


# APPENDIX I: EIG APPLICATION

<b>Date of Application:</b>	
<b>Building/Property Address:</b>	
<b>Applicant's Name:</b>	
<b>Name of the Business:</b>	
<b>Ownership Status:</b>	<input type="checkbox"/> I own the property <input type="checkbox"/> I am purchasing the property <input type="checkbox"/> I will lease the property <input type="checkbox"/> Other _____
<b>Primary Project Contact:</b>	Name:
	Phone:                                  Email:
	Mailing Address:
<b>Describe the existing condition of the property.</b>	
<b>Describe the proposed future use of the property.</b>	
<b>What exterior improvements do you plan to make to the property?</b>	
<b>Architect (if applicable)</b>	Name:                                  Phone:
	Company:
<b>Total Project Budget:</b>	
<b>Total Grant Requested:</b>	
<b>Property Owner: (If not the applicant)</b>	Name:
	Phone:                                  Email:
	Mailing Address:

<p><b>Disclaimer:</b></p>	<p>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.</p>
<p><b>Legal Disclosure:</b></p>	<p><i>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:</i></p>
<p><b>Board Relationship Disclosure:</b></p>	<p><i>Disclose in writing whether the applicant or any guarantor has any previous or ongoing relationship with any Board member or legal counsel of the Board.</i></p>
<p><b>Applicant's Certification:</b></p>	<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 and/or women contractors and subcontractors in the project development. The applicant specifically</p>

	agrees to pay all reasonable costs, fees and expenses incurred by the CCDC whether or not the incentive is granted or project completed.  _____ Signature. <span style="float: right;">Date:</span>
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**Application Attachments**

In addition to this completed and signed application, include the following attachments when you submit your grant request:

- **Required Drawings and Exhibits**  
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
- **Estimated Costs & Bids**
  - Complete Sources and Uses Statement (Attachment B)
  - If requested by DMC staff, provide copies of vendor bids / estimates
- **Project Timeline**  
List estimated dates to begin and finish construction
- **References**  
List three credit references.

**INDEX**  
**REQUIRED DRAWINGS AND EXHIBITS**

**I. Required Drawings and Exhibits.**

INDEX OF EXHIBITS:

- A) Project Location
- B) Project Description & Historic Images
- C) Existing Conditions Photos
- D) Proposed Floor Plan
- E) Proposed Elevation & Materials
- F) Completed Sources & Uses Statement
- G) Project Timeline
- H) References

\*all information is pending final design.

