Streets as Places: Reimagining the Outdoors

sprouts

GRANT PROGRAM

CDOT

CHATTANOOGA DEPARTMENT OF TRANSPORTATION

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Statement of Purpose

The SPROUTS Grant Program, provides funding, design, and construction assistance to properties providing applying for outdoor expansion zones for temporary outdoor capacity to enable safer operation under current social distancing guidelines. Three types of applications/permits are available:

» Temporary Loading Zone (p.4)
» Curb Lane Pedestrian Zone (p.5)
» Outdoor Expansion Zone (p.6)

This Grant will serve to financially assist the businesses in purchasing the necessary furniture, fixtures and equipment (FF&E) to properly and safely operate.

- Street-facing businesses eligible for sidewalk cafe or parklet permit programs will be prioritized.

- Other businesses wishing to expand operations outdoors will be reviewed on a case-by-case basis, including but not limited to street closures to accommodate multiple businesses and private outdoor dining areas.

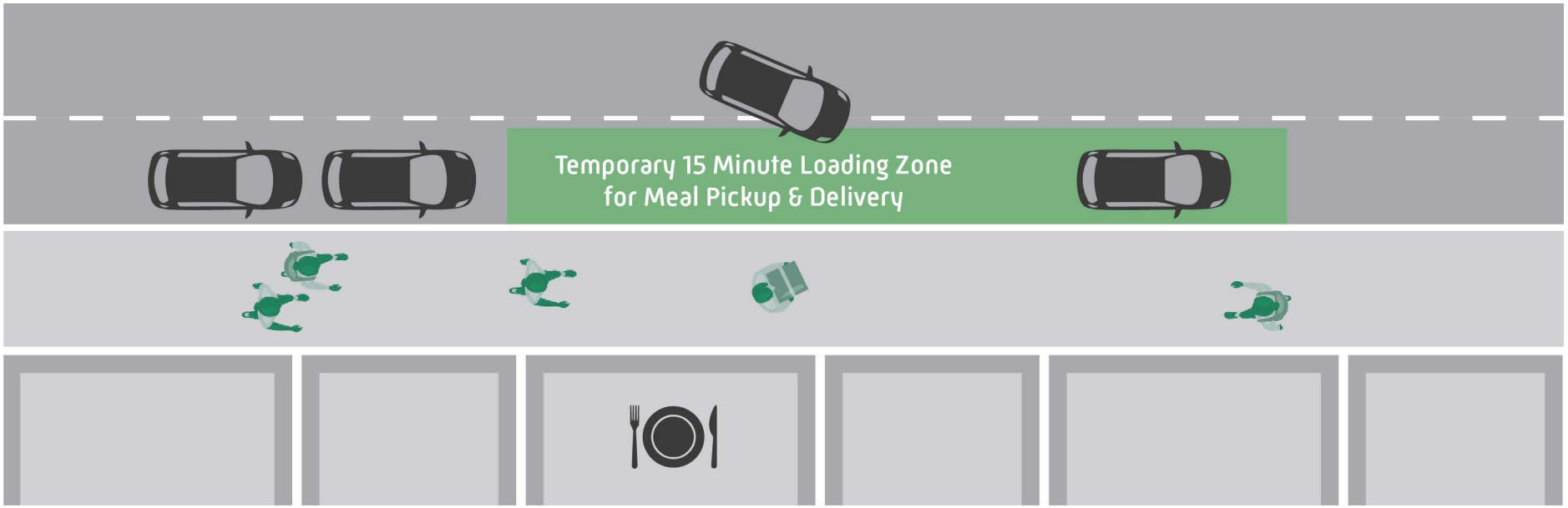
- Businesses can only receive one grant up to $6,000 for the purchase and installation of FF&E while funds are available. Smaller grants may be more appropriate for assistance which is limited to traffic control devices as required by the

Temporary Loading Zone

CDOT and the Chattanooga Parking Authority have worked together to convert on-street parking spaces near restaurants to temporary loading zones to facilitate curbside meal pickup and delivery. Even after restaurants have been allowed to re-open by Governor Lee's Executive Order 29, the practice of no-contact curbside restaurant or retail pick-up continues to be a safe and responsible way for citizens to interact with retail and restaurant businesses.

On March 23rd, 2020, the Chattanooga Parking Authority and CDOT converted on-street parking spaces near restaurants to temporary loading zones to facilitate curbside meal pickup and delivery. A map of the original curbside takeout parking zones can be found here.

