



Decide
Development Authority

AVONDALE MALL COLUMBIA DRIVE TAX ALLOCATION DISTRICT (TAD) PROGRAM GUIDELINES

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Introduction

The Development Authority of DeKalb County d/b/a Decide DeKalb Development Authority (“Decide DeKalb”) intends to use available Avondale Mall/Columbia Dr. Tax Allocation District (“Avondale TAD”) tax increment to provide gap financing for redevelopment projects in the Avondale TAD (**Exhibit A**). Preference will be given to projects that (1) redevelop the challenged commercial assets and adjacent land which is suffering from weak underlying market dynamics; (2) improve the declining retail corridor while leveraging DeKalb County properties; (3) prove project readiness and financial feasibility; and/or (4) provide public community benefits, including but not limited to, infrastructure construction and expansion, curb and sidewalk improvements or developments, multi-use paths and park improvements. Decide DeKalb invites qualified developers, property owners, and business owners seeking to develop catalytic redevelopment projects and/or improve eligible property within the Avondale TAD to apply for grant or loan funding from the various TAD financing programs.

Decide DeKalb is a development authority and public body corporate and politic, duly created under the Development Authorities Law, O.C.G.A. §36-62-1, et seq., as amended, and an activating resolution of the Board of Commissioners of DeKalb County, Georgia adopted on September 24, 1974. Pursuant to an intergovernmental agreement with DeKalb County, dated as of February 25, 2014 (the “IGA”), Decide DeKalb conducts economic development activities under various provisions of applicable law, promotes the revitalization and growth of DeKalb County, and serves as DeKalb County’s redevelopment manager pursuant to the Redevelopment Powers Law, for the purpose of implementing redevelopment initiatives within the five (5) County-supported tax allocation districts.

The Georgia Redevelopment Powers Law was enacted in 1985 to give additional powers to local municipalities to facilitate the redevelopment of blighted or economically depressed areas. One of the powers granted to local governments in this law was to issue tax allocation bonds to finance infrastructure and other redevelopment costs within a TAD. A TAD is established for the purpose of catalyzing investment by financing certain redevelopment activities in underdeveloped or blighted areas using public dollars. Redevelopment costs are financed through incremental increases in property taxes generated by the resulting new development. Such incremental property tax revenue may be used to directly finance redevelopment costs within the TAD or may be pledged for the payment of allocation bonds. Typically, upon creation, TADs have vacant commercial and residential properties, blighted conditions, or in need of significant environmental remediation.



Avondale TAD Background

Established in 2004 with a termination date of December 31, 2028, the Avondale TAD is located in central DeKalb at the intersection of Memorial Dr. and Columbia Dr. (**Exhibit A**). The proposed Redevelopment Area straddles the City of Avondale line but is completely contained within DeKalb County. It includes properties in the areas of the former site of Avondale Mall, nearby older retail developments with large amounts of surface parking, aging single-family neighborhoods, and rental apartment complexes. The Redevelopment Area includes Avondale High School, Avondale Square Shopping Center, Columbia Village Shopping Center, Avondale Crossing Shopping Center, and Belvedere Plaza Shopping Center. The goal is to create a more pedestrian friendly and integrated community with a mix of land uses that will provide a central focal point, creating a sense of place and location. The Redevelopment Area consists of 101 parcels totaling 151.25 acres.

The intersection of Memorial Drive and Columbia Drive is representative of a commercial strip development of the mid 1960s and 1970s. At that time, Memorial Drive was a regional destination for shoppers. As of 2004, only one quality retail center, Belvedere Plaza, remains as a viable retail center at the intersection. The community suffers from weak and slow economic growth, little investment, no major developments, increasing vacancies, aging buildings and structures along the corridor, a lack of diversification in commercial uses, and no TAD-based planning for funding support. These conditions relate generally to obsolescence and/or lack of maintenance of public and private investments, imbalance in investment patterns, inadequacy of a circulation system, and lack of appropriate housing. The area is challenged by the unattractiveness and perception of disinvestments along Memorial Drive, the width of the Memorial Drive corridor and the inhospitable nature of the corridor for pedestrian activity, and the oversupply of conventional retail space in the corridor and in central DeKalb County overall.

DeKalb County, Decide DeKalb, and their public and private partners have built a thorough base of planning and visioning for the redevelopment of the Avondale Mall area and its adjacent commercial corridors. While DeKalb County has seen strong growth in recent years, the area around Avondale Mall has seen limited real property value growth, quality development, economic development, or high-quality infrastructure. The Avondale TAD provides a useful tool to catalyze positive change and redevelopment, resulting in:

- Redevelopment with an appropriate mix of housing, businesses, government offices and cultural, educational, and entertainment facilities.
- Redevelopment with a focus on the concentration of rental properties, single-family neighborhoods, and new, attached residential development.

- Development that will provide a buffer between higher-density uses for proposed single-family neighborhoods and adjacent schools.
- Higher property values and property tax revenues for DeKalb County and DeKalb County Schools.
- Development of a central area with a compact form that encourages pedestrian activity and makes the area desirable to shoppers, residents, and workers.
- Redevelopment with a focus on identifying key activity centers that serve as anchors for the corridor, strategically located to either take advantage of existing centers of activity, or spur redevelopment in locations determined to be the most economically viable in the long-term.
- Excellent access and visibility from Memorial Drive, providing significant potential for redevelopment geared towards local-serving retail and restaurant uses.
- Enhanced quality of life for residents, workers, and visitors.

TAD Objectives

The objective of the Avondale TAD is to generate a dedicated funding source to ultimately leverage private resources that will facilitate the redevelopment of critical economic activity nodes at and around the Memorial Drive/Columbia Drive intersection. The Redevelopment Concept Plan is a compilation of proposed redevelopment scenarios for critical properties within the district designed to create a more pedestrian friendly and integrated community. The proposed developments encourage increased mixed-use density in the heart of the area surrounding Avondale Mall and reduced density of development moving towards the periphery and surrounding single-family residential areas. The Avondale TAD is conceived to capture the incremental value of the redevelopment of the Avondale Mall and additional properties to re-channel those revenues into projects to enhance the area and its amenities, provide improved infrastructure, address and mitigate impacts from redevelopment, and catalyze further area improvement. For a complete overview of the Avondale TAD's goals, please review the DeKalb County Avondale Mall/ Columbia Dr. Redevelopment Plan and Tax Allocation District dated December 2004.