# Vicinity Map

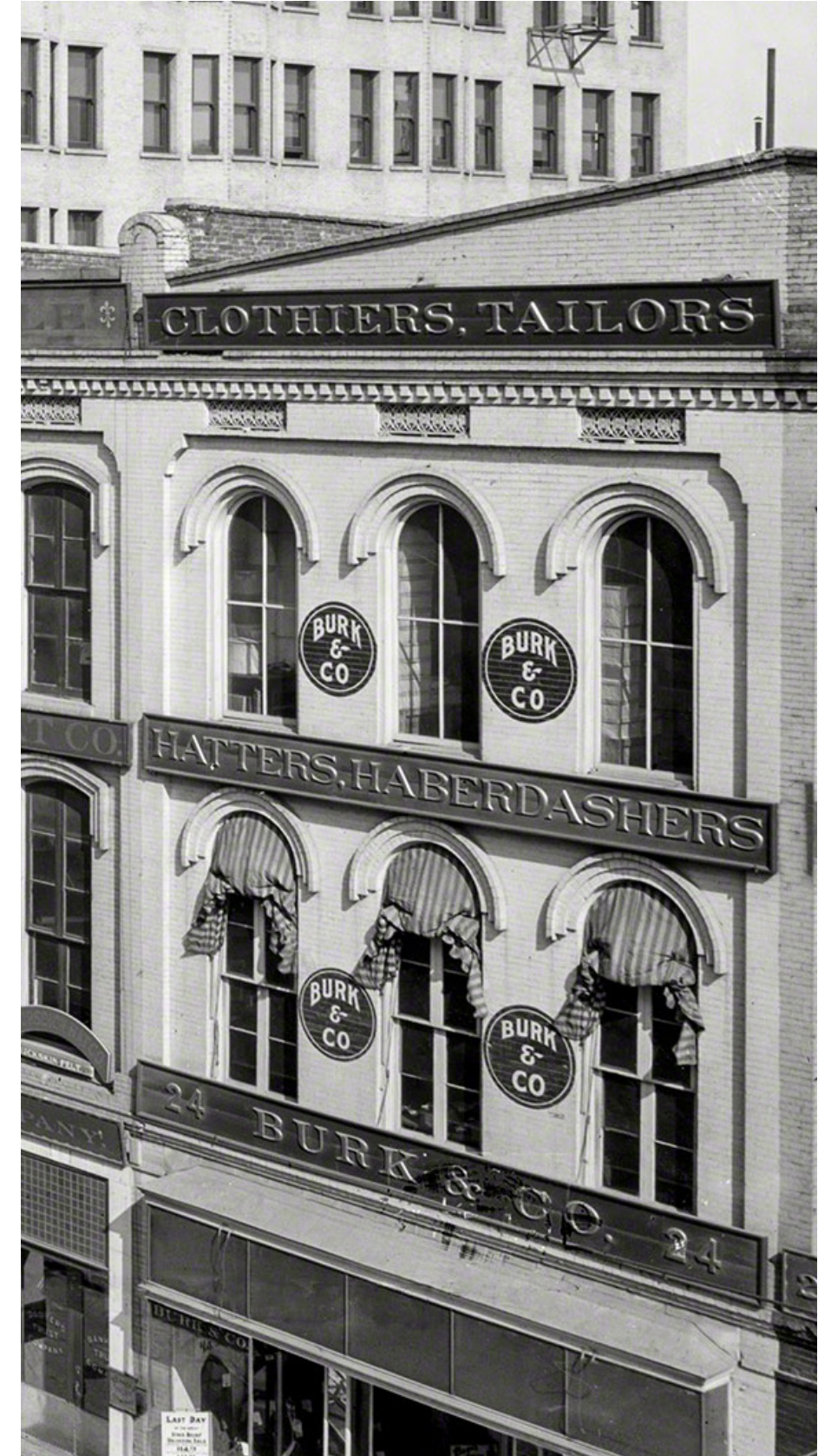
- 1 24 South Main (Future Development)
- 2 Starbucks
- 3 Residence Inn by Marriott Memphis
- 4 McEwen's
- 5 Curry n Jerk
- 6 Republic Parking
- 7 Downtown Winery and Spirits
- 8 Winfield's Shoes & Accessories
- 9 Smoker's Outlet
- 10 Hu. Diner
- 11 Felicia Suzannes's
- 12 Cafe Keough
- 13 USCIS Memphis Field Office
- 14 Flight Resaurant and Wine Bar
- 15 Tennessee Department of Human Services
- 16 The Cadre
- 17 Paula & Raiford's Disco
- 18 Downtown Express Mini Mart
- 19 fam
- 20 The Exchange Guest Suites and Apartments
- 21 Walgreens
- 22 Hu Hotel



# Project Description

24 South Main is located in the downtown core on the Main Street pedestrian mall. The 3 story building with basement, has 3,275 SF per floor, totaling 13,100 SF. Originally constructed in 1910, the building has lost most of its original architectural features including massive arched windows, ornate cornices, and original signage of the Burk & Co. clothing and hat company.

