

# Center City Development Corporation Board Meeting

To: Center City Development Corporation (CCDC)  
From: DMC Staff  
Date: June 13, 2023  
RE: Good Neighbor Grant Request – 792 N Claybrook St. (Miraaj Academy)

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

**Project:** **792 N Claybrook St., Miraaj Academy**

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Owner/Applicant: Midtown Mosque  
1288 Jackson Ave.  
Memphis, TN 38107

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

Project Description: The subject property is a two story building on the corner of North Claybrook Street and Keel Avenue. The Midtown Mosque, headquartered down the street on Jackson Avenue, is establishing Miraaj Academy at this location. The building will have classrooms and some temporary boarding for seasonal programming to nurture young adults in community engagement. They have completed interior renovations and are seeking assistance with the exterior improvements.

The exterior scope of work includes:

- Adjusting a 5-ft fence that was up during interior renovation to be 3 feet along the street—approximately 120 feet
- Installing canopies at three entryways—the north, east, and east entrances
- Repairing the front porch
- Installing new sod in the front yard
- Creating flowerbeds around the entrance and installing greenery
- Pressure washing select masonry and repainting the trim

The applicant is ready to begin work following CCDC and DRB approval to open by Fall 2023.

GNG 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 Klondike, our partner is The Works, Inc.

The following describes the estimated project budget:

**Sources:**

Owner’s Contribution	\$5,540	(18%)
CCDC GNG	\$25,000	(82%)
<b>Total Sources</b>	<b>\$30,540</b>	<b>(100%)</b>

**Uses:**

Front porch repairs	\$4,500	(16%)
Replace fascia/trim wood	\$4,300	(15%)
Install sod in front yard	\$3,800	(14%)
Contingency	\$3,660	(13%)
Install flowerbeds	\$3,500	(12%)
Entryway canopies (3)	\$3,000	(11%)
Fence adjustment	\$2,800	(10%)
Clean and paint trim	\$2,500	(9%)
<b>Total Uses</b>	<b>\$28,068</b>	<b>(100%)</b>

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 (MWB E) 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 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.

Minimum MWBE Goal: With an estimated exterior budget of \$28,060, a 25% level of MWBE inclusion for that work is approximately **\$7,015**.

Staff Evaluation: DMC staff supports this Good Neighbor Grant application to make final phase, exterior improvements to Miraaj Academy. This project will support the continued investment of the Midtown Mosque in the Klondike neighborhood and ensure high quality improvements that would not be possible otherwise.

The Midtown Mosque is committed to investing in their community and helping their neighbors. They have acquired several lots along this block of Claybrook and will soon embark on some larger projects that add life and amenities to the area. Already, the space across the street is used as a community orchard with a couple of fruiting trees.

As a bookend of the block, Miraaj Academy is visually prominent and improvements to the space will instill a sense of ownership and care. This previously vacant building will be transformed into an active space that hosts young adults from around the country and fosters lifelong community engagement with a variety of programming that benefits the neighborhood.

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