TAD Requirements

All TAD funding requests are distributed on a reimbursement basis and must include the appropriate documentation evidencing eligible capital costs have been incurred. The Georgia Redevelopment Powers Law (O.C.G.A. TITLE 36 Chapter 44) states that eligible uses of funds include, among others:

- Capital costs, including the costs incurred or estimated to be incurred, for the

construction of public works or improvements, new buildings, structures, and fixtures; the renovation, rehabilitation, reconstruction, remodeling, repair, demolition, alteration, or expansion of existing buildings, structures, and fixtures; the acquisition of equipment; and the clearing and grading of land;

- Professional service costs, including those costs incurred for architectural, planning, engineering, financial, marketing, and legal advice and services; and
- Real property assembly costs

Decide DeKalb strongly encourages applicants to use good faith efforts to promote opportunities for small, local, and diverse businesses, including minority business enterprises (MBEs), female business enterprises (FBEs), and small business enterprises (SBEs) to compete for business as subcontractors, subconsultants, and/or suppliers. Eligible companies must be located within one of the following 20 county areas to be considered: Barrow, Bartow, Carroll, Cherokee, Clayton, Coweta, Cobb, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry, Newton, Paulding, Pickens, Rockdale, Spalding, and Walton.

Decide DeKalb is an equal opportunity employer.



Terms and Conditions

- A. All applications and supporting materials as well as correspondence of the Avondale TAD program guidelines become property of Decide DeKalb when received. Any proprietary information contained in the application should be so indicated. However, a general indication that the entire contents of the application, or a major portion of the application, is proprietary will not be honored. Applications will be subject to public disclosure unless protected by the Open Records Act.
- B. All applicable Federal and State of Georgia laws and DeKalb County ordinances, licenses, and regulations of all agencies having jurisdiction shall apply to the respondents throughout and incorporated herein.
- C. 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.
- D. No application shall be accepted from, and no contract will be awarded to, any person, firm, or corporation that (i) is in arrears to DeKalb County with respect to any debt, (ii) is in default with respect to any obligation to DeKalb County or Decide DeKalb, or (iii) is deemed irresponsible or unreliable by DeKalb County and/or Decide DeKalb. If requested, the respondents shall be required to submit satisfactory evidence that they have the necessary financial resources to provide the proposed services.
- E. Applicants shall provide the information and affidavits required for compliance with the immigration requirements of E-Verify and SAVE (see **Exhibit B**).
 - i. E-Verify. Applicant must comply with the Illegal Immigration Reform and Enforcement Act, O.C.G.A. §13-10-91. 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 and Agreement must be submitted to Decide DeKalb. 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 subcontracts. In turn, should there be second-tier subcontractors on this project, you must require the subcontractors to obtain E-Verify Affidavits and Agreements from those second-tier subcontractors.
 - ii. SAVE Affidavit. In addition to E-Verify, Decide DeKalb is required by the SAVE (Systematic Alien Verification for Entitlements) program to verify the status of anyone who applies for a public benefit from Decide DeKalb. '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 Decide DeKalb 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 <https://law.georgia.gov/>.

- F. Previous recipients, related legal parties, or applicable development partners of the Avondale TAD grant or loan funding are not eligible to receive additional grant or loan funds for the same property, unless otherwise expressly approved by Decide DeKalb.
- G. All final grant or loan awards are subject to approval at the discretion of the Decide DeKalb Board of Directors. Decide DeKalb reserves the right to reject any and all applications, to request additional information from some or all applicants, to waive or modify stated application requirements specific to the circumstances of a project, amend/modify the application and the process itself, or to discontinue the process at any time.
- H. **Disclaimer:** The charts provided in Exhibits C, D, and E are for informational purposes and may assist housing professionals who understand income limits, rents and the program requirements for each program. The charts summarize HUD, LIHTC, and affordable income and rent data, and users are encouraged to visit HUD's website (<https://www.huduser.gov/portal/datasets/mtsp.html>) and Novogradac's website ([Novogradac & Company LLP Rent & Income Limit Calculator \(novoco.com\)](http://Novogradac & Company LLP Rent & Income Limit Calculator (novoco.com))) for the accuracy of the information.