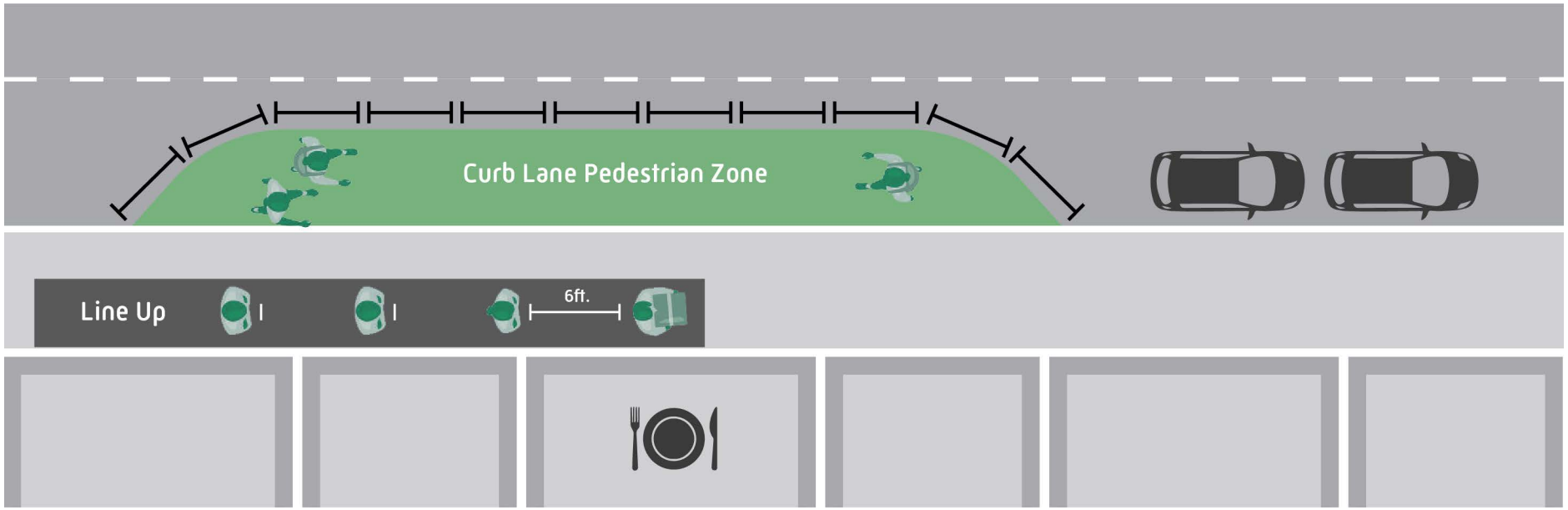
Restaurants and other businesses that continue to rely on delivery or curbside pick-up, both within the original zone and outside of it, can now request a loading zone near their establishment by completing the SPROUTS Restaurant & Retail Recovery Application. Each location will have unique conditions that will be assessed carefully by the CDOT staff to develop the most appropriate solution.



Curb Lane Pedestrian Zone

Curb Lane Pedestrian Zones allow for businesses to utilize the street parking in front of and near their shop for additional pedestrian traffic while patrons may be waiting outside businesses in line. This allows for safe social distancing practices and helps continue the flow of foot traffic.

All open businesses should follow advice from public health experts by planning to manage physical distancing for customers and employees, both inside and outside their businesses. Staff should wear face coverings; maintain proper hand hygiene; keep surfaces and objects clean; and find ways to limit contact between people.

