



LAWRENCEVILLE

GEORGIA

DOWNTOWN DEVELOPMENT AUTHORITY

AGENDA

Monday, August 14, 2023
5:00 PM

Council Assembly Room
70 S. Clayton St, GA 30046

Call to Order

Approval of Agenda

Approval of Prior Meeting Minutes

- [1.](#) Approval of Special Call Minutes for May 16, 2023
- [2.](#) Approval of Executive Session Minutes for May 16, 2023
- [3.](#) Approval of Regular Meeting Minutes for July 10, 2023
- [4.](#) Approval of Executive Session Minutes for July 10, 2023

Downtown Development Business

- [5.](#) August 2023 Treasurer's Report
- [6.](#) Intergovernmental Agreement with City of Lawrenceville – 92 South Clayton Street
- [7.](#) Proposal for Conceptual Development Plan from Precision Planning
- [8.](#) Discussion Regarding Roof at 130 South Clayton Street
9. State Small Business Credit Initiative Loan Program

Mainstreet Business

Other Business

Citizen Comments

Executive Session - Real Estate

Final Adjournment



LAWRENCEVILLE

GEORGIA

AGENDA REPORT

MEETING: DOWNTOWN DEVELOPMENT AUTHORITY SPECIAL CALL

AGENDA CATEGORY: APPROVAL OF PRIOR MEETING MINUTES

- Item:** Approval of Special Call Minutes for May 16, 2023
- Department:** Downtown Development Authority
- Date of Meeting:** Monday, August 14, 2023
- Fiscal Impact:** none
- Presented By:** Chairman Lee Merritt
- Action Requested:** Approval of Special Call Minutes for May 16, 2023

Summary: Approval of Special Call Minutes for May 16, 2023



LAWRENCEVILLE

GEORGIA

AGENDA REPORT

MEETING: DOWNTOWN DEVELOPMENT AUTHORITY SPECIAL CALL

AGENDA CATEGORY: APPROVAL OF PRIOR MEETING MINUTES

- Item:** Approval of Executive Session Minutes for May 16, 2023
- Department:** Downtown Development Authority
- Date of Meeting:** Monday, August 14, 2023
- Fiscal Impact:** none
- Presented By:** Chairman Lee Merritt
- Action Requested:** Approval of Executive Session Minutes for May 16, 2023

Summary: Approval of Executive Session Minutes for May 16, 2023



LAWRENCEVILLE

GEORGIA

AGENDA REPORT

MEETING: DOWNTOWN DEVELOPMENT AUTHORITY SPECIAL CALL

AGENDA CATEGORY: APPROVAL OF PRIOR MEETING MINUTES

- Item:** Approval of Regular Meeting Minutes for July 10, 2023
- Department:** Downtown Development Authority
- Date of Meeting:** Monday, August 14, 2023
- Fiscal Impact:** none
- Presented By:** Chairman Lee Merritt
- Action Requested:** Approval of Regular Meeting Minutes for July 10, 2023

Summary: Approval of Regular Meeting Minutes for July 10, 2023



LAWRENCEVILLE

GEORGIA

AGENDA REPORT

MEETING: DOWNTOWN DEVELOPMENT AUTHORITY SPECIAL CALL

AGENDA CATEGORY: APPROVAL OF PRIOR MEETING MINUTES

- Item:** Approval of Executive Session Minutes for July 10, 2023
- Department:** Downtown Development Authority
- Date of Meeting:** Monday, August 14, 2023
- Fiscal Impact:** none
- Presented By:** Chairman Lee Merritt
- Action Requested:** Approval of Executive Session Minutes for July 10, 2023

Summary: Approval of Executive Session Minutes for July 10, 2023



LAWRENCEVILLE

GEORGIA

AGENDA REPORT
MEETING: DOWNTOWN DEVELOPMENT AUTHORITY
AGENDA CATEGORY: DOWNTOWN DEVELOPMENT AUTHORITY BUSINESS

- Item:** August 2023 Treasurer’s Report
- Department:** Downtown Development Authority
- Date of Meeting:** Monday, August 14, 2023
- Fiscal Impact:** none
- Presented By:** Katrina Fellows, Treasurer
- Action Requested:** August 2023 Treasurer’s Report

