



2023 DOWNTOWN IMPROVEMENT GRANT

Application Webinar



June 2023

Agenda

- Overview
- Who is eligible?
- Timeline
- Grant Requirements
- Scoring
- Financial Requirements
- Other
- Questions and Contact Info

Two TN ECD Grant Programs

For Historic Commercial Building Improvements

- **Historic Development Grants** – Started in 2021, goes to property owners of eligible commercial properties on the National Register of Historic Places. Deadline for Letter of Intent is June 23, 2023 and application **deadline is Aug. 25, 2023**. Information on this annual funding opportunity is found here: <https://www.tn.gov/e cd /rural-development/historic-development-grant-program.html>
- **Downtown Improvement Grants** – Started in 2010 as Commercial Façade Improvement Grants, goes to local governments or eligible nonprofits to improve multiple commercial facades and streetscape amenities in a Tennessee Main Street or Tennessee Downtowns. **Deadline is Aug. 15, 2023**. This webinar covers the application process.

Both grant programs have a maximum grant award of \$300,000 in 2023 and may be used concurrently in this funding cycle.

Overview - Downtown Improvement Grants

- Available to accredited Tennessee Main Streets and Tennessee Downtowns alumni Rounds 1-7
- Sponsoring organization can be Main Street or other non-profit, chamber or city government
- Active design committee required
- Application open now at <https://www.tn.gov/e cd/rural-development/tennessee-main-street/downtown-improvement-grant-program.html>
- Deadline is **August 15, 2023**
- Maximum award is \$300,000 per community (Applications for smaller amounts are encouraged)

Approved Activities for Facades

- Painting *(Although we don't encourage painting historic brick that hasn't previously been painted)*
- Awnings *(New or replacement)*
- Removal of vinyl or aluminum siding
- Brick repairs *(Tuck-Pointing mortar)*
- Windows & doors *(Within historic guidelines)*
- Safety improvements
- Signage on the building
- Lighting
- Improving visible back and side entrances
- Entryway improvements will be considered

General Downtown Improvement Activities Allowed



- **Gateway improvements** – Physical improvements including signage at the gateway(s) to your downtown.
- **Streetscape improvements** – Physical improvements such as planters, benches, lighting, sound systems, waste management, parking, electric vehicle charging and transportation enhancements that improve your streetscape and unify the district.
- **Courtyard improvements** – Physical improvements to prominent courtyards in your downtown including seating, outdoor dining, event space and signage.
- **Wayfinding signage** – Signage that is consistent with your community’s brand that directs tourists to places of interest in your town.

Building improvements are still required; 50% of the overall project

*...All kinds of buildings in historic commercial districts
big or small, fancy or plain*

Main Street Pulaski- 2020 Façade Grant
217 N Second Street

BEFORE



AFTER



Repainting & Windows

Design review to make good decisions for historic buildings...

Main Street Pulaski– 2020 Façade Grant
229 N First Street

BEFORE



AFTER



Repainting / Renovation/ Awning/ Windows

Activating Public Spaces for Economic Development

- Courtyard Example: Downtown Elizabethton Public Improvements benefitting multiple businesses



**PLACEMAKERS
BREEZEWAY
DEDICATION**

**JUNE 9 | 10:00 AM
400 BLOCK BREEZEWAY**

You're invited to celebrate the Breezeway Enhancement Project funded by the TNECD Placemaker's Entrepreneurship Fund granted to the City of Elizabethton, in partnership with Main Street Elizabethton.

TN Department of Economic & Community Development

CITY OF ELIZABETHTON

MAIN STREET ELIZABETHTON

Scoring

- Project Need – 20 points
- Project Impact – 25 points
- Project Plan – 20 points
- Project Feasibility – 10 points
- Community Support – 10 points
- Economic Ranking – Up to 15 points based on county tier level
- Bonus points – 5 points for accredited Main Street communities

Budget

- Reimbursable grant – sponsoring organization should have capacity to manage financials
- 25% match required (usually paid by property owner)
 - $(\text{Grant Amount Requested} / .75) * 0.25 = \text{Required Match}$
- Up to 5% can be used for administration
 - Must have some participation from an experienced grants manager or administrator
 - Admin funds can be split between the grantee and an administrator (will be a maximum \$15,000 this round)

What Are the Clawback Requirements?

- Protecting the Investment

- To prevent owners from simply selling the property and profiting from the state-funded improvements, the owners must repay the program if they sell the property within 5 years. Part of the owner's obligation is forgiven each year they retain the property
- Here is the schedule:
 - 0-12 months 100% repayment
 - After 1 year 80% repayment
 - After 2 years 60% repayment
 - After 3 years 40% repayment
 - After 4 years 20% repayment
 - After 5+ years 0% repayment

Timeline

- Apply here: <https://www.tn.gov/e cd/rural-development/tennessee-main-street/downtown-improvement-grant-program.html>
- Deadline **Aug. 15, 2023**
- Grantees announced **Sept. 26, 2023**
- Contracts are for 24 months, targeted start date January 2024 closing out in early 2026.
- Monthly reporting required – payments depend on being up-to-date with reports

What Else is Required?

