

# NPU-V Small Business Improvement Grant (NPU-V SBIG)

## Guidelines & Application

February 2019



**INVESTATLANTA**  
Atlanta's Development Authority

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## INTRODUCTION

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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 Business Improvement Grant (NPU-V SBIG) funding (see “Exhibit B” for the Application) to improve eligible property within Pittsburgh, Mechanicsville and Peoplestown neighborhood geographic boundaries (see “Exhibit A” for a map).

## BACKGROUND

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### **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

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NPU-V SBIG 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

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- NPU-V SBIG 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

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### Eligibility of Applicants:

Applicants must meet the following eligibility guidelines:

- Owners of commercial properties smaller than 15,000 square feet apply with their businessowner tenants. Tenants must currently have a minimum 3-year lease.
- Property must be occupied by an operating business licensed by the City of Atlanta.
- Properties constructed in the last 10 years are not eligible.
- Properties with national credit tenants (i.e., national chain businesses) are not eligible.
- Properties owned by religious institutions, public agencies or nonprofit agencies are not eligible.

### Eligible Uses:

Improvements should visually enhance the subject property and meet the following guidelines:

- A minimum of 50% of NPU-V SBIG funds must be used for exterior improvements to the property.
- All exterior improvements must be visible from the public right-of-way.
- 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.
- Interior improvements should significantly enhance the customer and employee experience. 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.
- New interior or exterior additions to the subject property are not eligible expenses.
- Operations, inventory, and other soft costs are not eligible expenses.

### Application Requirements:

In addition to a completed application (Exhibit B), applicants must provide the following:

- Map showing location of property;
- A copy of the tenant business owner'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 Property Ownership (Exhibit D) with property owner, along with a lease agreement between property owner and tenant;
- Evidence of authorization to make building improvements via lease term and/or owner's consent. Owner's consent must be in writing.
- Project budget listing items proposed for grant funding AND any items to be paid for by applicant; and
- Evidence of funds available for any work that will be paid for by applicants in addition to work that will be covered by NPU-V SBIG funds. Acceptable forms of evidence include bank statements, credit card statements and commitment letters.

### Grantee Requirements:

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

- Approved permits with the City of Atlanta for any work that requires permitting.
- Property must be compliant with City of Atlanta building codes.
- Demonstrate that the owner of the subject property is current on all property taxes.

- A current copy of the property owner's property insurance policy. A basic form policy or higher is acceptable. If property owner and business owner are one entity, a Business Owners Policy is also acceptable.
- Quotes for all expenses to be covered by grant funding.
- Drawings or examples of proposed improvements if requested by Invest Atlanta.

## SELECTION CRITERIA

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NPU-V SBIG 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 SBIG 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

## APPLICATION PROCESS & TIMELINE

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### **Fee Structure:**

- Application Fee: Application fee is \$50.00 made payable to Invest Atlanta and only checks or money orders are accepted.

### **Selection Process:**

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) Execution of Grant Agreement for selected grantees
- 5) 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) Execution of Grant Agreement for selected grantees
- 7) Grant proceeds disbursed through Invest Atlanta's requisition process

Invest Atlanta reserves the right to reject any 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.

**Application Instructions:**

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

**A. The enclosed Application** (Exhibit B “NPU-V SBIG Application”)

**B. Supporting Documentation, as follows** (also listed in Exhibit B “NPU-V SBIG Application”):

- 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 Tenant Owner Affidavit- The owner of a business operating within the leased property and the property owner must apply jointly for the NPU-V SBIG. A signed and notarized Statement of Joint Application (Exhibit D), proof of property ownership and a copy of the lease agreement are required.
- Exhibit E E-Verify- Applicant must comply with the Illegal Immigration Reform and Enforcement Act, O.C.G.A. §13-10-90, et seq. All services physically performed within the State of Georgia must be accompanied by proof of your registration with the E-Verify Program, as well as verification of your continuing and future participation in the E-Verify program established by the United States Department of Homeland Security. A completed E-Verify Contractor Affidavit must be submitted to Invest Atlanta. To the extent there are subcontractors working on this contract, you are responsible for obtaining a fully signed and notarized subcontractor affidavit from those firms with whom you have entered into sub-contractors. In turn, should there be second tier subcontractors on this project, you must require the subcontractors to obtain E-Verify Affidavits from those second-tier subcontractors.

**C. Application Fee-** payment of \$50.00 to Invest Atlanta.

**Application Submission:**

**Invest Atlanta will accept grant applications from March 4, 2019 through May 3, 2019. Applications must be submitted by 12pm (noon) May 3, 2019.**

Applications must be submitted in hard copy (one original copy) and in digital PDF format via email. No handwritten applications will be accepted. All applications must be typed on the provided application form. Applications should include all required components, including a completed Application and all required supporting documentation (see Exhibit B).

