



## **Invitation to Submit Project Proposals for Fiscal Year 2024 MainStreet Capital Outlay Public Infrastructure Funding**

**Pre-Application Webinar** –August 7th at 12pm

**Proposal Due Date:** August 31st, at 5pm

New Mexico MainStreet Public Infrastructure Funding is for leveraging economic redevelopment within a targeted public investment area that will ultimately lead to revitalization within traditional and historic commercial neighborhood districts and downtowns, private property improvements, business creation and expansion, creative start-ups, and employment opportunities. The targeted public investment is required to have a designated New Mexico MainStreet organization specifically organized to revitalize and redevelop the area or district in partnership with the local government partner and with the Economic Development Department's MainStreet Program. Additionally, the redevelopment district should be a priority community economic growth and revitalization project of the local government in partnership with the MainStreet district revitalization organization.

### **LEGISLATIVE ENABLING and APPROPRIATION LANGUAGE**

*House Bill HB505: ten million (\$10,000,000) to plan, design, construct, furnish and equip improvements to downtown mainstreet arts and cultural districts statewide.*

### **ELIGIBLE PROGRAMS**

- New Mexico MainStreet (NMMS) Accredited programs during this current fiscal year may submit one project proposal.
  - Accredited MainStreet programs with Start-Up Arts & Cultural District designation can apply for Cultural Economic Development Plans.
  - Accredited MainStreet programs with a State Authorized Arts & Cultural District or Compound should discuss potential infrastructure projects with the ACD Coordinating Council/Taskforce and come to an agreement on the one project proposal.
- The local MainStreet program must:

- Have a dedicated current full-time Executive Director for project and program management in communities with a population over 5,000 or part-time ED for communities with a population under 5,000.
- Be up to date with its compliance records in the MainStreet digital dashboard.

## **Qualifying Public Infrastructure Projects**

The review committee will prioritize projects that are part of a comprehensive public infrastructure improvement package.

- Eligible Public Infrastructure Projects include:
  - Planning:
    - Cultural Economic Development Plan for designated New Mexico Arts & Cultural District Start-Ups.
  - Streets:
    - Storm sewer and drainage projects; Water, electric, and sewer utilities; Broadband; and Pedestrian night lighting (and accompanying conduit and electrical cabling).
  - Pedestrian Safety:
    - including: sidewalks, curb extensions, road diets, pedestrian crossings and medians; traffic calming, traffic parking configuration, context sensitive solution projects; and complete streets projects.
  - Street amenities:
    - Wayfinding systems; benches; trash receptacles; tree canopy; and landscape buffers (including watering systems consistent with drought tolerant plantings that are consistent with the historic context of the project area, and if in an historic designated district, consistent with the appropriate period of significance as designated in the district nomination).
  - Placemaking:
    - Town Centers, Town Squares and Plazas; Public and Farmers Markets; Outdoor performance spaces and amphitheaters (placemaking projects must be able to directly demonstrate support for economic growth, property renovation, business development, and job creation within the district.)
  - Great Blocks on MainStreet Projects with completed construction documents.
  - Adaptive Reuse or Rehabilitation of Publicly Owned Historic or Cultural Property:
    - Projects in this category must be able to demonstrate support for economic growth in the district.