Exhibit A - Avondale TAD

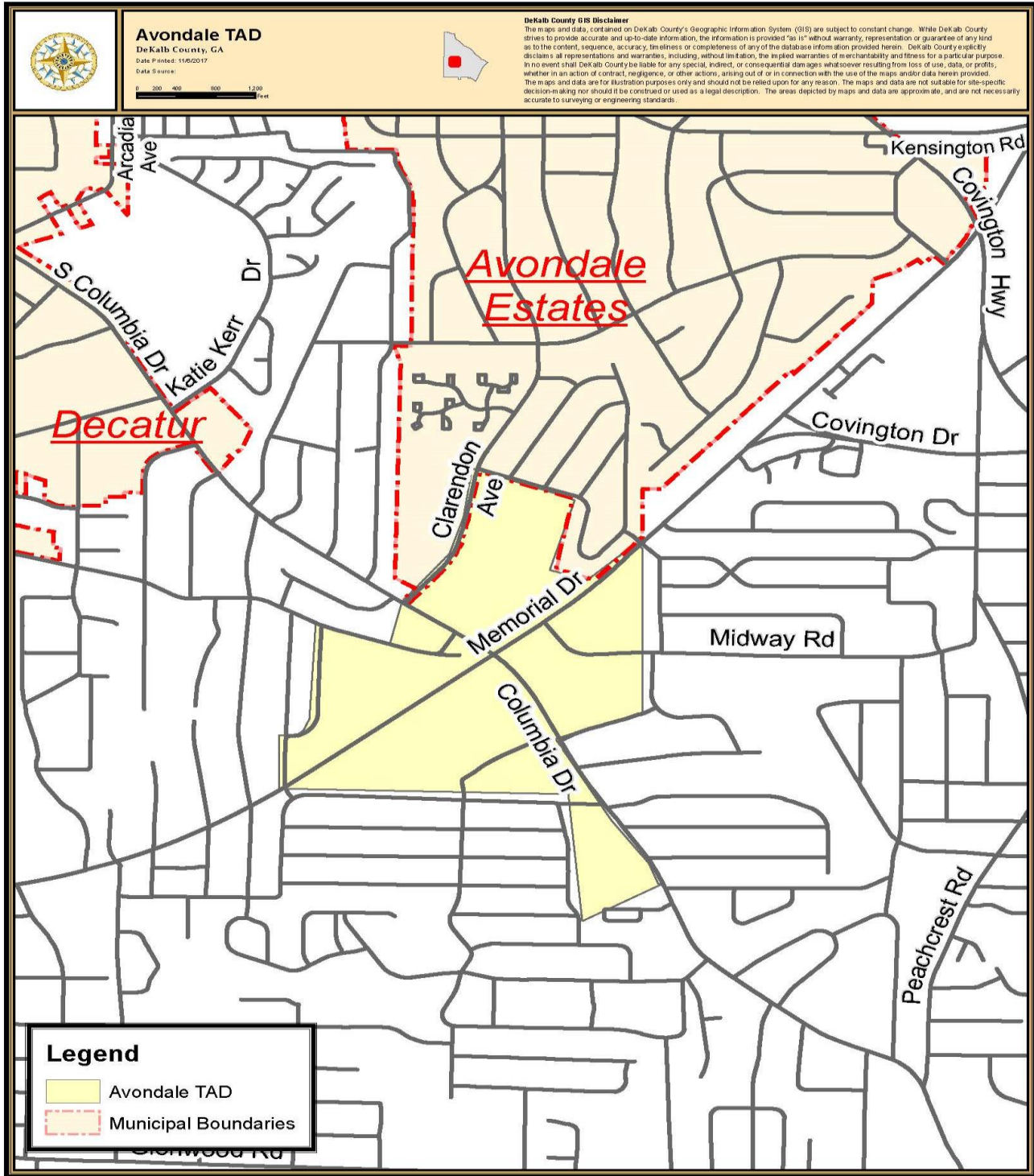


Exhibit B - E-Verify and SAVE affidavits

Contractor Affidavit and Agreement Under O.C.G.A §13-10-91(b)(1) (Complete, sign, notarize, and submit with Application to Decide DeKalb)

By executing this affidavit, the contractor indicated below verifies its compliance with O.C.G.A. §13- 10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of work or services on behalf of Development Authority of DeKalb County has registered with, is authorized to use and uses the federal work authorization program commonly known as E- Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. This Affidavit and Agreement shall become a part of the Contract referred to below. Furthermore, the contractor indicated below will continue to use the federal work authorization program throughout the contract period and the contractor indicated below will contract for the physical performance of work or services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. §13-10-91(b), which affidavit the contractor will maintain for inspection at any time. Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User
Identification Number

Date of Federal Work Authorization
Registration

Name (Contractor) and Date of Contract

Name of Project

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20__ in _____(City), _____(State).

Subscribed and sworn before me on this the

_____day of _____, 20__.

Signature of Authorized Officer or
Agent

Notary Public

Printed name and title of
Authorized Officer or Agent

My commission expires:
[NOTARY SEAL]



Subcontractor Affidavit Under O.C.G.A §13-10-91(b)(3)

[To be obtained from any subcontractors]

(Complete, sign, notarize, and submit with Application to Decide DeKalb)

By executing this affidavit, the subcontractor referred to below verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services under a contract with _____ on behalf of the Development Authority of DeKalb County has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the subcontractor referred to below will continue to use the federal work authorization program throughout the contract period and the subcontractor referred to below will contract for the physical performance of services in satisfaction of such contract only with sub- subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. §13-10-91(b). Additionally, the subcontractor referred to below will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five (5) business days of receipt. If the subcontractor referred to below receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the subcontractor referred to below must forward, within five (5) business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User
Identification Number

Date of Federal Work Authorization
Registration

Name (Contractor) and Date of Contract

Name of Project

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20__ in _____(City), _____(State).

Subscribed and sworn before me on this the

_____ day of _____, 20__.

Signature of Authorized Officer or Agent

Notary Public

Printed name and title of Authorized
Officer or Agent

My commission expires:
[NOTARY SEAL]



SAVE Affidavit in Accordance With O.C.G.A §50-36-1(e)(2)
(Complete, sign, notarize, and submit with Application to Decide DeKalb)

By executing this affidavit under oath, as an officer as indicated below for an applicant for a benefit from Decide DeKalb, the undersigned verifies one of the following with respect to the application:

- 1) _____ I am a United States citizen **OR**
- 2) _____ I am a legal permanent resident of the United States **OR**
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency. My alien number issued by the Department of Homeland Security or other federal immigration agency is:
_____.

The undersigned also hereby verifies that he or she is 18 years of age or older and has provided a copy of 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 can best be classified as:

- Driver's license
- Other (describe): _____

The undersigned further verifies that the applicant company has no more than 15 percent of its assets in a sanctioned country and it derives no more than 15 percent of its operating income from sanctioned persons or sanctioned countries, as such terms are used under programs operated by the US Treasury's Office of Foreign Assets Control or successor.

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.

Executed on _____, 20__ in _____(City), _____(State).

Subscribed and sworn before me on this the

_____ day of _____, 20__.

Notary Public

Applicant My commission expires:
[NOTARY SEAL]

Signature of Officer of Applicant

Printed name of Officer of

Name of Applicant Company

State of Organization of Applicant Company



Exhibit D - Affordable & Workforce Housing Limits and Maximums

Applicants proposing to develop affordable units for households earning up to and including 80% AMI, and/or workforce housing units for households earning up to and including 120% AMI without HUD or LIHTC subsidy must utilize the Affordable and Workforce Housing Limits and Maximums provided below.

Income Limits Summary for FY 2024 (Based on 2024 AMI Income Limits)									
Atlanta-Sandy Springs-Roswell, GA HUD Metropolitan Statistical Area (MSA) Effective Date: April 1, 2024 Implementation Date: May 15, 2024									
Median Family Income (4 person household)	FY 2024 Income Limit Category	Persons in Family							
		1	2	3	4	5	6	7	8
\$106,600	30%	22,380	25,590	28,770	31,980	34,530	37,110	39,660	42,210
	40%	29,840	34,120	38,360	42,640	46,040	49,480	52,880	56,280
	50%	37,300	42,650	47,950	53,300	57,550	61,850	66,100	70,350
	60%	44,760	51,180	57,540	63,960	69,060	74,220	79,320	84,420
	70%	52,220	59,710	67,130	74,620	80,570	86,590	92,540	98,490
	80%	59,680	68,240	76,720	85,280	92,080	98,960	105,760	112,560
	120%	89,520	102,360	115,080	127,920	138,120	148,440	158,640	168,840

NOTE: **DeKalb County** is part of the **Atlanta-Sandy Springs-Roswell, GA HUD Metro FMR Area**, so all information presented here applies to all of the Atlanta-Sandy Springs-Roswell, GA HUD Metro FMR Area. HUD generally uses the Office of Management and Budget (OMB) area definitions in the calculation of income limit program parameters. However, to ensure that program parameters do not vary significantly due to area definition changes, HUD has used custom geographic definitions for the Atlanta-Sandy Springs-Roswell, GA HUD Metro FMR Area.

*The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as [established by the Department of Health and Human Services \(HHS\)](#), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low-income limits may equal the very low (50%) income limits.



