

# DOWNTOWN SIDEWALK REPAIR GRANT

The Downtown Memphis Commission is committed to making Downtown Memphis a better place to work, live, learn, invest, and visit. One way of measuring our ability to do so, is through our network of sidewalks. Sidewalks in disrepair impede the pedestrian’s ability to move around downtown in a safe way and can cause negative perceptions of the walkability of Downtown. Incomplete sidewalks are dangerous to pedestrians, impede accessibility, and decrease property values. Many property owners may not be aware that, by City of Memphis ordinance, it’s the property owner’s responsibility to maintain the sidewalks along their property.

The **Downtown Sidewalk Repair Grant** is a financial incentive program offered in partnership by the Center City Development Corporation (CCDC) and the Downtown Mobility Authority (DMA). This matching grant is designed to help commercial property owners make sidewalk improvements to their property Downtown. This program will provide eligible property owners with a 1 to 1 leverage, meaning the grant will fund half of the total cost, up to \$5,000.

## WHAT ARE WE TRYING TO ACCOMPLISH?

---

- Improve walkability and pedestrian safety in Downtown Memphis.
- Help commercial property owners make necessary repairs to their sidewalks.
- Increase commercial property values Downtown.
- Improve accessibility and entrances to Downtown businesses.

## ELIGIBILITY

---

To be eligible for this grant, the applicant must be the owner of a commercial property with a sidewalk out of compliance with the City of Memphis sidewalk ordinance. The applicant must be current on all City of Memphis, Shelby County, and Central Business Improvement District (CBID) property taxes. Priority will be given to properties located in the Downtown Core and retail nodes (see attached map in **Appendix 2**). The DMC reserves the right to reject any application of approve less funding than requesting, which determination shall be final.

All Downtown Sidewalk Repair Grant awards are subject to availability of funding and DMC priorities.

## GRANT AMOUNT & DISBURSEMENT

---

The Downtown Sidewalk Repair Grant will provide a 1 to 1 leverage to the applicant’s match, up to \$5,000. The following table is an example of the match amount:

Total Cost	Grant Amount	Applicant’s Match
\$12,000	\$5,000	\$7,000
\$9,500	\$4,750	\$4,750

\$5,000	\$2,500	\$2,500
---------	---------	---------

This program is a reimbursable grant. You must complete the work and then request reimbursement based on approved receipts and compliance with the standard closing conditions.

## CONTRACTOR SELECTION

---

Increasing contracting opportunities for minority contractors is of high priority for the DMC. All projects that receive incentive or financial support from the DMC must meet the requirements of the Equal Business Opportunity (EBO) Program. The EBO program requires that eligible applicants provide an equal opportunity for minority and women-owned businesses to bid on all eligible aspects of a project.

DMC Staff will provide eligible applicants with a pre-qualified list of MWBE (minority and women-owned business enterprises) contractors who are bonded to perform sidewalk work in the City of Memphis. If the contractors on the pre-qualified list are not available to do the proposed work, DMC staff will work with the applicant to identify alternate contractors.

More information about the EBO program is located in **Appendix 3**.

## HOW TO APPLY? FIVE STEPS

---

### Step 1: Notify Staff of Your Interest in the Downtown Sidewalk Repair Grant Program

Send an email to **bermudez@downtownmemphis.com** and include the following:

- Your name, mailing address, phone number, and email address
- Address of the property in question
- Write a brief description of the sidewalk work that is needed
- Photograph(s) showing the sidewalk issues that need to be fixed

### Step 2: Staff Reviews the Project

DMC Staff will review your submitted information and determine if the project qualifies for a grant. If the project is eligible, staff will provide the applicant with a list of pre-qualified contractors that the applicant can bid the work out to.

### Step 3: Applicant Selects a Contractor

Once a contractor from the pre-qualified list has been selected, the contractor should provide the applicant with a written scope of work describing the exact sidewalk repair and/or replacement that is required and an itemized budget.