## **GENERAL ELIGIBILITY CRITERIA**

- This is a targeted application process so you must contact NMMS to discuss your project and funding request prior to submitting your application.
- Your local government must be a partner in this application.
  - The local governing body and the organization or association representing the redevelopment district must jointly file the application.
  - A letter of agreement to partner on the project and acknowledgment of the matching requirements from either the Manager, or County Manager, or Tribal Chair, or Mayor must be included with the application.
- If the local program/local government is a previous recipient of MainStreet Public Infrastructure Capital Outlay, all funds must be expended and invoiced to the Economic Development Department by the date of application submittal.\*
  - \*Current Great Blocks on MainStreet Projects and other larger infrastructure projects that have received partial funding for phased projects are exempt from this requirement if they are applying for funding for the next phase of the project. Applicants, however, must show adequate progress toward completing first phase and expending existing NMMS Capital Outlay allocation.
- Local Government must have a current clean audit from the state auditor (the Economic Development Department Chief Financial Officer will review and approve awarded projects to ensure local government is in current compliance with state auditing policy).
- Project proposal should be directly tied to the organization's Economic Transformation Strategies and the district's Metropolitan Redevelopment Area Plan (MRA), Master Plan, or Cultural Economic Development Plan. The plan must have been municipally adopted within the past 10 years.
- When applicable:
  - The project will meet all requirements of the Historic Preservation Division to protect and restore cultural and heritage assets.
  - The project shall engage NMDOT for review and approvals if it includes highway or streets under the jurisdiction of the New Mexico Department of Transportation.
  - The project will meet "Dark Skies" lighting requirements.
  - The project will integrate regionally appropriate water-wise landscaping and green infrastructure.
- Awarded Public Infrastructure projects are expected to be complete by June 2025.
- A current full project budget must be submitted, including funding gaps, and all sources of secured and anticipated revenue.

## **MATCHING REQUIREMENTS**

- Each offeror is expected to provide a minimum of 20% (twenty percent) match, for example, if a project is awarded \$100,000 the match should be equivalent to \$20,000. Priority will be given to projects with matching funds available.
- Project matching funds are used to demonstrate local stakeholder and government commitment to revitalization efforts of the local MainStreet organization. While a cash match is preferred, NMMS is able to accept other forms of contributions to public infrastructure projects, such as in-kind contributions, or investments in other public infrastructure projects within the MainStreet District/project area that demonstrates a commitment to downtown revitalization.
  - At least 60% (sixty percent) of the offeror's required match must be in the form of cash from other local, state, federal, and foundation grant sources.
    - The Economic Development Department will consider previously paid professional planning, design, and engineering services directly associated with the project as potential cash matches if the professional services were completed within the last two years.
    - Spending on current public infrastructure projects in the proposed project's vicinity can also be considered for matching funds with approval from the NMMS Director.
  - The remainder of the match may come in the form of an in-kind contribution by the offeror or any partner of the offeror in the project.
    - An in-kind contribution is any item of cost that is necessary for the completion of the work and that has a verifiable and accountable economic value. Some examples of eligible in-kind contributions include the following:
      - a) a MainStreet Executive Director's time dedicated to coordinating project activities;
      - b) value of the time and cost associated with a municipality assigning a planner or designer to project activities;
      - c) items of cost borne by the municipality or one of the municipality's partners involved in the project; or
      - d) the cost of publicizing notices of meetings and events.
- Communities applying for Great Blocks on MainStreet funds for construction or to develop construction-ready documents should be aware that Great Blocks on MainStreet projects often require a larger commitment from local governments than the minimum 20% cash match. Project sizes, scope, and scale vary from project to project based on the local communities needs and design aesthetics and can raise project costs beyond the maximum allowed from NMMS Capital Outlay. In these cases other sources of funding are needed to complete these projects. Please see the Great Blocks on MainStreet Application section for more details.
- Grant Awards are contingent on funding through the New Mexico State Legislature.

## **Funding Categories**

The Department will review the submittal from an eligible organization and its local government partner for project proposals for two phases of infrastructure projects: 1. Design and planning phase; 2. Construction ready projects. All applications for infrastructure projects, regardless of overall size and scope, are expected to have a design phase where stakeholders and local governments can provide input to ensure that all New Mexico MainStreet (NMMS) projects meet community needs and develop construction documents that meet the engineering and design specifications of the project. In some cases, projects are small enough that NMMS can fund the project from design to construction in one round of funding, however, all projects are expected to begin in the design phase, and local MainStreet directors should begin this process with input from either NMMS Director or Project Coordinator.

