

Westside TAD Funding Application for Community Builders Program Pre-Development Fund

August 2018



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INTRODUCTION

The Atlanta Development Authority, doing business as “Invest Atlanta” invites participants of the Community Builders program seeking to redevelop properties within the Westside Tax Allocation District (“WTAD”) area (see map “Exhibit A”) to apply for Community Builders Predevelopment Grant (“CBPG”) funding (see “Exhibit C” for funding application). Geographic areas covered by the Program include the neighborhoods of English Avenue, Vine City and portions of Castleberry Hill (“Neighborhoods”). CBPG funding compliments the pilot phase of Invest Atlanta’s Community Builders program, launched in October of 2017 and concluded in April 2018. Community Builders trains community property owners and stakeholders in core property redevelopment skills, then offers support to eligible projects that emerge through the program’s six-month training curriculum through technical assistance and access to potential financing assistance.

Invest Atlanta has allocated up to \$150,000 from the Westside TAD tax increment to invest in eligible pre-development activities of small-scale neighborhood redevelopment projects initiated and led by Community Builders graduates, which projects will:

- Help retain existing WTAD neighborhood residents;
- Improve quality of life for WTAD neighborhood residents;
- Expand the stock of quality, affordable housing in WTAD neighborhoods;
- Provide attractive commercial space for businesses in WTAD neighborhoods;
- Leverage private investment; and/or
- Complement other community revitalization efforts in WTAD neighborhoods.

Applicants may apply for CBPG funds based on the size of the total investment of the project. CBPG funds may be used for the following purposes authorized under the Redevelopment Powers law:

- Permitting;
- Site inspection, clearing & surveying;
- Site/building design & drawings;
- Environmental assessments; and
- Other pre-development activities approved by Invest Atlanta.

Please note the following fund matching requirements

- Grants cannot exceed \$15,000 and cannot exceed 20% of the development project’s total cost
- This is a matching grant program. All recipients must provide at least 20% of the total capital predevelopment costs. The CBPG will provide up to 80% of total predevelopment costs.

BACKGROUND

Invest Atlanta:

Invest Atlanta has been created and is existing under and by virtue of the Development Authorities Law, activated by a resolution of the City Council of the City of Atlanta, Georgia (the “City”) and currently operates as a public body corporate and politic of the State of Georgia. In addition, Invest Atlanta serves as the redevelopment agency for all ten (10) of the City’s tax allocation districts created pursuant to the Georgia Redevelopment Powers Law. Invest Atlanta was created to promote the revitalization and growth of the City. It represents a consolidation of the City’s economic and community development efforts in real estate, finance, marketing and employment, providing a focal point for improving Atlanta’s neighborhoods and the quality of life for all its citizens. Invest Atlanta is the cornerstone of an overall effort to provide economic and redevelopment services in a more effective and efficient manner.

Westside Tax Allocation District:

The Westside TAD was created in 1992 and expanded in 1998 to capitalize on the 1996 Olympic legacy and Centennial Olympic Park, and to facilitate the redevelopment of the long neglected western portion of downtown and the historic neighborhoods of Vine City and English Avenue. Objectives of the Westside TAD Redevelopment Plan include increasing investment in the area and overcoming impediments to

development. The Westside TAD also seeks to increase employment through job retention and creation, grow the tax base and remove blighted conditions created by vacant and under-utilized buildings by funding rehabilitation, repair, remodeling and renovation.

ELIGIBILITY & REQUIREMENTS

Projects MUST meet the following requirements to be eligible for Westside TAD funding under the Community Builders Predevelopment Grant program (CBPG):

Eligibility:

- Applicant must be the developer for the project.
- Applicant must have completed Invest Atlanta's Community Builders program.
- Project must have a minimum "total project cost" of \$30,000.
- Grant cannot exceed 20% of total project cost.
- Project must be located within the geography of the WTAD neighborhood boundaries (see Exhibit A).
- Projects that require rezoning do not qualify for CBPG. However, CBPG funds may be used for securing conditional use permits or zoning variances.

