

## Application

The NPU-V Small Commercial Property Improvement Grant Program is a grant to businessowner tenants or commercial property owners in the Mechanicsville, Pittsburgh, and Peoplestown neighborhoods. Qualified property owners and business owners can receive between \$3,000 and \$10,000 for eligible exterior and interior renovations. This program is in partnership with the Annie E. Casey Foundation. Please review program guidelines prior to completing an application.

### APPLICANT INFORMATION

Please provide the following information for the owner of the business.

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Business Owner Full Name:

Business Owner Email:

Are you a US Military Veteran?

Business Owner Date of Birth :

Yes

No

Business Owner Phone Number:

Prefer not to answer

What best describe your gender?

Do you identify as a Person with Disabilities?

Yes

Male Prefer not to answer

No

Female Non-Binary/Non-conforming

Prefer not to answer

Other:

What best describes your race/ethnicity?

What range best describes your annual household income?

American Indian or Alaska Native

Under \$40,000

Asian

\$40,000-\$80,000

Black or African American

\$80,000-\$100,000

Hispanic or Latino

Over \$100,000

Native Hawaiian or Pacific Islander

Prefer not to answer

White

Do you own or rent this commercial property?

Two or more races

Own

Prefer not to answer

Rent

### PROPERTY & BUSINESS INFORMATION

Please provide the following information .

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Business Entity Name:

Does your business operate out of a residential property?

Yes

No

Does your business operate within the City of Atlanta?  
(Please note that the metro area outside of the Atlanta  
city limits are ineligible for Invest Atlanta programs).  
You can confirm using this link:

<https://gis.atlantaga.gov/propinfo/>

Is your business a national chain?

Yes

Yes

No

No

Business Address:

In which neighborhood is your business?  
Business address must be in Mechanicsville, Peoplestown  
or Pittsburgh neighborhoods.

Mechanicsville

Type of Business (Check All That Apply):

Peoplestown

Retail

Pittsburgh

Restaurant

Office

General Commercial

Other:

Does your property operate as a package store or for  
purposes of adult entertainment, including gambling?

Yes

Business Status:

No

For-Profit

Non-Profit

Describe your business:

Is your property owned and/or occupied by a religious institutions or public agency?

Yes

No

Is the commercial property older than 10 years old? You can verify using the Fulton county accessor's website [here](#).

Yes

No

Is your property zoned for commercial use? You can verify by entering your business address [here](#).

Yes

No

In which industry is your business? You can look up your 5 or 6 digit NAICS code [here](#).

How many employees does your business have?

Less than 10 employees

10-24 employees

25-49 employees

50-99 employees

100-499 employees

Over 500 employees

What is your business's legal structure?

Sole Proprietorship

General Partnership

Limited Liability Company (LLC)

Corporation (C-Corp, S-Corp)

What was your business's annual revenue over the last 12 months?

Under \$250,000

\$250,000-\$499,999

\$500,000-\$999,000

\$1 million to \$4.9 million

\$5 million or higher

Length of Time in Business:

Length of Time in Business in the City of Atlanta:

Length of Time at Current Location:

### PROJECT INFORMATION

Please provide the following information.

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Will your project require a permit from the City of Atlanta? You may confirm by following the instructions [here](#).

Yes

No

Describe your building proposed improvements.

Describe the financial need for grant funds to support these improvements.

# NPU-V

## SMALL COMMERCIAL PROPERTY IMPROVEMENT GRANT



**Describe how the improvement will positively impact your business operations.**

**List all items in your scope of work, and estimated costs for each line item.**

**What is your total requested grant amount? (Minimum grant amount is \$3,000. Maximum grant amount is \$10,000).**

**Permit Application Submission Date, if applicable (If a permit is not required, please write 'N/A' in the text box below).**

**Anticipated Construction Start Date**

**Anticipated Completion Date**

### REQUIRED DOCUMENTS

Please attach the following documents with your application.

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1. Current photographs of property identifying the need for proposed improvements.
2. A copy of current City of Atlanta business license.
3. Evidence of property control through a lease or deed.
4. Exhibit C: SAVE Affidavit (completed by business owner).
5. Exhibit D: Statement of Joint Application, if applicable.
6. Itemized budget/ scope of work with supporting documentation (Ex. Contractors Estimates, Purchase Orders, etc.).

