



Main Street McMinnville Design Grant Program 2019 Info + Guidelines

Main Street McMinnville (MSM) has received federal Façade Improvement Grant to fund public facing façade improvement, awning repair or replacement, rear entrance improvement and repair, and safety grants locally to our community.

Grant description: The Design Grant (funded by federal CDBG monies) is a reimbursement for work completed during the grant period on the exterior of a downtown building in view of the public. The work must be pre-approved by Main Street McMinnville Design Committee through an application process and when appropriate, the Historic Zoning Commission and the Department of Community Development. Applications are reviewed by the Main Street McMinnville Design Committee and approved by the Main Street McMinnville Board of Directors.

Who can apply: Applications are taken on a building by building basis. Properties must be commercial and located within the Historic Commercial District. One owner can apply for multiple buildings and/or multiple types of grants. Each grant requires a separate application to clarify the budget and scope; i.e, one building with an awning replacement and brick cleaning require a separate application for each. Main Street McMinnville reserves the right to award grants to a broad application base rather than one single owner.

Design Grants:

To receive a grant from Main Street McMinnville, the applicant must provide a 25% match to the grant. Every grant type has multiple grants to offer except the safety grant.

Grant Type	Maximum MSM Grant	Max Match or 25% of Total	Total Match + Grant
Façade Improvements	\$4,800	\$1,600	\$6,400
Rear Entrance	\$4,800	\$1,600	\$6,400
Awning	\$1,500	\$500	\$2,000
Safety (only one available)	\$1,500	\$500	\$2,000

Two Examples of Projects:

1. Total Cost of Façade Improvement Project is \$8,200 and includes materials and labor for replacing windows.

MSM Design Grant for Façade Improvement	\$4,800
Req. Owner Match	\$1,600
Add'l Owner Funds	\$1,800
Total Project Funding	\$8,200

2. Total Cost of Awning Project is \$1,800 and includes materials and labor for repairing an awning.

MSM Design Grant for Awnings	\$1,350
Req. Owner Match	\$450
Total Project Funding	\$1,800

Design Grant Key Dates:

Main Street McMinnville will receive grants on a rolling basis. They will be reviewed on a first-come, first-reviewed basis.

Nov 1, 2019 Grant Application Opens – Applications accepted on a rolling basis

Mid Nov, 2019 2nd Public Information Meeting (Tentative Date)

Jan 15, 2020 Last day to submit; applications due by 4 pm (in person or emailed)

Applicable Design Work:

- For profit and non-profit Commercial Buildings only.
- Facade (front, side and/or rear) renovation in view of public only (i.e. awning removal, awning replacement, brick cleaning and repairs, window repair or replacement, exterior paint (if already painted), new signage, storefront renovations, replacing architectural elements once found on the building, etc.)
- Safety improvements – examples such as handicap ramp, railings, walkway on rear, balcony in rear with fire escape, backdoor accessible with wheelchair for customers, etc.
- This list of eligible work is not exhaustive – if your project is not list, reach out to Main Street McMinnville staff for clarification on its eligibility.
- Work to be performed and all materials must meet the Historic Zoning District Design Guidelines. Design guidelines are available online here: <http://www.mcminnvilletn.gov/Historic%20Design%20Guidelines.pdf>

Non-Applicable Work:

- Acquisition of property
- Interior rehabilitation
- Provision of working capital

- Financing inventory
- Refinancing of an existing loan
- Landscaping or streetscaping
- Roofs, sidewalks or parking spaces
- Murals

Overview of Design Grant Application Process:

We accept applications on a rolling basis from November 1, 2019 – January 15, 2020. Applications will be reviewed on a **first-come, first-reviewed basis**. We estimate the Design Grant Application process will take two months unless further information or changes are requested of the applicant.

Step 1: Contact the Main Street Director and request a Design Grant Application. Main Street McMinnville will work with you to complete an application for improvements that will also be approved by the Historic Zoning Commission. Please note that Main Street McMinnville, as the awarding agency, may request additional items be included in the plan to ensure enhancements are in line with the mission of MSM.