Summary: August 2023 Treasurer’s Report



LAWRENCEVILLE

GEORGIA

AGENDA REPORT

MEETING: DOWNTOWN DEVELOPMENT AUTHORITY

AGENDA CATEGORY: DOWNTOWN DEVELOPMENT AUTHORITY BUSINESS

- Item:** Intergovernmental Agreement with City of Lawrenceville – 92 South Clayton Street
- Department:** Downtown Development Authority
- Date of Meeting:** Monday, August 14, 2023
- Fiscal Impact:** none
- Presented By:** Chairman Lee Merritt and Barry Mock
- Action Requested:** Intergovernmental Agreement with City of Lawrenceville – 92 South Clayton Street

Summary: Intergovernmental Agreement with City of Lawrenceville – 92 South Clayton Street

Attachment: Intergovernmental Agreement with the City of Lawrenceville regarding 92 South Clayton Street

INTERGOVERNMENTAL AGREEMENT

92 S Clayton Street

This INTERGOVERNMENTAL AGREEMENT (“IGA”) is made and entered into as of the ___ day of _____, 2023, by and between the CITY OF LAWRENCEVILLE, GEORGIA, a Georgia municipal corporation in the State of Georgia (the “City”), and the DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF LAWRENCEVILLE, GEORGIA, a public corporation created and existing under the laws of the State of Georgia (the “DDA”).

WITNESSETH:

WHEREAS, the DDA was created pursuant to the provisions of Article IX, Section VI, Paragraph III of the Constitution of the State of Georgia, the Downtown Development Authorities Law of the State of Georgia, O.C.G.A. § 36-42-1, *et seq.*, as amended, and an activating resolution of the Council of the City of Lawrenceville, duly adopted on November 7, 1983, as amended, and is now existing and operating as a public body corporate and politic, and

WHEREAS, in order to encourage the development and revitalization of its downtown business district, the Mayor and Council of the City of Lawrenceville duly adopted the Resolution on November 7, 1983, creating the DDA and designating a geographic area to be known as the Downtown Development Area, which area has since been altered from time to time; and

WHEREAS, the City now desires to transfer certain property to the DDA subject to certain terms and conditions, which property will be used by the DDA for redevelopment purposes; and

WHEREAS, said property is located within the geographic boundaries of the Downtown Development Area, and the DDA is willing to accept property from the City subject to the terms and conditions of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants set forth herein, the amounts set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the City and the DDA do hereby agree as follows:

- 1. The City shall transfer to the DDA all of its interest in the property described on Exhibit A which is attached hereto and incorporated herein by reference (Subject Property). The Subject Property shall be used by the DDA and paid for by the DDA in accordance with the terms of this IGA.
- 2. The Subject Property transferred in accordance with paragraph 1 of this IGA may be sold by the DDA for redevelopment purposes or any other purpose allowed by law. The Subject

Property may not be sold for a purchase price of less than Five Hundred Ten Thousand Dollars (\$510,000.00)

3. The DDA shall pay to the City any and all amounts obtained by the DDA from the sale of all or any portion of the Subject Property less reasonable closing costs which may include, but not be limited to, attorney's fees, real estate commissions and other similar costs.

4. The Mayor, Mayor Pro Tem, City Manager, City Clerk, and City Attorney, and/or their appropriate designees are hereby authorized to complete the transfer of the Subject Property and to take any and all action necessary and appropriate to carry out the intent of this Intergovernmental Agreement between the parties.

5. This IGA and the rights and obligations of the parties hereto shall be governed, construed and interpreted according to the laws of the State of Georgia.

6. This IGA expresses the entire understanding and agreement between the parties hereto.

7. The invalidity of any one or more phrases, sentences, clauses or sections contained in this IGA shall not affect the remaining portions of this IGA or any part thereof.

8. This IGA may be executed in several counterparts, each of which shall be an original, and all of which shall constitute one and the same instrument.

9. No waiver, amendment, release, modification of this IGA shall be effective unless made in writing and executed by both parties hereto, and properly approved in accordance with the provisions of Georgia law.