Requirements:

- Applicant must evidence property control through a recorded deed.
- Applicant must provide a minimum equity commitment of 10% of total project costs (cannot be property value).
- Project must be executed by a corporate entity, not an individual. Can be for-profit or nonprofit.
- Applicant must demonstrate that project as proposed would not happen but for TAD grant assistance by way of financial information.
- Selected grantees must provide names and background information of vendor and consultants secured for predevelopment expenses to be covered with CBPG funds in advance of contracting.

Fee Structure:

- Application Fee: 0.5% of the total amount applied for is payable to Invest Atlanta and due upon submission of application.
- Commitment Fee: 1.0% of the Westside TAD grant amount is payable upon Invest Atlanta Board of Directors approval of the project.
- All fees are non-refundable.

SELECTION

Criteria:

In addition to meeting the prerequisites listed above, projects will be evaluated on the following criteria:

A. Project Readiness & Financial Feasibility (50 Percent)

- Documented evidence of compliance with all prerequisites listed above
- A project pro forma
- Commitment letters, bank statements or other evidence of financing equivalent to at least 10% of total project cost

B. Project Impact & Community Revitalization (50 Percent)

- Clear plans for post-development operations
- Demonstration of at least one of the program's goals, stated on page 1
- Demonstration of community support by letters of support from neighborhood associations in WTAD and/or NPU L

Selection Process:

All final grant awards are subject to approval by the Invest Atlanta Board of Directors. Upon receipt, Invest Atlanta staff will review applications in accordance with the outlined evaluation criteria prior to making a decision to recommend an award for grant funding. Upon presentation of a resolution to award grant dollars, the Invest Atlanta Board of Directors will determine to approve (or disapprove) said resolution up to a maximum grant amount and subject to the term and conditions of an executed development agreement. The process for awarding grant dollars includes the following steps:

- 1) Receipt of Application
- 2) Project Evaluation by Invest Atlanta staff
- 3) Presentation to Westside TAD Neighborhood Advisory Board
- 4) Presentation to Invest Atlanta Board of Directors TAD Policy & Review Committee
- 5) Presentation to Invest Atlanta Board of Directors
- 6) Negotiation and Execution of TAD Development Agreement

Invest Atlanta reserves the right to reject any and all Applications, to request additional information from some or all applicants, to amend/modify the Application and the process, or to discontinue the process at any time.

GRANT FUNDING & APPLICATION INSTRUCTIONS

Grant Funding:

Upon execution of a Westside TAD Grant Agreement, grant funds will be disbursed on a reimbursement basis. Requisitions for grant funds cannot be submitted more frequently than every 30 days and are subject to the terms and conditions identified in the grant agreement.

Application Components:

All qualifying Applications must include the following components:

- A. **Cover Letter** – Signed letter describing project, team members, and qualifications for project execution
- B. **Application Fee** (see program descriptions)
- C. **The enclosed Application** (see Exhibit D)
- D. **Supporting Documentation** (see Exhibits B-D)

Application Submission:

Invest Atlanta will accept grant applications from September 1- September 30, 2018. Applications must be submitted by 5pm on September 30, 2018. Another round of applications may be accepted in a future round of submissions pending the availability of funds. Applications must be submitted in hard copy (one original and two copies) and digital format. Applications should include all required components, including a completed Application (see Exhibit D), all required supporting documentation (see Exhibits B-D), and the Application Fee. Please send hard-copy applications to:

Tsedey Betru, Manager of Community Affairs & Strategic Initiatives
Invest Atlanta
133 Peachtree Street, Suite 2900
Atlanta, Georgia 30303

Digital format applications may be addressed to Tsedey Betru at tbetru@investatlanta.com.

TERMS AND CONDITIONS

All Applications and supporting materials as well as correspondence relating to this Application become property of Invest Atlanta when received. Any proprietary information contained in the Application should be so indicated. However, a general indication that the entire contents, or a major portion, of the Application is proprietary will not be honored.

A. All applicable Federal and State of Georgia laws, City and Fulton County ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the applicants throughout and incorporated herein.

