


APPENDIX I: EIG APPLICATION

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|--|--|--------|--|
| Date of Application: | | | |
| Building/Property Address: | | | |
| Applicant's Name: | | | |
| Name of the Business: | | | |
| Ownership Status: | <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 _____ | | |
| Primary Project Contact: | Name: | | |
| | Phone: | Email: | |
| | Mailing Address: | | |
| | | | |
| Describe the existing condition of the property. | | | |
| Describe the proposed future use of the property. | | | |
| What exterior improvements do you plan to make to the property? | | | |
| Architect (if applicable) | Name: Company: | Phone: | |
| Total Project Budget: | | | |
| Total Grant Requested: | | | |
| Property Owner: (If not the applicant) | Name: | | |
| | Phone: | Email: | |
| | Mailing Address: | | |
| | | | |

| | |
|---------------------------------------|--|
| 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. |
| Legal Disclosure: | <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> |
| Board Relationship Disclosure: | <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> |
| 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 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.</p> <div style="text-align: center;">  </div> <p>_____ Signature: Date:</p> |
|--|--|

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) Site Plan
- B) Existing Conditions Photos (link provided with additional photos)
- C) Architectural Drawings
- D) Conceptual Rendering
- E) Completed Sources & Uses Statement
- F) Project Timeline
- G) References

*all information is pending final design.

EXHIBIT A
ARCHITECTURAL PLANS & RENDERINGS

631 Madison

- 1 Outdoor Event Space
- 2 Event Venue
- 3 Co-Work Offices
- 4 Work Cafe/Community Kitchen
- 5 Short Term Rental/Business Incubation
- 6 Courtyard
- 7 Alley & Art Installation
- 8 631 Madison Retail
- 9 619 Madison Future Parking
- 10 Streetscape Improvements
- 11 Sam Phillips Recording Studio
- 12 Karen Adams Design
- 13 644 Madison Offices & Retail
- 14 Parking & Future Phase 2 Mixed-Use
- 15 Evelyn & Olive
- 16 597 Madison
- 17 Highcotton Brewing
- 18 Edge Alley
- 19 Public Parking