[signatures on following page]

CITY OF LAWRENCEVILLE, GEORGIA

Date Signed: _____

By: _____
David R. Still, Mayor

Attest _____
Karen Pierce, City Clerk

(City Seal)

**DOWNTOWN DEVELOPMENT AUTHORITY
OF THE CITY OF LAWRENCEVILLE,
GEORGIA**

Date Signed: _____

By _____
Chairman

Attest _____
Secretary

(Authority Seal)

EXHIBIT A

LEGAL DESCRIPTION

All that tract or parcel of land lying and being in Land Lot 147 of the 5th Land District, and being more particularly described as follows:

BEGINNING at an iron pin set at the corner of the easterly right-of-way of South Clayton Street (right-of-way varies) and the southerly right-of-way of Nash Street (right-of-way varies); thence proceeding along the said right-of-way of Nash Street North 63 degrees 10 minutes 08 seconds East a distance of 92.18 feet to a point; thence leaving said right-of-way and running South 23 degrees 17 minutes 18 seconds East a distance of 152.03 feet to a pk nail found; thence running South 60 degrees 05 minutes 49 seconds West a distance of 91.12 feet to a MAG nail set; thence running North 83 degrees 40 minutes 18 seconds West a distance of 37.94 feet to a point located on the easterly right-of-way of South Clayton Street; thence running along said right-of-way and following the curvature thereof an arc distance of 141.86 feet, said arc having a radius of 718.94 feet and being subtended by a chord having a bearing of North 10 degrees 26 minutes 26 seconds West a chord distance of 141.63 feet to the point of beginning. Said tract of land containing 0.390 acres as shown on a plat prepared by Precision Planning, Inc. for the City of Lawrenceville, dated September 15, 2021. This plat is incorporated herein by reference for a more particular description.

Also conveyed is any interest the Grantor may have in the property described as follows:

Commencing at an iron pin set at the corner of the easterly right-of-way of South Clayton Street (right-of-way varies) and the southerly right-of-way of Nash Street (right-of-way varies); thence proceeding along the said right-of-way of Nash Street North 63 degrees 10 minutes 08 seconds East a distance of 92.18 feet to a point; thence leaving said right-of-way and running South 23 degrees 17 minutes 18 seconds East a distance of 152.03 feet to a pk nail found; thence running South 60 degrees 05 minutes 49 seconds West a distance of 91.12 feet to a magnetic nail set which is the **true point of beginning**; thence running North 83 degrees 40 minutes 18 seconds west a distance of 31.86 feet to a point located on the easterly right-of-way of South Clayton Street; thence running along said right-of-way and following the curvature thereof an arc distance of 19.15 feet, said arc having a radius of 713.94 feet and being subtended by a chord having a bearing of South 19 degrees 26 minutes 54 seconds East a chord distance of 19.15 feet; thence leaving said right-of-way and running South 60 degrees 05 minutes 29 seconds West a distance of 29.17 feet to the point of beginning. Said tract of land containing 0.006 acres (275 square feet) of property and being a small triangular tract of property labeled "Ownership in Question" on a plat of survey prepared by Precision Planning, Inc. for the City of Lawrenceville, dated September 15, 2021. This plat is incorporated herein by reference for a more particular description.



LAWRENCEVILLE

GEORGIA

AGENDA REPORT

MEETING: DOWNTOWN DEVELOPMENT AUTHORITY

AGENDA CATEGORY: DOWNTOWN DEVELOPMENT AUTHORITY BUSINESS

- Item:** Proposal for Conceptual Development Plan from Precision Planning
- Department:** Downtown Development Authority
- Date of Meeting:** Monday, August 14, 2023
- Fiscal Impact:** none
- Presented By:** Chairman Lee Merritt and Barry Mock
- Action Requested:** Proposal for Conceptual Development Plan from Precision Planning

Summary: Proposal for Conceptual Development Plan from Precision Planning

Attachment:

- Proposal for Conceptual Development Plan from Precision Planning for the property located along Collins Industrial Way, east of Treecreek Parkway, Lawrenceville, GA (Parcel 7010-010)