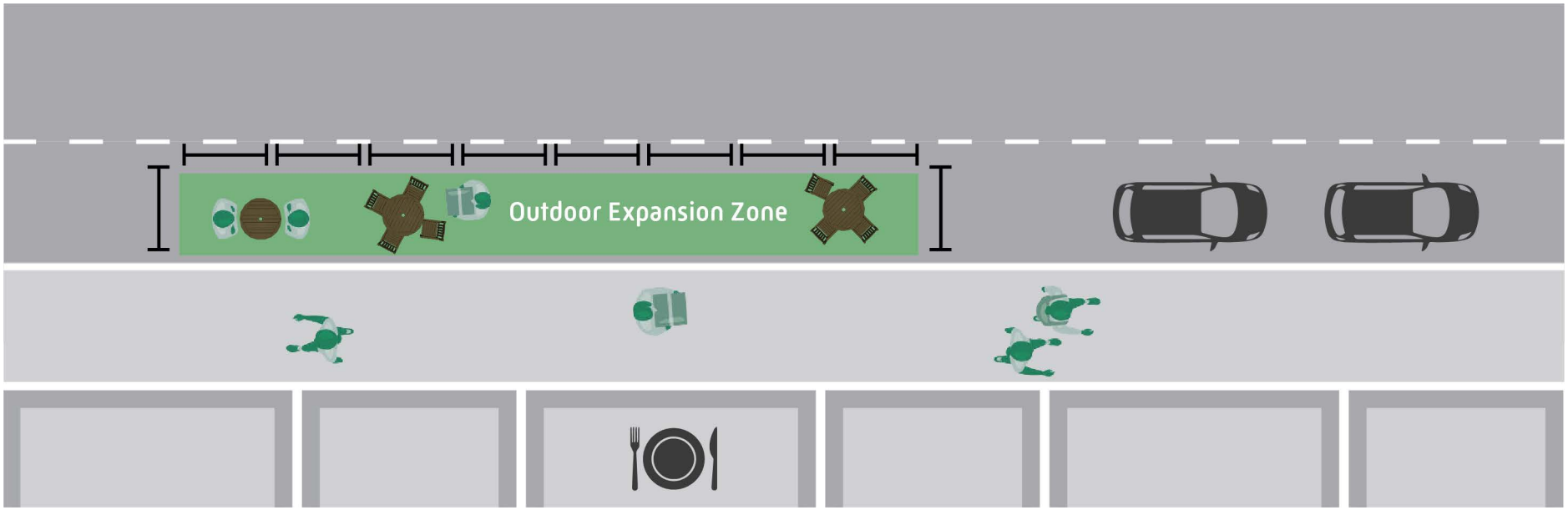


Outdoor Expansion Zones

Businesses, such as retailers and restaurants, which by Governor Lee's Executive Order 29, are to limit their indoor capacity to 50% are able to temporarily expand their business footprint onto the public right-of-way. This is not to create a gathering or social space. Gathering in groups will not be permitted in outside areas.

Applicants will need to submit a Certificate of Insurance naming the City of Chattanooga as an Additional Insured and listing this address: 101 E 11th Street, Chattanooga, TN 37402, prior to their application being approved.

All open businesses should follow advice from public health experts by planning to manage social distancing for customers and employees, both inside and outside their businesses; staff should wear face coverings; maintain proper hand hygiene; keep surfaces and objects clean; and find ways to limit contact between people.



Requirements & Guidelines

- Outdoor spaces may be used during normal business operating hours.
- All indoor and outdoor seating must be spaced at least six feet apart.
- There should be no more than 6 guests per table.
- It is strongly encouraged to test your workforce for COVID-19. *See the Hamilton County Department of Health for testing information.*
- Provide easily accessible sanitizer for patrons and employees.
- It is strongly encouraged to implement contactless ordering
- All restaurants are encouraged to use a reservation process to prevent capacity issues.
- Restaurants should use disposable paper menus.
- Facial coverings must be worn by "front of house" staff members who interact with customers.
- Limit contact with dining guests by reducing the number of visits wait staff make to each table.
- Please review all resources for safety reopening restaurants and retail establishments.

Restaurants and other businesses that that are interested in an Outdoor Expansion Zone can now apply by completing the SPROUTS Application. Each location will have unique conditions that will be assessed carefully by the CDOT staff to develop the most appropriate solution.

It is the applicant's responsibility to obtain, install, and remove any traffic control devices required by CDOT in order to safely operate in the public right-of-way. These devices shall conform to the standards as specified in the current edition of The Manual of Uniform Traffic Control Devices. Failure to comply with the regulations set forth as stated on your approved permit can result in a court citation and a fine of up to $50.00 per citation and court costs.

Examples

Eligibility Criteria

Limited grant funding is available, subject to the terms of this document, for implementation through River City Company, and required safety devices in the City right-of-way adjacent to properties that meet the following criteria:

- Existing commercial buildings/tenants fronting the City of Chattanooga right of way
- Subject to design review and recommendations.
- Limited to up to $6,000 for all eligible, documented expenses by the City of Chattanooga and River City Company.
- Eligibility will be determined at the sole discretion of Chattanooga Department of Transportation and River City Company.

