



2024 DOWNTOWN IMPROVEMENT GRANT

Application Webinar



July 25, 2024

Agenda

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

ECD Grant Program

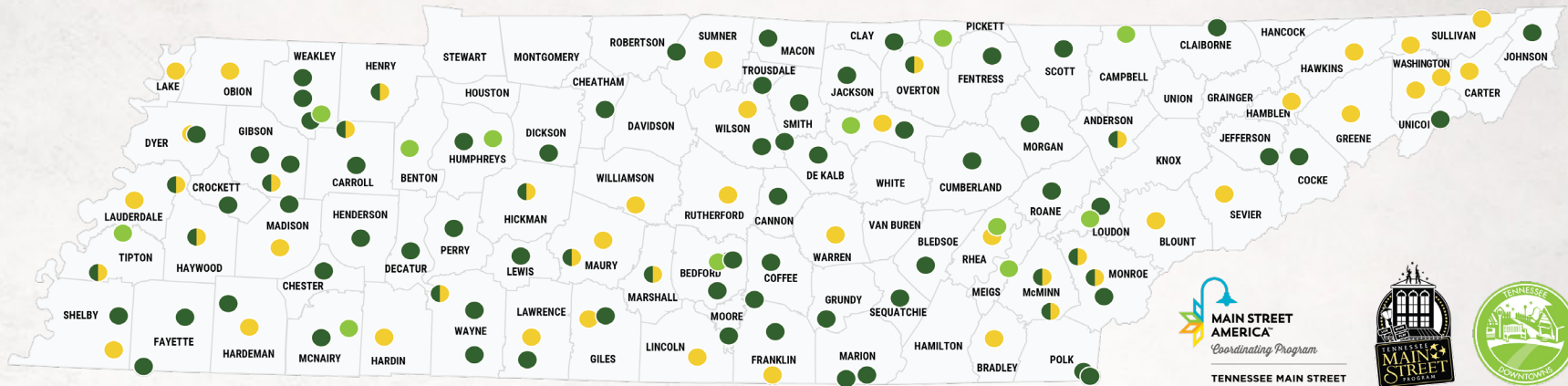
For Historic Commercial Building Improvements

- **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. 29, 2024.** This webinar covers the application process.
- Application open now at <https://ecd.grants.tn.gov/>
- **Deadline is August 29, 2024**

Overview - Downtown Improvement Grants

- Available to accredited Tennessee Main Streets and Tennessee Downtowns alumni Rounds 1-8
- The grant applications must be submitted by the local Main Street organization, the sponsoring non-profit organization for the Tennessee Downtowns program or the city in which the improvements will be made. The contract will be between the Main Street organization or the city and TNECD.
- Active design committee required
- Design guidelines or local historic overlay guidelines must be followed and included in your sub-grantee application.
- Maximum award is \$300,000 per community (Applications for smaller amounts are encouraged)

Main Street and Downtowns Communities



Main Street Communities

* Downtowns Alumni

- Athens – McMinn Co.*
- Bristol – Sullivan Co.
- Bolivar – Hardeman Co.
- Brownsville – Haywood Co.*
- Centerville – Hickman Co.*
- Cleveland – Bradley Co.
- Clifton – Wayne Co.*
- Clinton – Anderson Co.*
- Collierville – Shelby Co.
- Columbia – Maury Co.
- Cookeville – Putnam Co.
- Covington-Tipton Co.*
- Dayton – Rhea Co.
- Dyersburg – Dyer Co.
- Elizabethton – Carter Co.
- Etowah – McMinn Co.*
- Fayetteville – Lincoln Co.
- Franklin – Williamson Co.
- Gallatin – Sumner Co.
- Greeneville – Greene Co.
- Halls – Lauderdale Co.*
- Humboldt – Gibson Co.*
- Jackson – Madison Co.

- Johnson City – Washington Co.
- Jonesborough – Washington Co.
- Kingsport – Sullivan Co.
- Lawrenceburg – Lawrence Co.
- Lebanon – Wilson Co.
- Lewisburg – Marshall Co.*
- Livingston – Overton Co.*
- Madisonville – Monroe Co.*
- Maryville – Blount Co.
- McKenzie – Carroll Co.*
- Mount Pleasant – Warren Co.
- Morristown – Hamblen Co.
- Mount Pleasant – Maury Co.*
- Murfreesboro – Rutherford Co.
- Paris – Henry Co.*
- Pulaski – Giles Co.
- Ripley – Lauderdale Co.
- Rogersville – Hawkins Co.
- Savannah – Hardin Co.
- Sevierville – Sevier Co.
- Sweetwater – Monroe Co.*
- Tiptonville – Lake Co.
- Union City – Obion Co.
- Winchester – Franklin Co.