Hard-copy applications with original signatures and application fee may be mailed to:

Erika Smith  
Manager, Southside Community & Economic Development Manager  
Invest Atlanta  
133 Peachtree Street, Suite 2900  
Atlanta, Georgia 30303

Electronic applications (also required) may be sent to Erika Smith at [esmith@investatlanta.com](mailto:esmith@investatlanta.com) and [southside@investatlanta.com](mailto:southside@investatlanta.com) (please send email to both addresses). Please use the following subject headline: “(name of business occupying property) NPU-V SBIG Application”

**Grant Funding:**

Selected grantees will be notified in May 2019. Approved grants are subject to the terms and conditions of an executed 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.

Exhibit A:  
**Map of Small Business 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

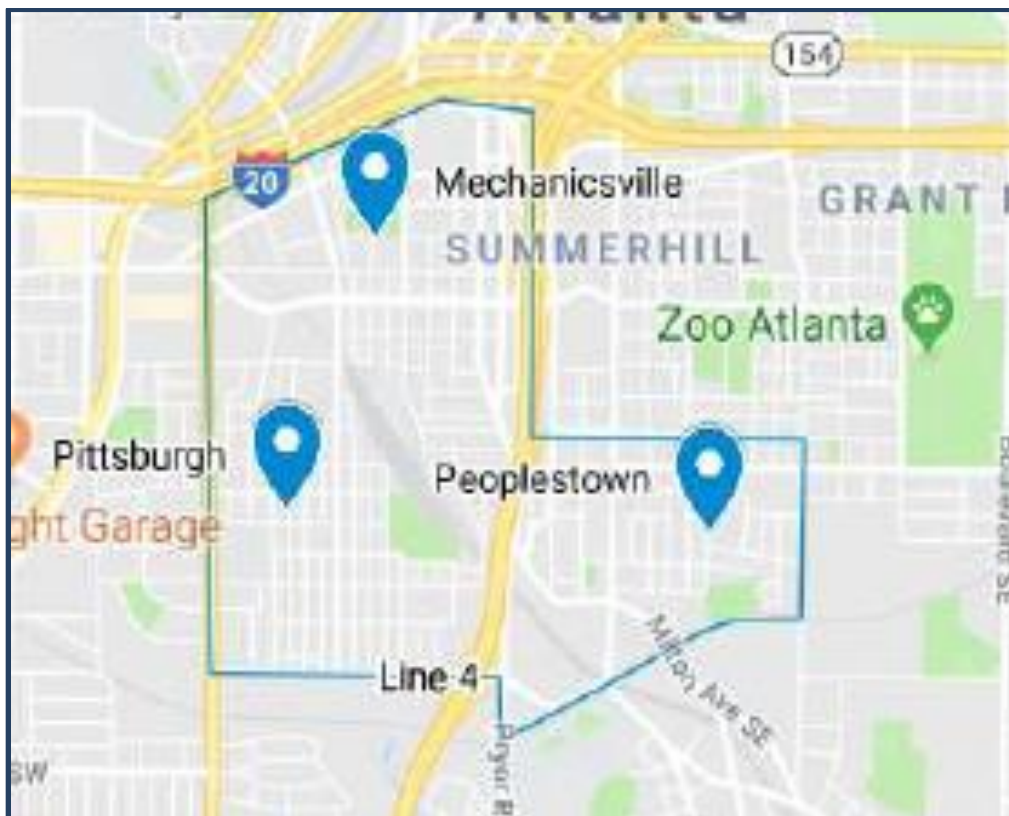


Exhibit B:  
**MPP Small Business Improvement Grant Application**

All information and supporting documents are required for consideration of application.

**I. APPLICANT INFORMATION**

APPLICANT NAME: \_\_\_\_\_

Are you the Property Owner:  Yes or  No

APPLICANT'S EMAIL INFO

**II. PROPERTY & BUSINESS INFORMATION**

BUILDING ADDRESS: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BUSINESS OWNER NAME (if different from above): \_\_\_\_\_

BUSINESS OWNER'S EMAIL: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

LENGTH OF TIME IN BUSINESS: \_\_\_\_\_ LENGTH OF TIME AT THIS LOCATION: \_\_\_\_\_

YEAR OF LEASE EXECUTION: \_\_\_\_\_ YEAR OF LEASE END: \_\_\_\_\_

NUMBER OF EMPLOYEES:  0 – 2  3 – 5  5+

NAME OF PROPERTY OWNER: \_\_\_\_\_

MAILING ADDRESS OF PROPERTY OWNER:

\_\_\_\_\_

PROPERTY OWNER'S EMAIL: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_



### III. PROJECT INFORMATION

#### GENERAL PROJECT DESCRIPTION:

Describe the type of business occupying the property proposed for improvements, how these improvements will positively impact business performance, and any marketing plans to attract customers after project completion.