EXHIBIT B
Existing Conditions Photos



EXHIBIT B
Existing Conditions Photos

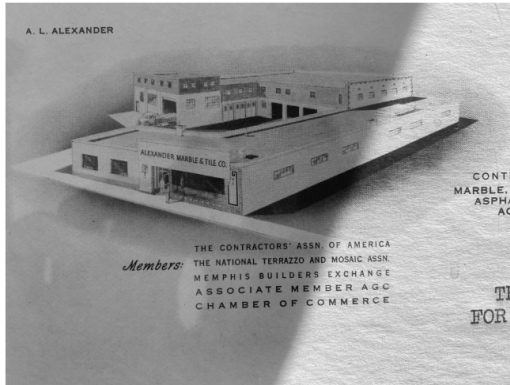
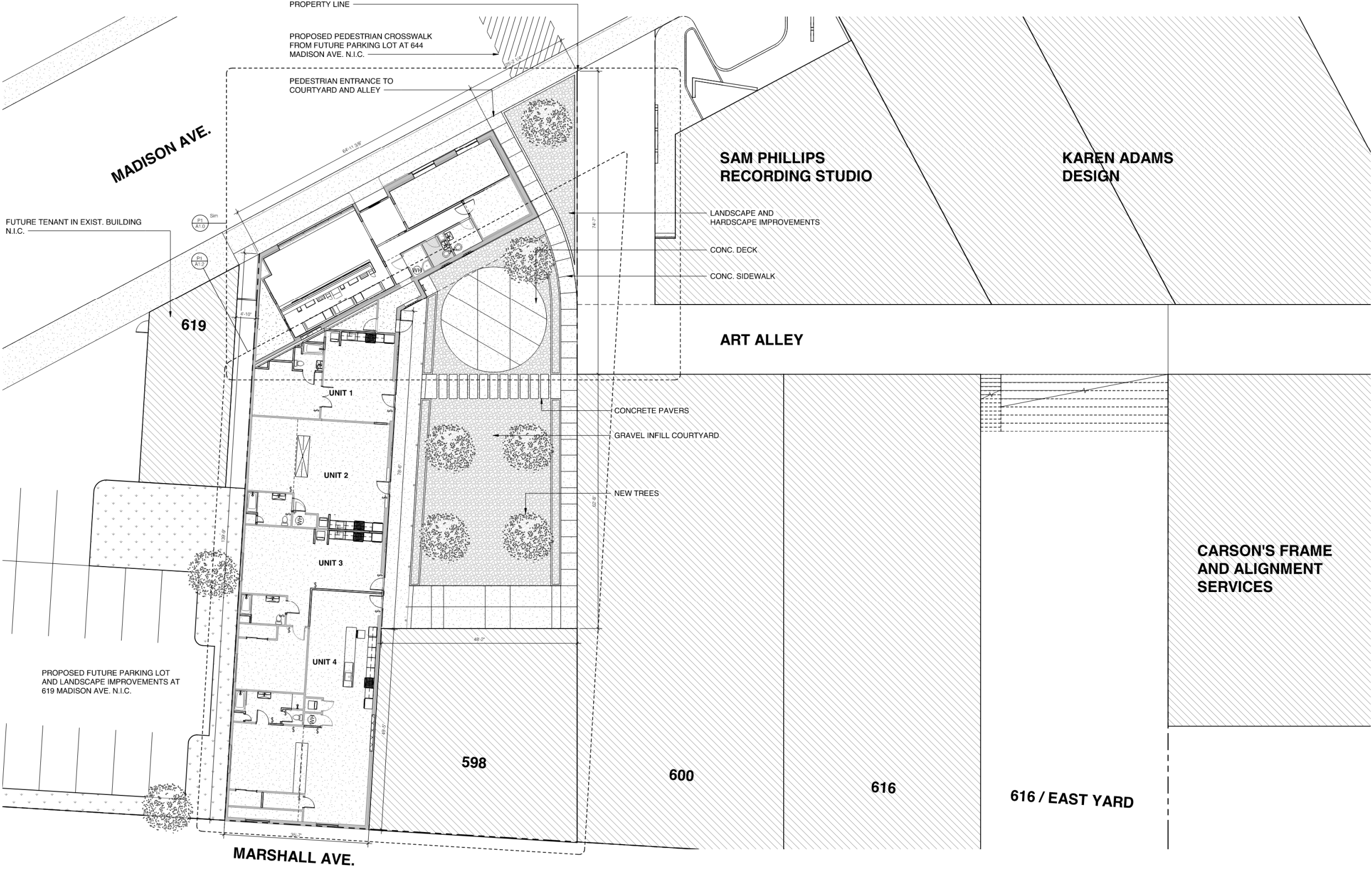


