

Center City Development Corporation Board Meeting

To: Center City Development Corporation (CCDC)
From: DMC Staff
Date: November 5, 2015
RE: Storefront Improvement Grant Application –
Chapman Furniture

The enclosed Storefront Improvement Grant has been submitted for consideration at the November 19, 2015, CCDC Board of Directors Meeting.

Applicant: Chapman Furniture
341 South Main St.
Memphis, TN 38103

Applicant's Request: Storefront Improvement Grant in the amount of:
• \$8815.00 for Chapman Furniture

Project Description: This subject property is a 2-story commercial building facing South Main Street, in the block between Vance Avenue and Talbot Avenue. The ground floor contains a furniture showroom and offices. The second floor is for storage.

Chapman Furniture, a locally owned furniture store, currently employs five full time employees. Chapman Furniture has been in business on South Main offering furniture, kitchen appliances and mattresses since 1945.

Scope of Work: The entire ground floor commercial storefront will be repainted using a slate gray paint color. Three Sunbrella material awnings black in color with white lettering will be installed in the three bay sections of the storefront. The awnings with new logo and store name will replace the existing sign. Two large planters with seasonal foliage will sit on each side of the front door. If the grant is approved the applicant anticipates completing the project by April 2016.

The following are potentially eligible expenses under the Grant:

Chapman Furniture

Material (Sunbrella) awnings	12,530.00
Design and permitting fees	500.00
Remove existing sign	600.00
Exterior prep, paint and clean-up	3,000.00
Large planters and foliage	1,000.00
Total	\$17,630.00

Requested match from CCDC: \$8815.00

Eligibility: The CCDC's Storefront Improvement Grant can only be used for exterior work. Storefront Improvement Grants require leverage of at least 1 to 1.

Design Review: All exterior work and signage will require the review and approval of both the Design Review Board (DRB) and the Memphis Landmarks Commission (MLC).

EBO Program: Any project that is awarded financial incentives from the Downtown Memphis Commission shall include a best faith effort to reach no less than 20% participation by women and/or minority owned businesses (W/MBE) in the project's development cost (design and construction hard costs) and shall be compliant with the Downtown Memphis Commission Equal Business Opportunity (EBO) Program.

20% W/MBE inclusion in this project would be approximately **\$3526.00**. **Documentation of compliance with the EBO Program is a closing requirement. If the requirements of the EBO Program are not met, the CCDC will cancel the incentive.**

Evaluation: The Store Front Improvement Grant Program was designed to create more attractive, inviting Downtown storefronts and building elevations in order to improve the public realm and pedestrian experience Downtown. A primary goal of the grant is to strategically target improvements in areas of Downtown with high pedestrian traffic. For a project to be eligible, the scope of work should be high-impact and constitute a significant improvement to the overall public environment. In staff's opinion, this project meets the program's intent and eligibility requirements. The proposed scope of work will significantly improve the appearance of the building and enhance a well-traveled section of South Main near the up and coming newly restored Chisca Hotel.

Staff Recommendation: **Staff recommends approval of a Storefront Improvement Grant for Chapman Furniture in an amount up to \$8,815.00 based on approved receipts and subject to all standard closing requirements.**

Downtown Memphis Storefront Improvement Grant APPLICATION

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, e-mail
Claire Chapman Barnette 341 South Main Memphis, TN 38103
- Program you are applying for
Storefront Improvement Grant
- Name of business
Chapman Furniture
- Brief description of products and services
House hold furniture and kitchen appliances
- Location of the proposed project by street address
341 South Main
- Name, address, and phone number of property owner and letter from the property owner granting approval for the proposed improvements
Business and property owner are one and the same
- Sources and uses statement (Attachment A)
See Attached

II. Required Drawings and Exhibits.

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

- Rendering or sketch of proposed improvements
- Current photo(s) of the subject property
- Awning design , including dimensions/measurements
- Color and materials samples for paint, awning, signs, etc.

III. Estimated costs and timing.

Please provide copies of vendor bids/estimates or other documentation of cost estimates for each item within the eligible scope of work. Include total estimated cost of all improvements.

See attached

IV. Timeline.

State proposed time schedule for the project including the dates anticipated for the following:

- Estimated days/months for completion of the project.

Project should be complete by April 2016

V. Women or Minority Business Enterprise (W/MBE) Participation.

Please specify if your company is W/MBE certified and provide a description of your qualification. A description of the W/MBE 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 (MBE) in the project's development cost. Submit the attached form to verify compliance. (Attachment C)

VI. 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.

No

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

No

VII. 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: on file
Claire Chapman Barnette

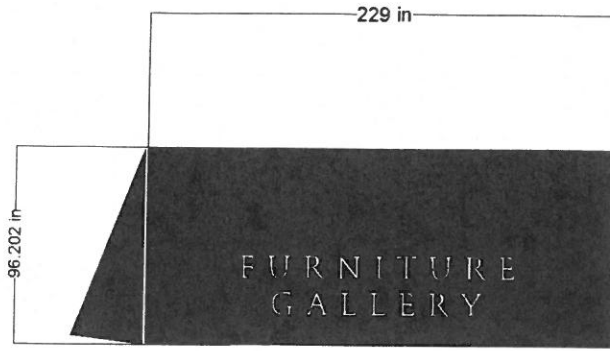
Date: 11-11-2015

FURNITURE

CHAPMAN

CHAPMAN

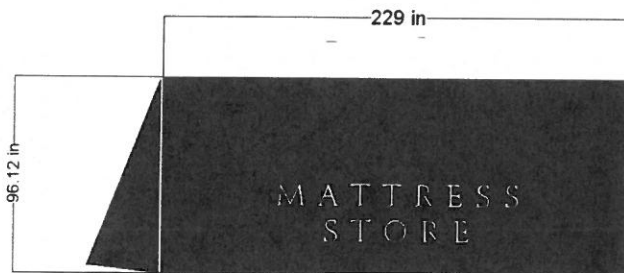




TOTAL SQUARE FEET: 152.67
 COPY/LOGO SQUARE FEET: 22.69



TOTAL SQUARE FEET: 339.23
 COPY/LOGO SQUARE FEET: 192



TOTAL SQUARE FEET: 152.67
 COPY/LOGO SQUARE FEET: 23.22



MATTRESS
STORE



CHAPMAN
FURNITURE

FURNITURE
GALLERY

Attachment B

Equal Business Opportunity 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 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 C

W/MBE Participation Equal Business Opportunity Program Requirements

(Include this page with submitted application)

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 **\$3,526.00**. 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: on file

Date: 11-15-2015



Equal Business Opportunity Program Proposed Utilization Plan

Bidder/Proposer/Developer:	Chapman Furniture	Date Submitted:	11/3/2015
Project Address/Description:	341 South Main	Contact Person:	Claire Chapman Barnett

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
Painting plus	MBE		Painting and removal of sign	\$ 3,600.00	% 20
Kathy Kelly	WBE		Design	\$ 500.00	% 3
Green Pro	WOB		Planters & Foliage	\$ 1,000.00	% 6
Awning Company	WOB		Awning	\$ 12,530.00	% 71
Total MBE:				\$ 3,600.00	% 20
Total WBE:				\$ 500.00	% 3
Total White:				\$ 13,530.00	% 77
Total Other:				\$ 0	% 0

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 <i>on file</i>	Title
Date 2015-11	