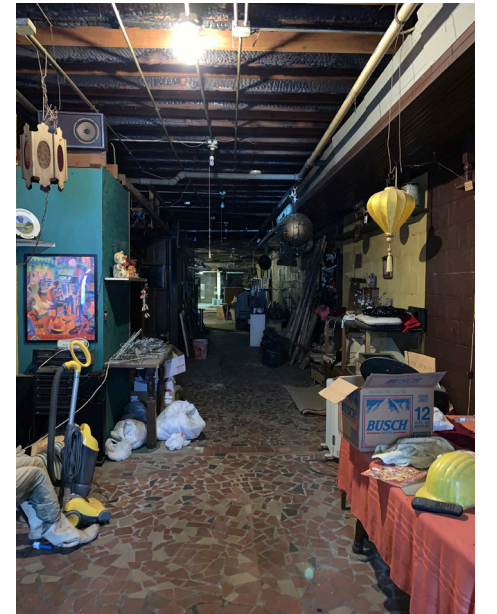
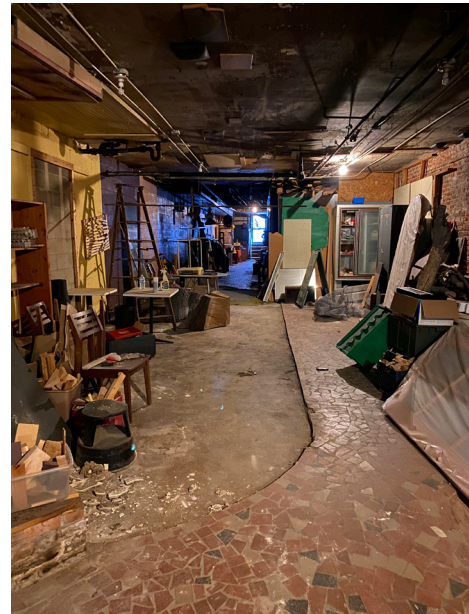
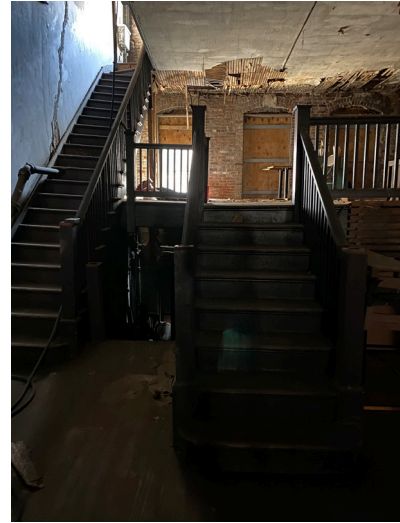
This project includes the renovation and restoration of the building's exterior, repair or complete replacement of the roof, accessibility upgrades, the preparation of the interior for an undetermined future commercial tenant, and upper level apartments.