EXHIBIT B
Existing Conditions Photos

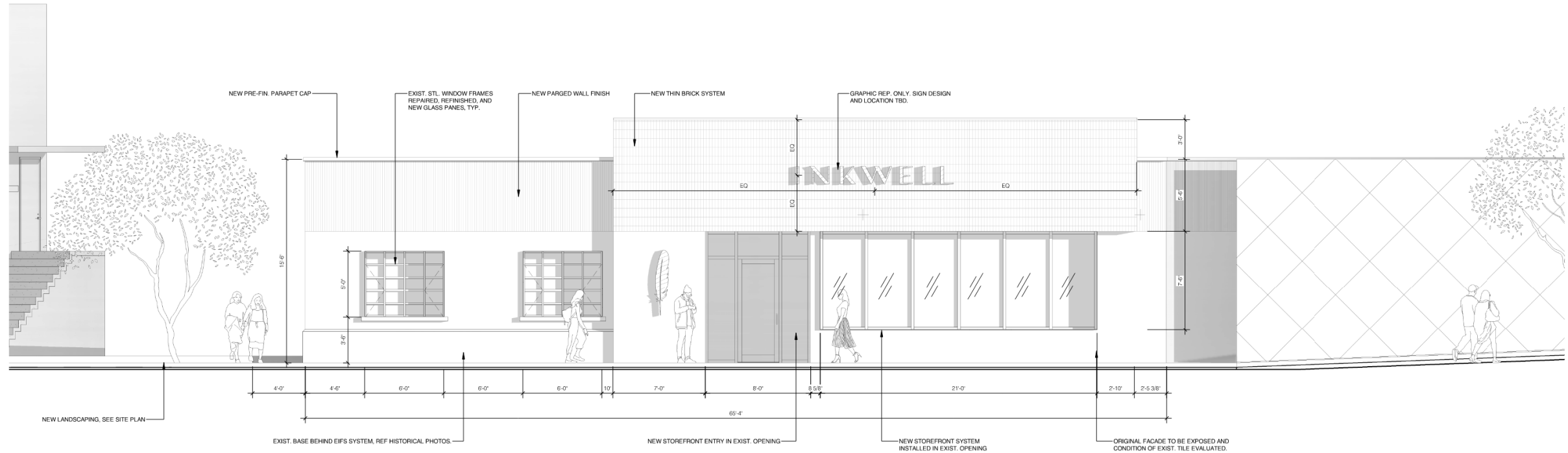


EXHIBIT C
Architectural Drawings

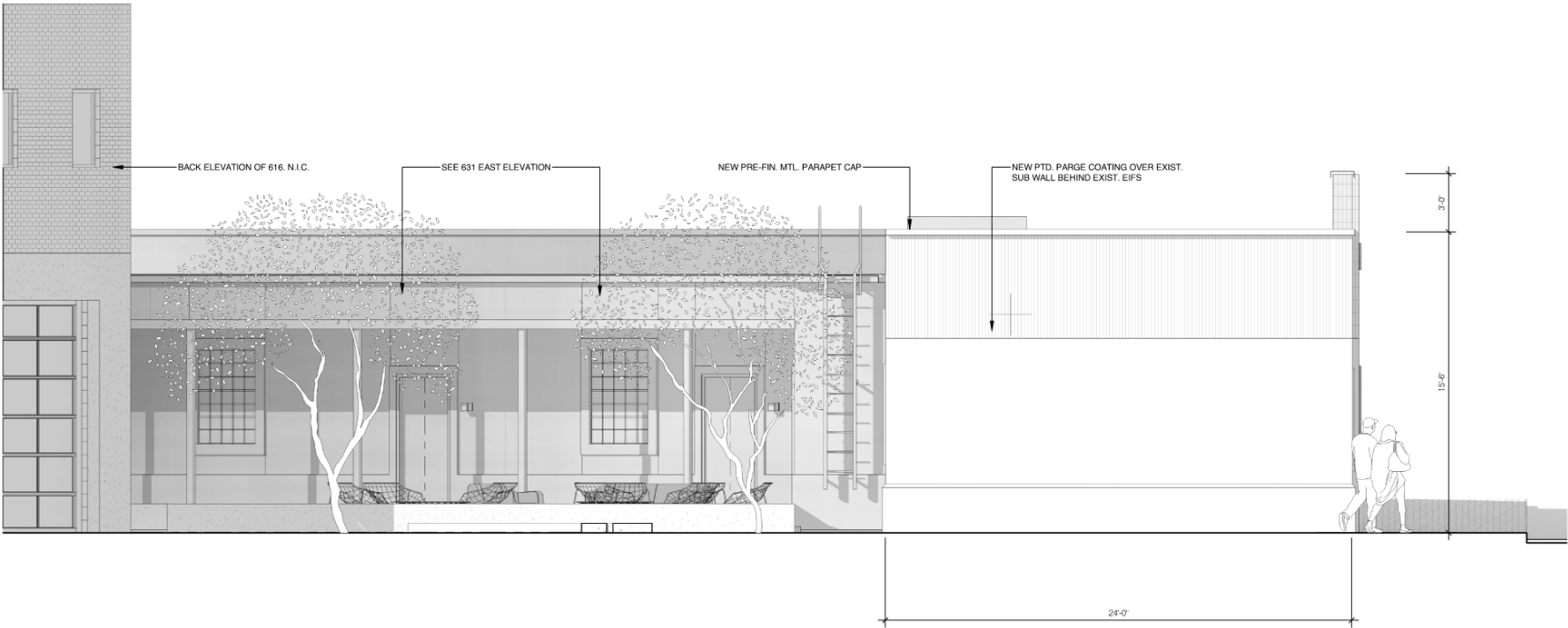