July 19, 2023

Lawrenceville Downtown Development Authority
Barry Mock, Executive Director
70 South Clayton Street
Lawrenceville, GA 30046
770-277-7532 | barry.mock@lawrencevilleGA.org

Re: Professional Engineering Services for Conceptual Development Plan for the Property located along Collins Industrial Way, east of Treecreek Parkway, Lawrenceville, Gwinnett County, Georgia (Parcel 7010 010 – 17.49 Acres)

Mr. Mock:

We appreciate the opportunity to submit this proposal for preparation of a conceptual development plan for office or industrial uses on the above referenced tract. The tract is challenging due to the presence of State Waters, potential wetlands, existing sanitary sewer easements, and the Colonial Pipeline crossing. The preparation of a viable development plan for this tract will require advance coordination with Colonial Pipeline to identify any site limitations with regards to access, pavement over the pipeline, and other facilities within the pipeline easement.

The scope of services, estimated fees, and general conditions contained within this proposal are limited to production and submittal of the listed tasks. Precision Planning, Inc. (PPI) shall perform the services herein outlined for the Lawrenceville Downtown Development Authority (Client) in accordance with the following:

- I. Colonial Pipeline Coordination **Hourly, Not to Exceed \$1,508.58**
 - A. PPI will contact Colonial Pipeline to review and discuss relevant regulations, site specific requirements, and applicable permitting procedures.
 - B. PPI will meet with DDA representatives and Colonial Pipeline staff to review preliminary concept plans.

- II. Conceptual Development Plan **Hourly, Not to Exceed \$3,563.41**
 - A. PPI will prepare a concept development plan for the project based on buildable area, required buffers, easements, and existing topography.
 - B. The concept plan shall generally include the delineation of the 100-year floodplain based upon the FEMA FIRM panel. No detailed flood study is anticipated.
 - C. PPI will submit a preliminary concept plan for review by the DDA, address applicable comments as requested, and provide a final concept for use in marketing the property.
 - D. Additional iterations of the concept plan(s) requested by the Client shall be billed at our standard hourly rates.

EXCLUSIONS

The following items are not included within this scope of services:

1. Detailed site development design or plans.
2. Rezoning of property
3. Field Survey or environmental assessments
4. Stream or wetland delineation

Lawrenceville Downtown Development Authority
Barry Mock, Executive Director
July 19, 2023
Page 2

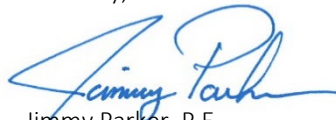
COMPENSATION

PPI agrees to perform the services outlined in Items I above on an hourly basis, Not to Exceed \$5,071.99, invoicing the Client based on actual man-hours spent according to the attached Schedule of Hourly Rates. Reimbursable expenses are in addition to the above Not-to-Exceed labor charges and will be invoiced up to a Not-to-Exceed maximum of \$100.00. **The Total Not to Exceed amount for services included with this proposal is \$5,171.99.**

For terms and conditions and approved hourly rates between Precision Planning, Inc. and City of Lawrenceville, refer to the Consultant Contract for Architectural and Engineering Consulting Services on an Annual Contract (RP001-21R2) Notice of Renewal, dated December 15, 2022. The fees quoted remain valid for **ninety (90)** days from the proposal date and are subject to renegotiation unless accepted within that time.

We look forward to your acceptance of this proposal and a continued successful working relationship. Should you find this proposal satisfactory, please sign below, initial each page, and return a copy to our office. If you have any questions, please do not hesitate to call us.