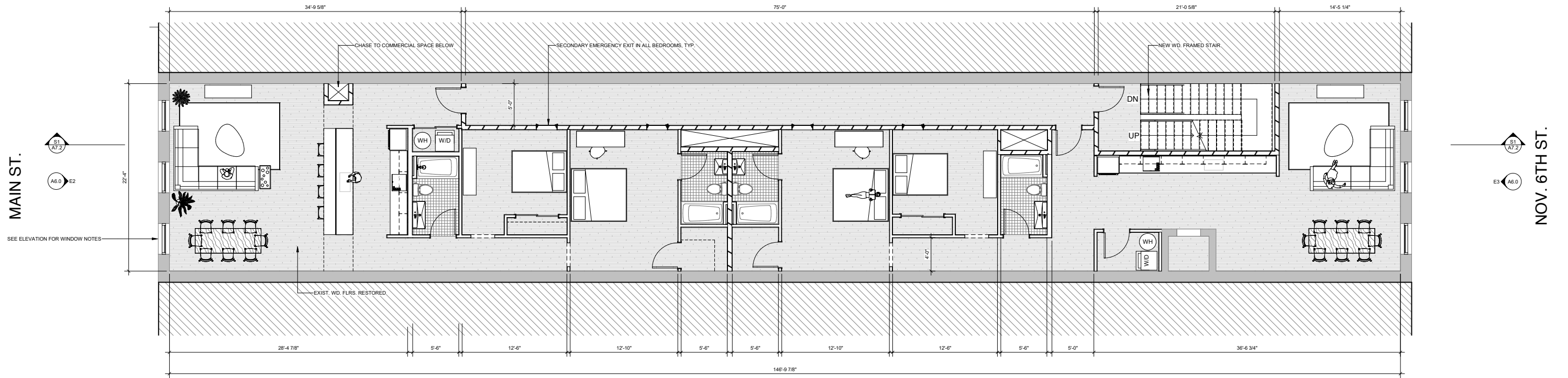


# Project Description

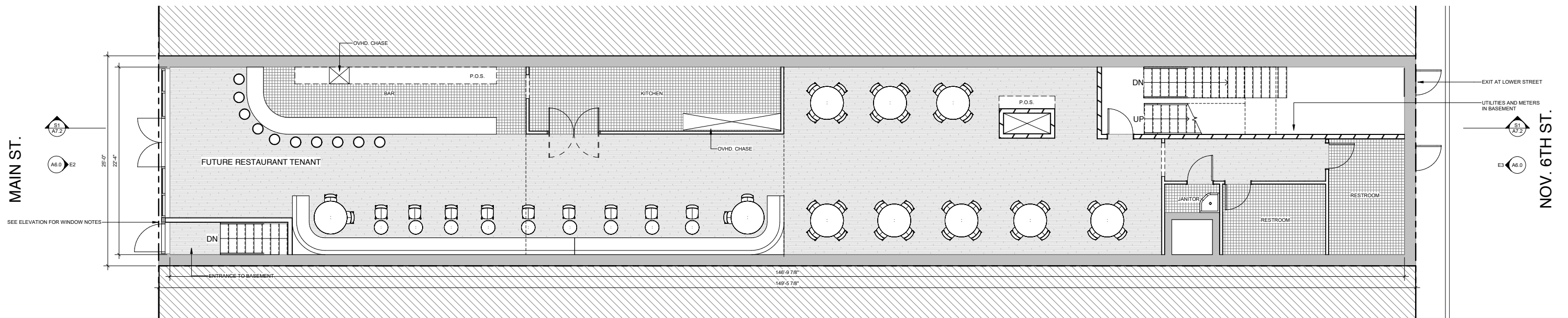
24 South Main is located in the downtown core on the Main Street pedestrian mall. The 3 story building with basement, has 3,275 SF per floor, totaling 13,100 SF. Originally constructed in 1910, the building has lost most of its original architectural features including massive arched windows, ornate cornices, and original signage of the Burk & Co. clothing and hat company.

This project includes the renovation and restoration of the building's exterior, repair or complete replacement of the roof, accessibility upgrades, the preparation of the interior for an undetermined future commercial tenant, and upper level apartments.