Sit Plan

EXHIBIT C
Architectural Drawings

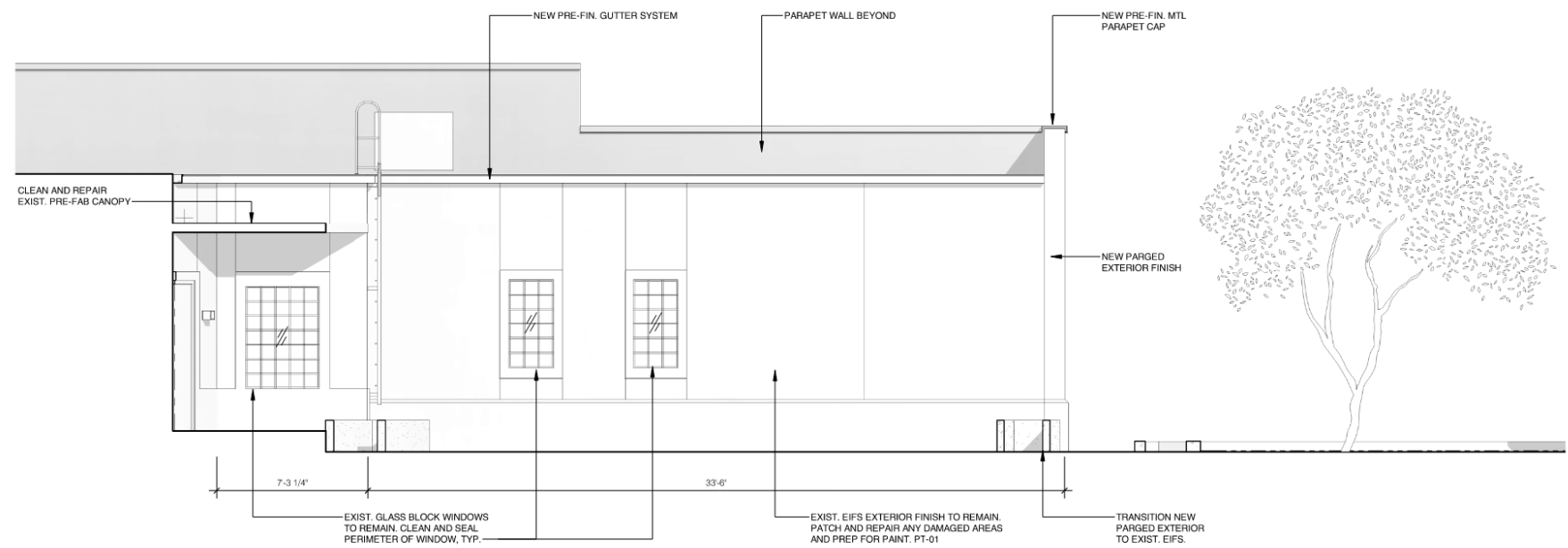


Madison Elevation (North)

