

**THE WESTSIDE TAX  
ALLOCATION DISTRICT  
NEIGHBORHOOD FUND  
  
APPLICATION FOR FUNDING**

# APPLICATION FOR WESTSIDE TAX ALLOCATION DISTRICT NEIGHBORHOOD FUND

**THIS APPLICATION CAN BE COMPLETED ELECTRONICALLY. PLEASE TYPE IN REQUESTED INFORMATION AND THEN SUBMIT BOTH ELECTRONIC AND HARD COPIES OF THE COMPLETED APPLICATION.**

**TAB A: FUNDING REQUEST**

**NAME OF PROPOSED DEVELOPMENT OR PROJECT**

**AMOUNT OF FUNDING REQUESTED**

WESTSIDE TAD NEIGHBORHOOD FUNDING

APPLICATION FEE\*

*\*As specified in Program Description, this must be submitted in full at time of application.*

**TAB A: DEVELOPER INFORMATION**

**NAME OF DEVELOPER**

**ADDRESS OF DEVELOPER**

**DESIGNATED CONTACT PERSON**  TITLE

PHONE  EMAIL

ADDRESS

**OWNERSHIP ENTITY NAME**

LEGAL FORM: **PLEASE ATTACH ORGANIZATIONAL CHART AND RESUMES OF ALL KEY MANAGERS**

INDIVIDUAL  GENERAL PARTNERSHIP  SOLE PROPRIETORSHIP

FOR-PROFIT CORPORATION  LIMITED PARTNERSHIP  JOINT VENTURE

NOT FOR-PROFIT CORPORATION  501 (c) 3  LIMITED LIABILITY CO.

IF GENERAL PARTNERSHIP, GENERAL PARTNER(S) OWNS  %

NAME OF GENERAL PARTNER(S)

IF LIMITED PARTNERSHIP, LIMITED PARTNERSHIP OWNS  %

NAME OF LIMITED PARTNER(S)

IF JOINT VENTURE, NAME OF JOINT VENTURE PARTNERS AND RESPECTIVE PARTICIPATIONS IN JV

**DEVELOPER MANAGER NAME**

**TAB A: DEVELOPMENT TEAM\***

*\*The City of Atlanta, in consultation with the Authority, will appoint Bond Counsel, Bond Trustee and Independent Market and Feasibility Consultants, if any.*

**PROPOSED ARCHITECT**

DESIGNATED CONTACT PERSON

PHONE	<input type="text"/>	EMAIL	<input type="text"/>
<b>PROPOSED CONTRACTOR</b>	<input type="text"/>		
DESIGNATED CONTACT PERSON	<input type="text"/>		
PHONE	<input type="text"/>	EMAIL	<input type="text"/>
<b>PROPOSED PROPERTY MANAGER</b>	<input type="text"/>		
DESIGNATED CONTACT PERSON	<input type="text"/>		
PHONE	<input type="text"/>	EMAIL	<input type="text"/>
<b>PROPOSED DEVELOPER'S ATTORNEY</b>	<input type="text"/>		
DESIGNATED CONTACT PERSON	<input type="text"/>		
PHONE	<input type="text"/>	EMAIL	<input type="text"/>

**TAB B: GENERAL PROJECT INFORMATION**

**PROJECT NAME**

**PROPERTY ADDRESS**  **NPU**

**GENERAL PROJECT DESCRIPTION**

**PROJECT TYPE**

USE TYPE	UNITS	SQUARE FEET	PERCENT OF BUILDING
RESIDENTIAL	<input type="text"/>	<input type="text"/>	<input type="text"/>
RETAIL	<input type="text"/>	<input type="text"/>	<input type="text"/>
OFFICE	<input type="text"/>	<input type="text"/>	<input type="text"/>
HOTEL	<input type="text"/>	<input type="text"/>	<input type="text"/>
STRUCTURED PARKING	<input type="text"/>	<input type="text"/>	<input type="text"/>
OTHER _____	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>

**TAB B: DETAILED PROJECT INFORMATION**

**USE OF TAD FUNDS (PLEASE LIST ALL PROPOSED USES. CAPITAL IMPROVEMENTS ONLY.)**

<b>NEW CONSTRUCTION</b>	<input type="text"/>
<b>RENOVATION/REHABILITATION</b>	<input type="text"/>
<b>ACQUISITION OF CAPITAL MACHINERY/EQUIPMENT</b>	<input type="text"/>
<b>LAND /BUILDING ACQUISITION</b>	<input type="text"/>
<b>FIXTURES/SIGNAGE</b>	<input type="text"/>
<b>OTHER</b>	<input type="text"/>