**Please print and complete the remaining pages:**

**Exhibit C – SAVE Affidavit**

**Exhibit D – Statement of Joint Application**

**Upon completion, scan and attach with the application.**



**Exhibit C:**  
**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

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 \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

Notary Seal \_\_\_\_\_





**Exhibit D:  
Statement of Joint Application**

**PROPERTY OWNER**

I hereby certify that I am the owner of the property or the majority owner of the corporation owning the property at \_\_\_\_\_ (address) and further certify that the information provided on this grant application is true and correct.

Owner/ Applicant or Applicant's Agent Signature: \_\_\_\_\_

State of Georgia, county of: \_\_\_\_\_

Before me, a Notary Public, on this day personally appeared \_\_\_\_\_  
(Print Owner Applicant or Agent's Name)

The above signed, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, for the purposes of this application; that all information submitted herein is true and correct."

Subscribed and sworn to before me, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

**PROPERTY TENANT**

I hereby certify that I am a tenant of the property at \_\_\_\_\_ (address) and further certify that the information provided on this grant application is true and correct.

Tenant Applicant's Signature: \_\_\_\_\_

State of Georgia, county of: \_\_\_\_\_

Before me, a Notary Public, on this day personally appeared \_\_\_\_\_  
(Print Tenant Applicant or Agent's Name)

The above signed, who, under oath, stated the following: "I hereby certify that I am the tenant, or duly authorized agent of the tenant, for the purposes of this application; that all information submitted herein is true and correct."

Subscribed and sworn to before me, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Signature

Notary Seal \_\_\_\_\_

### REQUIRED DUE DILIGENCE ITEMS

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**Note: These are NOT application requirements. To execute a grant agreement upon approval of funding, grantees will be required to provide the following documentation.**

#### Owner Entity Documents

- Articles of Incorporation/Organization, Secretary of State Documentation
- Copy of Current Business License
- SAVE affidavit (including a copy of driver's license)
- Demonstrate that the owner of the subject property is current on all property taxes

#### General Contractor Documents

- List of contractors or subcontractors to be engaged with specific tasks
- Current year Business license

#### Site Documents

**Note: Property must be compliant with City of Atlanta building codes. In addition, approved permits with the City of Atlanta for any work that requires permitting.**

- Evidence of Ownership; ex., vesting deed or lease (lease must have a minimum of one year remaining)
- A current copy of the Business Owners Insurance Policy

#### Project Documents (Exhibits for Development Agreement must be Acceptable to and approved by the Authority)

- Approved project description sheet including a general description of improvements to be made. Applicants who lease their commercial property will attach a notarized letter from the property owner indicating approval of the project description sheet.
- Project Budget, including itemized quotes and/or purchase orders for all expenses to be covered by grant funding
- Verification of any additional project costs to be covered by applicant
- Project Construction Schedule
- Drawings or examples of proposed improvements if requested by Invest Atlanta.

Acknowledged

## TERMS & CONDITIONS

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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. Selected applicants will be required to provide additional supporting materials prior to executing a grant agreement, including a copy of the owner's property insurance policy, a copy of a business permit for the business occupying the property, quotes for all expenses to be covered by grant funding, proof of vendor and contractor businesses location in the City of Atlanta if to be paid by grant proceeds, and permits for any work that requires a permit from the City of Atlanta Department of City Planning, Office of Buildings.

B. Selected grantees will be required to report on the number of jobs created in the business occupying the property, as well as total sales generated by the business for two calendar years after all grant funded improvements are completed.

C. Selected grantees may be asked to participate in an announcement and/or event for the NPU V Grant.

D. Selected grantees will be required to allow a third-party inspector hired by Invest Atlanta to document the work covered by grant funds before and after project completion.

E. 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.

F. 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.

G. 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.

H. 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>.

Approved grants are subject to the terms and conditions of an executed Grant Agreement. Grant proceeds cannot be used for improvements completed prior to application approval and execution of Grant Agreement. Grant proceeds will be disbursed on a reimbursement basis or will be used to pay project vendors directly upon submission of invoices from grantee and approval of work completed by Invest Atlanta. 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.

I certify that I have been authorized to submit this application and that the information contained herein is true and correct to the best of my knowledge. The applicants further acknowledge that they have read all applicable authority rules governing the program and all instructions for completing this application. The persons executing this document represent that they have the authority to bind the applicants and all individuals and entities named herein to this warranty of truthfulness and completeness of the application.

The applicants understand and agree to abide by the provisions of the applicable Georgia statutes and authority program policies, rules and guidelines.

The applicants acknowledge that the Authority's invitation to submit an application does not constitute a commitment to finance the proposed project.

Acknowledged