

DOWNTOWN RETAIL TENANT IMPROVEMENT GRANT



A grant for interior tenant improvements, designed to foster retail growth in Downtown Memphis.



Maximum grant of **\$30,000**.



Grant is for **permanent improvements**, not temporary furnishings and fixtures.



Higher priority for projects in **target areas**.

Program Administered by the
Center City Development Corporation

114 North Main Street
Memphis, TN 38103

(901) - 575 - 0540
DowntownMemphisCommission.com



**DOWNTOWN
MEMPHIS
COMMISSION**

HOW TO APPLY

Read Full Packet for More Details

1



Submit your initial project idea.

Send DMC staff some basic info about your project -- including where the property is located, what you'd like to change, and current pictures of the existing space.



2



Prepare a project budget and design plans.

Create an itemized budget for your proposed project, and basic drawings of the space you plan to create.



3



Follow Equal Business Opportunity (EBO) Guidelines.

Every project that receives a DMC incentive must receive bids through an open and fair process. Before submitting your final application, meet with DMC staff to make sure you have a plan to comply with this requirement.



4



Submit your final application for CCDC approval.

The CCDC board meets the third Wednesday of every month at 9:00 AM. To have your project considered at a monthly board meeting, submit your final application two weeks before the meeting date.



5



Begin work!

Once your application is approved by the CCDC board, and you've properly bid out work according to the DMC's EBO guidelines, you can start work. Grant funds will be dispursed after the project's completion.

DOWNTOWN RETAIL TENANT IMPROVEMENT (TI) GRANT

The **Downtown Retail Tenant Improvement (TI) Grant** is designed to help grow a vibrant and thriving retail climate in Downtown Memphis. This program will support new retail, creative arts & entertainment, and food & beverage based businesses who choose to locate within key corridors and retail nodes.

The Retail TI Grant helps bridge the financial gap between property owner and tenant by providing **financial assistance of up to \$30,000** on qualified permanent improvements to the interior of a tenant's space.

The Retail TI Grant program operates as a reimbursable grant. Following grant approval, the applicant may sign the lease and then begin interior work. After all interior work has been completed and the business is open, the applicant will submit receipts to the CCDC and demonstrate compliance with standard closing conditions. At that point, the grant incentive can be reimbursed.

WHAT ARE WE TRYING TO ACCOMPLISH?

- Encourage new businesses to open ground-floor locations along priority corridors and within targeted retail nodes
- Motivate property owners to work with tenants to fill long-vacant spaces.
- Increase the total number of retail businesses Downtown.

TARGET AREAS

The Retail TI Grant program will be used strategically in key corridors and retail nodes in Downtown Memphis to implement the recommendations of the DMC's Retail Action Plan. Please note that this grant program is not an entitlement and not every application will be approved. The CCDC is purposefully concentrating the focus of the program in order to increase the impact of its investment. **In most cases, properties need to be located within the Target Areas shown in Appendix II to be eligible.** Exceptions may be considered for high-impact projects and strategic priorities. The Target Areas were determined in the Retail Action Plan based on market data and analysis.

BUSINESS ELIGIBILITY

In order to be considered potentially eligible for this Grant, the proposed ground-floor business must be (i) an approved retail, (ii) creative arts & entertainment, or (iii) food & beverage business. Funding decisions will ultimately be based on a variety of factors, including consistency with the DMC's Downtown Master Plan, Retail Strategy, and availability of resources. **Funding priority will be given to proposals that are filling a ground-floor space that has been vacant for 24 or more consecutive months.**

The Retail TI Grant is designed to assist:

- Tenants interested in ground-floor retail bays with prominent street frontage
- A new business locating within the target area
- An existing business relocating from outside the CBID to within the target area
- An existing business opening an additional location within the target area

The Retail TI Grant is not designed to assist:

- Existing businesses within the target area
- Existing businesses within the CBID who simply wish to change locations
- Office tenants and similar non-retail uses
- Tenants not located on the ground-floor with prominent street frontage
- Ineligible business types include, but are not limited to, liquor, Cannabidiol (CBD) and tobacco stores, adult entertainment and product stores, building developers, and short-term loan businesses.

WHO CAN APPLY?

The Retail TI Grant is available from March 23, 2022 – March 19, 2025. The Grant is designed for tenants who will sign a lease with a minimum term of 12 months to occupy ground-floor space. Longer leases are preferred. Applicants must apply for, and receive approval of, a Retail TI Grant prior to signing their lease. Property owners who will also operate an eligible retail business on the ground-floor may apply for this grant.

WHAT IMPROVEMENTS CAN THE GRANT HELP PAY FOR?