**EXISTING LAND USE**

WILL THERE BE ANY RELOCATION OR DISPLACEMENT OF EXISTING RESIDENTS OR BUSINESSES? IF SO, PLEASE DESCRIBE EXTENT AND HOW THIS IS BEING ADDRESSED:

**PRIOR LAND USE (S)**  **YEARS**

**CONSTRUCTION TYPE (NEW, RENNOVATION, CONVERSION)**

**TOTAL COST/ USEABLE SQUARE FOOT**

**TOTAL (ALL) DEVELOPER FEES/ USABLE SQUARE FOOT**

**TOTAL (ALL) DEVELOPER FEES/ TOTAL PROJECT COST**

**PROJECT ACREAGE/LOT SIZE**

**PARCEL IDENTIFICATION NUMBERS**

**PLEASE INDICATE HOW PROPOSED PROJECT IS CONSISTENT WITH THE GOALS OF THE AREA REDEVELOPMENT PLAN:**

STREETSCAPE AND/OR PEDESTRIAN IMPROVEMENTS

QUALITY OF LIFE IMPROVEMENTS AND PROJECT IMPACT ON THE COMMUNITY

INFRASTRUCTURE IMPROVEMENTS

OTHER

**TAB B: RESIDENTIAL PROJECT INFORMATION (IF APPLICABLE)\***

**PROJECT TYPE:**

UNIT COMPOSITION	TOTAL UNITS	# OF MARKET	MARKET RENTS/ SALES PRICES	# OF AFFORDABLE	AFFORDABLE RENTS/ SALES PRICES	Percent
STUDIO						
1 BEDROOM						
2 BEDROOM						
3 BEDROOM						
OTHER						
TOTAL						

**PROJECT AMENITIES:**

**UNIT AMENITIES:**

**TAB B: ADDITIONAL DOCUMENTS (PLEASE PROVIDE HARD AND ELECTRONIC COPIES OF THE FOLLOWING)**

1. EXISTING SITE PHOTOGRAPHS
2. PROJECT RENDERING OR CONCEPTUAL DRAWING (IF AVAILABLE)
3. MAP SHOWING PROJECT LOCATION
4. LEGAL DESCRIPTION OF PROPERTY

**TAB C: PROPOSED FINANCING SUMMARY**

**SOURCES OF FINANCING (FUNDING FOR PRE-DEVELOPMENT ACTIVITIES IS LIMITED. DEVELOPER MUST PROVIDE 50% MATCHING FUNDS.)**

SOURCE	CHECK IF APPLICABLE	AMOUNT	PERCENT OF PROJECT COST
CONVENTIONAL DEBT			
STATE/FEDERAL LOANS			
STATE/FEDERAL GRANTS			
HISTORIC TAX CREDITS			
LIHTC (EQUITY)			
DEVELOPER EQUITY			
OTHER EQUITY/SUBORDINATED DEBT			
OTHER			
GAP (TAD FUND REQUEST)			
TOTAL			

**EQUITY SOURCE**

**CONVENTIONAL FINANCING SOURCE**

**ESTIMATED CONVENTIONAL TERMS**

**SOURCES OF NON-TAD GOVERNMENT ASSISTANCE (LOANS, GRANTS, TAX INCENTIVES, ECT)**

**TAB C: PROJECT ECONOMICS: A DESCRIPTION OF THE PROJECT FINANCING STRUCTURE MUST BE ATTACHED. AT MINIMUM, INCLUDE THE FOLLOWING:**

- 1. DETAILED CONSTRUCTION BUDGET (INCLUDE BOTH HARD AND SOFT COSTS). SPECIFICALLY INDICATE COST ASSOCIATED WITH PROJECT INFRASTRUCTURE.**
- 2. PROJECTED RENTAL RATES, SALES PRICES, OCCUPANCY RATES, TIME TO ABSORPTION AND OTHER KEY ASSUMPTIONS**
- 3. MARKET COMPARABLES, IF AVAILABLE**
- 4. PRO FORMA CASH FLOWS AND/OR STATEMENT OF INCOME AND EXPENSES**
- 5. EQUITY PROVIDED BY THE DEVELOPER AND PROJECTED RETURNS ON EQUITY (DEVELOPERS MUST PROVIDE AT LEAST 5% EQUITY-I.E. AT LEAST 5% OF TOTAL PROJECT BUDGET MUST COME FROM DEVELOPER EQUITY)**
- 6. PROJECTED INVESTOR RETURNS**
- 7. DISCOUNTED CASH FLOW: REFLECTING PROJECT THROUGH CONSTRUCTION, PROJECT STABILIZATION, SALE (IF APPLICABLE) AND RECOGNITION OF RESIDUAL INTEREST**