Sincerely,



Jimmy Parker, P.E.
Senior Vice President

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Attachments: Standard Hourly Rates
Project Sketch Area

Authorization given this _____ day of
_____, 2023

By: _____

Title: _____

HOURLY RATE SCHEDULE
RP001-21R2 LAWRENCEVILLE
(01/08/2023 - 01/07/2024)

Principal-in-Charge.....	\$192.47/Hour
Project Manager.....	\$156.06/Hour
Engineer, Senior	\$140.45/Hour
Engineer	\$104.04/Hour
Engineer, Associate	\$88.43/Hour
Architect, Senior.....	\$156.06/Hour
Architect.....	\$124.85/Hour
Architect, Associate.....	\$104.04/Hour
Technician	\$67.63/Hour
CADD Technician	\$88.43/Hour
Administrative Support	\$72.83/Hour
Landscape Architect, Senior	\$124.85/Hour
Landscape Architect.....	\$83.23/Hour
Principal, Surveyor	\$156.06/Hour
Senior Surveyor	\$104.04/Hour
Project Surveyor.....	\$83.23/Hour
Survey Crew	\$140.45/Hour
Aerial Survey	\$1,244.32/Lump Sum
Mobile Scanner	\$920.75/Lump Sum
SUE Crew	\$151.90/Hour
Vacuum Excavation Crew.....	\$189.35/Hour
Planner, Principal	\$135.25/Hour
Planner, Senior.....	\$124.85/Hour
Planner	\$78.03/Hour
Scientist, Principal	\$150.86/Hour
Scientist, Senior.....	\$124.85/Hour
Structural Engineer, Senior	\$145.66/Hour
Structural Engineer, Junior.....	\$124.85/Hour
Mechanical/Plumbing/Fire Protection Engineer, Senior	\$145.66/Hour
Mechanical/Plumbing/Fire Protection Engineer, Junior.....	\$124.85/Hour
Electrical Engineer, Senior	\$145.66/Hour
Electrical Engineer, Junior	\$124.85/Hour
Cost Estimator	\$114.44/Hour
Interior Designer	\$93.64/Hour





LAWRENCEVILLE

GEORGIA

AGENDA REPORT

MEETING: DOWNTOWN DEVELOPMENT AUTHORITY

AGENDA CATEGORY: DOWNTOWN DEVELOPMENT AUTHORITY BUSINESS

- Item:** Discussion Regarding Roof at 130 South Clayton Street
- Department:** Downtown Development Authority
- Date of Meeting:** Monday, August 14, 2023
- Fiscal Impact:** none
- Presented By:** Chairman Lee Merritt and Barry Mock
- Action Requested:** Discussion Regarding Roof at 130 South Clayton Street

Summary: Discussion Regarding Roof at 130 South Clayton Street



LAWRENCEVILLE

GEORGIA

AGENDA REPORT

MEETING: DOWNTOWN DEVELOPMENT AUTHORITY

AGENDA CATEGORY: DOWNTOWN DEVELOPMENT AUTHORITY BUSINESS

- Item:** State Small Business Credit Initiative Loan Program
- Department:** Downtown Development Authority
- Date of Meeting:** Monday, August 14, 2023
- Fiscal Impact:** none
- Presented By:** Chairman Lee Merritt and Barry Mock
- Action Requested:** State Small Business Credit Initiative Loan Program

Summary: State Small Business Credit Initiative Loan Program

Attachment: Georgia Cities Foundation State Small Business Credit Initiative Application



GCF SSBCI Application

The Georgia Cities Foundation (GCF) welcomes State Small Business Credit Initiative (SSBCI) applications from owner-occupied small businesses located in downtown areas within cities in Georgia. The mission of the Foundation is to assist cities in their efforts to revitalize and enhance downtown areas by serving as a partner and facilitator in funding capital projects. The goal of GCF is to promote economically sustainable projects and build partnerships in order to help ensure the long-term health and economic vitality of the community.

We welcome and encourage DDAs to pursue potential SSBCI eligible projects.

Loan Amount and Terms

The application will determine which cities are eligible for funding to the extent funds are available. Loan amounts will not exceed **\$1,250,000** per project. At its discretion, the Foundation may decide to loan an amount less or more than the amount requested in an application.

Interest Rate: Currently 3.5% fixed

Repayment Period: Normally 10-year term / 15-year amortization.

Security: Project collateral or unrelated collateral

Recommended Financing Structure: 50-40-10 (50% Bank/Lender, 40% GCF SSBCI, 10% Owner Equity)

SSBCI Eligibility Considerations

To the extent possible successful applications should exhibit the following:

- Broad public and private support for downtown revitalization projects in the City.
- A realistic project with a reasonable budget and timeframe for completion.
- A Satisfactory and Complete Application.

