GOOD NEIGHBOR GRANT

Program Administered by:

Center City Development Corporation (CCDC)
114 North Main Street
Memphis, TN 38103
(901) 575-0540
DowntownMemphisCommission.com

Adopted: December 15th, 2021

GOOD NEIGHBOR GRANT

The 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), the Community Redevelopment Agency (CRA), and the Memphis Medical District Collaborative (MMDC). This grant is designed to help neighborhoods fight the appearance of blight and to provide commercial property owners and businesses the resources to make exterior improvements to their property.

WHAT ARE WE TRYING TO ACCOMPLISH?

- Encourage property investment in downtown and downtown-adjacent neighborhoods.
- Foster a consistent, vibrant, and safe pedestrian experience along key commercial corridors.
- Strengthen or restore the character of important places within the community.
- Increase the longevity of locally owned businesses.

WHAT PROJECTS ARE ELIGIBLE FOR THIS GRANT?

In general, building and site improvements that support the longevity of the business and improve the pedestrian experience are potentially eligible for grant funding. Improvements not visible from the street or public sidewalk are largely 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
- Public art

MAXIMUM GRANT AMOUNT & APPLICATION CYCLE:

For each project, the maximum total grant is $25,000. Additional resources may be available for projects located in the Uptown TIF boundary based on availability of CRA funding. 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 Good Neighbor focus areas (see map in Appendix II). Projects located within the Uptown boundary may be eligible to apply for separate resources through the CRA.

The Good Neighbor Grant is available beginning January 1, 2022. The DMC & CCDC will provide administrative support to review all projects within the focus areas in partnership with our program partners. All approvals are contingent upon available funding in conjunction with our project partners.

WHO CAN APPLY?

The Good Neighbor Grant prioritizes 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:

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.

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 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 (see Step 2)
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 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.

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 (MWBE) 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 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.

The first step towards reaching this goal is to complete the Proposed Utilization Plan (Form A). This form is used to help plan outreach to specific EBO contractors and subcontractors found using the resources mentioned above.

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 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.

The application deadline for each CCDC meeting is by 4:00 PM, three (3) 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.

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.

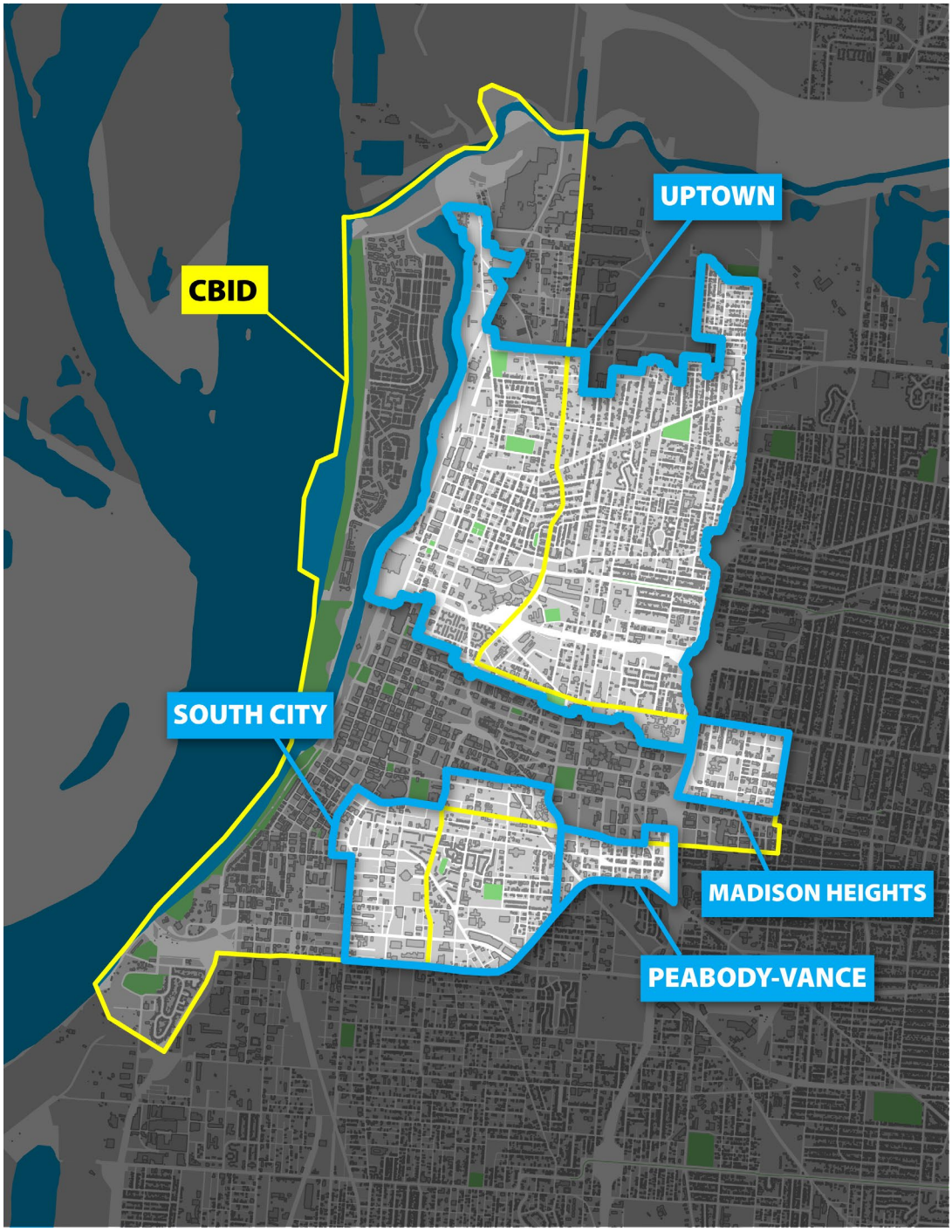
APPENDIX I: GRANT APPLICATION

Date of Application:		
Building/Property Address:		
Applicant's Name:		
Ownership Status: (check all that apply)	□ I own the property □ I lease the property	□ I am purchasing the property □ 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)	□ Exterior building repair □ Tuck-pointing/masonry □ Exterior painting □ Exterior signage □ New awning(s) □ Fencing □ Landscaping	□ Sidewalk repair □ Door repair/replacement □ Window repair/replacement □ Storefront repair/replacement □ Exterior lighting □ Public art □ Other (describe below)

If you listed *Other* 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: Phone: Company:
Total Project Budget:	
Total Grant Requested:	
Property Owner: (If not the applicant)	Name:
	Phone: Email:
	Mailing Address:
Applicant's Certification:	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. _____ Signature: Date:

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 (example attached)
- Lease agreement and approval letter from property owner (if applicable)
- Equal Business Opportunity Program Proposed Utilization Plan (Form A attached)

APPENDIX II: GOOD NEIGHBOR FOCUS AREA