B. Professionals requiring special licenses must be licensed in the State of Georgia, and shall be responsible for those portions of the work as may be required by law.

C. No Response shall be accepted from, and no grant will be awarded to, any person, firm, or corporation that (i) is in arrears to Invest Atlanta or the City with respect to any debt, (ii) is in default with respect to any obligation to Invest Atlanta or the City, or (iii) is deemed irresponsible or unreliable by Invest Atlanta. If requested, the applicants shall be required to submit satisfactory evidence that they have the necessary financial resources to provide the proposed services.

D. Applicants shall provide the information and affidavits required for compliance with the requirements of SAVE.

i. SAVE Affidavit. Invest Atlanta is required by the SAVE (Systematic Alien Verification for Entitlements) Program to verify the status of anyone who applies for a public benefit from Invest Atlanta. Benefits are defined by state statute, O.C.G.A. §50 36 1, by federal statute, 8 U.S.C. §1611 and 8 U.S.C. §1621, and by the Office of the Attorney General of Georgia. Contracts with Invest Atlanta are considered “public benefits.” Beginning on January 1, 2012, any person obtaining a public benefit must show a secure and verifiable document and complete the attached SAVE Affidavit. Acceptable documents have been identified by the Office of the Attorney General. Those lists may be found at: <http://law.ga.gov>