Eligible Applicant & Uses

The eligible mechanisms for making funds available from the Foundation are:

- Project must be a primarily owner-occupied, commercial property.
- Applicant may be a commercial tenant using funding for leasehold improvements.
- Application must be approved for SSBCI funding PRIOR to beginning construction and/or purchasing building/property.
- Additional US Department of Treasury requirements to be discussed during application phase.
- Once approved, funds may be used for activities such as: real estate acquisition, building rehabilitation, new construction (infill), and other soft and hard costs directly tied to the project.

Ineligible Uses

- Funds may not be used for projects that have begun construction.
- Funds may not be used for residential.
- Funds may not be used for passive real estate investment unless the majority of the project is owner-occupied.

Review of the Loan Application

All applications will be reviewed to determine the merit of the application and of the proposed uses of funds. In determining whether an applicant shall receive a loan, the following criteria will be considered:

- (1) Each application will be reviewed based upon an analysis of the proposed project’s potential enhancement of downtown development opportunities, creditworthiness, overall project feasibility, project impact, and soundness of the proposed strategy. The analysis will include but is not limited to such factors as: impact on the community’s tax base; degree of local commitment; consistency with local development plans, goals and objectives; project readiness; project feasibility; reasonableness of cost estimates; elimination of blighting influences; total private capital investment; number of jobs created and/or retained; historic preservation impact and potential state and regional impact.
- (2) In its review of applications, the Foundation may, at its discretion, consult with other individuals or agencies as appropriate for the purpose of receiving information and/or advice. All relevant supporting documentation available (plans, studies, engineering reports, appraisals, etc.) should also be attached. See the attached Supporting Documentation List of the application for further information.
- (3) The criteria listed in this application is designed to assist the Foundation in making its decision and provide prospective applicants with guidance as to the factors that their application needs to address in order to be competitive. The decisions made by the Foundation shall be final and conclusive.
- (4) All SSBCI applications are subject to review, and approval, from the Georgia Department of Community Affairs (DCA).

Statement of Conditions

In addition to the specific certifications made by the applicant in accepting the commitment letter and in executing the loan agreement, the recipient further certifies or acknowledges that:

- 1. No applicable state laws, rules, regulations, or applicable local ordinances shall be violated in carrying out the project and expending the loan proceeds.
- 2. No real or apparent conflict of interest shall be engaged in by any official, employees or agent of the recipient and sub-recipient (s) and any member of their immediate family, their partners and any organization which employs, or is about to employ any of the above. This prohibition prohibits both the solicitation and acceptance of gratuities, favors or anything of monetary value from contractors, potential contractors, or parties or sub-agreements. It is the responsibility of the recipient to disclose to the Foundation any relationship that might create a real or apparent conflict of interest as soon as the recipient becomes aware of it.
- 3. The recipient’s accounting records of the loan funds shall be maintained in a manner consistent with generally accepted government accounting standards.
- 4. It is the recipient’s responsibility to determine the laws applicable to the specific project and to meet ALL of its requirements (i.e. Georgia’s Environmental Policy Act).
- 5. Loan funds shall be disbursed by the Foundation in accordance with the provisions of the loan agreement. Those provisions may vary depending on each project’s particular circumstances. The Foundation will seek to match disbursements with actual need for funds in order to minimize the existence of idle loan funds at the local level.
- 6. The Foundation may make reviews and audits of the project including on-site reviews as may be necessary or appropriate to implement the program and insure the requirements contained in the loan agreement are met. In the case of noncompliance, the Foundation at its sole discretion shall take such actions, as it deems appropriate to prevent continuance of the deficiency, mitigate any adverse effects or consequences and prevent a recurrence.
- 7. The recipient may be required to submit quarterly or other progress reports to the Foundation in a format prescribed by the Foundation. Failure to submit timely and acceptable reports may result in a request for immediate repayment of all SSBCI funds from the recipient by the Foundation.

