



# SOUTH CITY GOOD NEIGHBOR GRANT

Program Administered by:

**Center City Development Corporation (CCDC)**

114 North Main Street

Memphis, TN 38103

(901) 575-0540

[DowntownMemphisCommission.com](http://DowntownMemphisCommission.com)

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# **SOUTH CITY GOOD NEIGHBOR GRANT**

The South City Good Neighbor Grant is a special program offered by the Downtown Memphis Commission (DMC) and the Center City Development Corporation (CCDC) in partnership with the City of Memphis Division of Housing and Community Development (HCD) and the South City Choice Neighborhood Initiative (CNI). This grant is designed to help commercial property owners and businesses in the South City Neighborhood make exterior improvements to their property.

## **WHAT ARE WE TRYING TO ACCOMPLISH?**

- Encourage property investment within the South City neighborhood
- Enhance the pedestrian experience in the neighborhood
- Strengthen or restore the character of important places within the community
- Help new and existing businesses succeed by enhancing their curb appeal

## **WHAT PROJECTS ARE ELIGIBLE FOR THIS GRANT?**

In general, exterior repairs and improvements easily seen from the street or public sidewalk are potentially eligible for grant funding. Improvements not visible from the street or public sidewalk are ineligible. Also, in-kind labor, business operation costs, purchase of property or equipment, and other expenses not directly related to improving the exterior appearance of the building or site are ineligible.

Examples of eligible improvements include, but are not limited to:

- Exterior building repairs
- Exterior painting
- Tuck-pointing & masonry repair
- Windows & doors
- Commercial storefronts
- High-quality exterior signage, canopies, and awnings
- New fencing (wrought iron or similar quality)
- Exterior lighting
- Sidewalk repair & landscaping
- Removal of inappropriate site features (razor wire, chain link fences, window bars)
- Architecture, design, & permitting fees for exterior work

## **MAXIMUM GRANT AMOUNT & APPLICATION CYCLE:**

**For each project, the maximum total grant is \$50,000.** The actual amount of each grant will vary by project and will be based on the list of eligible improvements. The grant requires a financial contribution from the applicant. The grant will only cover up to 90% of the total project cost. To be eligible for this grant, your project must be located within the South City focus area (see map in Appendix II).

The South City Good Neighbor Grant is available beginning August 1, 2018. The DMC & CCDC will provide administrative support to review all projects within the South City focus area in partnership with CNI.

## **WHO CAN APPLY?**

The South City Good Neighbor Grant is intended for commercial buildings. Please note that you must be current on your taxes in order to be eligible for this grant. Property owners and/or tenants with a signed lease are eligible to apply. Unfortunately, single-family homes are not eligible.

## **EBO PROGRAM & SECTION 3 REQUIREMENT:**

As a condition of receiving the grant, you must follow the DMC's Equal Business Opportunity (EBO) program by having a fair and open bidding process for all contracting and sub-contracting opportunities. The goal is a minimum of 25% participation by minority and women-owned businesses in the total project cost.

As a condition of receiving this grant, the federal government requires that you make a good faith effort to train and employ low to very-low income individuals who live in the neighborhood under Section 3 requirements. By accepting the grant, you are agreeing to make a good faith effort to accomplish this goal.

## **READY TO APPLY OR HAVE QUESTIONS? CONTACT:**

Katie Flynn, DMC Development Project Manager  
flynn@downtownmemphis.com  
(901) 575-0564

## **HOW DO I APPLY? FIVE STEPS:**

### **Step 1: Submit your project idea**

Submit a letter or email to DMC staff describing your interest in the South City Good Neighbor Grant. Please include the following information:

- a. Property address
- b. Describe your project idea and what kind of improvements you want to make
- c. Let us know if you will need design assistance or if you are already working with an architect or designer
- d. Include photograph(s) showing how the building or site looks today
- e. Include the name, phone number and email address of the main contact person who is interested in applying for the grant

### **Step 2: Prepare a project budget and simple 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 that show the proposed work. Most projects will require the services of a design professional. This grant 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 contracted with two local architecture firms to provide design assistance on a rotating basis for this program. The role of the design professional will be limited to creating concept drawings that can be used by a general contractor to prepare the estimated budget. The fee for design assistance (\$2,000) must be included in the overall project budget.

