



**CITY OF MORRISTOWN  
CROSSROADS DEVELOPMENT DISTRICT**

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**Façade Improvement Grant Program  
FY 2011-2012**

About the Grant

The Façade Improvement Grant program seeks to encourage building owners and tenants to invest in properties located within Morristown's Crossroads Development District, the 111 acre Main Street program focus area, by financially assisting with appropriate **exterior** renovations to their buildings. The intention is to stimulate building improvements while being mindful of the historical significance and uniqueness of this district. Replacing damaged, boarded or bricked-up windows, improving main and upper level storefronts, repainting or removing paint from buildings that have been previously painted are all considered to be important priorities. Positive building appearance has been proven to increase property values, improve the marketability of space within the building and attract new businesses, residents and visitors to an area.

The Façade Improvement Grant is a reimbursement program and requires that the building owner or tenant contribute a minimum of 50% of the total cost of the renovation project. Grants will be awarded in two categories:

**Small Projects** – For projects with expenses totaling less than \$2,000 with a maximum \$999 match per grant. Property owners or tenants may apply for more than one project. For example, window replacement could be considered one project, exterior cleaning or painting a second project, etc.

**Large Projects** – For projects with expenses exceeding \$20,000 with a maximum \$10,000 match per grant. Please note that all projects whose total costs exceed \$2,000 must be prepared to comply with the federal Davis Bacon rules, including prevailing wage requirements. This may increase the labor costs of a project.

This program is funded on an annual basis through revitalization funds received by the City of Morristown from the United States Department of Housing and Urban Development.

Timeline

First-round applications are due by September 15, 2011 and will be awarded by October 1, 2011. A second round of grants may be announced if funding is available. **All proposed work must be able to be completed no later than March 31, 2012.**

**Only apply for a grant if you are committed to completing the project and using all of the matching grant requested on the application.**

## Eligibility

To qualify for the Façade Improvement Grant, the building must be located within the Crossroads Development District as illustrated in “Exhibit A”. The applicant must either be the building (property) owner or tenant; however, if the applicant is the tenant, the property owner must provide written permission for any improvements.

Exterior building improvements may consist of the following: painting (excluding previously unpainted masonry); paint removal (sandblasting not acceptable); storefront renovations; window repair/replacement; door repair/replacement; awnings; signage; exterior lighting; masonry repair/tuckpointing; cornice repair/replacement; gutter and downspout repair/replacement; and parapet repairs. Other improvements may be considered upon request. Grant funds may be used for professional and permit fees.

Examples of activities that would be considered ineligible include: landscaping; non-visible roofing; parking lots; interior renovations; temporary, portable or non-permanent improvements; new building construction; property acquisition; refinancing of existing debt; payment of delinquent taxes; and improvements in progress or completed prior to grant approval.

Building improvements shall reflect the architectural integrity of the entire building and the neighboring traditional streetscape. The sides of buildings (secondary facades) which are highly visible from nearby streets or public parking areas may be included in and are encouraged to be part of the building improvements. Participants are encouraged to follow the standards set forth in the Secretary of the Interiors Standards for Rehabilitating Historic Buildings where applicable. The standards are available online at the following website: <http://www.nps.gov/hps/tps/tax/rhb/>.

## Administration

The Façade Improvement Grant program will be managed by the City of Morristown’s Community Development Corporation. Grant applications will be reviewed and approved by staff of the Morristown Community Development Department and members of the Crossroads Development Partnership (Main Street) Design Committee. Priority consideration will be given to projects that will achieve the highest impact towards achieving the goals previously noted.

## Application Process

The grant application process can be broken down into the following typical steps:

Step 1: Complete an application and include the required attachments as listed on the application. Remember that an owner/tenant may apply for more than one “Small Project”. Each project will require a separate application.

Step 2: Submit the completed grant application to:

Todd Morgan, Program Director  
Morristown Community Development Corporation  
P.O. Box 1499 (100 w. 1<sup>st</sup> North Street)  
Morristown, TN 37816-1499  
Telephone: (423) 585-4624  
Email: [tmorgan@mymorristown.com](mailto:tmorgan@mymorristown.com)

Step 3: The application will be evaluated and notification of approval given on or before October 1, 2011 for first round applications (due by September 15, 2011). If an application cannot be completed by this time, please contact the Community Development Corporation office regarding the availability of a second round of grants.

Step 4: Once approved, all work must be completed by March 31, 2012. Any changes necessitated while the project is under construction must be approved by the Community Development Corporation prior to installation.

All construction must be done in accordance with applicable codes. It is the responsibility of the building owner, tenant or their designee to obtain any applicable building or sign permits.