**Exhibit A:
Westside Tax Allocation District Neighborhoods**

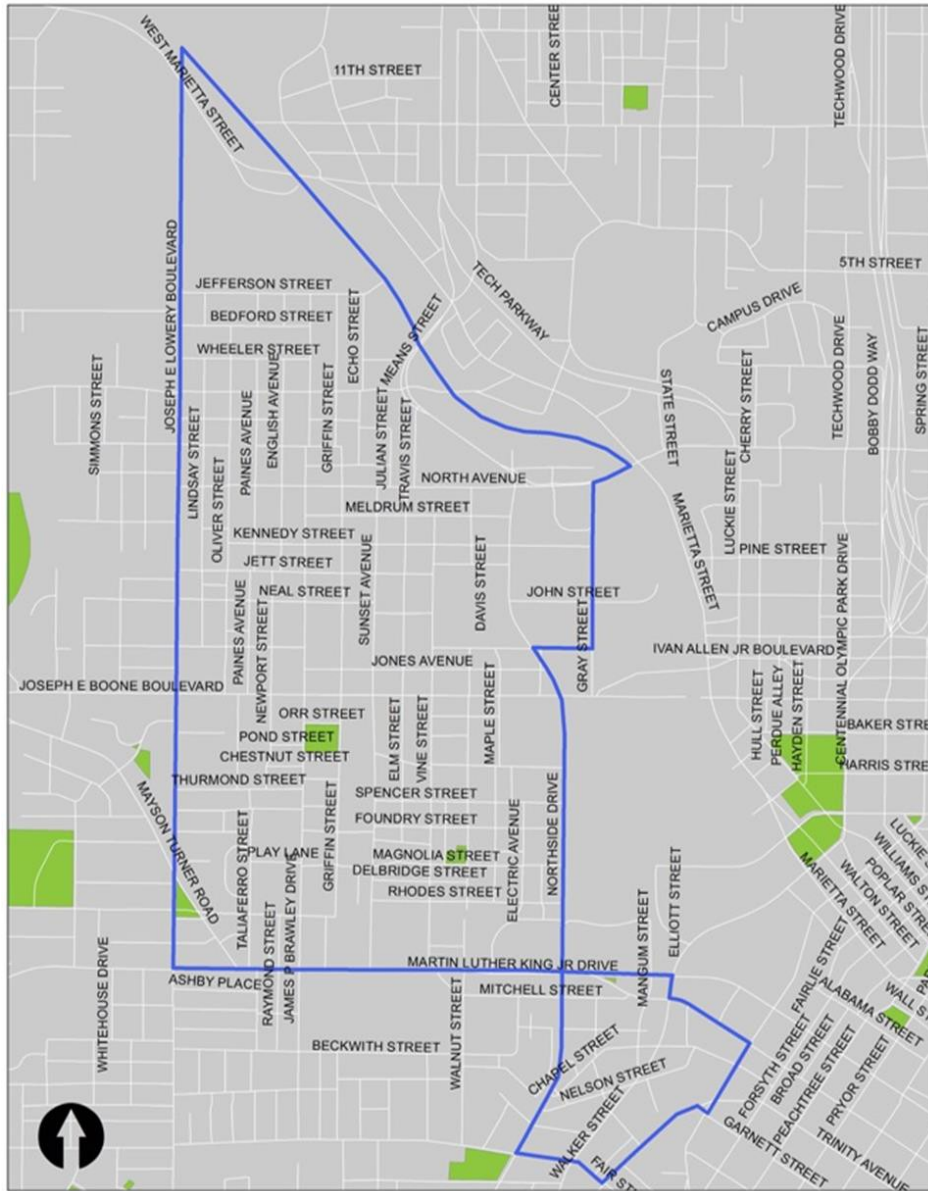


Exhibit B:

SAVE AFFIDAVIT IN ACCORDANCE WITH O.C.G.A §50-36-1(e)(2)

**INVEST ATLANTA AFFIDAVIT
VERIFYING STATUS FOR RECEIPT OF PUBLIC BENEFIT**

By executing this affidavit under oath, as an applicant for a contract with Invest Atlanta, or other public benefit as provided by O.C.G.A. §50-36-1, and determined by the Attorney General of Georgia in accordance therewith, I state the following with respect to my application for a public benefit from Invest Atlanta:

For: _____.

[Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

- 1) _____ I am a United States Citizen
OR
2) _____ I am a legal permanent resident 18 years of age or older or
OR
3) _____ I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.

All non-citizens must provide their Alien Registration Number below.

Alien Registration number for non-citizens _____

The undersigned applicant also hereby verifies that he or she has provided at least one secure and verifiable document as required by O.C.G.A. §50-36-1(e)(1) with this Affidavit.

The secure and verifiable document provided with this affidavit is:

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. §16-10-20, and face criminal penalties as allowed by such criminal statute

Signature of Applicant _____

Date: _____

Printed Name: _____

Sworn to and subscribed before me
This _____ day of _____, 201__

Notary Public
My commission expires: _____



Exhibit C:

APPLICATION

All fields must be completed for consideration

FUNDING REQUEST

NAME OF PROPOSED PROJECT	
TOTAL PROJECT COST (SEE PAGE 2, "ADDITIONAL DOCUMENTS")	
TOTAL PROJECT PREDEVELOPMENT COSTS	
PREDEVELOPMENT GRANT FUNDS REQUESTED (MAXIMUM 80% OF PREDEVELOPMENT BUDGET NOT TO EXCEED \$15,000)	
RECIPIENT CASH MATCH (MINIMUM 20% OF PREDEVELOPMENT BUDGET)	

APPLICANT INFORMATION

NAME OF APPLICANT			
DESIGNATED CONTACT PERSON		TITLE	
PHONE		EMAIL	
ADDRESS			
OWNERSHIP ENTITY NAME			

LEGAL FORM (ATTACH DETAIL AS NECESSARY TO EXPLAIN OWNERSHIP STRUCTURE)

INDIVIDUAL <input type="checkbox"/>	<input type="checkbox"/>	SOLE PROPRIETORSHIP	
FOR-PROFIT CORPORATION <input type="checkbox"/>	<input type="checkbox"/>	LIMITED PARTNERSHIP <input type="checkbox"/>	JOINT VENTURE <input type="checkbox"/>
NOT FOR-PROFIT CORPORATION <input type="checkbox"/>	<input type="checkbox"/>	501(C)3 <input type="checkbox"/>	LIMITED LIABILITY CO. <input type="checkbox"/>

