

CHAMBLEE DOWNTOWN DEVELOPMENT AUTHORITY
DOWNTOWN ENHANCEMENT GRANT PROGRAM

The Chamblee Downtown Development Authority (DDA) exists to promote sustainable economic development in Chamblee's central business district. The Downtown Development Authority may support qualified economic development projects with funds for certain physical improvements to eligible buildings within the district. These funds are granted only in consideration of major capital investments by private enterprise that may otherwise be cost-prohibitive due to the age, condition, or unique characteristics of the building, or any other conditions that might prevent a business from occupying the space. The program seeks to increase economic activity in Downtown Chamblee by incentivizing the creation of safe and attractive spaces that house viable businesses.

The funds could be used for exterior improvements, both structural and superficial, including but not limited to:

- Façade improvements
- Murals
- Reorientation of entrances and accessibility of the building
- Patio additions or expansions
- Patio shading
- Outdoor seating
- Exterior lighting, including string lighting
- Exterior planters
- Temporary parklets
- Additional projects may be considered with proper justification.

Eligibility

The following rules apply to any project that seeks DDA grant funds:

1. Projects must be located within the DDA district.
2. Building must be in existence at the time of application and priority will be given based on the age of the building.
3. Applicants must not be delinquent on payments of any City of Chamblee taxes, fees, or fines or have any active city code enforcement violations at the time of the application.
4. Priority will be given to renovations designed to increase pedestrian activity and economic vitality.
5. Proposed work must follow all applicable local zoning, life safety, and building codes.
6. Where applicable, project will follow the guidelines of the *Secretary of the Interior's Standards for Rehabilitation*.
(<http://www.nps.gov/tps/standards/rehabilitation/rehabilitation-guidelines.pdf>)
7. A memorandum of understanding (MOU) will be executed between the applicant and the DDA to ensure the project meets the goals of the DDA.
8. **Requests for funds must be made via forms provided by the DDA at least four weeks prior to the next regularly scheduled DDA Board meeting**, where applicants must

present the project in person. Building tenants must have the property owner's permission to apply.

9. Proposals must include at a minimum: Applicant name & contact information; property owner name & contact information (if different); site address & tax parcel number; approximate age of building; a descriptive narrative of the proposed project; two color photos showing the existing condition of the subject; a scaled drawing detailing any proposed improvements; two cost estimates of proposed work; a materials list for all new facade elements; if a new business: number of new jobs expected; if an existing business: number of retained or new jobs expected; total amount of business investment in dollars (including improvement project costs).
10. Work may not begin until designs are approved by the DDA Board and the requirements for all applicable local permits are met.
11. The DDA requires a dollar-for-dollar match, and will typically cap the DDA funding to \$35,000, however, exceptions may be granted to increase project funding above the set cap for reasons deemed compelling by the DDA.
12. Funds from the DDA will be provided only after all work is verified to conform with the approved project plans and after a review of project invoices.
13. *For the remainder of FY 2022, projects are reviewed on a first-come, first-served basis. Funding levels for the program are determined by the DDA Board on an annual basis. Once funding is exhausted, applicants must wait until the next application cycle to apply, unless the DDA Board elects to allocate additional funds to the program.
14. The grant request is subject to denial if all applicable procedures are not followed.
15. Grant is void if approved work has not begun within six months of approval by the DDA, unless an extension is requested.
16. Construction, installation, and maintenance of the project is solely the responsibility of the applicant.
17. The DDA Board may, at its sole discretion, deny funding of any application or project.
18. Projects requesting less than \$1,000 in funding will not be subject to full DDA board approval, but will undergo an administrative review that is approved by the DDA Chair.

*In the coming years, staff recommends setting two application deadlines, rather than a first come first serve basis, however, for the remainder of FY 2022, the fund is open on a first come first serve basis.

Application Deadlines for FY 2023: February 28, 2023, and July 31, 2023.

Procedures

The following procedures must be followed to receive DDA grant funds:

Discuss project with the DDA staff and then complete the application. Work may NOT begin prior to staff review of the application.

Staff will review the application and make a recommendation to the Authority Board. Submit application, plans, and a digital before photo to Maggie Dimov at mdimov@chambleega.gov or at Chamblee City Hall. Project design must be submitted to the DDA Board before construction.

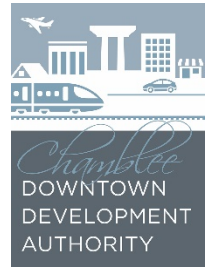
Designs approved by the DDA Board should submit for building permits through the Chamblee Planning & Development Department.

Approval of a enhancement grant does not constitute nor imply that the City has approved any building or construction permit.

The project must be completed according to the design submitted (including materials, colors, awnings, etc.) and in accordance with all applicable Building Permit requirements of the City of Chamblee.

All expenditures must be documented. Upon project completion, submit invoices and cancelled checks along with the final expense total, a copy of the Building Permit and a digital after photo. Once the approved project has been completed in compliance with these requirements, reimbursement will be made for the approved amount.

DOWNTOWN ENHANCEMENT GRANT APPLICATION



PLEASE PRINT LEGIBLY

Applicant: _____

Phone: _____

Site Address: _____

Tax Parcel Number: _____

Email: _____

Brief description of project:

Year Building Built: _____

Contractor: _____

Architect: _____

Artist: _____

Property Owner Name (if not applicant): _____

Property Owner Phone: _____

Property Owner Email: _____

Owner Authorization (if not applicant): _____

Estimated Project Start Date: ____/____/____

Estimated Total Project Cost: \$_____

Estimated Project End Date: ____/____/____

Reimbursement Funds Requested: \$_____

Estimated Total Business/Property Investment: \$_____

Estimated Total Jobs Created or Retained: _____

By executing this application, I agree to be bound by the rules, regulations, resolutions, and conditions imposed by the Chamblee Downtown Development Authority (DDA). Without limitation, the DDA Board may, at its sole discretion, deny funding of any application or project. I understand that the requested grant, if approved, will be made in consideration of my carrying out the Project described above so as to revitalize and redevelop the central business district of the City of Chamblee. I further understand that any variance in the project submitted will cause my application to be rejected without consideration for reimbursement. I hereby agree to these provisions.

Signature _____ Date _____