- Follow the local government procurement policy, or alternately the state procurement policy (obtaining formal bids over \$25,000), and document compliance
- Annual Audit & Title VI submission ([Found Here](#))
- Monthly, annual and closeout reports
- Avoiding conflicts of interest
- Monitoring by ECD staff conducted halfway through the grant and at closeout

What to Do Now

- Use your design plans and community branding to develop plans for signage and streetscaping
- Develop your plan to split the funds between façade grants and public improvements. Should be at least half for building improvements. Remember the focus is economic development.
- Get estimates for signage and other planned improvements
- Determine how you'll match the community parts of the grant
- Take the Before photos
- Tell your story – what impact will these improvements have on your downtown?

Ask if you need sample applications

We have lots!



Facade Grant Application for Downtown Smithville

The Smithville-DeKalb County Chamber of Commerce is now taking applications from downtown (on the square) Smithville building owners for exterior improvements to their buildings. This funding is available through the Tennessee Downtowns program of the Tennessee Department of Economic and Community Development.

Each approved applicant can receive up to \$4,750 (maximum) in grants when he/she spends a minimum of \$5,150 on pre-approved exterior improvements. Each approved applicant is required to make a 28% investment toward the total project cost to refurbish, upgrade, and beautify downtown facades (building exterior) for pre-approved projects. The split between the grant and applicant is: Grant (Maximum \$4,750) 72% and Applicant (Minimum \$1,400) 28%.

Property /Business Owners: _____

Building Address: _____

Contact Phone Number: _____

Email Address: _____

Description of Proposed Improvements / Cost Estimate (attach Contractor Estimates)

Email your Application, Contractor Estimates, & a Current Picture of Building Exterior to: williams@dekalbcountychamber.org (or you can bring documents to the Chamber of Commerce Office during normal business hours). Deadline to submit all documents for next consideration is March 10, 2017.

All approved projects must be completed within 6 months of notification received in order to receive the grant.

Upon completion of the project, submit all receipts, invoices, proof of payment, and post improvement pictures to the Chamber of Commerce. Upon receiving all documents, a Post Improvement and Design Committee inspection will take place. Reimbursement should be expected within 9 to 30 weeks of receiving all documentation and post inspection of completed improvements.

Initials: _____
Application Approved / Declined on: _____ (date)

Authorized by: _____
Tennessee Downtowns Program Committee Member

Authorized by: _____
Smithville-DeKalb County Chamber of Commerce Executive Director

Tennessee State Historic Preservation Office Approval: _____

Please Note: Funding is NOT Guaranteed
You will be notified by the Chamber of Commerce Office

Are you (or the business that is occupying the building) a member of the Chamber of Commerce with up-to-date dues?

Yes or No _____ To request an application

Acceptable Documentation

- Invoices
- Billing Statements: only if it shows actual dollar amount showing payment.
- Quotes are acceptable if they are accompanied by a receipt.
- Itemized receipts which detail what is being purchased, name and transaction date.

Unacceptable Documentation

- Online billing histories and/or bills that are not paid or has a check to show it was paid.
- Check stubs unless the actual invoice is attached.
- Credit card receipts
- Invoice with copy of check blocking out the amount.
- Purchase orders are not acceptable unless accompanied by a receipt.

If you have any questions, email the Chamber of Commerce

Initials: _____



Downtown Manchester Revitalization Grant Application

The Manchester Downtown Steering Committee is accepting applications from property owners for Historic Zone structures exterior improvements. Each approved applicant will be required to invest a minimum of 50% of the total project cost to refurbish, upgrade, and beautify buildings in the Historic Zone, and the Downtown Revitalization Grant will invest 50% up to a maximum of \$2,500.

Property Owner: _____

Business Address: _____

Contact phone number: _____

Description of proposed improvements with cost estimate (Attach contractor estimates):

Deadline for Application: April 30, 2017
Return to Downtown Steering Committee, 200 W. Fort St., Manchester TN 37355.

All projects will be required to be completed within 6 months of application approval, unless the grantee has prior approval to extend the time due to scope of work. All extensions must be completed no later than May 30, 2018.
After Steering Committee inspection and collection of receipts, reimbursement should be expected within 10 days.

Application Approved / Declined _____

Authorized by _____ (date)

Manchester Downtown Committee Chairman

Reminder: Exterior changes to any structure within the Historic Zone must have approval from the Historic Zoning Commission and City Codes Dept. Applications for this are available at City Codes Dept.

Contact Information

Nancy Williams
Tennessee Main Street Program Director
nancy.williams@tn.gov
615-806-3185

Alaire Brown
alaire.brown@tn.gov

QUESTIONS?



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THANK YOU



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