MAYOR'S OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT

Property Investment Incentive Handbook

1 Public Square, Suite 100 | Nashville, TN | 37201

MAYOR'S OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT

The Property Investment Incentive supports the revitalization of commercial buildings in economically disadvantaged areas of Nashville by providing funding to small businesses and developers who are improving property exteriors. The grant aims to reduce blight and help stabilize neighborhoods through strategic property investment.

For questions regarding this grant, please reach out to:

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Table of Contents

03 Eligibility Criteria

04 Frequently Asked Questions

- 04 Grant Details
- 04 Eligibility
- 05 Use of Funds
- 06 Application Process & Requirements
- 07 Reimbursement Process & Additional Requirements

09 Approval Timeline

10 Reimbursement Timeline

11 Terms and Conditions

13 Reimbursement Form Sample

14 Annual Expenditure Report Sample

Eligibility Criteria



In order to qualify for this incentive, applicants must meet the following criteria:

- Property must be located within an eligible census tract
  * Visit Nashville.Gov/ECDEV to see eligibility map
- Property must have a total value under $2 million
  * Visit the padctn.org to find your property value
- Property type must be commercial or industrial
- Applicant must invest at least $10,000 into capital improvements on the exterior or interior of the property
- Property must not have a tax lien or outstanding tax payment due

Frequently Asked Questions

1. Grant Details

a. What is the goal of the Property Investment Grant?
The goal of the grant is to improve blighted property by supporting developers that are investing in improving their commercial property.

b. Who oversees and administers the grant?
The Mayor's Office of Economic and Community Development approves and administers the grant.

c. How much funding does the grant provide?
The grant covers up to 50% of the total investment in property improvements with a maximum award of $50,000.

d. How is the grant awarded?
The grant is awarded as a reimbursement. Recipients must submit documented expenditures for qualified expenses to receive reimbursement.

e. Can I apply for the grant multiple times for different properties?
While an applicant is eligible to apply for the grant multiple times for different properties, the applicant cannot apply in consecutive years.

2. Eligibility

a. What are the eligibility requirements for the grant?
Applicants must:

- Invest in commercial property located within designated census tracts.

- Ensure the property's total value is less than $2 million.
- Commit to construction investments of at least $10,000 that focus on improving the exterior of commercial buildings.

b. How can I check if my property is in designated census tracts?
Visit the Blighted Property Map. Eligible properties are highlighted in red.

c. How do I determine my property's assessed value?
To find your property's assessed value, search for your parcel using the Nashville Parcel Viewer and check the total appraised value. Alternatively, visit the Property Assessor's website.

d. Do I need to own the property to qualify?
No. Tenants leasing commercial properties are eligible but must submit a copy of their lease agreement and a letter of acknowledgement from their landlord with the application.

e. How do tenants in multi-tenant properties determine eligibility?
For tenants leasing only a portion of a property, the value of the property is adjusted according to the proportion of the total square footage being leased.

3. Use of Funds

a. How can grant funds be used?
Grant funds may reimburse documented expenses for costs related to construction or rehabilitation of exterior and interior portions of commercial property.

b. When must the grant funds be spent?
All approved expenses must be incurred within the designated grant period outlined in the grant agreement. The grant period will typically

begin on the date the agreement is executed and end on June 30. The recipient will have 15 days from the end of the grant period to submit expenses for reimbursement.

4. Application Process and Requirement

a. What supporting documents must be submitted with the application?

Applicants must provide:

- A copy of the business license
- Certificate of Existence or Good Standing
- A 12-Month Cash Flow Statement that shows month-to-month cash flow
- Lease agreement (if applicable)
- A letter of acknowledgement from landlord (if applicable)

b. How do I obtain a Certificate of Existence/Good Standing?

Businesses in operation less than one year will receive a Certificate of Existence. Businesses in operation more than one year must qualify for a Certificate of Good Standing. Certificates of Existence/Good Standing can be obtained online at the Tennessee Secretary of State's website.

c. Why is a Cash Flow or Profit and Loss Statement required?

A cash flow statement and profit and loss statement demonstrates the business's financial health, solvency, and responsible use of funds, ensuring the grant promotes sustainable growth. Because the grant is a reimbursement rather than an up-front award, it is important to verify that the investment can be supported throughout the timeline of the project.

d. What if my business is new and lacks a 12-month Cash Flow Statement or Profit and Loss Statement?