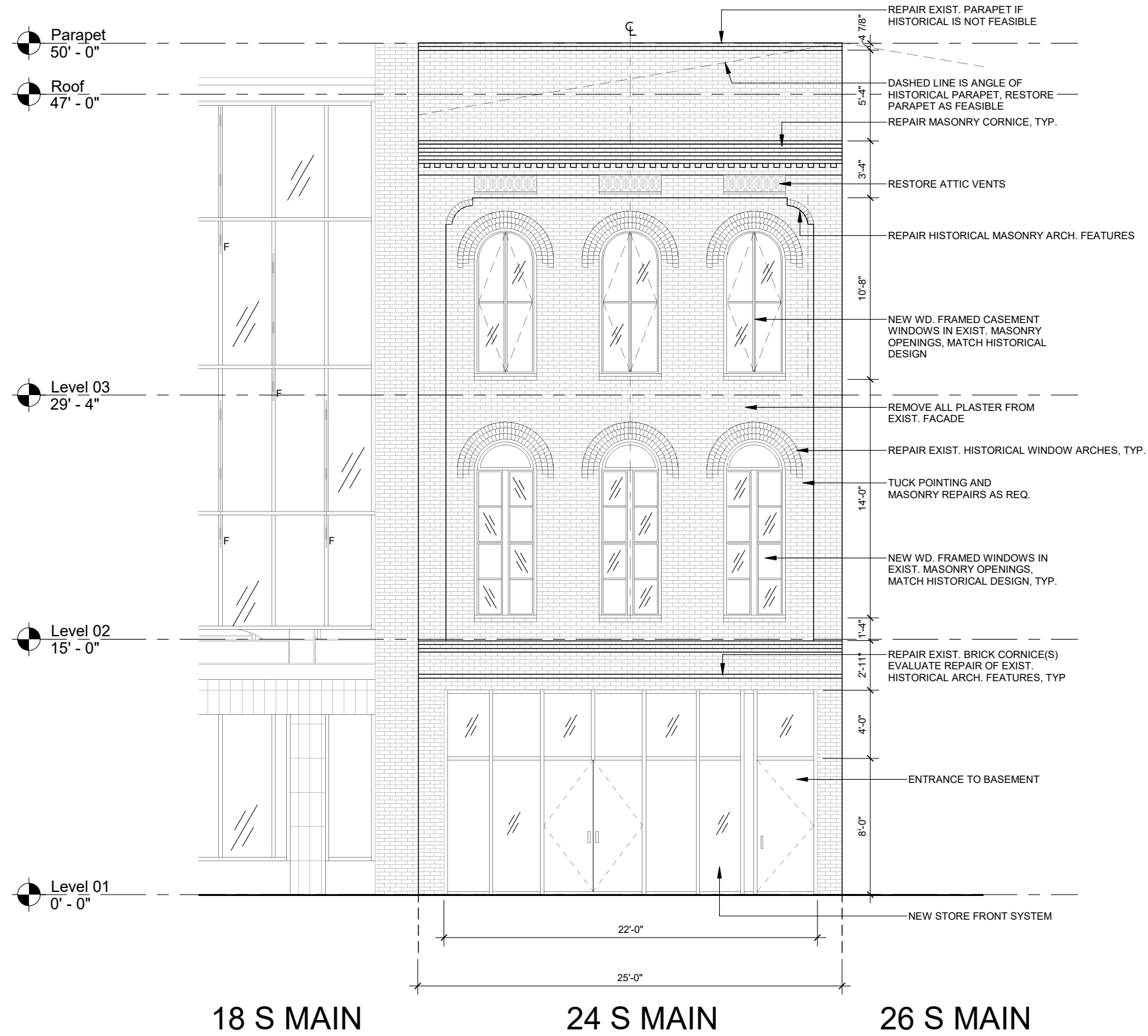
**Floor Plan - Level 02 & 03**



**Floor Plan - Level 01**



# Exterior Elevation



## ESTIMATED COSTS & BIDS

Exterior Improvements					
Item Description	Quantity	Unit	Cost per Unit	Total	Remarks
Demolition	3,000	SF	\$ 6	\$ 18,000	
West Façade	1,250	SF	\$ 60	\$ 75,000	
East Façade	1,250	SF	\$ 40	\$ 50,000	
Exterior Lighting	16	EA	\$ 750	\$ 12,000	
MLGW Upgrades	1	EA	\$ 40,000	\$ 40,000	
Roofing	3,709	SF	\$ 12	\$ 44,508	
Flashing	3,709	SF	\$ 5	\$ 18,545	
Misc. Repairs	3,000	EA	\$ 15	\$ 45,000	
<b>Subtotal</b>				<b>\$ 303,053</b>	