Examples of eligible expenses under the Retail TI Grant include:

- Hazardous materials abatement, such as asbestos removal
- Interior demolition and shell reconstruction
- Compliance with the Americans with Disabilities Act (ADA)
- Permanent equipment, plumbing, mechanical, electrical & HVAC
- Permanent lighting
- Flooring

- Windows/doors/commercial storefront
- Historic restoration of interior features
- Permanent interior walls and finishes
- Permanent bar/counter/cash wrap for point of sale
- Architectural/interior design/permitting fees related to the interior improvements

The following expenses are not eligible under the Retail TI Grant:

- Furniture such as tables, chairs, display racks and other similar fixtures
- Temporary or moveable cubicles or partitions to subdivide space
- Moveable equipment, fixtures, or furnishings
- Moving expenses, salaries, working capital, or inventory
- In-kind work performed by the applicant
- Other items deemed by staff as narrowly tailored for a particular use and not potentially beneficial to other future users of the space.

GRANT AMOUNT

The maximum grant amount is capped at **\$30,000 per project**, regardless of size or length of lease.

Please note that the approved amount of a grant may be less than the maximum, depending on CCDC priorities, funding availability, and eligible project expenditures. DMC staff will work with each applicant to determine the recommended scope of interior work and confirm the total grant amount.

EBO PROGRAM

As a condition of receiving the grant, each applicant must comply with the DMC's Equal Business Opportunity (EBO) program by having a fair and open bidding process for all contracting and sub-contracting opportunities. The DMC's goal is a minimum of 25% participation by minority and women-owned businesses in the total project cost. Please review the attached document titled ***DMC Equal Business Opportunity (EBO) Program Overview*** for more information about this requirement.

ADDITIONAL INFORMATION

The CCDC currently offers a Downtown Development Loan program for permanent building improvements and an Exterior Improvement Grant (EIG) program to aid in significant cosmetic improvements needed to the building's exterior. **In many cases, DMC staff will advise each applicant to select only one incentive program for each project.** Our goal is to use CCDC

resources efficiently while leveraging private investment to the fullest extent possible. However, DMC staff may choose to recommend approval for more than one incentive program for a high-impact project if doing so closely aligns with the DMC's strategic priorities and Retail Strategy.

HOW TO APPLY? FIVE STEPS

Step 1: Submit Your Project Idea

Submit a letter or email to DMC staff describing your interest in the Retail TI Grant. Please include the following information:

- a. Property address & landlord's contact information
- b. Describe the proposed lease terms, if applicable
- c. Describe your project idea and what kind of improvements you want to make
- d. Let us know if you are already working with an architect or designer
- e. Include recent photograph(s) showing the interior and exterior of the space.
- f. Copy of your business plan

Step 2: Prepare a Project Budget and Simple Design Plans

If DMC staff determines that your project idea is potentially eligible for the Retail TI Grant, the next step is for you to prepare an itemized budget and basic drawings that show the proposed interior work. Most projects will require the services of an architect or similar design professional.

In most cases, staff will request an opportunity to tour the proposed retail space with the applicant in order to better understand the scope of needed improvements.

Step 3: Equal Business Opportunity (EBO) Program

As a condition of receiving the Retail TI Grant, each applicant must comply with the DMC's Equal Business Opportunity (EBO) program by having a fair and open bidding process for all contracting and sub-contracting opportunities. You will be required to prepare and follow an Outreach & Inclusion Plan to ensure that proactive steps are taken to avail opportunities to minority and/or women-owned businesses. The DMC's goal is a minimum of 25% participation by minority and women-owned businesses (MWBE's) in the total project cost.

You will meet with DMC staff to discuss the EBO program prior to submitting an incentive application. The focus of this meeting will be to review how the EBO Program requirements will apply to your specific scope of work and potential strategies to include in your Outreach & Inclusion Plan.

Please review the document titled **DMC Equal Business Opportunity (EBO) Program Overview** for more information about this requirement.

Step 4: Submit Grant Application and Request Approval at 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**). Your final application will become part of the public record and will 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 determine if Design Review Board (DRB) approval will be required for the proposed scope of work. DRB approval is typically only required for exterior improvements.

Step 5: Start of Work

Following CCDC approval the applicant will sign their lease and may begin interior work.

After the project is finished and you have received a final Use and Occupancy Permit for the space, grant funds will be disbursed from the CCDC to the applicant upon receipt of contractor final release and waiver(s), satisfactory inspection of the completed work by DMC staff, and standard closing conditions. 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 CCDC after the project is complete. All work must be consistent with the approved grant application and the DMC staff must approve any changes in work scope or materials in advance of that work being performed.

Upon receiving CCDC approval, you have **six months to begin the improvements**. The project **must be completed within one year** of the date approved by the CCDC. Please note that an approved Retail TI Grant may be canceled if your project does not meet these deadlines.