New businesses may submit a 12-month projected cash flow

statement to provide insights into anticipated financial operations.

e. How do I apply for the grant?

- Submit an electronic copy of the grant application in PDF format to the ECD staff listed below.
- Include attachments of all required supporting documents.

ECD Staff Contacts:

- Jamari.Brown@Nashville.gov
- Lilibeth.Leon@Nashville.gov

f. Is there a deadline to apply?

Applications are accepted year round and reviewed on a rolling basis until grant funds are exhausted. Grants are distributed on a first-come, first-served basis. Applications that are fully completed and include ALL required documents are dated on the day and time of submission to the Mayor's Office of ECD (MOECD) staff and processed in that sequence.

5. Reimbursement Process and Additional Reporting

a. When can a grantee begin submitting reimbursement requests?

The grant agreement requires the grantee to invest a minimum of $10,000. Once the grantee has met the $10,000 minimum investment, the grantee can begin submitting reimbursement requests. The grants funds cannot exceed 50% of investments or $50,000, whichever is less.

b. How does a grantee submit for reimbursements?

Once the grant agreement is active, the grantee will use the **Grant Reimbursement Form** to complete and submit along with itemized receipts and proofs of payment for eligible expenses incurred. The grantee may submit reimbursement requests quarterly throughout

their contract period or may choose to submit all expenses at one time. Regardless, the deadline for submitting reimbursement requests for the grant will be 15 days after the end of the contract (July 15).

c. What is the process for reimbursement?

The grantee will submit their Grant Reimbursement Form and attachments to the MOECD. MOECD staff will review the request, approve the reimbursement, and send a payment request memo to Metro Finance Department. Finance will process and remit payment to the grantee through their regular vendor payment process. The review process can take up to 10 business days and the reimbursement process can take an additional 15 business days.

d. What additional reporting is required?

Within 45 days of the end of the contract (by August 15), the grantee must submit an Annual Expenditure Report. This short report will summarize what type of costs the grant funds were used for, what the overall project achieved, and include pictures of the finished project.

Approval Timeline

This timeline outlines the approval process for grant applications, along with estimated durations related to each step. Please note that these are approximations, and the timeline for each application may differ depending on required documentation and complexity of project.



Application Review
MOECD will review the submitted application, business license, financial statement, and Certificate of Existence or Good Standing. A review of the Lease Agreement and letter of acknowledgement from landlord will also be required for tenants.

Up to 10 Business Days



Follow Up and Approval
Once reviewed, applicants will be contacted by MOECD staff to discuss the project details and answer questions regarding the grant. Following the discussion, applicants will be notified whether or not they have been approved.

Up to 5 Business Days



Contract Preparation
If approved, MOECD will send application details to Metro Legal for preparation of the contract.

Up to 10 Business Days



Contract Execution
The grant agreement is signed by the grantee and authorized representatives of MOECD, Metro Finance, Metro Legal, and the Metro Clerk. Once fully executed, the grant is effective for the period stated within the agreement.

Up to 10 Business Days



Submission of Documents for Payment
Following the contract execution, the grantee will need to submit A W-9 tax form, Short Vendor Application, and an ACH form for electronic payment to Metro Finance before receiving grant payments.

Reimbursement Timeline

This timeline outlines the reimbursement process for funds, along with estimated durations related to each step. Please note that these are approximations, and the timeline for each request may differ.



Submit Reimbursement Form, Invoices, and Proofs of Payment

MOECD will evaluate all submitted expenses to ensure they qualify for reimbursement in accordance with the grant agreement.

Up to 5 Business Days



Follow Up and Approval

Grantees will be informed about all items that have either been approved or denied, and they will have the chance to validate or provide additional documentation. Once no further follow-up items are required, the grantee will receive a notification detailing the total reimbursement amount that will be disbursed.

Up to 5 Business Days



Submission to Finance

MOECD submits a payment request to the Finance Department. Following their own evaluation of the request, the Finance Department returns it to the Mayor's Office for approval concerning the disbursement of funds.

Up to 10 Business Days



Request Processed for Payment

Once the Finance Department obtains all necessary approvals from the Mayor's Office, the payment request will be scheduled. Depending on the volume of other pending payments, this process may take between 5 and 15 days.

