

NPU-V Small Commercial Property Improvement Grant

Guidelines

November 2022



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INTRODUCTION

The Atlanta Development Authority, d/b/a Invest Atlanta, (hereinafter “Invest Atlanta”) intends to utilize available funding from the Annie E. Casey Foundation to help strengthen local businesses in certain neighborhoods located in Southwest Atlanta by providing grants toward the improvement of commercial buildings, thus making small businesses more attractive to customers. Invest Atlanta invites qualified commercial property owners and their businessowner tenants to jointly apply for NPU-V Small Commercial Property Improvement Grant funding to improve eligible property within Pittsburgh, Mechanicsville and Peoplestown neighborhood geographic boundaries (see “Exhibit A” for a map).

BACKGROUND

Invest Atlanta:

Invest Atlanta has been created and exists 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.

PROGRAM OBJECTIVES

NPU-V Small Commercial Property Improvement Grant aims to enhance the appearance of commercial areas in the neighborhoods of Mechanicsville, Pittsburgh, and Peoplestown to:

- Help new and established businesses attract customers and increase revenues;
- Help attract more businesses to the area;
- Help build safer, more attractive and stable neighborhoods;
- Leverage private investment; and
- Complement other community revitalization efforts.

GRANT DESCRIPTION

- NPU-V Small Commercial Property Improvement Grant is a grant to business or property owners in the aforementioned neighborhoods. Applicants are not required to make a matching contribution.
- Qualified property owners and business owners are eligible to receive between \$3,000 and \$10,000 for eligible expenses listed below (“Eligible Uses”).
- Grant proceeds will be distributed on a reimbursement basis, as grantee incurs expenses for eligible items. Proceeds may also be used to pay vendors hired by grantees directly upon Invest Atlanta’s approval.

ELIGIBILITY & REQUIREMENTS

ELIGIBILITY OF APPLICANTS:

Applicants must meet the following eligibility guidelines:

- Property located in Mechanicville, Pittsburgh, or Peoplestown neighborhood (Enter property address here: <https://gis.atlantaga.gov/propinfo/>. Neighborhood name will be listed underneath property information).
- Applicants must show a current City of Atlanta business license.
- Small businesses and nonprofits operating in commercial properties smaller than 15,000 square feet located in the City of Atlanta are eligible to apply.
- Owners of occupied properties apply with their business owner tenants. Tenants must currently have a minimum 12-month lease and will need approval from the property owner.
- Owners of vacant commercial properties that meet the size requirements may be eligible to apply. Please reach out to the Program Manager prior to applying, as vacant properties may be eligible if scope of work will bring them into leasable condition.

INELIGIBLE APPLICANTS:

- Properties constructed in the last 10 years are not eligible.
- Residential properties (and home-based businesses) are not eligible for this grant.
- Properties with national credit tenants (i.e., national chain businesses) are not eligible.
- Properties owned and/or occupied by religious institutions and public agencies are not eligible.
- Properties not in a commercial zoning category, properties operating as package stores or for purposes of adult entertainment, including gambling are not eligible.

ELIGIBLE USES:

Improvements should visually enhance the interior and/or exterior of the subject property and meet the following guidelines:

Eligible exterior improvements include:

- Painting
- Lighting
- Windows, doors, framing, etc.
- Signage, canopies, awnings, etc.
- Gates, fencing, landscaping, etc.
- Building surface repairs- concrete, siding, limestone, etc.
- Surface upgrades on the ground- tiling, asphalt resurfacing, etc.

Eligible interior improvements include:

- Flooring, walls and ceiling upgrades
- HVAC, water heater, plumbing, electrical, and other systems repairs
- Structural repairs to walls, floors, stairs, and interior doors
- Certain soft costs, such as architectural and planning services are eligible but shall not exceed 10% of grant amount.
- Operations, inventory, and other soft costs are not eligible expenses.

APPLICATION REQUIREMENTS:

In addition to a completed application, applicants must provide the following:

- Map showing location of property (ex. Screenshot of property via Google Maps);
- A copy of the applicant's current business license from the City of Atlanta;
- Current photographs of property identifying the need for proposed improvements;
- Evidence of property control through a deed;

- A signed Statement of Joint Application (Exhibit D); with property owner;
- A lease agreement between property owner and tenant, if applicable;
- Evidence of authorization to make building improvements via lease term and/or owner's consent. (Owner's consent must be in writing.);
- Itemized budget/scope of work with supporting documentation (Ex. Contractor estimates, purchase orders, etc.)