Tennessee Downtowns

Active Communities

- Baxter – Putnam Co.
- Byrdstown – Pickett Co.
- Spring City – Rhea Co.
- Decatur – Meigs Co.
- Camden – Benton Co.
- Gleason – Weakley Co.
- Loudon – Loudon Co.
- Jellico – Campbell Co.
- Adamsville – McNairy Co.
- Munford – Tipton Co.
- McEwen – Humphreys Co.
- Wartrace – Bedford Co.

Alumni Communities

- Alamo – Crockett Co.
- Alexandria – DeKalb Co.
- Arlington – Shelby Co.
- Ashland City – Cheatham Co.
- Athens – McMinn Co.
- Bell Buckle – Bedford Co.
- Brownsville – Haywood Co.
- Carthage – Smith Co.
- Celina – Clay Co.
- Centerville – Hickman Co.
- Clifton – Wayne Co.
- Clinton – Anderson Co.
- Collinwood – Wayne Co.
- Copperhill – Polk Co.
- Covington – Tipton Co.
- Crossville – Cumberland Co.
- Cumberland Gap – Claiborne Co.
- Decaturville – Decatur Co.
- Decherd – Franklin Co.
- Dickson – Dickson Co.
- Dresden – Weakley Co.
- Ducktown – Polk Co.
- Dunlap – Sequatchie Co.
- Erwin – Unicoi Co.
- Etowah – McMinn Co.
- Gainesboro – Jackson Co.
- Greenfield – Weakley Co.
- Halls – Lauderdale Co.
- Hartsville – Trousdale Co.
- Henderson – Chester Co.
- Hohenwald – Lewis Co.
- Humboldt – Gibson/Madison Co.
- Huntingdon – Carroll Co.
- Jamestown – Fentress Co.
- Jasper – Marion Co.
- Jefferson City – Jefferson Co.
- Lenoir City – Loudon Co.
- Lewisburg – Marshall Co.
- Lexington – Henderson Co.
- Linden – Perry Co.
- Livingston – Overton Co.
- Loretto – Lawrence Co.
- Lynchburg – Moore Co.
- Lynnville – Giles Co.
- Madisonville – Monroe Co.
- Manchester – Coffee Co.
- Martin – Weakley Co.
- McKenzie – Carroll Co.
- Milan – Gibson Co.
- Monterey – Putnam Co.
- Mount Pleasant – Maury Co.
- Mountain City – Johnson Co.
- Newbern – Dyer Co.
- Newport – Cocke Co.
- Oneida – Scott Co.
- Paris – Henry Co.
- Pikeville – Bledsoe Co.
- Portland – Sumner/Robertson Co.
- Red Boiling Springs – Macon Co.
- Rockwood – Roane Co.
- Rossville – Fayette Co.
- Selmer – McNairy Co.
- Shelbyville – Bedford Co.
- Somerville – Fayette Co.
- South Pittsburg – Marion Co.
- Smithville – DeKalb Co.
- Sweetwater – Monroe Co.
- Tellico Plains – Monroe Co.
- Tracy City – Grundy Co.
- Trenton – Gibson Co.
- Tullahoma – Coffee Co.
- Wartburg – Morgan Co.
- Watertown – Wilson Co.
- Waverly-Humphreys Co.
- Waynesboro – Wayne Co.
- White Bluff – Dickson Co.
- Whiteville – Hardeman Co.
- Woodbury – Cannon Co.

Revised: April 2024

Timeline

- Apply here: <https://ecd.grants.tn.gov/>
- Deadline **Aug. 29, 2024**
- Grantees announced **October 1, 2024**
- Contracts are for 24 months, targeted start date January 2025 closing out in early 2027.
- Monthly reporting required – payments depend on being up-to-date with reports

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...



Downtown Improvement Grant Design Guidelines

These can also be found on the Grant webpage <https://www.tn.gov/economic-development/tennessee-main-street/downtown-improvement-grant-program.html> under the design guideline tab

Over time historic commercial buildings were altered or remodeled to reflect current fashions or to eliminate perceived maintenance problems. Often these improvements were misguided and resulted in a disjointed and unappealing appearance in a historic downtown area. By following these design guidelines or your local government's historic overlay, your Downtown Improvement Project will preserve the historic nature of the building and the streetscape as well.

To start a façade project, check with your local government to confirm if there is a local historic overlay in the project area. If there is one, follow their guidelines and instructions to receive a Certificate of Appropriateness (COA).

If there is no local historic overlay, follow these guidelines for the Downtown Improvement Grant project.