- 8. Loan payments shall be due to the Foundation or its agent in accordance with the terms and provisions of the loan agreement. All payments shall be made to the Georgia Cities Foundation or its specified agent at Post Office Box 105377, Atlanta, Georgia 30348 or at such other place as specified by the Foundation.
- 9. The Foundation reserves the right to establish other guidelines or requirements in order to further the purposes of the GCF program.
- 10. The Foundation reserves the right to request additional information as needed.

Application and Origination Fee Structure

	GCF - SSBCI
Application Fees	\$250
Origination Fees	1.00%
Origination Fee Cap	\$10,000

How to Apply

Completed applications should be submitted to:

Chris Higdon
chigdon@gacities.com

Electronic submission of the GCF application via email is strongly encouraged.

If you have any questions, Chris Higdon at 678-651-1018.

This application may not be reformatted on your computer. It must stay in its original format and not be altered in any manner. All questions must be answered in the order they appear. Additional sheets may be attached if necessary. Please contact the Foundation if you would like the application via e-mail as a Microsoft Word attachment.

SECTION A - GENERAL INFORMATION

1. Applicant Information

Applicant Name(s): _____

Address: _____ City : _____ Zip: _____

Phone: _____ E-mail: _____

2. Project Summary

Total Project Cost: \$ _____ SSBCI Loan Funds Requested: \$ _____

Note that GCF does not provide interim/construction financing.

Location of Project: _____
Street Address City Zip

Project/Business Name: _____

SECTION B- PROJECT SPECIFIC INFORMATION

Please provide a description of the project for which you are seeking funds, making sure to be as specific as possible and to address each of the following items.

1. Provide a brief description of the project and proposed use of funds:

2. **Impact Measures.** Describe project’s potential short- and long-term impact using the following measures.

Measure	Short Term	Long Term
Projected # jobs created		
Projected # jobs retained		
Project Square Footage		

3. **Project Activity Schedule.** (Provide a realistic timetable for completion of project and specify the time, if known, or appropriate stage at which Georgia Cities Foundation funds will be needed.)

SECTION C- SOURCE AND USE OF FUNDS

1. **Project Budget.** (List the source and use of funds for the project.)

Item	Project Cost	Sources of Funds (Bank, GCF, Borrower)
Acquisition		
		Bank (Senior Lender)
		Bank (Senior Lender)
Project Hard Costs		
		Bank (Senior Lender)
		Bank (Senior Lender)
		Bank (Senior Lender)
		Bank (Senior Lender)
		Bank (Senior Lender)
		Bank (Senior Lender)
		Bank (Senior Lender)
		Bank (Senior Lender)
		Bank (Senior Lender)
Project Soft Costs		
		Bank (Senior Lender)
		Bank (Senior Lender)
		Bank (Senior Lender)
		Bank (Senior Lender)
Total Project Cost:		

2. **Total Project Funding:** \$ _____ **Total SSBCI Funds Requested:** \$ _____

3. Explain how funds will be repaid to the Foundation (project cashflow, rents, etc.)

SECTION D – Borrower Information

1. Corporate Information – If application includes more than one corporate entity, please list legal names of those entities below. If building/property will be owned by one corporate entity (Eligible Passive Corporation) and operated by another corporate entity (Operating Company), list owners of each entity, with percentage ownership, below. *Add additional page(s) if needed*

2. Principal Information – Please provide the following for any principal owner (20% or greater ownership) in corporate entities listed in Section D, #1: Full legal name, percentage ownership, and primary residential address *Add additional page(s) if needed*

Section E – Signature & Acknowledgements

- I acknowledge that the GCF SSBCI underwriting and approval process typically takes a minimum of 6-8 weeks. Delays in receiving information, underwriting concerns, and other factors can lead to delays.
- I acknowledge any costs related to this application, including but not limited to building/land acquisition, construction/renovation, equipment purchase, etc., cannot begin prior to receiving GCF SSBCI approval.
- I acknowledge that project financing cannot combine an SBA program in conjunction with SSBCI financing.
- I acknowledge the underwriting process will include a search for outstanding liens and/or judgements against related corporate entities, and their principals. Additionally, any outstanding liens and/or judgements must be satisfied before applicant may be approved for SSBCI lending.
- I acknowledge that this SSBCI application meet the following requirements:
 - Project must be over 50% owner-occupied commercial if using an existing building.
 - Project must be over 60% owner-occupied commercial if new construction.
 - Project cannot include residential housing.
 - If project structure includes an Eligible Passive Company leasing from an Operating Company, both entities must share majority interest. Please provide an executed lease.
- I acknowledge that any commitment from GCF using SSBCI funding is contingent on project satisfying all SSBCI requirements.