Step 2: Applicants will fill out a Design Grant application which includes submitting a “design plan” including drawings/sketches, detailing the substance of the proposed project, an estimated budget, and a timetable for completion.

Step 3: The completed application will be reviewed by the MSM Design Committee. The Design Committee will make recommendations to the Main Street BOD who will make the final approval for awarding the grant. Applicants are invited to attend these public meetings.

Step 4: Projects will be sent to State Historic Preservation Officer for review.

Step 5: When applicable, applicants will need to fill out a Certificate of Appropriateness for the Historic Zoning Commission (HZC) which MSM can help you fill out. Approval of the COA by the HZC is required. Applicants must present to the HZC as part of this process.

A building permit from the Department of Community Development might also be needed depending on the type of work. Currently, the wait time for permits is one – two weeks. These requirements must be completed before the grantee can sign the grant contract.

Step 6: State certifies project scope and bid package. Staff and committee will help organize a 2nd and 3rd bid for the project. After the certification and bid package accepted, we will hold pre-construction meeting with owner and contractor to clarify the scope and details of the project. At this

meeting the owner will also sign the MSM Grant Contract.

Step 7: **The grantee will be able to start work once a grant contract has been signed with MSM.** During agreed upon points in the project, MSM will check in with the owner on the progress of the project.

Step 8: After completion of the project, **owner will submit a Project Completion Report with receipts** for reimbursement for approval by MSM Design Committee.

Special Conditions:

- In addition to drawings/sketches, it is preferred that grant applicants also submit the type of paint used, window examples, awning fabrics and proposed placement, architectural details.
- Standing seam metal awnings with metal frames and cloth awnings can be approved for grant money.
- Vinyl windows will not be an approved use for any grant money.
- Work must be completed within nine months of approval of grant application. Please factor in time for re-work and inspections in your project timeline.
- Failure to complete the work within nine months of approval will be reviewed by the Design Committee on a case-by-case basis and appropriate action will be taken.
- The Main Street McMinnville Design Committee reserves the right to deny any application that does not comply with the HZC Design Guidelines and the Design Committee's conditions.

Conditions for Distributions of Grant Funds:

- Grant funds are dispersed as a reimbursement for work paid for by applicant.
- Once work has been completed, the applicant must submit a project completion form with a list of expenditure amounts, copies of all receipts that add up to projected cost in the grant application and correspond to the expenditure list, and pictures of before and after.
- Any proposed deviations from the approved "design plan" MUST be presented to the Design Committee for the reimbursement grant funds to apply to the project.
- No reimbursement will be given for work that deviates from the project plan in the grant contract without prior approval.
- Reimbursement checks are normally issued within four weeks of the receipts received and approved completion project form.

State of Tennessee and Federal Conditions:

- If the Owner sells the property within a five year period they must repay the State of Tennessee based on the following percentages:

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

A lien will be placed on the property which will be lifted after five years to guarantee repayment in the event of the owner selling the property.

- Since we source the grants from federal funding, projects over \$2,000 are subject to Davis Bacon Wage requirements to ensure workers are paid fairly.
 - For any construction contract over \$2,000, Davis-Bacon wages must be paid to all laborers and workers must be paid weekly.
 - Contractors bidding on a project or submitting quotes must know that Davis-Bacon requirements apply to the project and the wages have to be included in the bid documents.
 - Our staff and partners will assist all grantees to ensure they comply with Davis-Bacon and are available to answer any questions.

Please see attached wage rate sheet. Feel free to share this document with contractors to assist them in estimating project costs for the purposes of building your application. Prior to submitting bid packages to the state for certification, we will check for updated wage rates and adjust as needed.

- Since this program is funded by a federal grant, projects for this grant must comply with the City of McMinnville procurement policy. Purchases of material, supplies, or services over \$2,500 require at least 3 bids by public advertisement, telephone or mail whichever is deemed most appropriate. Expenditures over \$10,000 require a formal bid process.

Questions and Assistance

Main Street McMinnville and our Design Committee members are here to walk you through the grant process. We're excited to work with you to create a better downtown! We're available to answer questions, explain the steps, and offer technical assistance as you fill out the application. Please don't hesitate to contact us at:

Katie Kemezis

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