

# Center City Development Corporation Board Meeting

To: Center City Development Corporation (CCDC)  
From: DMC Staff  
Date: June 7, 2023  
RE: Good Neighbor Grant Request – 700 Poplar Ave (St. Mary’s Cathedral)

---

The Good Neighbor Grant application has been submitted for consideration at the June 21, 2023 CCDC Board Meeting.

**Project:** **St. Mary’s Cathedral**

---

Applicant: Andrew Pouncey  
Staff Administrator  
St. Mary’s Episcopal Cathedral  
700 Poplar Avenue  
Memphis, TN 38105-4512

Grant Manager: Scott Blake  
Design 500, Inc.  
671 Jefferson Avenue  
Memphis, TN 38105

Applicant’s Request: Good Neighbor Grant in an amount up to \$25,000.

Project Description: St. Mary’s Episcopal Cathedral was founded in 1858 and has been at this location for 165 years. It is prominently located on Poplar Avenue near Morris Park and the Medical District. Structural repairs to the bell tower and cathedral roof are underway along with some accessibility improvements. Support is being requested for the second phase of work to improve the accessory structures.

The subject structures include Martyr’s Hall, Sister’s Chapel, and Moody Wing. They are interconnected and east of the large, principle structure of the cathedral. The hall and the chapel are shared meeting spaces. Moody Wing is a leasable space that would work well for an education/daycare facility or small offices. The applicant is actively pursuing tenants that positively impact the community.

The scope of work will include the following.

- Cleaning the exterior walls of Martyr’s Hall, Sister’s Chapel, and Moody Wing through power washing that follows the masonry specifications for this historic structure
- Resetting existing stone and brick units that are loose
- Repointing joints that are missing, loose, or deteriorated
- Installing an ADA ramp at main entrance to Moody Hall
- Painting the exterior trim work for these structures
- Installing an ADA ramp at the western entrance to the cathedral
- Installing new doors with crash hardware at the entrances that have a new ramp
- Modifying the Moody Hall entrance by changing a window opening to a single door opening for ramp access
- Installing digital keypad locks at the two gothic gates that face Poplar Avenue

The applicant seeks to start work after CCDC and DRB approval and to be done by the end of Summer 2023.

EIG Budget:

The Good Neighbor Grant program is designed to help Downtown-adjacent businesses make high-quality exterior building improvements to improve the appearance of property and fight blight. These improvements help draw in customers by making buildings approachable, increase pedestrian activity in neighborhoods, and add vibrancy to once dilapidated property. The Grant is reimbursable and requires the applicant to provide receipts of completed work.

For this program, we partner with neighborhood organizations that provide connections, invaluable insight, and funding. For this location in Uptown, our partner is the Community Redevelopment Agency (CRA).

The following describes the estimated project budget:

**Sources:**

Owner’s Contribution	\$38,500	(51%)
CCDC GNG Request	\$25,000	(33%)
MMDC Improvement Grant	\$12,500	(16%)
<b>Total Sources</b>	<b>\$76,000</b>	<b>(100%)</b>

**Uses:**

Pressure washing	\$39,000	(51%)
ADA ramp – Moody Hall*	\$12,500	(16%)
Paint exterior trim	\$7,000	(9%)
ADA ramp – west entrance	\$4,500	(6%)
New door crash hardware	\$3,500	(5%)
Glass door with panic hardware - west	\$3,500	(5%)
Modify Moody Hall stone opening	\$3,000	(4%)
<u>Digital keypad locks on gothic gates (2)</u>	<u>\$3,000</u>	<u>(4%)</u>
<b>Total Uses</b>	<b>\$76,000</b>	<b>(100%)</b>

*\*The MMDC Improvement Grant has been awarded for this ADA ramp.*

Design Review: The applicant will submit design plans to the DRB in the coming months.

EBO Program: Any project that is awarded financial incentives from the Downtown Memphis Commission (DMC) shall include a best faith effort to reach no less than 25% participation by minority and/or women owned businesses (MWBE) in the project's development cost (design and construction hard costs). Compliance with this Equal Business Opportunity (EBO) Program is a closing requirement. **If the requirements of the EBO Program are not met, the CCDC will cancel the incentive.**

Outreach & Inclusion Plan: The specific steps required for each applicant to be compliant with the DMC's EBO Program takes into consideration the size, scope of work, and development costs associated with the project. At the time of incentive application, it is typically too early to identify specific contractors or sub-contractors that will ultimately be involved in the construction. However, the applicant has a clear understanding of the EBO Program and has worked with DMC staff to identify the following key steps that will be included in their Outreach & Inclusion Plan:

- The applicant will meet and coordinate with minority-owned business assistance organizations such as the Memphis Area Minority Contractors Association (MAMCA) and the Mid-South Minority Business Council Continuum (MMBC) to make their members aware of the project and any contracting and sub-contracting opportunities.

- The applicant will use the City of Memphis Business Diversity & Compliance Registry and the resources at the Shelby County Office of Equal Opportunity Compliance to identify qualified subcontractors and other tradespeople to perform the needed work.
- The applicant will advertise and host a pre-bid conference to allow MWBE subcontractors an opportunity to ask questions and learn more about the job opportunity. DMC staff will be invited to attend the pre-bid conference to observe.
- The applicant will contact a minimum of 3 certified MWBE businesses for each trade or type of subcontractor needed, and provide each a fair opportunity to submit a bid and be considered for the work.
- Once the service providers have been identified, the applicant will submit the form titled “Proposed Utilization Plan” to DMC staff for review and approval. The applicant will also be asked to provide a full record of the outreach steps taken and the results thus far. This documentation can include items such as a phone call log, copies of emails, meeting notes, and pre-bid conference attendance sheet.
- After construction has started, the applicant will provide monthly updates to DMC staff detailing the project status and level of MWBE involvement at each major phase of the project.

Minimum MWBE Goal: With an estimated exterior budget of \$76,000, a 25% level of MWBE inclusion for that work is approximately **\$19,000**.

Staff Evaluation: DMC staff fully supports this project will restore and refresh a large historic building on a major corridor and gateway to Downtown Memphis. The improvements to St. Mary’s accessory structures will make the spaces more attractive for future tenants. And, the significant visual impact is primed to incite community pride and investment.

Along with our support, this project has the support of area partners like the Memphis Medical District Collaborative (MMDC) and the Community Redevelopment Agency (CRA). It will complement the recent investments at Morris Park across the street and future streetscape improvements along Alabama Avenue. These street improvements through

Accelerate Memphis include restriping and street planters on Alabama Avenue to ensure safe turning onto Poplar Avenue and additional street parking spaces. These investments will work in together to ensure the vitality of the Victorian Village and Medical District, important gateways to the Downtown.

**Recommendation:**

**Staff recommends approval of a Good Neighbor Grant in an amount up to \$25,000.**