All applications in either the design and planning or construction phase are expected to apply for funding in one of the following three categories.

### **A: Small Public Infrastructure Projects**

This option is for smaller public infrastructure projects that need funding for planning, design, and/or construction funding. Some small projects that require minimal design/engineering work can be eligible to receive funding that will cover cost of design and construction. Maximum proposed construction project amount requested from NMMS FY2024 for small infrastructure projects should not exceed \$400,000. This includes total cost for developing construction documents and construction costs. It is possible to get an entire project funded in this category from design to construction depending on availability of funds and scope of the project, however, responsibility for costs above \$400,000 are the local government and MainStreet partner's responsibility.

### **B: Medium to Large Public Infrastructure Projects**

This category is for local communities that need funding for planning, design, or construction funding for medium, or larger public infrastructure projects. Projects applying for construction phase funding should have completed (shovel-ready) construction documents. Maximum amount of construction funding requested from NMMS FY2024 per project should not exceed \$1,000,000 for large public infrastructure projects and should be no more than \$700,000 for medium sized infrastructure projects. Applicants should work with Local Government Partners and NMMS Staff to determine project funding needs to ensure applications are competitive and that the appropriate amount of funding is being requested.

**C: Great Blocks on MainStreet:** These projects have averaged around \$1.9 million and are designed to dramatically upgrade a core three-block commercial area within a MainStreet District through the creative implementation of urban design, architecture, landscape architecture and creative economy projects. This category can be used to apply for design funding to create construction documents for a new Great Blocks project or for construction funding for a Great Blocks project that has construction-ready documents. **You must have pre-approval from NMMS Staff to apply for this category.**

- Selected MainStreet communities applying for new Great Blocks on MainStreet projects will receive \$120,000 in NMMS Public Infrastructure Capital Outlay funding to hire a design team to conduct a community-based planning, design and engineering process and develop plans and construction-ready drawings, which will be provided to the community as a “shovel-ready” project.

Please see the Great Blocks on MainStreet section for more information on requirements and application details for this category of funding.

## **Application Details:**

To apply successfully, applicants must fill out the application and provide all required attachments. Applicants must choose a phase, either design and planning phase (all projects must begin here if your project doesn't have construction or engineering documents), design, planning, and construction in one phase, or construction phase for projects with shovel-ready design and/or engineering documents already completed. Below is a detailed description of each category and phase of funding with guidelines and questions to be answered in your project's application narrative. Be sure to provide as much information as possible and submit all required attachments along with the completed application when applying.

*Applicants will choose one pathway for funding, A., B., or C. and a phase of project.*

## **Design Phase Funding Requests:**

When applying for planning (including Cultural Economic Development Plans) and design of construction documents for small to medium sized projects, maximum request should not exceed \$40,000 for small projects, and \$60,000 for medium projects. For construction documents of a large project, please consult with NMMS staff to get an estimate for the proposal. Signed construction documents must be executed and all invoicing complete and delivered to the Economic Development department within two years of award.

Applicants having received previous funding for the development of construction documents but have not yet finished construction on that project are not eligible for funding to develop construction documents for new projects.

- In your application be sure to define the Public Infrastructure project and project area.
  - Please include maps that establish the project area boundary.
  - Identify historic and cultural properties.
  - If in a historic district, provide the boundary of the district.
  - Provide up to 12 photos that show existing conditions of the street for Public Infrastructure and buildings within the project area.
  - Specify the improvements needed in the project area.
  - Identify any recent or planned utility improvement projects in the area.
- Explain how the Proposed Public Infrastructure Project meets your ETS?

- Explain how the Proposed Public Infrastructure Project meets your MRA/Master Plan goals? How will your annual work plan change and what resources will your organization need to prioritize to complete the project?
- Describe how the Public Infrastructure investment will directly increase building rehabilitations and restorations in the project area. How will your organization identify those additional economic development projects?
- Describe how the Public Infrastructure investment will directly expand businesses and or provide local entrepreneurs space opportunities for their start-ups. How will your organization identify strategies to implement business development strategies?