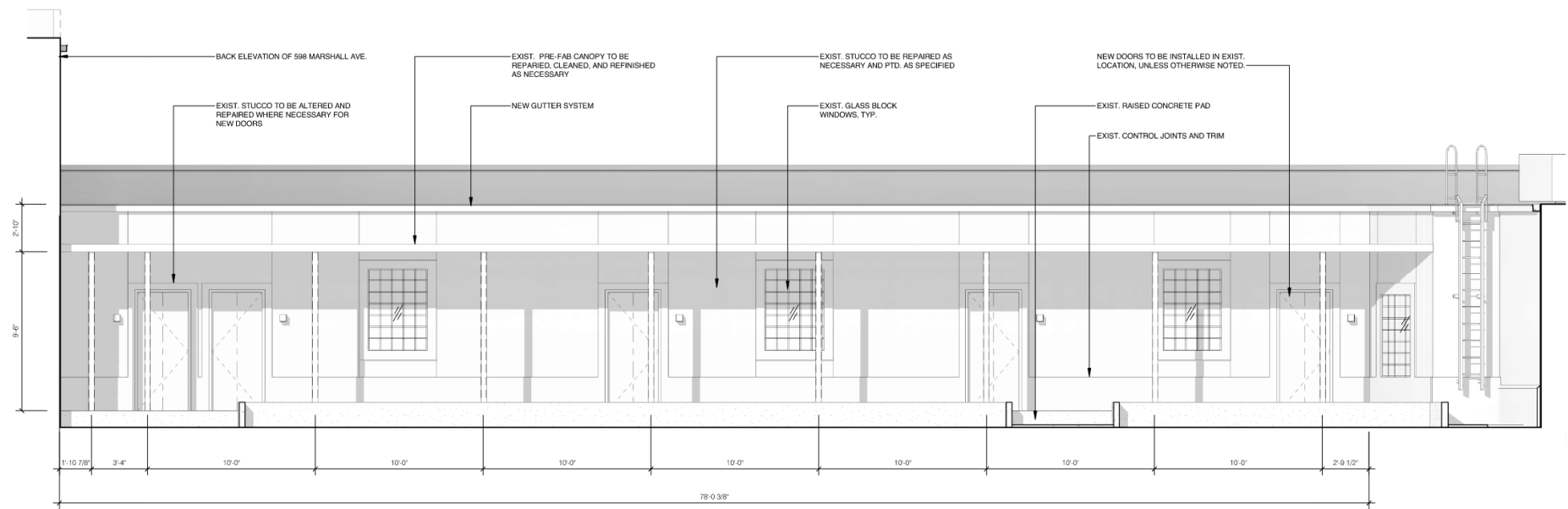


East Elevation

EXHIBIT C
Architectural Drawings