**TAB D: SITE CONTROL**

**THE APPLICANT MUST DEMONSTRATE SITE CONTROL PRIOR TO FUNDING. AT A MINIMUM, THE APPLICANT FOR THE PROPOSED SITE MUST HOLD A CONTRACT FOR PURCHASE AND SALE OR LONG-TERM LEASE BEFORE THE FINAL DEVELOPMENT/PROJECT AGREEMENT IS EXECUTED. AT APPLICATION SITE IS CURRENTLY CONTROLLED BY:**

- OPTION TO PURCHASE
- CONTRACT FOR PURCHASE AND SALE
- RECORDED CERTIFICATE OF TITLE
- RECORDED DEED
- LONG-TERM LEASE\*
- NOT CONTROLLED

*\* If site control is demonstrated by long-term lease, a copy of the executed lease must be provided. The lease may be contingent only upon the receipt of Bond Financing.*

**TAB D: ZONING AND LAND DEVELOPMENT REGULATIONS**

**IS THE SITE APPROPRIATELY ZONED FOR THE PROPOSED PROJECT?** No  Yes

IF REZONING IS REQUIRED, PLEASE INDICATE PROJECTED APPROVAL TIMETABLE:

**INDICATE ZONING DESIGNATION (S):**

**IS A VARIANCE REQUIRED?** No  Yes

IF A VARIANCE IS REQUIRED, PLEASE EXPLAIN REASON AND INDICATE PROJECTED APPROVAL TIMETABLE:

**CURRENT ZONING PERMITS**  **UNITS PER ACRE/DENSITY.**

**TAB D: SITE PLAN**

**NEW CONSTRUCTION: HAS THE PRELIMINARY OR CONCEPTUAL SITE PLAN BEEN APPROVED BY THE CITY OF ATLANTA?** No  Yes

IF APPROVED, PLEASE INCLUDE A COPY OF THE APPROVED PRELIMINARY OR CONCEPTUAL SITE PLAN. IF IT HAS NOT BEEN APPROVED, PLEASE INDICATE PROJECTED APPROVAL TIMETABLE:

**PLEASE INDICATE HOW PROPOSED PROJECT IS CONSISTENT WITH THE GOALS OF THE AREA REDEVELOPMENT PLAN:**

**TAB D: ENVIRONMENTAL SAFETY**

**APPLICANT MUST PROVIDE A PHASE I ENVIRONMENTAL REPORT. (NOTE: ENVIRONMENTAL REPORTS ARE REQUIRED TO COMPLETE CREDIT UNDERWRITING. A PHASE II ENVIRONMENTAL ASSESSMENT WILL BE REQUIRED TO THE EXTENT THE PHASE I WARRENTS FURTHER ASSESSMENT.)**

**HAS THE PROPERTY EVER BEEN USED FOR STORAGE OF HAZARDOUS OR TOXIC MATERIALS?**

No  Yes

**ARE THERE ANY POTENTIAL ENVIRONMENTAL HAZARDS?**

No  Yes

IF YES, PLEASE DESCRIBE:

**TAB D: PROPOSED PROJECT SCHEDULE**

ACTIVITY (IF APPLICABLE)	DATE
OBTAIN FIRM FINANCING COMMITMENT	<input style="width: 100%; height: 15px;" type="text"/>
FINALIZE SITE PLAN & ARCHITECTURAL DRAWINGS	<input style="width: 100%; height: 15px;" type="text"/>
REAL ESTATE CLOSING	<input style="width: 100%; height: 15px;" type="text"/>
ZONING REVIEW BOARD APPROVAL	<input style="width: 100%; height: 15px;" type="text"/>
NEIGHBORHOOD PLANNING UNIT APPROVAL	<input style="width: 100%; height: 15px;" type="text"/>
URBAN DESIGN COMMISSION APPROVAL	<input style="width: 100%; height: 15px;" type="text"/>
FINANCIAL CLOSING	<input style="width: 100%; height: 15px;" type="text"/>
START CONSTRUCTION	<input style="width: 100%; height: 15px;" type="text"/>
COMPLETE CONSTRUCTION	<input style="width: 100%; height: 15px;" type="text"/>
START OF OCCUPANCY/LEASE-UP	<input style="width: 100%; height: 15px;" type="text"/>
REACH PROJECT STABILIZATION	<input style="width: 100%; height: 15px;" type="text"/>