Eligible Activities

This grant opportunity was established to assist businesses with unbudgeted or unanticipated costs necessary to effectively and safely operate outdoor service, seating, and sales including:

- Accessibility
- Traffic Control Devices/Barriers
- Building Materials/Enclosures
- Construction/Installation
- Design/Engineering
- Lighting
- Furniture, Fixtures & Equipment
- Umbrellas/Awnings

Application + Grant Process

1. Businesses may apply to receive a grant of up to $6,000 to reimburse eligible expenses associated with expanding outdoor business operations.
2. Applications will be reviewed within five (5) business days of receiving a complete application.
3. Grant applicants are required to submit a completed SPROUTS application. Applications that have been conceptually or formally approved by CDOT will be evaluated more favorably. All required public notice, such as sign-off from neighboring businesses, per the CDOT application are required to be completed as a condition of grant funding.
4. Once approved, applicants will execute a grant agreement outlining full terms of the grant.
5. Grantees will submit paid invoices and receipts. Reimbursements will be processed following benchmarks and costs fully incurred.
6. Applicant will receive funds within 15 business days of submitting a complete package of paid invoices and receipts.

Eligibility Requirements + Acknowledgements

1. Applicant may apply for a grant and receive preliminary approval but will not be awarded funds until a full execute SPROUTS and Parklet permit has been issued by CDOT. Note, SPROUTS permit applications are here. Parklet permits use the Temporary Use permit process. Temp Use information is located here and applications are located here. Note, applicants can pursue grant funding, but will not be awarded any funds before a formal permit is issued by CDOT.

2. Applicant must certify that grant funds will not be used to reimburse an expense already paid by a government-supported grant or loan.

3. Applicant/Grantee must maintain all receipts, invoices, agreements, checks, purchase orders, and any other proof of expenditures.

4. Please visit the CDOT SPROUTS website and CDOT Temporary Use website for additional information regarding the right-of-way permit programs for temporary parklets and sidewalk cafes. Note, for some structures, land disturbing or building permits may be required, which are administered by the City Land Development Office. In those cases, CDOT staff will guide the applicant to the appropriate permit review entity or individual - those permits will not be considered without including the appropriate documentation from CDOT.

5. Applicants are required to submit a Certificate of Insurance naming the City of Chattanooga as an Additional Insured and listing this address: 101 E 11th Street, Chattanooga, TN 37402.

6. Ongoing maintenance is the grantee's responsibility, including keeping the area clean and removing trash regularly. Failure to maintain the public right-of-way permitted for this special temporary use, or failure to otherwise fulfill the obligations of the permit is cause for revocation.

7. It is the responsibility of the applicant to ensure all projects and/or improvements comply with local, state, and federal codes, regulations, and laws. Only projects in compliance with and receiving applicable permits will be funded.

8. Additional approvals are required for the sale of alcoholic beverages outside of a business's premise. It is the grantees responsibility to secure any permits and adhere to all state and local laws for alcohol sale and consumption.

Resources

- SPROUTS Website
- SPROUTS Online Application
- Temporary Use of a Right-of-Way
- Parkade: How to Build a Parklet
- National Association of City Transportation Officials: Parklet Guide

For SPROUTS and City Permit Information + Questions

Justin Strickland, CDOT
jstrickland@chattanooga.gov
(423) 643-5962

For Grant Information, Questions and/or to Submit Application

Jim Williamson, River City Company
jwilliamson@rivercitycompany.com
(423) 664-4839

PUBLIC PARKLET
SO CRÊPE
THE CAMB
Spicy Junk
will cure your funk
Poems are hard

BAR-B-Q
LEM'S
PEOPLE SPOT

Grant Application + Submittal Requirements

Applicant and Business Name: _____

Address: _____

Email: _____

Phone: _____

Applicant Signature: _____

Submittals: _____

( ) Narrative description or spreadsheet of the eligible reimbursement expenses

( ) Site plan indicating proposed elements and traffic control

( ) Design/Engineering/Construction or other contracted services

( ) Check this box to indicate you have included your preliminary or approved application.
Note: CDOT Public Spaces Coordinator jwstrickland@chattanooga.gov is the lead on general questions for the CDOT application process and can be consulted on process steps for SPROUTS.

( ) Check this box to indicate you understand this requirement and sign below indicating your certification that funds will not be used to reimburse any expenses paid for by a government-supported grant or loan.

Applicant Signature: _____ Date: _____

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