I certify that the information contained in this application is true and correct to the best of my knowledge. I further understand that the Georgia Cities Foundation has the right to request additional information as needed.

Signature of Applicant

Date

Name

Title

Telephone

For GCF Use Only: Date Received _____ Initials _____

Credit Authorization

Georgia Cities Foundation Revolving Loan Fund Program

In connection with _____'s application to the Georgia Cities Foundation
(borrower)
(GCF) for financial assistance, I authorize GCF or its agent, the Georgia Department of Community Affairs (DCA), to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I further authorize GCF or DCA to receive information, documents, credit reports, summaries, etc. received by other lenders in connection with any additional financial assistance I am pursuing as part of a complete financing package for the applicant business.

Authorized Signature

By: _____

Name: _____
(print or type)

Title: _____

Company: _____

Date: _____

Georgia Law requires that "all state, county and municipal records, except those which by order of a court of this state or by law are prohibited from being open to inspection by the general public, shall be open for a personal inspection of any citizen of this state at a reasonable time and place, and those in charge of such records shall not refuse this privilege to any citizen" (O.C.G.A. 50-18-70). This means that past and current records on the use of the Department of Community Affairs (DCA) funds are required to be opened for public inspection. However, certain proprietary information which is required by DCA to be included in an application and must be supplied by a business in order to compete and which constitutes a "trade secret" (O.C.G.A. 10-17-140 et seq.; 16-8-13(a) (4)) is exempt from disclosure under O.C.G.A. 50-18-70. IF YOU CONSIDER FINANCIAL OR CREDIT INFORMATION SUBMITTED AS PART OF A DOWNTOWN DEVELOPMENT REVOLVING LOAN FUND APPLICATION THAT MAY BE REVIEWED BY DCA A "TRADE SECRET", PLEASE INDICATE BY SIGNING BELOW.

Authorized Signature

By: _____

Name: _____
(print or type)

Title: _____

Company: _____

Date: _____

Credit Authorization

Georgia Cities Foundation Revolving Loan Fund Program

In connection with _____'s application to the Georgia Cities Foundation
(borrower)
(GCF) for financial assistance, I authorize GCF or its agent, the Georgia Department of Community Affairs (DCA), to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I further authorize GCF or DCA to receive information, documents, credit reports, summaries, etc. received by other lenders in connection with any additional financial assistance I am pursuing as part of a complete financing package for the applicant business.

Authorized Signature

By: _____

Name: _____
(print or type)

Title: _____

Company: _____

Date: _____

Georgia Law requires that "all state, county and municipal records, except those which by order of a court of this state or by law are prohibited from being open to inspection by the general public, shall be open for a personal inspection of any citizen of this state at a reasonable time and place, and those in charge of such records shall not refuse this privilege to any citizen" (O.C.G.A. 50-18-70). This means that past and current records on the use of the Department of Community Affairs (DCA) funds are required to be opened for public inspection. However, certain proprietary information which is required by DCA to be included in an application and must be supplied by a business in order to compete and which constitutes a "trade secret" (O.C.G.A. 10-17-140 et seq.; 16-8-13(a) (4)) is exempt from disclosure under O.C.G.A. 50-18-70. IF YOU CONSIDER FINANCIAL OR CREDIT INFORMATION SUBMITTED AS PART OF A DOWNTOWN DEVELOPMENT REVOLVING LOAN FUND APPLICATION THAT MAY BE REVIEWED BY DCA A "TRADE SECRET", PLEASE INDICATE BY SIGNING BELOW.

Authorized Signature

By: _____

Name: _____
(print or type)

Title: _____

Company: _____

Date: _____