### IV. LIST OF PROPOSED IMPROVEMENTS

Describe the proposed work for each applicable area.

PAINTING: \_\_\_\_\_

LIGHTING: \_\_\_\_\_

WINDOWS, DOORS, FRAMING, etc.: \_\_\_\_\_

SIGNAGE, CANOPIES, AWNINGS, etc.: \_\_\_\_\_

GATES, FENCING, LANDSCAPING, etc.: \_\_\_\_\_

BUILDING SURFACE REPAIRS: \_\_\_\_\_

SURFACE UPGRADES ON THE GROUND: \_\_\_\_\_

INTERIOR FLOORING, WALLS, CEILINGS: \_\_\_\_\_

INTERIOR HVAC, PLUMBING, ELECTRICAL, etc.: \_\_\_\_\_

INTERIOR STRUCTURAL REPAIRS: \_\_\_\_\_

OTHER: \_\_\_\_\_

### V. PROPOSED PROJECT BUDGET

List all estimated costs per area.

ARCHITECT, CONTRACTOR, etc.: \_\_\_\_\_

PAINTING: \_\_\_\_\_

LIGHTING: \_\_\_\_\_

WINDOWS, DOORS, FRAMING, etc.: \_\_\_\_\_

SIGNAGE, CANOPIES, AWNINGS, etc.: \_\_\_\_\_

GATES, FENCING, LANDSCAPING, etc.: \_\_\_\_\_

BUILDING SURFACE REPAIRS: \_\_\_\_\_

SURFACE UPGRADES ON THE GROUND: \_\_\_\_\_

INTERIOR FLOORING, WALLS, CEILINGS: \_\_\_\_\_

INTERIOR HVAC, PLUMBING, ELECTRICAL, etc.: \_\_\_\_\_

INTERIOR STRUCTURAL REPAIRS: \_\_\_\_\_

OTHER: \_\_\_\_\_

**TOTAL PROJECT COST:** \_\_\_\_\_

**VI. GRANT REQUEST**

TOTAL GRANT AMOUNT REQUESTED: \_\_\_\_\_

INITIAL HERE TO CONFIRM APPLICATION FEE IS ENCLOSED: \_\_\_\_\_  
*Application Fee = \$50.00.*

**VII. PROPOSED PROJECT TIMELINE**

Please provide dates of projected completion.

PROJECT PREPARATION: \_\_\_\_\_

NEIGHBORHOOD ASSOCIATION/ NPU APPROVAL: \_\_\_\_\_

SECURE REQUIRED PERMITS: \_\_\_\_\_

START PROJECT: \_\_\_\_\_

COMPLETE PROJECT: \_\_\_\_\_

**VIII. GRANT COMPLIANCE**

Selected applicants will be required to provide the following additional materials if awarded a grant prior to executing a grant agreement. Please verify that these requirements can be met if a grant is awarded for this proposal.

IS THE PROPERTY COVERED BY COMMERCIAL PROPERTY INSURANCE? \_\_\_\_\_ (Yes/No)

WILL YOU USE LOCAL CONTRACTORS AND VENDORS? \_\_\_\_\_ (Yes/No)

WILL YOUR CONTRACTORS HAVE GENERAL LIABILITY INSURANCE? \_\_\_\_\_ (Yes/No)

#### **IX. ADDITIONAL REQUIRED DOCUMENTS**

1. Map showing location of property.
2. Current photographs of property identifying need for proposed for improvements.
3. Evidence of property control through a deed.
4. A minimum 3-year lease agreement between the property owner and tenant.
5. A copy of the tenant business owner's current business license from the City of Atlanta.
6. Most recent financial statement showing profit and loss of business occupying property.
7. Project budget listing items proposed for grant funding AND items to be paid for by applicants.

#### **X. 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 Business 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>

**XI. APPLICATION CERTIFICATION**

Original signatures required in blue ink.

- The undersigned 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. If applicant's proposed project is selected for funding, the applicant acknowledges that a \$50.00 commitment/application fee will be payable to Invest Atlanta upon the Board of Directors approval of the project.

APPLICANT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

PROPERTY OWNER SIGNATURE: \_\_\_\_\_

BUSINESS OWNER NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

BUSINESS OWNER SIGNATURE: \_\_\_\_\_



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 \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
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 \_\_\_\_\_