



Pre-Development Assistance Grant Program

Ashley Cash, Director
Paul A. Young, Mayor

Memphis Pre-Development Assistance Grant Program (up to \$50,000)

Background

Memphis has a shortage of quality, affordable housing available for low to middle income households. The increasing costs of predevelopment work paired with appraisal gaps in many historically disinvested neighborhoods disincentivizes new housing development within much of the city's urban core. The City of Memphis Division of Housing and Community Development (HCD) has created the Pre-Development Assistance Grant Program to support developers' capacity to add new construction housing units to the market. This grant provides up to \$50,000 to cover pre-development costs for properties within target areas in the City of Memphis.

Goals

- Increase and diversify the housing supply
- Address the new construction development gap
- Create public and private alignment of funding and resources
- Provide assistance to emerging developers for administrative procedures and pre-development capital

Eligible Applicants

- Non-profit developers
- For-profit developers

**Development partnerships are strongly encouraged.*

Eligible Projects

- Project must include affordable low- to middle-income housing
- Project must be within a ½ mile of another HCD initiative. A map of these projects can be found [here](#).

Eligible Uses

- Financial modeling (proforma, pitch book)
- Professional design work (architectural, engineering, construction drawings, etc.)
- Market research (market studies, community impact survey)
- Site assessments (environmental, geotechnical, structural)
- Entitlements (zoning, variances, permits, representation)
- Utility fees (connection fees, sewer taps, etc.)

Grant Amount/Administration

- Maximum grant up to \$50,000

Grant funds will be disbursed for invoices that match the submitted Scope of Work sent directly to HCD. Applicant is responsible for timely submission and payment of invoices following disbursement of funds as outlined in grant contract.

Any materials produced using pre-development assistance funds will be shared with and retained by HCD. These materials will be kept confidential as long as the applicant remains the owner of the

property. If ownership of the property changes, HCD reserves the right to share materials with future and/or adjacent property owners.

Memphis Pre-Development Assistance Grant Application

Applicant Information

Name:

Phone:

Email:

Mailing Address:

Property Information

Type of Site Control:

- I own the property
- I am purchasing the property
- Other (describe):

Parcel Number:

Address:

Project Narrative

Describe the property and the potential project:

Projected Timeline:

Plan/capacity to obtain funding to complete the project:

Projected total development cost:

Funding Request

What pre-development work are you looking to perform?

- Market Studies/Data (housing market study, consulting related to entitlements, pitch book, etc.)
- Design Work (conceptual site plans, civil site plans, construction drawings, renderings, etc.)
- Financial Modeling (proforma, financial analysis, feasibility study, etc.)
- Structural/Environmental Assessment (phase 1 environmental, surveys, geotechnical reports, etc.)
- Other (describe):

Pre-development request narrative:

Estimated Budget:

Application Scoring

The scores for all applications will be totaled by the review committee. Application scores and alignment with HCD priorities will determine funding eligibility. The minimum score for an application to receive funding is **45**.

Funding Request: _____

Scoring Criteria	Notes	Possible Points	Points Awarded
Project Alignment			
A. Compliance with Funding Guidelines. 5 points will be awarded for projects that include affordable low- to middle-income housing.		5	
B. Pre-development Narrative: 5 points will be awarded if the applicant demonstrates understanding of the project's pre-development needs and how this work will serve the overall project.		5	
C. Complete Neighborhoods: 5 points will be awarded if the project is within ½ mile of another HCD initiative.		5	
Feasibility Criteria			
A. Readiness to Proceed. 5 points will be awarded if applicant has site control.		5	
B. Capacity of the Development Team. 5 points will be awarded to teams that demonstrate sufficient reserves to carry out the project.		5	
C. Cost Reasonableness. 5 points will be awarded if development budget is consistent with market experience.		5	

D. Ability to Obtain Funding. 5 points will be awarded if applicant has a clear plan for obtaining future project funding.		5	
E. Proposed Timeline: 5 points will be awarded if applicant provides a realistic timeline including key milestones.		5	
City Priorities			
A. MWBE Participation. 5 points will be awarded for 25% MWBE participation in the use of pre-development funding assistance.		5	
B. Competitive Pricing. 5 points will be awarded if applicant commits to receiving a minimum of 2 quotes before selecting a service provider.		5	
	Total Points	50	