All construction management shall be the responsibility of the applicant. Community Development staff are available to assist with projects required to meet Davis Bacon rules.

Step 5: The improvements are inspected to verify that the submitted plan has been followed and construction completed satisfactorily.

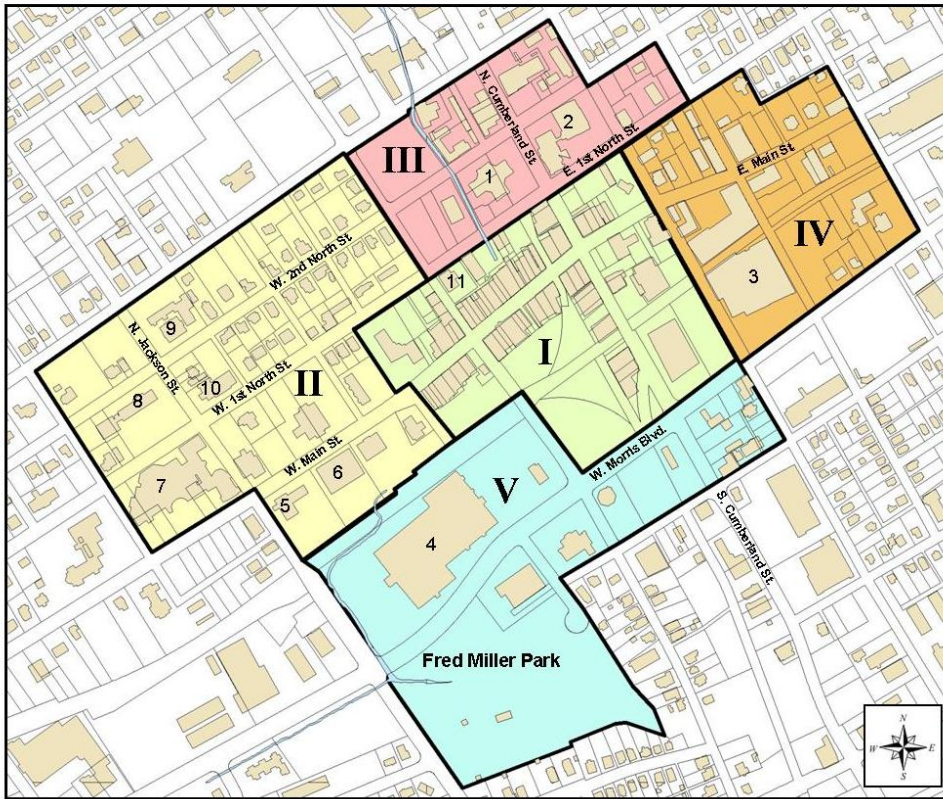
Step 6: The applicant must submit to the Community Development Corporation all project receipts and proof of payment. Grant funds will be dispersed within 30 days of completed projects.

#### Open Records

The City of Morristown, the Department of Housing and Urban Development, the Comptroller General of the United States, or any duly authorized representatives shall have access to any books, documents, papers and records which are directly related to the program assistance for the purposes of monitoring, making audits, examination, excerpts and transcripts. All records supporting the costs and components of program assisted improvements shall be maintained for a period not less than three (3) years following project completion.

The City expressly reserves the right to reject any or all applications or to request more information from the applicant.

Crossroads Development District - Neighborhoods



Neighborhood Key:	
I. Downtown Core	<span style="display:inline-block; width:15px; height:10px; background-color:#c8e6c9; border:1px solid black;"></span>
II. West North Area	<span style="display:inline-block; width:15px; height:10px; background-color:#fff9c4; border:1px solid black;"></span>
III. City Center Area	<span style="display:inline-block; width:15px; height:10px; background-color:#ffcdd2; border:1px solid black;"></span>
IV. E. Main Area	<span style="display:inline-block; width:15px; height:10px; background-color:#ffc107; border:1px solid black;"></span>
V. Morris Boulevard Area	<span style="display:inline-block; width:15px; height:10px; background-color:#e0f7fa; border:1px solid black;"></span>
Neighborhood Boundaries	<span style="display:inline-block; width:15px; height:10px; border:2px solid black;"></span>
Structures	<span style="display:inline-block; width:15px; height:10px; background-color:#d3d3d3; border:1px solid black;"></span>

Landmark Buildings:	
1.	City Center
2.	First Methodist Church
3.	Sherwood Commons
4.	HealthStar Physicians
5.	Morristown Utility Systems
6.	Morristown-Hamblen Library
7.	First Baptist Church
8.	Hamblen County Courthouse ( <i>National Register</i> )
9.	Rose Center ( <i>National Register</i> )
10.	Centenary Methodist Church
11.	Henry Street Post Office ( <i>National Register</i> )