Up to 15 Business Days

Terms and Conditions

These terms and conditions apply to the Property Investment Incentive and are listed here for your review. An acknowledgement of these terms and conditions will be included in the grant contract.

A. All applications and supporting documents submitted are subject to TN Code § 10-7-503 regarding the Tennessee Public Records Act.

B. The following properties are ineligible for the Property Investment Incentive:

- Properties not located within the boundaries of the eligible census tracts updated yearly on or around July 1
- Tax exempt properties
- Properties with property tax delinquency
- Properties not zoned commercial or industrial

C. Property Investment Incentive funds are distributed on a reimbursement basis and must include the appropriate documentation evidencing eligible capital costs have been incurred and paid. Eligible use of funds includes:

- Capital costs, including the costs incurred for the construction of improvements, new buildings, structures, and fixtures; the renovation, rehabilitation, reconstruction, remodeling, repair, demolition, alteration, or expansion of existing buildings, structures, and fixtures
- The acquisition of equipment for the purposes of construction or demolition of property
- Professional service costs, including those costs incurred for architectural, planning, and engineering associated with the project

D. Professionals requiring special licenses must be licensed in the State of Tennessee and shall be responsible for those portions of the work as may be required by law.

E. All invoices submitted for reimbursement must also show receipt of payment. Check, card, or electronic payments are allowed. No cash payments will be accepted.

E. The following uses are not eligible for reimbursement:

- External security gates or bars on windows or doors
- Grant funds cannot be used to fix property damage already covered by insurance
- Grant funds cannot be used to conduct roof repair work

F. Previous recipients of the Property Investment Incentive funding are not eligible to receive additional grant funds for the same property but may receive additional funding for a different property in non-consecutive years.

G. Developers investing in leased property must include their lease agreement along with the application and a letter of acknowledgement from the landlord or property owner stating that the landowner or property owner is aware and accepting of the intended improvements.

H. Developers investing in leased property must have at least two years remaining on their lease or an option to renew their lease.

Reimbursement Form

Mayor's Office of Economic and Community Development

Property Investment Grant Reimbursement Form

Grantee Information (as stated in your agreement)	
Name	
Address	
Federal ID Number	

Itemized expense records and corresponding proofs of payment should be attached and submitted along with this form via email to the MOECD staff listed below. Attachment files should be renamed to show date of expense, vendor, and total amount (example: mm.dd.yy.vendor.$$.$$).

Date of Expense	Vendor	Description of Items Purchased	Amount	Reimbursable Amount
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
		Grand Totals	$0.00	0.00

Main Contact Information		
Name	**Email**	**Phone Number**

I certify to the best of my knowledge and belief that the above is correct and the amount requested for reimbursement is in accordance with the contract conditions and has not been previously reimbursed.

Signature Date

Office Contact Information

Jamari Brown, Sr. Director
Jamari.Brown@Nashville.gov
615.862.4701

Lilibeth Leon, Manager
Lilibeth.Leon@Nashville.gov
615.862.0381

SAMPLE

Annual Expenditure Report

Property Investment Grant
Annual Expenditure Report

This report must be completed by a Certified Public Accountant or the Chief Financial Officer of the grantee organization, as required by the grant agreement.

Grantee Contact Information	
Name	
Address	
Number	
Email	
Grant Period	
Total Award	
Report Due Date	

Report Completed By	
Name	
Title	
Organization	
Email	
Number	

Section A: Total Project Investment

Use Column C to report the actual project costs incurred during the grant period, by category. The amounts shown in Column B reflect the planned investment from the original grant application.

A. Investment Category	B. Planned Investment	C. Actual Investment	D. Variance
Labor			$0
Materials			$0
Equipment			$0
Professional Services			$0
Other			$0
Total Investment	$0.00	$0.00	$0

Section B: Use of Grant Funds

Use Column B to report how much of your project costs were funded by the grant for each category listed.

A. Investment Category	B. Amount Invested From Grant Award	C. Percentage of Award
Labor		
Materials		
Equipment		
Professional Services		
Other		
Total Award	$0.00	

I certify, to the best of my knowledge, that the information provided herein is true and correct.

Signature of Report Preparer — Date Signed

SAMPLE