**A PROJECTED CONSTRUCTION SCHEDULE MUST BE INCLUDED THAT DESCRIBES THE TIME FRAMES AND CRITICAL DATES FOR FINANCING, COMPLETION OF PLANS AND SPECIFICATIONS, PERMITTING, AND CONSTRUCTION OF BUILDINGS AND AMENITIES.**

**TAB D: JOB CREATION/RETENTION\***

*\*Please be aware that the receipt of funding will require participation in the Atlanta Workforce Development Agency's First Source Program per Article XI, Division 1, Sec.2-1651 et seq. of the City of Atlanta Code of Ordinances.*

EMPLOYEE TYPE	CURRENT ON-SITE	PROJECTED PERMANENT (EXCLUDING CONSTRUCTION)	CONSTRUCTION RELATED
FULL TIME	<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/>
PART TIME	<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/>
TOTAL	<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/>

PLEASE DESCRIBE THE DEVELOPER'S EMPLOYMENT NOTIFICATION AND RECRUITMENT PLAN:

**TAB D: COMMITMENT TO EQUAL OPPORTUNITY\***

*\*Consistent with the City of Atlanta’s Equal Business Opportunity Ordinance, the Atlanta Development Authority encourages full and equal opportunity in the selection of development team members and the procurement of subcontractors and suppliers for the entirety of the project.*

PLEASE DESCRIBE THE DEVELOPER’S MINORITY/FEMALE BUSINESS ENTERPRISE OPPORTUNITY PLAN:

PLEASE LIST PARTICIPANTS FOR THESE TRANSACTIONS:

COMPANY NAME	ADDRESS	PHONE	CONTACT	TYPE OF WORK

**TAB D: EXPERIENCE OF DEVELOPER**

**THE PAST PERFORMANCE RECORD OF THE DEVELOPMENT TEAM (WHICH CONSISTS OF DEVELOPER, MANAGEMENT AGENT, GENERAL CONTRACTOR, ARCHITECT/ENGINEER, ATTORNEY, AND ACCOUNTANT) WILL BE CAREFULLY REVIEWED.**

**DEVELOPER:**

HAS THE DEVELOPER, OR ANY OF THE PRINCIPALS OF THE DEVELOPMENT COMPANY BEEN ASSOCIATED WITH ANY DEVELOPMENT THAT HAS GONE INTO DEFAULT OR GIVEN “TROUBLED PROJECT” STATUS?

No  Yes  IF YES, PLEASE DESCRIBE THE SITUATION AND RESOLUTION:

PLEASE PROVIDE COPIES OF FINANCIALS FOR THE LAST TWO YEARS, AUDITED IF AVAILABLE.

PLEASE PROVIDE THE FOLLOWING INFORMATION ON COMPLETED PROJECTS:

PROJECT NAME/ LOCATION	NATURE OF WORK COMPLETED BY YOUR TEAM	NEW CONST. OR REHAB	PROPERTY TYPE/ SQUARE FEET	SOURCES OF FINANCING	YEAR COMPLETED

PLEASE IDENTIFY WHICH OF THE ABOVE PROJECTS BEST REFLECT THE EXPERTISE REQUIRED TO EXECUTE THE PROPOSED PROJECT:

**TAB D: EXPERIENCE OF GENERAL CONTRACTOR**

**GENERAL CONTRACTOR:**

PLEASE PROVIDE THE FOLLOWING INFORMATION ON COMPLETED PROJECTS:

PROJECT NAME	LOCATION	SQUARE FEET	NEW CONST. OR REHAB	PROPERTY TYPE	YEAR COMPLETED

**TAB D: EXPERIENCE OF ARCHITECT OR ENGINEER**

**ARCHITECT (NEW CONST.) OR ENGINEER (REHAB.):**

PLEASE PROVIDE THE FOLLOWING INFORMATION ON COMPLETED PROJECTS:

PROJECT NAME	LOCATION	SQUARE FEET	NEW CONST. OR REHAB	PROPERTY TYPE	YEAR COMPLETED


**TAB E: APPLICATION CERTIFICATION (ORIGINAL SIGNATURES REQUIRED IN BLUE INK)**

**THE UNDERSIGNED APPLICANT CERTIFIES THAT THE INFORMATION IN THIS APPLICATION IS TRUE, CORRECT AND AUTHENTIC.**

**THE APPLICANT FURTHER ACKNOWLEDGES HAVING READ ALL APPLICABLE AUTHORITY RULES GOVERNING THE PROGRAM AND ACKNOWLEDGE HAVING READ THE INSTRUCTIONS FOR COMPLETING THIS APPLICATION. THE PERSON EXECUTING THIS DOCUMENT REPRESENTS THAT HE OR SHE HAS THE AUTHORITY TO BIND THE APPLICANT AND ALL INDIVIDUALS AND ENTITIES NAMED HEREIN TO THIS WARRANTY OF TRUTHFULNESS AND COMPLETENESS OF THE APPLICATION.**

**THE APPLICANT UNDERSTANDS AND AGREES TO ABIDE BY THE PROVISIONS OF THE APPLICABLE GEORGIA STATUTES AND AUTHORITY PROGRAM POLICIES, RULES AND GUIDELINES.**

**THE APPLICANT ACKNOWLEDGES THAT THE AUTHORITY’S INVITATION TO SUBMIT AN APPLICATION DOES NOT CONSTITUTE A COMMITMENT TO FINANCE THE PROPOSED PROJECT.**

APPLICANT SIGNATURE:	_____	DATE	_____
APPLICANT NAME:	<input type="text"/>	TITLE	<input type="text"/>
WITNESS SIGNATURE:	_____	DATE	_____
WITNESS NAME:	<input type="text"/>		

**TAB E: APPLICATION SUBMISSION**

**SUBMIT THREE (3) COMPLETED COPIES OF THE WESTSIDE TAD APPLICATION IN 3-RING BINDERS AND 3 REFERENCES, ONE OF WHICH MUST BE FROM A BANK OR FINANCING SOURCE, TO ADA.**

**COMPLETED APPLICATION SHOULD BE SENT TO:**

ATLANTA DEVELOPMENT AUTHORITY  
ATTN: TARNACE WATKINS,  
PROGRAM MANAGER – TAX ALLOCATION DISTRICTS  
86 PRYOR STREET, SW  
SUITE 300  
ATLANTA, GEORGIA 30303-3131

**TAB E: APPLICATION CHECKLIST**

**THIS CHECKLIST, SUMMARIZES KEY FORMS AND DOCUMENTS THAT MUST BE INCLUDED AS PART OF THE APPLICATION, AND HAS BEEN PROVIDED FOR YOUR CONVENIENCE. IF YOU HAVE ANY QUESTIONS REGARDING THE APPLICATION PROCESS, PLEASE CALL (404) 614-8332.**

APPLICATION FORM	
SOURCES AND USES OF FUNDS	
PROJECT PROFORMA	
APPLICANT FINANCIAL STATEMENTS (2 YEARS)	
ENVIRONMENTAL REPORTS (PHASE I AND II IF APPLICABLE)	
CONSTRUCTION SCHEDULE	
PROOF OF FINANCING	
PROOF OF SITE CONTROL	
PRELIMINARY SITE PLAN (HARD AND ELECTRONIC COPIES)	
EXISTING SITE PHOTOGRAPHS (HARD AND ELECTRONIC COPIES)	
PROJECT RENDERING (HARD AND ELECTRONIC COPIES)	
PROJECT LOCATION MAP (HARD AND ELECTRONIC COPIES)	
LEGAL DESCRIPTION OF PROPERTY	
EMPLOYMENT NOTIFICATION AND RECRUITMENT PLAN	
MINORITY/FEMALE BUSINESS ENTERPRISE OPPORTUNITY PLAN	
APPLICATION FEE	

**A PROJECTED CONSTRUCTION SCHEDULE MUST BE INCLUDED THAT DESCRIBES THE TIME FRAMES AND CRITICAL DATES FOR FINANCING, COMPLETION OF PLANS AND SPECIFICATIONS, PERMITTING, AND CONSTRUCTION OF BUILDINGS AND AMENITIES.**