Homeownership Sale Price Limits for 2024 (Based on 2024 AMI Income Limits)					
Atlanta-Sandy Springs-Roswell, GA HUD Metro Area Median Income Effective Date: April 1, 2024 Implementation Date: May 15, 2024					
Income Limit Category	Unit Size Bedrooms/(People)				
	Efficiency (1.0)	1 Bedroom (1.5)	2 Bedroom (3.0)	3 Bedroom (4.5)	4 Bedroom (6.0)
60% AMI	\$135,540	\$145,170	\$174,240	\$201,240	\$224,460
70% AMI	\$180,720	\$193,560	\$232,320	\$268,320	\$299,280
80% AMI	\$225,900	\$241,950	\$290,400	\$335,400	\$374,100
100% AMI	\$271,080	\$290,340	\$348,480	\$402,480	\$448,920
120% AMI	\$135,540	\$145,170	\$174,240	\$201,240	\$224,460

Disclaimer: The charts provided above are for informational purposes and may assist housing professionals who understand income limits, rents and the program requirements for each program. The charts summarize HUD data, and users are encouraged to visit HUD's website (<https://www.huduser.gov/portal/datasets/mtsp.html>) for the accuracy of the information.





PROGRAMS

- [Predevelopment Loan Fund](#)
- [Urban Renewal Fund](#)
- [Small Business Property Improvement Grant](#)

PREDEVELOPMENT LOAN FUND(PLF)

Decide DeKalb's Predevelopment Loan Fund (PLF) provides low-interest financing for predevelopment activities to both existing and prospective property owners within the Avondale Tax Allocation District (TAD).

Decide DeKalb is dedicated to leveraging its resources, economic incentives, programs, and financial tools to nourish our communities through opportunities and partnerships that foster growth, equity, and innovation, essentially aiming to bring economic development and prosperity to DeKalb County by attracting, retaining, and expanding businesses, while prioritizing equitable access to opportunities for all residents.

Predevelopment work and analysis are essential for determining if assessing the overall viability of projects. However, securing funding for preconstruction activities can be challenging for legacy property owners, small non-profits, and emerging local developers. The PLF addresses these challenges by offering low-cost financing to accelerate and expand development activities for both catalytic and neighborhood-scale affordable housing, commercial, and mixed-use projects.

Applicant Eligibility

The following applicants may be eligible to apply for Predevelopment Loan funds for properties located within the Avondale TAD:

1. Existing property owners evidenced by recorded deed; and
2. Prospective property owners with site control evidenced by:
 - a. A fully executed exclusive purchase and sale agreement with the current property owner; or
 - b. A fully executed ground lease with the current property owner; or
 - c. A fully executed development agreement with the current property owner; and
 - d. A notarized letter executed by the current property owner authorizing the proposed development plan and the applicant's application for TAD Predevelopment Loan funding.

Project Eligibility

Projects **MUST** meet the following requirements to be eligible for Avondale TAD Predevelopment Loan Funds:

- **Properties must be located within the geographical boundaries of the Avondale;**
- **Projects must meet the "but-for" test:** In accordance with the Georgia Redevelopment Powers Law (O.C.G.A. Title 36 Chapter 44), applicants must demonstrate that the project would not be financially feasible "but for" the availability of TAD funds.
- **Public Benefit:** The project should provide significant public benefits, such as job creation, improved infrastructure, affordable commercial and/or residential uses, or enhanced public spaces, which justify the use of public funds.

- **Development of Underutilized properties:** properties not being used to their full potential with the intent to redevelop the property for commercial, mixed-use, and/or mixed-income housing or 100% affordable housing for seniors, veterans or the unhoused. Underutilized properties include but are not limited to:
 - Unimproved vacant land that has not been built on or developed
 - Properties with partially occupied or completely vacant buildings, or completely vacant
 - Abandoned buildings no longer in use and/or have fallen into disrepair
 - Properties not being used to their full potential given their location, zoning, and market conditions
 - Properties that are used in ways that are not economically viable or efficient (e.g. an old industrial property that is now in a predominately residential or commercial neighborhood)
 - Brownfield sites located in desirable areas
 - Properties located in areas with high growth potential but are currently undeveloped (e.g. transportation hubs, employment centers and emerging neighborhoods)

- **Commercial Uses:**

- Minimum \$5,000,000 total project cost
- 7,500 SF or more of commercial space
- **Affordability Requirements:** Multi-tenant commercial space must reserve at least 10% of the total square footage for Affordable Commercial Space (rents set at least 20% below market rate rents in the CoStar submarket in which the property is located), for a minimum term of 5 years.

Properties with current comparable lease rates at 60% or less of the Costar submarket rent where the property is located may waive this requirement so long as applicants agree to limit rent increases to no more than 3% for a minimum of 5 years starting from the later of completion of new construction or improvements, or the commencement of new tenant leases. The comparable properties must be located within one (1) mile of the subject property

- **Residential Uses:**

- Minimum \$2,500,000 total project cost
- Five (5) or more detached single-family units
- Ten (10) or more attached and/or multifamily units
- **For Rent Affordability Requirements:**
 - At least 10% of units reserved for households earning up to or below 60% area median income (AMI); or
 - At least 20% or more of units reserved for households earning 80% AMI up to 120% AMI; and
 - Minimum term of affordability: 15 years



- **For-Sale Affordability Requirements**

- At least 10% of units reserved for households earning up to 80% AMI; or
- At least 20% of units reserved for households earning up to 120% AMI; and
- For-sale developments will require an affordability period of at least five (5) years, evidenced by a land use restriction agreement (LURA) recorded on the property. Affordable homes must remain owner-occupied by the initial affordable buyer for at least five (5) years. If the original affordable buyer sells the property at a market rate sales price during the affordability period, at closing the original affordable buyer will be required to pay a percentage of the net equity to Decide DeKalb. Decide DeKalb will negotiate the percentage of net equity with the Developer and will include the terms in the executed Development Agreement and LURA.
- For-sale residential programs including a percentage of units reserved for households earning up to 80% AMI and/or proposing a higher percentage of units reserved for up to 80%-120% AMI households will be preferred.

Preference will be given to projects with lower levels of affordability, and/or a higher percentage of Affordable Residential units or Affordable Commercial Space.

Ineligible Projects:

1. Non-residential and 100% market rate residential projects which have already closed on construction financing and commenced with vertical construction are ineligible.
2. Mixed-income and affordable residential projects which have already commenced with vertical construction are ineligible.
3. Properties owned or occupied by government or public agencies, faith-based organizations are ineligible, unless the proposed redevelopment plan includes eligible commercial, residential, and/or mixed-use programming.
4. To align the award of TAD funding with community standards and public policy goals, certain businesses are excluded from eligibility, such as:
 - a. Package stores,
 - b. Manufacturers and distributors of tobacco products or firearms, or
 - c. Those operated for purposes of adult entertainment, including gambling.