REQUIRED DUE DILIGENCE DOCUMENTS:

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

1) 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

2) General Contractor Documents:

- List of contractors or subcontractors to be engaged with specific tasks
- Copy of current year business license

3) 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

4) Project Documents (Exhibits for Development Agreements 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.

GRANT FUNDING:

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 verification 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.

Approved grants are subject to the terms and conditions of an executed grant agreement. Additional grant requirements include:

- Grant recipients agree to provide periodic progress reports in the form of an electronic survey response, as periodically requested by Invest Atlanta.
- Construction on improvements shall commence within 60 days of executing a Grant Agreement and shall be completed within 12 months.

Selected grantees will be notified via phone and/or email upon receipt of application.

SELECTION CRITERIA

NPU-V Small Commercial Property Improvement Grant applications will be evaluated on the following criteria:

A. Project Readiness & Financial Feasibility (50 Percent)

- Documented evidence of compliance with all prerequisites listed in previous sections
- Detailed project budget and evidence of funding availability
- Detailed estimates for labor and materials to be paid by NPU-V Grant funds
- Photos of the property and of specific areas proposed for improvements

B. Project Impact & Community Revitalization (50 Percent)

- Explanation of how these improvements will positively impact business performance
- Explanation of marketing and outreach plan to attract more customers
- Demonstration of community support from the corresponding neighborhood association or NPU-V
- Explanation of how these improvements will positively impact business performance
- Explanation of financial need for grant funding for the project improvements

APPLICATION PROCESS & TIMELINE

Awarding of grants is subject to funding availability. Invest Atlanta staff will review all completed applications. Grant requests of \$5,000 or less in accordance with the evaluation criteria outlined above. Grants above \$5,000 will be presented to the Invest Atlanta Board of Directors for approval. The process for awarding grant dollars includes the following steps:

Grants of \$5,000 or less:

- 1) Receipt of Application
- 2) Application review & selection by Invest Atlanta staff
- 3) Notification to selected grantees
- 4) Submission of due diligence items outlined above
- 5) Execution of Grant Agreement for selected grantees
- 6) Grant proceeds disbursed through Invest Atlanta's requisition process

Grants above \$5,000:

- 1) Receipt of Application
- 2) Application review & selection by Invest Atlanta staff
- 3) Consideration of selected applications by Finance Committee of the Invest Atlanta Board of Directors
- 4) Consideration of selected applications by Invest Atlanta Board of Directors
- 5) Notification to selected grantees
- 6) Submission of due diligence items outlined above
- 7) Execution of Grant Agreement for selected grantees
- 8) Grant proceeds disbursed through Invest Atlanta's requisition process

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



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 _____

APPLICATION INSTRUCTIONS:

All Applications must include the following components **to be considered by the Selection Committee:**

A. Complete Application

B. Supporting Documentation, as follows:

- **Exhibit C: 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. and §1621, and by the Office of the Attorney General of Georgia. Contracts with Invest Atlanta are considered “public benefits.” Any applicant 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 D: Statement of Joint Application-** If occupied, the owner of a business operating within the leased property and the property owner must apply jointly for the NPU-V Small Commercial Property Improvement Grant. A signed and notarized Statement of Joint Application (Exhibit D), proof of property ownership and a copy of the lease agreement are required.

APPLICATION SUBMISSION:

Applications must be submitted by December 31st, 2022.

Applications must include all required supporting documentation (see Guidelines). All inquiries regarding the NPU-V Program guidelines or application must be received in writing via email to: Paige Mitchell at pmitchell@investatlanta.com.

Handwritten applications will not be accepted. All applications must be submitted via email. Applications should include all required components, including all required supporting documentation (see Exhibit C and D).

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. 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 Small Commercial Property Improvement 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>.

APPLICATION CERTIFICATION

- Applicants certify that the information in this Application is true, accurate and authentic.
- 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.

Exhibit A:
Map of Eligible NPU-V Small Commercial Property
Improvement Grant Neighborhoods
 Mechanicsville, Pittsburgh, Peoplestown

Mechanicsville Neighborhood Boundaries:

I-20 on the North, I-75/I-85 on the East, Southern Railway on South and West

Pittsburgh Neighborhood Boundaries:

I-20 on the North, Norfolk Southern Railway on Northeast, Metropolitan Parkway and Adair Park on the West, I-75/I-85 on the East, the Beltline and University Avenue on the South

Peoplestown Neighborhood Boundaries:

Ormond Street on the North, I-75/I-85 on the West, Hill Street and Grant Park on the East, the Beltline and University Avenue on the South

