



Downtown Improvement Grant (DIG) Façade Grant Application

Supported by a grant from the State of Tennessee, Dept. of Economic and Community Development & assisted by the Johnson City Development Authority Tax Increment Financing Program*

DEADLINE: MAY 1, 2025, 4:00PM EASTERN
Email application to: submit@thejcda.org
INCOMPLETE OR LATE APPLICATIONS WILL BE DENIED

Please refer to the application evaluation criteria and information in the most recent copy of the JCDA DIG Façade Grants Program Guide available online at www.thejcdatn.org or by request from the JCDA. Assistance with applications is available from JCDA staff. **Pre-application meetings with the JCDA staff and the City of Johnson City Department of Development Services are suggested and encouraged.** Please consider ahead of time how much time is needed to secure approvals from Historic Zoning Commission or its staff as **required** to submit this application. (Contact Resources can be found at the bottom of this page.) Reimbursement will be provided for work performed only after façade grant approval and submission of a completed reimbursement form with documentation.

Please contact the Johnson City Development Authority Executive Director for assistance:

Patricia C. Oldham, AICP, TCEcD, Executive Director,
Johnson City Development Authority
oldham@thejcda.org 423-342-3540 (office)

Submission instructions: Please submit application by email to the Johnson City Development Authority

1. Zip all file/folder attachments. <https://tinyurl.com/ZIPTIF> (zip instructions)
2. Send the completed form and the zipped files to submit@thejcda.org
3. Files will be distributed electronically with the review team.

Please attach all required supplementary materials to the application.
If additional space is needed to answer completely, please attach additional sheets.

CHECK FIRST: Any grant property must be located within the JCDA DIG and Redevelopment Plan boundary. (See attached map in DIG Façade Grant Program Guide)

Is the building within the Johnson City Downtown Historic District? Yes No

https://www.johnsoncitytn.org/government/development_services_dept/historic_preservation/index.php

Is the project within the DIG target area in the Redevelopment Plan boundary? Yes No

- ATTACH the Historic Zoning Commission Certificate of Appropriateness, if within the historic district.**
- ATTACH** (if in the DIG Target Area boundary only **and not** in the Downtown Historic District) the Department of Development Services staff approval that the project has met the Downtown Design Guidelines

Is the building under an order from the Board of Dwelling Standards or Code Enforcement? Yes No

Resource Contact Information:

- Johnson City Development Authority: 423-342-3540 oldham@thejcda.org
- City of Johnson City Tennessee Planning Division: 423-434-6071 <https://tinyurl.com/jcplanning>
- Washington County Trustee Property Tax Look Up: 423-753-1602 <https://tinyurl.com/wcntaxlookup>

LEGAL APPLICANT:

Is the applicant the property owner of record? Yes No

Full Owner Name _____

Mailing Address _____ City _____

State _____ Zip _____ Email _____

Main Telephone _____ Mobile Phone _____

If applicable:

Parent Company: _____ Headquarters Address: _____

AUTHORIZED DEVELOPMENT TEAM CONTACT AND OTHER PROFESSIONALS:

Name _____ Organization _____

Title _____ Email _____

Main Telephone _____ Mobile Phone _____

How affiliated with the property owner(s)? _____

SITE CONTROL:

NAME AND ADDRESS OF ALL PERSONS OR ENTITIES WITH AN OWNERSHIP INTEREST IN THE PROPERTY:

ATTACH: Proof of property ownership or written, notarize, affidavit granting permission for the project from the owner.

ATTACH: The owner and applicant must provide documentation that all taxes, insurance, and mortgage payments are paid and current, without any outstanding fees or delinquencies.

If the applicant selected YES as a property owner on page one, only list all ADDITIONAL owners.

Name _____ Title _____

Mailing Address _____ City _____

State _____ Zip _____ Email _____

Name _____ Title _____

Mailing Address _____ City _____

State _____ Zip _____ Email _____

How long have you owned the property? _____

Do you own additional properties in downtown Johnson City? Yes No

Do you operate an income producing business in the requested property? Yes No

If, yes, what is the name of the business? _____

Are you required to have flood insurance? Yes No

INCLUDED PROPERTIES

List all properties needed for the proposed project:

List all Washington County Tax Parcel ID numbers for the property involved and City Official Zoning Map Classification

	Map	Group	Parcel	Occupied or Vacant (O) or (V)	E-911 Address
Tax Parcel ID					
Tax Parcel ID					
Tax Parcel ID					
Tax Parcel ID					

PROJECT DESCRIPTION, COSTS, AND SCHEDULE:

Provide a description of the proposed project. (Please see the additional public benefit questions on the following pages.)