Predevelopment Loan Eligible Costs

Eligible predevelopment costs for PLF financing include, but are not limited to:

1. Architectural and Engineering Design Fees
2. Physical Needs Assessments
3. Environmental Site Assessment (Phase I and II)
4. Hazardous Materials Testing
5. Legal Fees
6. Appraisals

7. Market analyses and feasibility studies
8. Financial feasibility analyses
9. Consultant Fees
10. Title and Surveys

Loan Terms

1. **Maximum Loan Amount:** up to 75% of eligible predevelopment costs, not to exceed \$100,000.
2. **Maximum Loan Term:** Up to 24 months
3. **Interest Rate:**
 - a. Commercial Only Projects: Up to 300 basis points above the US Federal Reserve Rate
 - b. Mixed-Use, Mixed-income, and Affordable residential projects: Up to 200 basis points above the US Federal Reserve Rate
4. **Repayment Terms:**
 - a. Non-residential and Mixed-Use Projects: interest only payments during the interest only loan period, with the outstanding principal balance and unpaid accrued interest due at the earlier of Acquisition Financial Closing, Construction Financial Closing or Loan Maturity
 - b. Residential Projects: deferred payments with the outstanding principal balance and the accrued interest due at the earlier of Acquisition Financial Closing, Construction Financial Closing or Loan Maturity
5. **Conversion Options:** At repayment, Decide DeKalb may elect to convert all or a portion of the outstanding predevelopment loan balance, including interest, into:
 - a. Subordinate Debt;
 - b. Mezzanine Debt; or
 - c. Deferred and/or Forgivable Debt (projects including affordable residential units only)

In the event Decide DeKalb elects to convert a portion or all of the outstanding principal loan balance and unpaid accrued interest into subordinate or mezzanine debt, the balance and any additional interest accumulated must be repaid no later than permanent financial closing.

For projects that include affordable residential units, Decide DeKalb may elect to convert the loan to deferred and/or forgivable debt based on the financial feasibility of the project. The amount of the loan and interest that may be converted to deferred and/or forgivable debt shall not be greater than the percentage of affordable units in the development program. The loan term may be extended beyond permanent financial closing but shall not exceed the earlier of six (6) months prior to the closing date of the Avondale TAD, or the project has met the minimum term of affordability.

Fees

Application Fee: Due upon submission of the Full Application and are non-refundable.

- For Profit applicants: \$2,000
- Non-Profit applicants: \$500

Commitment Fee: Due upon approval by the Board of Directors of the loan and are non-refundable.

- For Profit applicants: \$2,000
- Non-Profit applicants: \$500

Annual Administration Fees: For loan terms exceeding 12 months, the Annual Administration Fees cover the ongoing administrative costs associated with managing the loan for the duration of the loan term:

- For Profit applicants: The greater of \$2,000 or 3% of the outstanding principal balance of the loan.
- Non-profit applicants: the greater of \$1,000 or 1.5% of the outstanding principal balance of the loan.

Annual Compliance Monitoring Fees: Projects with loan terms ending after construction financial closing, and with affordable residential units or commercial space, must pay an annual compliance monitoring fee of \$1,500 during the compliance period.

All fees are payable to Decide DeKalb Development Authority.

Project Evaluation Criteria

In addition to meeting the statutory, and project TAD Redevelopment Plan, applicant and project eligibility requirements, applications will be evaluated based on the following criteria, however, meeting all criteria is not mandatory:

1. Applicant Qualifications & Experience

- a. Qualified development team, including an overview of MBE/WBE/DBE/SBEs that are proposed to perform commercially useful functions in the project;
- b. Demonstrated experience developing similar product types of a similar scale;
- c. Track record demonstrating ability to leverage owner equity, debt, and/or other private investment;
- d. Project proposal as a joint venture opportunity for an emerging developer and/or legacy property owner, including an individual or family that has owned the subject property for multiple generations; and
- e. Three (3) years of audited financial statements of applicant or principle sponsoring entity.
- f. Non-profit entities must provide incorporating documents with relevant board documents evidencing stable leadership and oversight.



Decide DeKalb will select applicants on the basis of their capability, performance, efficiency, value and the factors described in the TAD Guidelines. Decide DeKalb is committed to the practice on non-discrimination in the award of TAD funding with a desire to reflect diversity in the selection of awardees. Decide DeKalb strongly encourages participation by DBE, FBE, and MBE in all of its contracts. DDDA anticipates that as part of an eligible TAD application, awardees will include participation by DBE, FBE and/or MBE.

2. Project Readiness & Financial Feasibility

Understanding that projects seeking PLF funds will be in various stages, applicants should provide the following:

- a. Documented evidence of site ownership or control (deed/ground lease/exclusive purchase and sale agreement/development agreement);
- b. Identified/committed financial sources through letters, term sheets, or loan agreements, if available; and
- c. Proposed development schedule indicating timeline for loan repayment.

3. Community Benefit and Project Impact

Projects that meet the following goals will be prioritized:

- a. Reduction of vacancy and obsolescence: Directly activates and/or reuses vacant land or obsolete buildings, and parking lots or indirectly contributes to the repositioning of the neighborhood to compete more effectively within the County, thus, attracting and retaining new or existing tenants.
- b. Transit-orientation: Leverages proximity to MARTA transit stations and/or bus stops, as well as supports the use of existing and planned bike lanes/paths to promote alternative transportation modes and reduce transportation costs for local households and businesses.
- c. Affordability: Provides workforce or affordable housing (meets or exceeds the affordability requirement) or provides a plan to set aside Affordable Commercial Space to support small/local businesses, non-profits, arts, or other community organizations. Currently occupied commercial buildings should provide a plan for relocating and/or preserving space and affordability for existing tenants.

4. Additional Considerations

The following redevelopment plan goals will also be considered:

- a. Architecture and urban design: Project will contribute to significant visual improvement of the exterior of the existing or future buildings and surrounding neighborhood by applying best practices in urban design and placemaking.
- b. Sustainability: Project proposes to contribute to the sustainability of the county by applying best practices in sustainable site design and green building. This may include qualifying and registering for third-party green building certifications, as proposed by the applicant (i.e. EarthCraft (minimum of "Certified" rating), GreenGlobes (minimum of two globes rating), LEED (minimum of "Certified" rating), or other third-party certifications).

- c. Public access/amenities: Project will allow non-tenants and/or public to use or interact with property through community gathering spaces, meeting rooms, event facilities, gardens, patios, etc.
- d. Diversified goods, fresh food access, and community services: Project will provide new retail goods (healthy foods/general merchandise/soft goods), community services (health/education/arts/social services, etc.), and/or sit-down dining options.