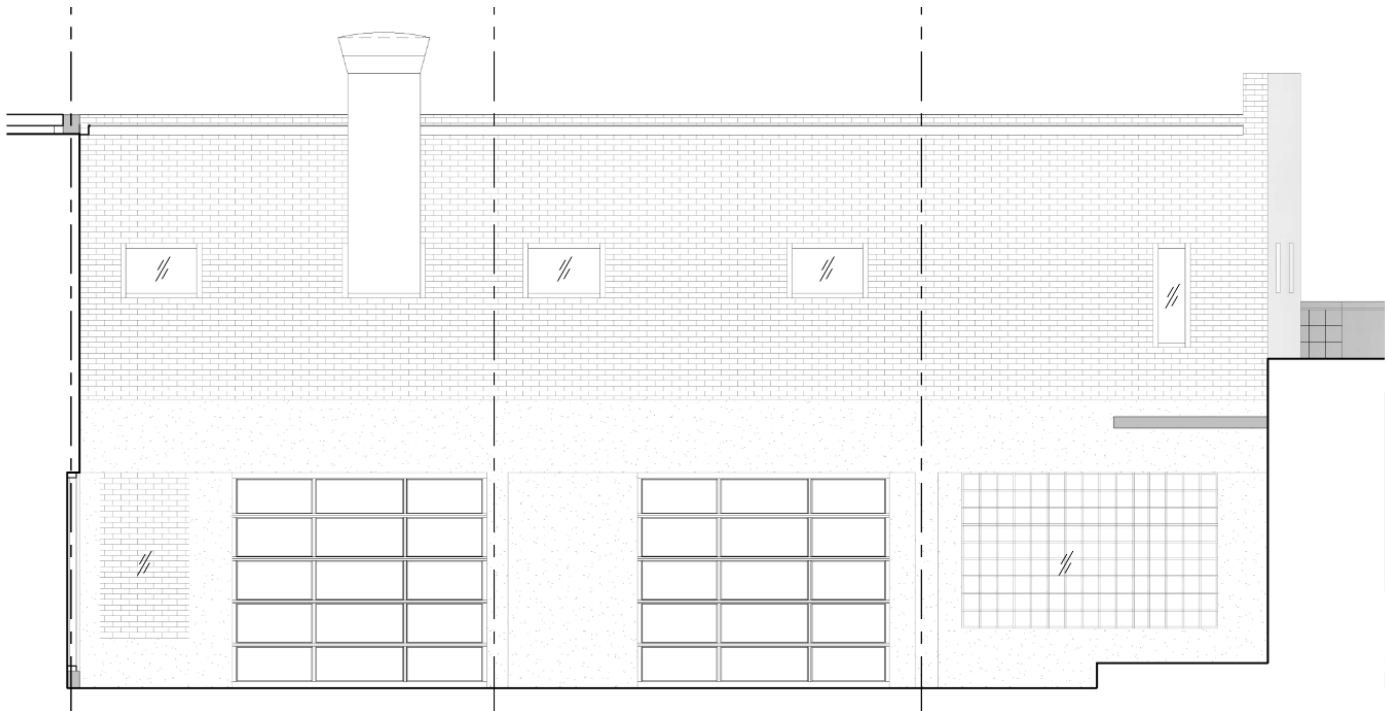


South Elevation

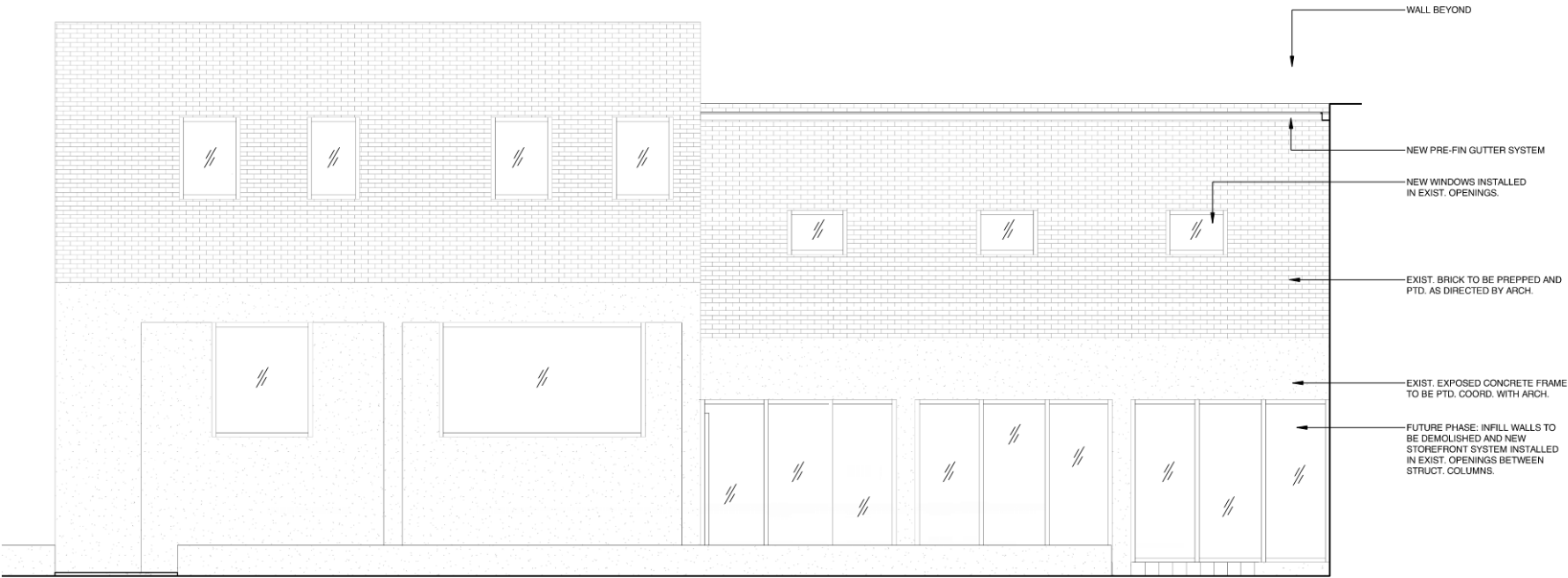


East Elevation (Courtyard)