1. Find historic photos to help determine the design of the original building or early changes.
2. Some small-scale exploratory demolition may be necessary to determine what remains of materials and its condition.
3. If possible, remove any inappropriate materials, signs, or canopies covering the facade.
4. Retain all elements, materials, and features that are original to the building, or are appropriate remodels, and repair-not replace- as necessary.
5. Restore as many original elements as possible, particularly the materials, windows, decorative details, and cornice.
6. When adding new elements, conform to the configuration and materials of a traditional storefront design
7. Reconstruct missing original elements (such as cornices, windows, and storefronts) if documentation is available, or design new elements that respect the character, materials, and design of the building.

- 8. Avoid using materials that are incompatible with the building or district, including aluminum-frame windows and doors, aluminum panels or storefront display framing, enameled panels, roughhewn textured wood siding, unpainted wood, vinyl or aluminum siding, and wood shingles. False historical appearances such as “Colonial,” “Olde English,” or other theme designs should not be used.**
- 9. Avoid using inappropriate elements such as mansard roofs, solid metal awnings, coach lanterns, small-paned windows, plastic shutters, inoperable shutters, or shutters on windows where they never previously existed.**
- 10. Do not paint previously unpainted masonry (brick & stone).** Painted wooden elements should complement the historic building materials. See link to National Parks service brief on brick repair in Attachment B
- 11. Color.** Because color is usually reversible, TNECD is not regulating color choices in our design guidelines. Communities may choose to offer a color palette or color recommendations for their sub-grantees.

INAPPROPRIATE ALTERATIONS

COMMON INAPPROPRIATE ALTERATIONS INCLUDE:

Concealing historic materials. This is a common mistake that negatively alters the overall character of the building and can be damaging as well. If structural issues are not addressed, but just covered, they can lead to bigger problems that could jeopardize the entire building and become a safety/codes issue.

Replacing historic materials unnecessarily. The rule for historic building elements is to repair rather than replace them whenever possible. Repairing the original element usually costs less and results in a longer lasting and higher quality product:

Incompatible replacement elements. When historic building elements like windows, siding, masonry, trim, cornices, etc., are replaced, the new elements should be **compatible to the original in size, profile, material, or quality.** When historic elements are deteriorated beyond repair, the replacement should duplicate the original in all aspects.

Cleaning of historic materials. As a general rule, all elements should be cleaned using the gentlest means possible. This means **no sandblasting or high-pressure water blasting,** which damage historic building elements

NATIONAL PARKS SERVICE PRESERVATION BRIEFS- for guidance

[Preservation Brief 1: Assessing Cleaning and Water-Repellant Treatments for Historic Masonry Buildings \(nps.gov\)](#)

[Preservation Brief 2: Repointing Mortar Joints in Historic Masonry Buildings \(nps.gov\)](#)

[Preservation Briefs 6: Dangers of Abrasive Cleaning to Historic Buildings \(nps.gov\)](#)

[Preservation Briefs 9: The Repair of Historic Wooden Windows \(nps.gov\)](#)

[Preservation Briefs 11: Rehabilitating Historic Storefronts \(nps.gov\)](#)

[Preservation Briefs 12: The Preservation of Historic Pigmented Structural Glass \(nps.gov\)](#)

[Preservation Briefs 13: The Repair and Thermal Upgrading of Historic Steel Windows \(nps.gov\)](#)

[Preservation Briefs 16: The Use of Substitute Materials on Historic Building Exteriors \(nps.gov\)](#)

[Preservation Brief 25: The Preservation of Historic Signs \(nps.gov\)](#)

[Preservation Brief 27: The Maintenance and Repair of Architectural Cast Iron \(nps.gov\)](#)

[Preservation Brief 32: Making Historic Properties Accessible \(nps.gov\)](#)

[Preservation Briefs 35: Understanding Old Buildings: The Process of Architectural Investigation \(nps.gov\)](#)

[Preservation Briefs Number 44: The Use of Awnings on Historic Buildings: Repair, Replacement, and New Design \(nps.gov\)](#)

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 – 15 points
- Project Feasibility – 10 points
- Community Support – 7 points
- Soft Support Letters from property owners (3 points)
- Design Plan or Local Historic Zoning Overlay (5 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
 - Required to hire 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)
 - Grantees may allow five (5) percent of grant for design services.

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

What Else is Required?

- Follow the local government procurement policy, or alternately the state procurement policy (obtaining formal bids over \$50,000), 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 \$1,750 (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 \$1,750) 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 assigned 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 90 to 120 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 date showing payment.
- Quotes are acceptable if they are accompanied by a receipt.
- Itemized receipts which detail what is being purchased 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 it.
- Purchase orders are not acceptable unless they are 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

Kim Parks

Tennessee Main Street Program Director

Kim.parks@tn.gov

615-339-1506

Alaire Brown

Director of Operations

alaire.brown@tn.gov

QUESTIONS?



TNECD.com

THANK YOU



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