Apartments					7,418 rsf
Item Description	Quantity	Unit	Cost per Unit	Total	Remarks
Demolition & Clean Up	7,418	SF	\$ 1.50	\$ 11,127	
Gypcrete	7,418	SF	\$ 2.00	\$ 14,836	
Wood Framing	7,418	SF	\$ 3.00	\$ 22,254	
Millwork & Trim	7,418	SF	\$ 1.00	\$ 7,418	
Doors/Frames/Hardware	7,418	SF	\$ 2.50	\$ 18,545	
Drywall/Insulation	7,418	SF	\$ 14.00	\$ 103,852	
Finishes	7,418	SF	\$ 8.00	\$ 59,344	
Specialties	7,418	SF	\$ 2.00	\$ 14,836	
Cabinets/Counters	7,418	SF	\$ 3.00	\$ 22,254	
Appliances	7,418	SF	\$ 2.00	\$ 14,836	
Fire Protection	7,418	SF	\$ 6.00	\$ 44,508	
Plumbing	7,418	SF	\$ 10.00	\$ 74,180	
HVAC	7,418	SF	\$ 10.00	\$ 74,180	
Electrical	7,418	SF	\$ 12.00	\$ 89,016	
<b>Subtotal</b>				<b>\$ 571,186</b>	

Retail "Warm White Box" & Tenant Improvements					5,232 rsf
Item Description	Quantity	Unit	Cost per Unit	Total	Remarks
Demolition & Clean Up	5,232	SF	\$ 1.50	\$ 7,848	
Gypcrete	5,232	SF	\$ 2.00	\$ 10,464	
Wood Framing	5,232	SF	\$ 3.00	\$ 15,696	
Millwork & Trim	5,232	SF	\$ 1.00	\$ 5,232	
Doors/Frames/Hardware	5,232	SF	\$ 2.50	\$ 13,080	
Drywall/Insulation	5,232	SF	\$ 14.00	\$ 73,248	
Finishes	5,232	SF	\$ 8.00	\$ 41,856	
Specialties	5,232	SF	\$ 2.00	\$ 10,464	
Cabinets/Counters	5,232	SF	\$ 3.00	\$ 15,696	
Appliances	5,232	SF	\$ 2.00	\$ 10,464	
Fire Protection	5,232	SF	\$ 6.00	\$ 31,392	
Plumbing	5,232	SF	\$ 10.00	\$ 52,320	
HVAC	5,232	SF	\$ 10.00	\$ 52,320	
Electrical	5,232	SF	\$ 12.00	\$ 62,784	
<b>Subtotal</b>				<b>\$ 402,864</b>	

Construction Costs		<b>\$ 1,277,103</b>
GC Fees, General Conditions, Permit, Etc.	16%	<b>\$ 204,336</b>
Professional Fees	8%	<b>\$ 102,168</b>
Contingency	5%	<b>\$ 63,855</b>

<b>Total</b>	<b>12,650 rsf</b>	<b>\$ 1,647,463</b>	\$130 /sf
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**ESTIMATED COSTS & BIDS**

Estimated Exterior Sources & Uses

<b>Sources:</b>	<b>Amount</b>
<i>List the amount of CCDC grant funding requested</i>	\$80,000
<i>List the source and amount of the matching funds you are providing</i>	\$163,000
<b>Total Sources</b>	<b>\$243,000</b>
<b>Uses:</b>	<b>Cost</b>
Demolition	\$18,000
exterior structural repair	\$35,000
misc metals and framing	\$10,500
glass and glazing	\$45,000
exterior doors & hardware	\$16,000
brick repair and detailing	\$80,000
electrical & lighting	\$20,500
misc repairs	\$10,000
signage	\$8,000
<b>Total Uses:</b>	<b>\$243,000</b>

## TIMELINE

### II. Project Timeline

1. Programming Phase	8/15/2021
2. Schematic Design	11/1/2021
3. EIG Application	9/16/2021
4. EIG CCRFC Review	10/27/2021
5. Close on Financing	12/1/2021
6. Construction Documents Due	3/15/2022
7. Bidding & Negotiation	4/15/2022
8. Permit Issued	5/1/2022
9. Notice to Proceed	5/15/2022
10. Commencement of Construction	5/15/2022
11. Substantial Completion	3/15/2023
12. Full Occupancy Expected	6/23/2023

## REFERENCES

- a) Ben Schulman  
Director of Real Estate  
Memphis Medical District Collaborative  
(901) 552-4781
- b) Todd Richardson  
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