### Step 4: Applicant Submits Scope of Work & Budget to DMC Staff

The applicant submits the contractor's written scope of work and final budget to staff for review. This information should be submitted to DMC staff using the application in **Appendix 1**.

### Step 5: Start of Work, Contractor Payment, & Grant Closing

Once the final application has been received, DMC staff will give the applicant written notice to proceed with the project. After the work is complete, the applicant should contact the DMC to

arrange an inspection of the site. Once DMC staff certifies that the work is complete, the grant will be closed, and applicants will be reimbursed up to the approved maximum.

## READY TO APPLY OR HAVE QUESTIONS? CONTACT:

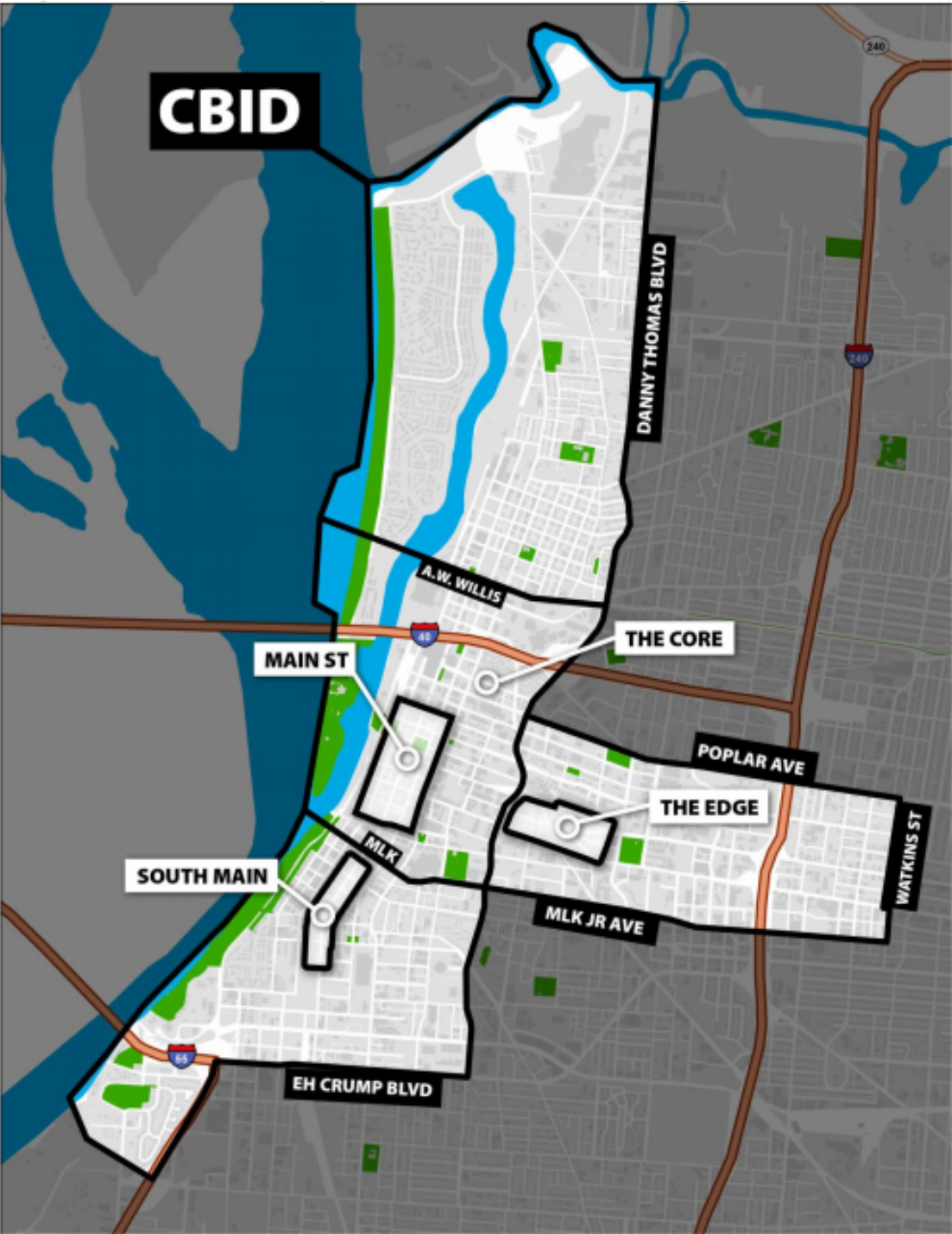
**Lauren Bermudez**  
Transportation Program Manager  
Downtown Memphis Commission  
bermudez@downtownmemphis.com  
(901) 575-0555