- Include three (3) written contractor estimates of all costs, listing materials and specifications, equipment rental, etc. to total the final cost (should match Assistance Requested below); (please contact JCDA if attempts to obtain quotes becomes a problem)
- Provide photographs of existing building conditions that clearly identify renovation areas, as well as any specific historic architectural features to be repaired or restored, if applicable.
- if proposing non-structural changes, provide a representative sketch or drawing of the façade modifications
- if proposing structural changes, architectural or engineering plans must be provided and submitted for approval as required by the City of Johnson City,
- provide the expected construction schedule. **NOTE: All projects are to be completed, inspected, and have submitted reimbursement documentation to JCDA within twelve months (12) of application award approval. Projects that have been approved but have failed to commence with significant progress within three (3) months of the approval date will forfeit their grant approval funding and may not reapply in this year.**
- your plan to protect the investment of grant funds and maintain the appearance and condition of the building in the future

ASSISTANCE REQUESTED:

State how much financial assistance are you are requesting for reimbursement (**up to 75% of primary façade grant cost, up to \$24,999**). Grant amounts will be awarded on a case-by-case basis for projects with substantial economic impact, job creation, and sales tax generation, per program requirements.

Please see Grant Guide for Grant Math Example for 25% of owner cost match, if needed. The maximum grant request is \$24,999.00

Amount of Grant Request (75%)	
Amount of Owner Match Responsibility (25%)	
Total Amount of Project = Grant Request + Match (100%)	

INVESTMENT PARTNERS:

List specifically any additional public funding amounts received, in application, or anticipated to be sought from other sources, grants, or funds, including the City of Johnson City, Washington County, the State of Tennessee, federal sources, etc. and how it will be utilized in the project:

CAPITAL INVESTMENT:

Please explain the public benefit to the City of Johnson City and Washington County that will result from the development of this project and how façade grant funding is a key element of the financing package and that the project would not otherwise be undertaken in its proposed form without these funds.

PUBLIC BENEFITS:

Explain this façade improvement (a) can create potential for other development, (b) serve as an economic stimulus, and (c) contribute to the improvement of downtown Johnson City for business and residents.

Applicant Agreement:

I, _____ the owner or authorized applicant, for a DIG façade grant for the property located at _____ agree that the Johnson City Development Authority (JCDA) shall approve or deny the application and/or grant based on adopted criteria and priorities and that it can be denied for any reason. I have received and reviewed the DIG Façade Improvement Grant Program Guide and will comply with the program criteria and if applicable, the Tax Increment Financing Fund Requirements. I understand that this grant is a **reimbursement grant after work has been completed in a professional and workmanship-like-manner meeting all permit requirements** according to the above description.

All work must meet City of Johnson City, Tennessee building codes, zoning ordinances, and city code, and applicants are responsible for obtaining all permits before beginning any work. Any and all changes in the scope of the work that may arise during the renovation process must be approved by the JCDA prior to any work being initiated or completed.

Applicant Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

For official use, to be completed by JCDA staff:

Date application was received: _____

Visit to property completed on: _____ Date Signed: _____

Is this map in a FEMA flood zone? Yes No

Review tax parcel ID from Washington County Assessor's Office for property confirmation.

Tax Parcel ID			
Tax Parcel ID			
Tax Parcel ID			

	Johnson City	Washington County
Current Appraised Value		
Current Annual Tax		

Confirmation of location in or out of the Downtown Historic District:	In	Out
Confirmation of location in the DIG Target Area & Redevelopment Plan Area:	Both	
Meets criteria in TIF/DIG Guidelines and Redevelopment Plan:	Yes	No
Forwarded to TIF/DIG Advisory Committee for Review:	Yes	No

DATE SCHEDULED FOR REVIEW BY TIF ADVISORY /DIG COMMITTEE. _____

COMMITTEE DECISION: _____ DATE: _____ APPROVED DENIED

APPROVAL SIGNATURES:

TIF ADVISORY CHAIRMAN

DATE: _____

EXECUTIVE DIRECTOR:

DATE: _____



**JCDA Downtown Improvement Grant (DIG) Facade Grant Program
Reimbursement Form**

Applicant Information

Name of Applicant and Project _____

Address of Applicant: _____

Telephone number of Applicant: _____

Email address of Applicant: _____

Address of work: _____

Project Start Date: _____

Project Completion Date: _____

Required Attachments Checklist:

- Completed reimbursement form.
- Photographs of completed work.
- Itemized list of expenditures.
- Copies of all invoices and all receipts and/or canceled checks as proof that materials and contracted improvements have been paid. Include name, address, phone number(s) of contractor(s).
- Statements certifying that all the suppliers and contractors have been paid.
- Copy of recorded lien with Washington County, Tennessee deed book and page number for grant funding repayment if property is sold before 5 years. Lien will be recorded by the First Tennessee Development District.

To be coordinated by the JCDA:

- Satisfactory inspection by the Johnson City Development Services Department - Code and Planning Divisions and any other required City or State of Tennessee inspections.
- Satisfactory inspection by the JCDA to ensure all work completed conforms to work proposed.

Submit All Completed Documentation for Reimbursement:

Johnson City Development Authority
submit@thejcda.org
300 E. Main Street, Suite 102, Johnson City, TN 37601
423-342-3540 (main office contact)

Approval for Reimbursement

Amount approved for reimbursement: _____

Johnson City Development Services

Date

JCDA

Date