EXHIBIT C
Architectural Drawings

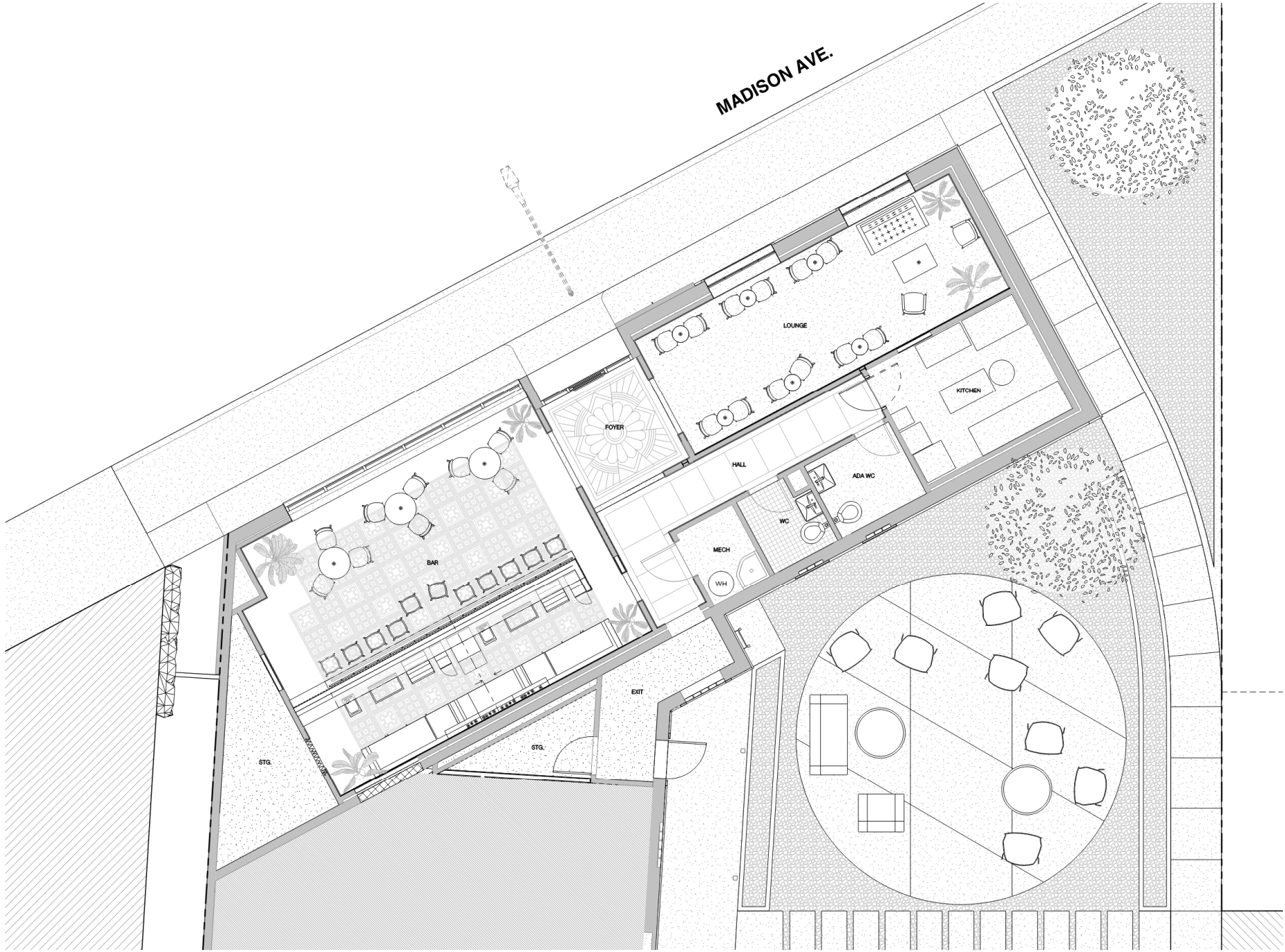


North Elevation (Courtyard)



West Elevation (Courtyard)

EXHIBIT C
Architectural Drawings



Retail Furniture Layout Concept

EXHIBIT D
Conceptual Renderings



Madison Facade

EXHIBIT D
Conceptual Renderings



Courtyard

EXHIBIT E
ESTIMATED COSTS & BIDS

ATTACHMENT B

Example of Sources and Uses Statement

| Sources: | Amount |
|---|---------------|
| <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> | \$115,000 |
| | |
| Total Sources | \$195,000 |
| | |
| Uses: | Cost |
| | |
| exterior facade demolition | \$12,000 |
| site demolition | \$10,000 |
| exterior structural repair | \$15,000 |
| misc metals and framing | \$8,500 |
| glass and glazing | \$32,500 |
| exterior doors & hardware | \$16,000 |
| exterior siding & assembly | \$28,000 |
| exterior painting | \$9,000 |
| electrical | \$14,500 |
| sidewalk repairs & concrete | \$16,500 |
| misc repairs | \$10,000 |
| landscaping | \$15,000 |
| signage | \$8,000 |
| | |
| | |
| | |
| | |
| | |
| Total Uses: | \$195,000 |

EXHIBIT C
TIMELINE

II. Project Timeline

| | |
|------------------------|------------|
| Notice to Proceed | 03/20/2021 |
| Substantial Completion | 08/15/2021 |

EXHIBIT D
REFERENCES

- a) Ben Schulman
Director of Real Estate
Memphis Medical District Collaborative
(901) 552-4781
- b) Todd Richardson
Crosstown Concourse
todd@crosstownconcourse.com
- c) Dave Curran Jr., SIOR, CCIM
Senior Vice President
Commercial Advisors
(901)289-7116
- d) Russell Ingram
Chief Operating Officer
Epicenter Memphis
(901)289-9551
- e) Jose Velazquez
Managing Partner
James Lee House
jvelazquez761@gmail.com