Describe the financing plan for securing additional funding (i.e. funds in place, committed, or identified) to complete the project.

### **Construction Phase Funding Requests:**

This category is for local communities that need construction funding for small, medium, or larger public infrastructure projects, like a Great Blocks on Mainstreet project, that already have completed (shovel-ready) construction documents. Maximum amount of construction funding requested from NMMS FY2024 per project should not exceed \$1.9 million for Great Blocks projects unless negotiated with NMMS staff prior to submittal. Maximum requests for non-Great Blocks public infrastructure projects should not exceed \$1,000,000 for large projects, \$600,000 for medium sized infrastructure projects, or \$400,000 for small size infrastructure projects. Applicants should work with Local Government Partners and NMMS Staff to determine project funding needs to ensure applications are competitive.

- The local government and MainStreet partners are responsible for project costs above this amount. NMMS will work with the community to present the project to the NM Economic Development Department's *FundIt* program.
- Please submit electronic copies of construction- ready documents and schematics signed by the appropriate licensed professionals – licensed architect, licensed landscape architect and/or engineer – for NMMS FY2024 Public Infrastructure funding with a current full construction budget (expenses and revenue).
- If this proposal is for one phase of a larger project, please submit the total budget as requested above and the scope of the project these funds are to be used for and a detailed breakout budget for the phase you are applying for.
- Or if a NM Department of Transportation funded project, the appropriate construction- ready certificate from the regional transportation district engineer for the proposed project. Construction- ready includes all surveys, environmental assessments, 100% schematics, economic impact analysis, and, if appropriate, review and approval from NMDOT and the Historic Preservation Division (HPD), submitted as signed architectural and engineering documents with a current full construction budget (expenses and revenue).
- Please be sure to answer these questions in your application along with the above documents.

- Define Proposed Public Infrastructure Project and area. Specify improvements needed.
- Explain how the Proposed Public Infrastructure Project meets your ETS.
- Explain how the Proposed Public Infrastructure Project meets your MRA/Master Plan goals. How will your annual work plan change and what resources will your organization need to prioritize to complete the project?
- Describe how the Public Infrastructure investment will directly increase building rehabilitations and restorations in the project area. How will your organization identify those additional economic development projects?
- Describe how the Public Infrastructure investment will directly expand businesses and or provide local entrepreneurs space opportunities for their start-ups. How will your organization identify strategies to implement business development strategies?

## **Great Blocks on MainStreet Funding Requests:**

The New Mexico MainStreet (NMMS) Program is pleased to offer the ***Great Blocks on MainStreet*** funding opportunity to communities who have been invited to apply. ***Great Blocks on Mainstreet*** projects are innovative and intensive design/economic vitality infrastructure projects.

These projects are designed to dramatically upgrade a core three-block commercial area within a MainStreet District through the creative implementation of urban design, architecture, landscape architecture and creative economy projects. Great Blocks is meant to catalyze the target area by providing, through this grant, much needed public infrastructure upgrades that will result in private sector reinvestment in buildings and businesses.

Communities applying for Great Blocks on MainStreet funds for construction or to develop construction-ready documents generally require larger commitments from local governments due to the larger scale of these projects, and the comprehensive upgrades they bring to a commercial district. These projects require more collaboration with the department, local governments, and a layered funding strategy. NMMS will only fund up to \$110,000 of the design fees, the applicant should expect to provide an additional \$20,000 cash match for community meetings, marketing and any contingencies discovered during the development of the project. (The discovery process often finds unknown engineering issues that may require changes to the design, and which must be remediated within the documents).