### **Step 3: Bidding process and Equal Business Opportunity (EBO) Program**

As a condition of receiving the grant, you must follow the DMC's Equal Business Opportunity (EBO) program by having a fair and open bidding process for all contracting and sub-contracting opportunities. DMC staff will assist you in meeting this requirement by providing a list of certified minority and women-owned business enterprises (M/WBE) and by connecting you with the City of Memphis Office of Business Diversity & Compliance, the Mid-South Minority Business Council Continuum (MMBCC), the Memphis Area Minority Contractors Association (MAMCA), and other helpful resources.

The EBO goal for the South City Good Neighbor Grant is a minimum of 25% participation by minority and women-owned businesses in the total project development cost, including contracting and sub-contracting opportunities.

#### **Step 4: Submit an application and request approval at the monthly CCDC Meeting**

Once DMC staff reviews and accepts the project scope of work and budget, you can submit a formal grant application (see Appendix I). The application will then be placed on the next Center City Development Corporation (CCDC) public meeting agenda. The CCDC meets on the 3<sup>rd</sup> 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.

**The application deadline for each CCDC meeting is by 4:00 PM, two (2) weeks prior to the meeting date.** See Appendix I for the grant application.

Staff will coordinate with the applicant to request approval from the Design Review Board (DRB) concurrently with the CCDC review process. Concurrently with the CCDC review process, the applicant will request that an **Environmental Review** be completed. This environmental review will be handled by HCD and only applies to projects funded with Choice Neighborhoods funding.

#### **Step 5: Start of Work**

Following CCDC and DRB approval, DMC staff will review the final scope of work and the applicant will be given the notice to proceed and can hire the general contractor and sub-contractors. **After the project is finished, grant funds will 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 after we review receipts and inspect the work. In-kind work performed by the applicant will not be eligible for reimbursement.

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 grant may be canceled if your project has not started within six months of the date it was approved. The project must be completed within one year of the date it was approved by the CCDC.

# APPENDIX I: GRANT APPLICATION

Date of Application:		
Building/Property Address:		
Applicant's Name:		
Ownership Status: (check all that apply)	<input type="checkbox"/> I own the property <input type="checkbox"/> I lease the property	<input type="checkbox"/> I am purchasing the property <input type="checkbox"/> Other _____
If you lease the property, when does your lease expire?		
Primary Project Contact:	Name:	
	Phone:	Email:
	Mailing Address:	
Proposed Improvements: (check all that apply)	<input type="checkbox"/> Exterior building repair <input type="checkbox"/> Tuck-pointing/masonry <input type="checkbox"/> Exterior painting <input type="checkbox"/> Exterior signage <input type="checkbox"/> New awning(s) <input type="checkbox"/> Fencing <input type="checkbox"/> Landscaping	<input type="checkbox"/> Sidewalk repair <input type="checkbox"/> Door repair/replacement <input type="checkbox"/> Window repair/replacement <input type="checkbox"/> Storefront repair/replacement <input type="checkbox"/> Exterior lighting <input type="checkbox"/> Other (describe below)
If you listed <i>Other</i> above, Please briefly describe		
Project Goals:  Why are you applying for the grant?  What positive impacts do you anticipate for your business and the neighborhood?		
Architect (if applicable)	Name: Company:	Phone:
Total Project Budget:		
Total Grant Requested:		

Property Owner: (If not the applicant)	Name:
	Phone: <span style="float: right;">Email:</span>
	Mailing Address:
Legal Disclosure:	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.
Applicant's Certification:	<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 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.</p> <p>_____</p> <p>Signature: <span style="float: right;">Date:</span></p>

**Attachments**

In addition to this completed and signed application, don't forget to include the following attachments when you submit your grant request:

- Photograph(s) showing all sides of the building or property facing a public street
- Drawing(s) showing proposed improvements
- Itemized budget for proposed improvements
- Copy of all bids submitted for the project
- Lease agreement and approval letter from property owner (if applicable)

# APPENDIX II: SOUTH CITY FOCUS AREA