Applicants are advised that Decide DeKalb is subject to and has every intent to comply fully with the Georgia Open Records Act, O.C.G.A. § 50-18-70 et seq. As such, information that the applicant may consider confidential and/or proprietary may still be subject to disclosure by Decide DeKalb. Disclosure is governed by the standards set forth in the Open Records Act, not by the applicant's characterization of information as confidential, proprietary and/or not subject to public disclosure.

Predevelopment Loan Application Process

All awards are subject to approval at the discretion of the Decide DeKalb Board of Directors. Decide DeKalb will accept applications on an "open" or "rolling" basis. Thus, there is no submission deadline unless otherwise stated. The process for awarding funds includes the following steps:

1. Applicants Confirm Property is located in the Avondale TAD

- Visit the Dekalb County, GA Tax Commissioner Property Search website [here](#).
- Enter the street address, owner name (last name first name), or parcel ID (if known) and click on the green "Search" button.
- Click on the correct property from the results list.
- Under Parcel Information, confirm the Tax District contains "TAD#2 AVN".
- If the property is not located in the Avondale TAD, it is not eligible for funding.
- For reference, the interactive TAD GIS Map can be found [here](#).

2. Applicants Complete & Submit Preliminary Questionnaire

- Complete and submit the preliminary questionnaire online [here](#).
- Upon receiving a complete questionnaire, Decide DeKalb staff will review the preliminary questionnaire within five (5) business days, and notify the applicant of TAD funding eligibility or if additional information is required to complete the eligibility determination.
- No application fee is required at this time.

3. Pre-application meeting with Decide DeKalb staff and applicant.

- If the application is eligible for TAD funding, Decide DeKalb will contact the applicant to schedule a pre-application meeting with Decide DeKalb staff to discuss the concept and scope of the potential project, as well as all potential financing tools available to the applicant.
- Follow-up meetings may occur with Decide DeKalb and any applicable County Stakeholders before access to the Full TAD Application is provided.



- No application fee is required at this time.

4. Complete & Submit the Full TAD Application

- Decide DeKalb will provide applicants with access to the Full TAD Application either via email or shared Dropbox file folder for document upload.
- Applicant submits a complete Full TAD Application to Decide DeKalb staff. Applications should include all identified components, including a completed application, all required supporting documentation, and the Application Fee (to be submitted via ACH payment or check; if ACH, Decide DeKalb will provide the applicant with ACH instructions). Please address applications to:

Name: Tiffany Wills
Title: Vice President, Decide DeKalb Development
Address: One West Court Square, Suite 460, Decatur, GA 30030
Email: twills@decidedekalb.com

- Within 21 days of receiving a complete application, Decide DeKalb staff will analyze and evaluate the application for completeness and consistency with the TAD redevelopment plan and funding objectives, and score the request according to the evaluation criteria. Decide DeKalb will contact applicants with any additional questions.
- Decide DeKalb staff will notify Applicant of staff's recommendation for approval and proposed terms, or denial of the request.

5. Presentation to Decide DeKalb Avondale TAD Advisory Committee (TADAC)

- Once terms have been negotiated with Decide DeKalb, the Redevelopment staff will prepare and present a request for authorization to be presented to the TADAC for recommendations.
- The TADAC reviews requests for TAD funding to ensure that they are aligned with the TAD Redevelopment Plan, and the sentiments of stakeholders within the areas most impacted by any proposed development efforts are heard and taken into consideration by the Board of Directors and any other decision makers in the TAD funding process.
- Applicants may be asked to attend the TADAC meeting.
- The TADADC may make recommendations to Decide DeKalb staff and the Applicant to revise components of the development project, funding terms, or recommend denial or approval to the Decide DeKalb Board of Directors.

6. Decide DeKalb Board of Directors TAD Subcommittee Authorization

- Decide DeKalb staff will present the request for authorization and TADAC recommendations to the Board of Directors TAD Subcommittee.
- The Board of Directors TAD Subcommittee may approve the TAD award as presented, provide conditional approval with requested revisions, or request revisions and defer the application to return at the next Board of Directors TAD Subcommittee meeting.
- Typically, Applicants are invited to attend the Board of Directors TAD Subcommittee meeting, either virtually or in person.



7. Decide DeKalb Board of Directors Authorization

- Decide DeKalb Redevelopment staff will present the request for authorization to the Board of Directors for approval.
- Generally, the request for authorization will be placed on the next scheduled meeting of the Board of Directors, subject to agenda preparation deadlines and the agenda setting discretion of the Decide DeKalb President and Chair of the Board of Directors.
- Decide DeKalb staff presents requests for authorization at the Decide DeKalb Board of Directors meeting, typically on the 2nd Thursday of the month.
- Typically, Applicants are invited to attend the Board of Directors meeting either virtually or in person.
- Upon approval by the Board of Directors, Applicant submits Commitment Fee to Decide DeKalb.

8. Execution of Loan Agreement and Project Implementation

- Decide DeKalb, Applicant, and Applicant’s legal counsel, will negotiate and finalize the loan agreement, and any required additional documentation.
- Decide DeKalb and Applicant executed the loan agreement and required documentation.
- Applicant commences with predevelopment activities.
- Applicant may submit requests for funding on a reimbursement basis in accordance with the loan agreement and draw schedule. Generally, fund requisitions may not be submitted more frequently than once a month.
- Loan proceeds will be disbursed based on funding availability through Decide DeKalb’s requisition process, on a reimbursement basis or by direct payment to vendors for work completed and verified by Decide DeKalb.

Key Steps	Schedule
Applicant submits Preliminary Questionnaire	
Decide DeKalb Confirms Eligibility	5-10 business days
Pre-Application Meeting & Access to Full Application	Within 5 business days
Full Application Submission Monthly Deadline	Last Friday of Calendar Month
Staff Review and Recommendation	3rd Thursday of Calendar Month following application submission
TAD Advisory Committee Review and Recommendation	Typically, the 4 th week of Calendar Month following application submission
Board of Directors’ TAD Subcommittee Approval	Ad hoc, typically if one is called, likely the 1st Friday of the following Month
Board of Directors’ Approval	2nd Thursday of Calendar Month
Negotiation and Execution of Loan Agreement	Typically, within 30 days



Decide DeKalb will make good faith efforts to expedite the above procedures and render a relatively quick decision on completed Applications for TAD funding assistance. While recognizing that some proposals will be more complex and require more extensive review than others, Decide DeKalb staff shall strive to complete reviews in accordance with the timelines provided herein.

Decide DeKalb reserves the right to reject any and all applications for any reason, to request additional information from some or all applicants, to amend/modify the application and the process itself, or to discontinue the process at any time.

