the status of the utilization plan (which shall include any and all changes or modifications) and the applicable amounts spent (or value of the work completed), on a monthly basis.

If the requirements of the EBO Program are not met, the CCDC reserves the right to revoke and cancel the incentive.

Attachment D

Equal Business Opportunity (EBO) Program Requirements

All projects that are awarded an incentive from the Downtown Memphis Commission shall include best faith efforts to reach no less than a 20% participation by women and /or minority-owned businesses (W/MBE) in the project's development cost (design and construction hard cost) and shall be compliant with the Downtown Memphis Commission Equal Business Opportunity (EBO) Program. If the landlord is responsible for the improvements it is the applicant's responsibility to ensure the landlord understands and complies with the CCDC's EBO policies. According to the estimates provided in the application, 20% of the total project cost would be approximately \$ _____. Documentation of compliance with the EBO Program is a closing requirement. If the requirements of the EBO Program are not met, the CCDC reserves the right to cancel the incentive.

Utilization: retailers are required to utilize minority-owned businesses that are certified in order to receive credit for the utilization of a minority-owned business. Retailers must document all minority-owned businesses to be utilized, their percentage of utilization, and their intended use of funds. Such information should be submitted with the application on EBO Form A - Proposed Utilization Plan.

After an application is approved, the retailer shall be required to attend a conference with the DMC prior to executing their plan. The primary purpose of this conference is to finalize the minority-owned business participation as outlined in EBO Form B – Business Utilization Plan.

Post-Award Change: Any retailer who determines that a minority-owned business identified on EBO Form B – Business Utilization Plan cannot perform shall request approval from the DMC to contract with an alternate by submitting EBO Form C – Explanation of Changes to Original Utilization Plan. Such request will be reviewed and approved only after adequate documentation for the proposed change is presented.

Monthly Certification: Each month the retailer shall submit EBO Form D – Monthly Business Utilization Record of Payments Report, certifying all payments made to minority-owned businesses.

Unavailability: If retailer efforts to obtain minority-owned business participation are unsuccessful due to the unavailability of the minority-owned business, the retailer will submit a statement of unavailability on EBO Form E - Solicitation Certification Form.

Credit for Minority Participation in Joint Venture: A joint venture consisting of a minority owned entity and non-minority-owned entity will be credited with the minority-owned entity's participation on the basis of the percentage of the dollar amount of the work to be performed by the minority-owned entity. The DMC will maintain a database of minority-owned businesses. The database will be made available to assist developers in identifying minority-owned businesses with capabilities relevant to contracting requirements, joint venture and partnering opportunities. If the retailer utilizes a minority-owned business that is not listed on the DMC database, the retailer is responsible for assuring the certification of the minority owned business.

Applicant Signature:

Date:



**Attachment E:
Equal Business Opportunity (EBO) Program
Proposed Utilization Plan**

Bidder/Proposer/Developer:	Date Submitted:
Project Address/Description:	Contact Person:

The above named company proposes to use the services of the following listed firms.

Name/Address/Telephone	Ownership Status	Certifying Agency	Type of Work	Subcontract Dollars	Subcontract Percentage
				\$	%
				\$	%
				\$	%
				\$	%
				Total MBE:	\$ %
				Total WBE:	\$ %
				Total White:	\$ %
				Total Other:	\$ %

Business Ownership Status
 Minority Owned – MBE
 Women Owned – WBE
 White Owned – WOB
 Other – Non-certified MBE/WBE

I certify that the above information is true to the best of my knowledge:

Signature	Title	Date
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CBID MAP *TO BE ADDED*

Downtown Core Map *TO BE ADDED*

Main Street Mall Map *TO BE ADDED*