GENERAL PROJECT INFORMATION

PROJECT NAME			
PARCEL NUMBER		NPU	
GENERAL PROJECT DESCRIPTION			
PROPERTY ADDRESS			

PROJECT TYPE		
	TOTAL # BUILDINGS: <input style="width: 50px; height: 20px;" type="text"/>	TOTAL LOT SIZE: <input style="width: 50px; height: 20px;" type="text"/>
USE TYPE	# OF UNITS	SQUARE FEET/UNIT
RESIDENTIAL		
RETAIL		
OFFICE		
COMMUNITY FACILITY		
STRUCTURED PARKING		
OTHER		
TOTAL		
DETAILED DESCRIPTION OF POST-DEVELOPMENT OPERATIONS		

SITE CONTROL	
THE APPLICANT MUST DEMONSTRATE SITE CONTROL WITH ONE OF THE FOLLOWING:	
PROPERTY WARRANTY DEED	<input style="width: 100%; height: 20px;" type="checkbox"/>
LONG TERM GROUND LEASE	<input style="width: 100%; height: 20px;" type="checkbox"/>

- | ADDITIONAL DOCUMENTS (PLEASE PROVIDE HARD AND ELECTRONIC COPIES OF THE FOLLOWING) |
|---|
| <ol style="list-style-type: none"> 1. MAP SHOWING PROJECT LOCATION 2. LEGAL DESCRIPTION OF PROPERTY 3. EXISTING SITE PHOTOGRAPHS 4. PROJECT RENDERING OR CONCEPTUAL DRAWING (IF AVAILABLE) 5. EVIDENCE OF LAND CONTROL, I.E., DEED TO SECURE DEBT, PURCHASE CONTRACT, LEASE AGREEMENT 6. BANK STATEMENTS, COMMITMENT LETTERS OR OTHER EVIDENCE OF 10% TOTAL PROJECT COST IN EQUITY 7. PROJECT PROFORMA 8. BUDGET FOR PREDEVELOPMENT COSTS |

ZONING AND LAND DEVELOPMENT REGULATIONS

IS THE SITE APPROPRIATELY ZONED FOR THE PROPOSED PROJECT? NO YES

INDICATE ZONING DESIGNATION(S): _____

IS A VARIANCE REQUIRED? NO YES

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

PROPOSED PROJECT SCHEDULE

ACTIVITY (IF APPLICABLE)	ESTIMATED DATE OF COMPLETION
OBTAIN FINANCING COMMITMENT FOR TOTAL PROJECT COST	
FINALIZE SITE PLAN & ARCHITECTURAL DRAWINGS	
SITE PREPARATION	
NEIGHBORHOOD ASSOCIATION APPROVAL	
NEIGHBORHOOD PLANNING UNIT APPROVAL	
URBAN DESIGN COMMISSION APPROVAL	
ZONING REVIEW BOARD APPROVAL	
FINANCIAL CLOSING	
START CONSTRUCTION	
SECURE CONSTRUCTION PERMIT	
COMPLETE CONSTRUCTION	
SECURE CERTIFICATE OF OCCUPANCY	
START OF OCCUPANCY/LEASE-UP	

PROPOSED USE OF GRANT FUNDS

ACTIVITY (IF APPLICABLE)	COST
SITE INSPECTION	
SITE DESIGN & DRAWINGS	
SITE INSPECTION & CLEARING	
LAND SURVEYING	
ENVIRONMENTAL ASSESSMENTS	
BUILDING DESIGN & DRAWING	
ZONING & PERMITTING	
OTHER DESCRIBE HERE: <input style="width: 250px; height: 25px;" type="text"/>	
TOTAL:	

APPLICATION CERTIFICATION (ORIGINAL SIGNATURES REQUIRED IN BLUE INK)

The undersigned Applicant certifies that the information in this Application is true, accurate 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. If applicant's proposed project is selected for funding, the applicant acknowledges that a commitment fee equivalent to 1% of grant amount awarded will be payable to Invest Atlanta upon the Board of Directors approval of the project.

APPLICANT SIGNATURE: _____

DATE: _____

APPLICANT NAME: _____

APPLICANT TITLE: _____

WITNESS SIGNATURE: _____

DATE: _____

WITNESS NAME: _____