## APPENDIX I: DOWNTOWN SIDEWALK REPAIR GRANT APPLICATION

<b>Date of Application:</b>	
<b>Property Address:</b>	
<b>Property Owner:</b>	Name:
	Phone:                      Email:
	Mailing Address:
<b>Contractor: (if known)</b>	Name:
	Phone:                      Email:
	Mailing Address:
<b>Total Project Budget:</b>	
<b>Total Grant Requested:</b>	
<b>Project Description</b>	

<b>Applicant's Certification:</b>	<p>This application is made in order to induce the CCDC and DMA 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 and DMA in its consideration of the application is included. The applicant acknowledges that it has reviewed the descriptions of this CCDC/DMA program 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 and DMA whether or not the incentive is granted or project completed.</p> <hr/> <p>Signature: _____ Date: _____</p>
-----------------------------------	--

# APPENDIX II: Map of Downtown Core and Retail Nodes



# APPENDIX III: EBO Program Overview



## EQUAL BUSINESS OPPORTUNITY (EBO) PROGRAM OVERVIEW

Increasing contracting opportunities for minority and women-owned businesses is a high priority for the Downtown Memphis Commission (DMC). **All projects that request support from the DMC must meet the requirements of our Equal Business Opportunity (EBO) Program.**

Our goal is to provide an equal opportunity for minority and women-owned business enterprises (MWBEs) to bid on all eligible aspects of a project, including contracting and sub-contracting opportunities. The EBO program requires that you reach out proactively to MWBE's and hold a fair and open bidding process.

### HOW TO MEET THE EBO PROGRAM REQUIREMENTS

If your project requests an incentive or financial support from the DMC, meeting the requirements of the EBO program will involve two main components:

1. You must demonstrate a **best-faith effort** to be inclusive when selecting companies to hire in executing the project and performing the necessary work. This process will usually start by meeting with DMC staff in a pre-application conference to discuss the project and identify opportunities for proactive outreach to MWBE companies.
2. You should strive to exceed the DMC's **minimum goal of 25% MWBE participation** in the total hard and soft costs associated with the project. Hard costs include things like new construction, renovation, or demolition. Soft costs cover professional services including design and architecture, engineering, and similar work. DMC will periodically reevaluate our minimum goal and work continuously to increase that average every year to the point where it reflects the makeup of our community.

### THINGS TO KEEP IN MIND

- Please note that the DMC's EBO program does not require that an applicant select an unqualified firm or pay more in order to receive the same services. The EBO program simply requires that a fair and open process is used so that MWBE firms have an equal chance of being selected.
- The size, scope, and complexity of each project must be taken into consideration when developing the specific outreach and inclusion plan for a project. Each applicant will work with the DMC staff to craft a specific Outreach and Inclusion Plan based on their project scope.
- Failure to follow the EBO program will result in the incentive being canceled.
- Compliance with the Equal Business Opportunity (EBO) program is the responsibility of the incentive applicant. You must ensure that the general contractor adheres to the steps outlined in your Outreach & Inclusion Plan.