Application Components

All Applicants must include the following components:

- [TAD Preliminary Questionnaire](#)
- Applicant/Development Team Information
- Project Descriptions
- Property Information & Location
- Summary of Project Financials
 - Total Development Budget/Uses of Funds
 - Proposed Sources of Funds
- **Full Application:** Components will depend on type of TAD Funding requested, project complexity, and may include any and all of the following:
 - **Application Fee**
 - **Cover letter** - Signed letter providing a summary of the project, description of team members, request for specific amount of TAD funding, proposed use of TAD funds, proposed # of construction and permanent jobs (if applicable), and proposed public benefits the project will create
 - Owner and Development Team Resumes
 - Evidence of site control
 - Map showing property location
 - Development & Construction Schedule
 - Letter of Zoning Certification from [DeKalb County Planning & Sustainability Department](#)
 - Financial Due Diligence including:
 - Detailed Sources of Funding including financing terms
 - Detailed Development Budget, Construction Budget and Cost Estimate(s)
 - Detailed Unit Mix and Rent Schedule
 - Detailed Operating Expenses
 - Cashflow Pro Forma (10-30 years depending on proposed use type)
 - Construction Draw Schedule (large scale projects)

- Evidence of Committed Sources of Funds (LOIs, term sheets, etc.)
- Three (3) years audited financial statements of the developer/sponsor.
- Balance Sheets for the last three (3) years.
- Income Statements for the last three (3) years.
- Cash Flow Statements for the last three (3) years.
- Federal Income Tax returns prepared for the last three (3) years.
- **Additional Supporting documentation may be required, including but not limited to:**
 - Phase 1 and/or Phase II Environmental Site Assessment Report(s)
 - Market Study (< 6 months old)
 - Appraisal (< 3 months old)
 - Physical needs assessment
 - Site plan, development renderings, existing site photos, elevations, landscape plans, floor plan for a typical floor
 - 1/4 Size architectural drawings (at a min. to a schematic level of detail)
 - Construction contract (can be submitted prior to Board Resolution presentation)
 - Architectural and engineering contract (can be submitted prior to Board Resolution presentation)
 - Sustainability certification
 - Atlanta Regional Commission Development of Regional Impact (DRI) review, if applicable

Decide DeKalb reserves the right to make exceptions to the TAD Guidelines for Government-sponsored projects, so long as the application is accompanied by a letter from the government entity. Governmental entities include but are not limited to the following agencies/municipalities: the DeKalb County Housing Authority, Georgia Department of Community Affairs, DeKalb County municipalities, and/or the U.S. Housing and Urban Development Department. The letter must be signed by the Department Commissioner, CEO, Director, President, Regional Director or COO and must state the nature and amount of the governmental sponsorship (investment or subsidy).

Inquiries

All inquiries regarding the Avondale TAD program guidelines or application must be received in writing via email, with the subject line: **“Avondale TAD Predevelopment Loan Inquiry”**. Questions must be submitted to TAD@decidedekalb.com.



URBAN RENEWAL FUND (URF)

Decide DeKalb intends to utilize the available Avondale TAD tax increment to provide gap financing towards a mix of new residential, retail, office, commercial, or recreational uses while also addressing the inadequate street layout, excessive parking, roadway, public transportation facilities, public spaces, and pedestrian and cyclist safety needs. Decide DeKalb invites qualified developers, property owners, and business owners seeking to develop catalytic redevelopment projects and/or improve eligible property for the benefit of the community within the Avondale TAD to apply for funding from the URF program.

Urban Renewal Awards

Developers, property owners, and business owners are eligible to apply for reimbursement for qualified mixed-development and transportation improvements costs in an amount not to exceed **33 percent** of the total development costs.

Upon execution of a TAD Development Agreement, TAD funds will be distributed on a reimbursement basis and will be subject to availability. Requisitions for funds may be submitted annually and are subject to the terms and conditions identified in the development agreement.

Applicants are advised that Decide DeKalb is subject to and has every intent to comply fully with the Georgia Open Records Act, O.C.G.A. § 50-18-70 et seq. As such, information that the applicant may consider confidential and/or proprietary may still be subject to disclosure by Decide DeKalb. Disclosure is governed by the standards set forth in the Open Records Act, not by the applicant's characterization of information as confidential, proprietary and/or not subject to public disclosure.

Objectives

The Urban Renewal Fund goals are to:

- Promote higher-density residential and mixed-used development;
- Provide affordable, workforce, and mixed-income housing, and Affordable Commercial Space;
- Provide adequate and/or improved parking streetscapes, sidewalks, pathways, and other provisions that allow for pedestrian and cycling activity;
- Integrate office, housing, and retail with sufficient parking for tenants and visitors;
- Enlarge and enhance existing public parks and greenspaces.
- Enhance other elements within the public realm;
- Improve transportation provisions that may include expansion or construction of new roads, intersection improvements, and transit facilities to improve connectivity to the redevelopment area;
- Utilize best roadway practices in creating a grid network of streets and other roadway investments that will improve the flow of traffic; and
- Improve the area's overall atmosphere and environment with a pedestrian-sensitive traffic system and pedestrian/urban building design that also provides for greater public safety.

Eligibility and Requirements

Mixed-used development and transportation improvements should lay the groundwork for successful public-private partnerships that will generate redevelopment activity that will convert the TAD into a well-planned, interconnected, and easy-to-navigate neighborhood. With gap financing in place to fund public improvements, private developers should be able to create a vibrant new mix of residential, retail, commercial, and recreational uses supported by infrastructure that safely connects new and old neighborhoods to each other and retail and stimulate significant economic growth.

Applicant Eligibility

The following applicants may be eligible to apply for Predevelopment Loan funds for properties located within the Avondale TAD:

1. Existing property owners evidenced by recorded deed; and
2. Prospective property owners with site control evidenced by:
 - a. A fully executed exclusive purchase and sale agreement with the current property owner; or
 - b. A fully executed ground lease with the current property owner; or
 - c. A fully executed development agreement with the current property owner; and
 - d. A notarized letter executed by the current property owner authorizing the proposed development plan and the applicant's application for TAD Predevelopment Loan funding.
 - e. If land control is in the form of a purchase and sale agreement, then acquisition closing must occur prior to disbursement of funds.