NMMS construction funds are to be used on above ground improvements and will work with local governments to identify other funding sources to fund other necessary improvements. NMMS is only able to commit up to \$1.9 million of construction funding for Great Blocks on MainStreet projects. However, during the design process projects size, scope, and scale can increase beyond what NMMS can fund, and it is the responsibility of the local communities to work with NMMS and other partners to keep project costs within funding limits. If selected projects go beyond the funding capacity of NMMS, the local government must commit to either funding excess costs or identify funding through other means to complete the project.

All project proposals should demonstrate that the projects have been vetted by Local Government



partners, NMMS Staff, as well as demonstrate cohesion with local public infrastructure needs and plans. It is strongly recommended that projects be identified with NMMS and Local Government partners before submitting the application.

- The application for Phase 1 of a Great Blocks project will go toward the development of construction documents for Public Infrastructure, inclusive of:
  - Curb, gutter, sidewalks and pedestrian and bicycle amenities
  - Landscape plantings
  - Lighting improvements
  - Identified public areas for potential public art installations and creative placemaking
  - Gateway/entry features and Wayfinding
- Selected MainStreet communities will receive up to \$110,000 in New Mexico MainStreet Public Infrastructure Capital Outlay funding to hire a design team to conduct a community-based planning, design and engineering process and develop plans and construction-ready drawings, which will be provided to the community as a “shovel-ready” project. Total construction costs for Great Blocks on MainStreet projects have averaged around \$1.6 million.
- The applicant is expected to provide an additional \$20,000 cash match for community meetings, marketing and any contingencies discovered during the development of the project. (the discovery process often finds unknown engineering issues that may require changes to the design and which have to be remediated within the documents).
- If the proposed area has buildings on the state’s “Cultural and Historic Properties Registry,” the state’s Historic Preservation Division of the Department of Cultural Affairs will be engaged in the process. If the proposed area is on a state or federal highway, the New Mexico Department of Transportation’s Regional Transportation office will be engaged in the process.
- As part of a “Great Block” project, the project’s initial focus will be on public infrastructure for the three- block target area. A designated NM Main Street community, in good standing, may apply in partnership with their local government. Projects will be selected by a distinguished panel based on a proposal submitted from the community.
- New Mexico MainStreet will assist local government and the local revitalization partner to secure funding for the public infrastructure improvements.
- NMMS will also focus a substantial portion of its technical professional assistance, post execution of construction documents, into the Great Block target area for building renovations, business and entrepreneur development and a diversified business mix including potential creative enterprises and industries.
  - Volunteer-based design intervention programs based on public infrastructure improvements, such as “tactical urbanism,” “façade squads,” and public art installations and creative placemaking, are among the revitalization and redevelopment results in this catalytic area targeted by the local MainStreet organization. These may additionally include:
    - Façade improvements

- Building renovations and adaptive reuses
- Business expansions and local entrepreneur start- ups
- Creative Industry and Enterprises development

### **Pre-Application Workshop**

It is highly recommended that applicants (both representatives of the local MS organization and their local government partner) attend a Pre-Application Webinar for Great Blocks on August 7th, 2023 12:00 PM.

Please join the MainStreet Capital Outlay Project Proposals - Pre-Application Webinar on August 7th, 2023 12:00 PM MDT at:

<https://us06web.zoom.us/j/82404042802?pwd=NFBjWxJRa3dIYWxFTnNZWm5ENUYxQT09>

### **Selection Criteria**

The Great Blocks on MainStreet proposal submitted by the MainStreet Board although initially targeted in Phase 1 to Public Infrastructure, additional phases will be focused on capitalizing and leveraging the public investment for economic redevelopment and private sector reinvestment. Consideration should be given to the following in the application for this grant:

- On the Great Blocks Section of the project that addresses the following:
  - Information, graphics and/or photos describing the project.
  - Organization is in good standing with NMMS.
  - Anticipated economic impact of project (building renovations, entrepreneur and/or business development, enhancement of the economic environment catalyzing local economy, job creation, etc).
  - Partnerships that will be involved in the project implementation and maintenance.
  - Is the project in the adopted Metropolitan Redevelopment Area Plan/Master Plan or Cultural Plan?
  - Is the project on the local government's ICIP?
  - Is the project on the annual MS implementation plan?
  - Local Government's willingness to explore (with NMMS assistance) CDBG, LEDA, NMFA, DOT TAP, HPD grants, ICIP and/or other funding sources as appropriate to the proposed project
  - A letter of support for the proposed project must be submitted from the local government's City/County manager and/or Mayor and an approved resolution from the Mayor/County and Council (since public right-of-way is mostly under local government jurisdiction and most state and federal funding will need to be administered through local government).
- Further criteria in ranking the proposed project that will be considered by the selection panel includes:
  - Past success of the applicant implementing public infrastructure and economic redevelopment projects for the District area.

- Preservation-based projects that can use state historic tax credits.
- Executive Director employed for 40 paid hours per week to take on project management.
- Main Street America Accredited program in the immediate past year.
- MainStreet Accelerator and Affiliate level programs are not eligible.

## **Pre-Application Workshop**

### **NMMS will host a Pre-Application Webinar on August 7, 2023 at 12 PM.**

It is highly recommended that both a representative of your organization and a representative from your local government attend this webinar. The webinar will provide information about the application and program details for MainStreet Public Infrastructure Funding. A recording of the webinar will also be available on the NMMS YouTube webpage:

<https://www.youtube.com/user/NewMexicoMainStreet> shortly following the live webinar.

Please join the MainStreet Capital Outlay Project Proposals - Pre-Application Webinar on August 7, 2023 at 12 PM at:

<https://us06web.zoom.us/j/82404042802?pwd=NFBjWxJRa3dIYWxFTnNZWm5ENUYxQT09>

After registering, you will receive a confirmation email containing information about joining the webinar.

## **REVIEW COMMITTEE**

The Department shall establish a professional review committee to examine the proposed projects and the accompanying construction documents. If satisfied with the proposed project specifications for public infrastructure investment, the committee will rank and make an Award announcement for all public infrastructure project categories by September 29<sup>th</sup>, 2023.

## **REQUEST FOR FINAL DOCUMENTS**

If the review committee finds all documents are in order, including that the partnering organization and the governing body meet the due diligence qualifications, and the project is recommended for award based on ranking of the project, a request for final documents will be made. This includes:

- A resolution of administrative and financial support from the local government for the project.
- A support letter for the project from the appropriate Council of Government (COG) indicating their knowledge and support of the project as well as willingness to support the local governing body and redevelopment organization/association partner in securing funding necessary to complete the public infrastructure project.

- The redevelopment revitalization organization, in partnership with its local governing body and with the assistance from NMMS, agree to create a three-year property renovation and restoration implementation plan and business economic growth plan to maximize the public infrastructure investment in the district. Where applicable, the following shall be included in the property renovation and restoration implementation plan: residential housing, second story housing conversion, live/studio, and live/ work adaptive reuse and renovation.
- Agreement to create implementation and growth plans will include targeted goals with specific results in building renovations (interior and exterior), restoration of historic and cultural properties, business expansion, new business investment, creative enterprises and industries, and entrepreneurial start-ups, which contribute to sustainable businesses and jobs. Performance measures will be submitted quarterly for the implementation plan upon completion of the Public Infrastructure project.

**Application Due August 31, 2023 by 5:00 pm**

**PROPOSALS MUST BE SUBMITTED ELECTRONICALLY**

**Please use this link to fill out the Online Application**

<https://www.tfaforms.com/5077944>

Additional information or questions related to potential projects should be directed to Lucas Pedraza, [Lucas.Pedraza@edd.nm.gov](mailto:Lucas.Pedraza@edd.nm.gov) 505-412-3963

**The Department is not responsible for late  
or undeliverable submissions.**