Please see the back page of this handout for examples of action steps that may be included in your Outreach & Inclusion Plan.

# THE EBO PROCESS: STEP BY STEP GUIDE

Although every project is unique and will follow its own Outreach & Inclusion Plan, the following chart identifies steps typically involved in meeting the DMC’s EBO requirements. The specific steps required for each applicant will be heavily influenced by the size, scope of work, and development costs associated with the project.

## DEVELOPMENT COSTS:



<b>STEP 1</b>	<p><b>Meet with DMC staff</b> to discuss your project and requirements of the Equal Business Opportunity (EBO) Program.</p> <p>Submit an <b>Outreach and Inclusion Plan</b> to DMC staff describing the steps you will take to meet the EBO requirements. This plan is typically submitted prior to requesting incentive approval at the Board meeting. DMC’s goal is a minimum of 25% MWBE participation in the project development costs.</p>	
<b>STEP 2</b>	<p>Use the <b>City of Memphis Business Diversity &amp; Compliance Registry</b> and the resources at the <b>Shelby County Office of Equal Opportunity Compliance</b> to identify qualified general contractors and tradespeople to perform your proposed scope of work.</p>	
<b>STEP 3</b>	<p>Meet and coordinate with <b>minority-owned business assistance organizations</b> such as the Memphis Area Minority Contractors Association (MAMCA) and the Mid-South Minority Business Council Continuum (MMBC) to make their members aware of your project and any contracting and sub-contracting opportunities.</p>	
<b>STEP 4</b>	<p>Contact a minimum of <b>3 certified MWBE businesses for each trade</b> or type of work involved in the project using the firms identified in steps 2 and 3 above. Provide a fair opportunity for each business to submit a bid.</p> <p>Document your outreach efforts and the submitted bids. <b>Use Form titled “Proposed Utilization Plan” to submit your proposed service providers to DMC staff for review and approval.</b></p>	<p>Contact a <b>minimum of 3 certified MWBE general contractors</b> using the firms identified in steps 2 &amp; 3 above. Provide a fair opportunity for each business to submit a bid.</p> <p>Depending upon the size and scope of your project, staff may require that you advertise and host a <b>pre-bid conference</b> to allow general contractors and subcontractors an opportunity to ask questions and learn more about the job opportunity.</p>
<b>STEP 5</b>	<p>After work has started, submit monthly updates to DMC staff detailing the project status and MWBE involvement at each major phase of the project.</p>	<p>Contact a minimum of <b>3 certified MWBE businesses for each trade</b> or type of subcontractor needed. Provide a fair opportunity for each firm to submit a bid.</p> <p>Document your outreach efforts and the submitted bids. <b>Use Form titled “Proposed Utilization Plan” to submit your proposed service providers to DMC staff for review and approval.</b></p> <p>After work has started, submit <b>monthly updates</b> to DMC staff detailing the project status and MWBE involvement at each major phase of the project.</p>
		<p>Discuss with DMC staff the potential for MWBE firms to competitively bid on the general contracting work. If the project scope &amp; need does not match the current capabilities of MWBE general contractors, look for opportunities to connect smaller MWBE firms with larger firms in <b>joint ventures or collaborative partnerships</b> for general contracting work on larger projects.</p> <p>After a general contractor is selected, advertise and host a pre-bid conference to allow subcontractors an opportunity to ask questions and learn more about the job opportunity. Coordinate the pre-bid conference with <b>minority-owned business assistance organizations.</b></p> <p>Contact a minimum of <b>3 certified MWBE businesses for each trade</b> or type of work involved in the project. Provide a fair opportunity for each firm to submit a bid.</p> <p>Document your outreach efforts and the submitted bids. <b>Use Form titled “Proposed Utilization Plan” to submit your proposed service providers to DMC staff for review and approval.</b></p> <p>After work has started, submit <b>monthly updates</b> to DMC staff detailing the project status and MWBE involvement at each major phase of the project.</p>