READY TO APPLY OR HAVE QUESTIONS? CONTACT:

Brian Mykulyn, AICP
 Planning Manager
 Downtown Memphis Commission
 mykulyn@downtownmemphis.com
 (901) 575-0565

APPENDIX I: GRANT APPLICATION

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 _____	
Exact size of the space to be leased (sq. ft.)		
Describe the length and monthly rent of your proposed lease:		
Primary Project Contact:	Name:	
	Phone:	Email:
	Mailing Address:	
Proposed Improvements: (check all that apply)	<input type="checkbox"/> Hazardous material abatement <input type="checkbox"/> Interior demolition <input type="checkbox"/> ADA Compliance <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical/HVAC <input type="checkbox"/> Permanent Lighting	<input type="checkbox"/> Flooring <input type="checkbox"/> Windows/Doors <input type="checkbox"/> Permanent interior walls <input type="checkbox"/> Historic restoration <input type="checkbox"/> Cash wrap/bar/counter <input type="checkbox"/> Other (describe below)
If you listed <i>Other</i> above, Please briefly describe		

Architect (if applicable)	Name: _____ Phone: _____ Company: _____
Total Project Budget:	
Total Grant Requested:	
Property Owner: (If not the applicant)	Name: _____
	Phone: _____ Email: _____
	Mailing Address: _____
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.</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:	<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 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: _____ Date: _____</p>

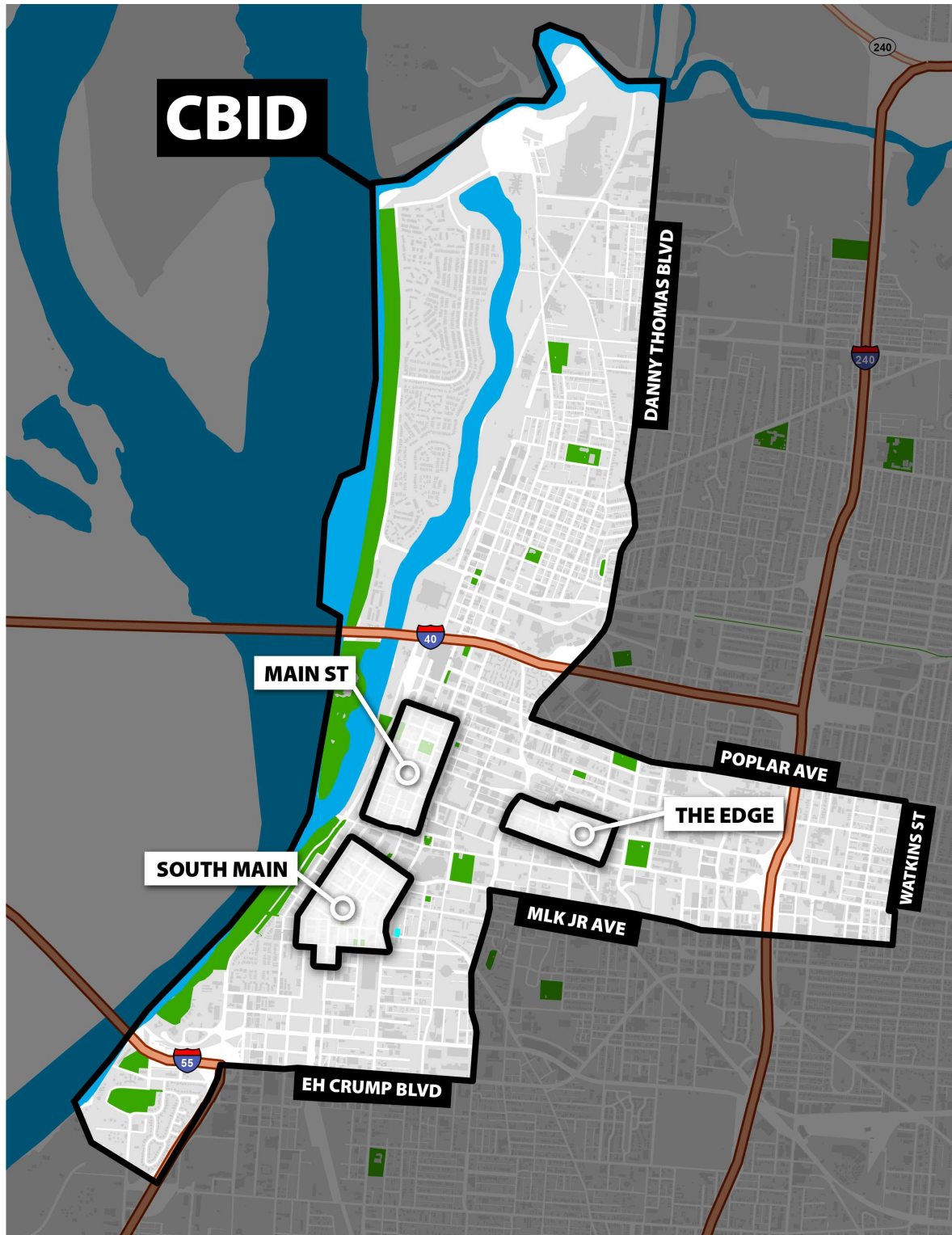
Application Attachments

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

- **Photograph(s) showing the interior and exterior of the space.**
- **Floor plan and architectural drawing(s) showing proposed improvements**
- **Itemized budget for proposed improvements**
- **Proposed lease agreement**
- **Copy of your business plan**
- **Letter from the property owner providing approval for the proposed improvements**
- **Any other information deemed necessary by DMC staff in order to fully understand the project**

APPENDIX II: TARGET AREA MAPS

Map 1. Central Business Improvement Business with Target Areas



Map 2. Main Street Target Area



Map 3. South Main Target Area



Map 4. Edge Target Area