Project Eligibility

Projects **MUST** meet the following requirements to be eligible for Avondale TAD gap financing under the URF program:

- **Properties must be located within the geographical boundaries of the Avondale TAD;**
- **Project meets the "but-for" test:** In accordance with the Georgia Redevelopment Powers Law (O.C.G.A. Title 36 Chapter 44), the project must demonstrate that it would not be financially feasible "but for" the availability of TAD funds.
- **Public Benefit:** The project should provide significant public benefits, such as job creation, improved infrastructure, affordable commercial and/or residential uses, or enhanced public spaces, which justify the use of public funds.
- **Demonstrate project readiness, and financial feasibility**
- **Commercial Properties:**
 - Must have a minimum total development cost of \$5,000,000
 - Reserving at least 10% of the total square footage for Affordable Commercial Space (rents set at 20% below market rate rents in the submarket)
 - Minimum compliance period of 5 years

- Properties with current comparable lease rates at 60% or less of the Costar submarket rent where the property is located may waive this requirement so long as they agree to limit rent increases to no more than 3% for a minimum of 5 years starting from the later of completion of new construction or improvements, or the commencement of new tenant leases. Comparable properties must be located within one (1) mile of the property.
- Programs including a higher percentage of Affordable Commercial Space and/or longer compliance periods will be preferred.
- Infrastructure and proposed transportation and community improvements, including public spaces, parks, trails, etc., must have a minimum total project cost of \$2,000,000
- **Residential rental properties:**
 - Must have a minimum total development cost of \$2,000,000
 - Include ten (10) or more units
 - At least 20% of units reserved for market rate tenants, and one of the following:
 - At least 10% of units reserved for households earning up to 60% of area median income (AMI); or
 - At least 20% of units reserved for households earning up to 80% AMI; or
 - At least 25% of units reserved for households earning up to 60% AMI, up to 80% AMI, and/or up to 120% AMI.
 - Only applications proposing to develop housing for seniors, veterans, disabled residents, or the unhoused may be 100% affordable.
 - Minimum compliance period of 15 years.
 - Programs including units reserved for lower income households and/or proposing to set aside a higher percentage units reserved for affordable households will be preferred.
- **Residential For-Sale Properties:**
 - Must have a minimum total development cost of \$2,000,000
 - Include five (5) or more units
 - At least 20% of units reserved for market rate households, AND
 - At least 20% of units reserved for households earning up to 120% AMI
 - Programs including a percentage of units reserved for households earning up to 80% AMI and/or proposing a higher percentage of units reserved for up to 80%-120% AMI households will be preferred.
 - For-sale developments will require an affordability period of at least five (5) years, evidenced by a land use restriction agreement (LURA) recorded on the property. Affordable homes must remain owner-occupied by the initial affordable buyer for at least five (5) years. If the original affordable buyer sells the property at a market rate sales price during the affordability period, at closing the original affordable buyer will be required to pay a percentage of the net equity to Decide DeKalb. Decide DeKalb will negotiate the percentage of net equity with the Developer and will include the terms in the executed Development Agreement and LURA.

- Applications must include a plan to involve Georgia-certified Disadvantaged Business Enterprises and/or DeKalb County-Certified Local Small Business Enterprises in at least 35% of the overall net project costs, including pre-construction costs, design, construction, procurement and post-construction. If one of the above certified businesses is in the developer and/or owner entities, they must also include a participation goal for development and construction costs.
- Applicants must develop a “Hiring Plan” including a goal to achieve a workforce which is comprised of at least 35% of all new entry-level construction positions with First Source Registry jobs program participants. The First Source Registry jobs program was created to provide employment opportunities to unemployed residents of DeKalb County.
- Decide DeKalb will work with applicants proposing smaller projects to create reasonable and attainable participation goals.

NOTE: Recipients of Avondale TAD funding may not apply for any additional property tax incentives that result in a property tax abatement for the project or credit against future property tax payments with any other authority or entity unless otherwise expressly approved by Decide DeKalb. This includes the Georgia Preferential Property Tax Assessment Program for Rehabilitated Historic Property and lease purchase bonds issued by a certified development authority or any other similar entity.

Ineligible Projects

1. Projects which have already closed on construction financing.
2. Properties owned or occupied by government or public agencies, or faith-based organizations are ineligible, unless the proposed project includes redevelopment of the property into an eligible use.
3. To align the award of TAD funding with community standards and public policy goals, certain businesses are excluded from eligibility, such as:
 - a. Package stores,
 - b. Manufacturers and distributors of tobacco products or firearms, or
 - c. For purposes of adult entertainment, including gambling.

Fees

Application Fee: \$5,000 due and payable upon submission of the Full Application.

Commitment Fee: The greater of \$5,000 or 30 basis points of the approved TAD amount and due and payable upon Board of Directors’ approval of the project.

Annual Administrative Fees: Up to 3% of the net amount of annual tax allocation increments generated by the property in each year during the term of the development agreement. If the term is less than 12 months, the annual administrative fees do not apply.

Annual Compliance Monitoring Fees: Projects with residential or commercial affordability terms must pay an annual compliance monitoring fee of \$1,500 during the compliance period.

All fees are due and payable to Decide DeKalb and nonrefundable.



Project Evaluation Criteria

In addition to meeting the statutory, TAD Redevelopment Plan, applicant and project eligibility requirements, applications will be evaluated based on the following criteria, however, meeting all criteria is not mandatory:

A. Developer qualifications and experience (20%)

- Qualified development team, including an overview of MBE/WBE/DBE/SBEs that are proposed to perform commercially useful functions in the project;
- Demonstrated experience developing similar product types of a similar scale;
- Project proposal as a joint venture opportunity for an emerging developer and/or legacy property owner, including an individual or family that has owned the subject property for multiple generations; and
- Track record demonstrating ability to leverage owner equity, debt, and/or other private investment.

Decide DeKalb will select applicants based on their capability, performance, efficiency, value and the factors described in the TAD Guidelines. Decide DeKalb is committed to the practice on non-discrimination in the award of TAD funding with a desire to reflect diversity in the selection of awardees. Decide DeKalb strongly encourages participation by DBE, FBE, and MBE in all its contracts. DDDA anticipates that as part of an eligible TAD application, awardees will include participation by DBE, FBE and/or MBE.

B. Project readiness and financial feasibility (30%)

- Documented evidence of site control (contract/deed/ground lease);
- Entitlement progress through a public hearing (neighborhood support/zoning compliance/permits), if required;
- Detailed architectural drawings (project renderings, building elevations if applicable) and detailed construction budget estimates;
- Evidence of identified/committed sources of funding (signed Letters of Intent (LOIs), debt and equity term sheets, loan agreements, or applicant cash reserves for non-TAD funded portion of project);
- Applicants must demonstrate that the project cannot proceed without the TAD financing and provide supporting documentation justifying the need for and the amount of financing requested. Applicants may be required to provide a justification based on profit, return on investment or other measure deemed appropriate;
- Demonstrated financial feasibility (after TAD funding assistance) through evidence of financial proforma's ability to meet industry standard metrics (debt service coverage ratio, loan to value ratio, projected property value, etc.); and
- Identified tenants evidenced by lease commitments, LOIs, or HUD voucher contracts, if available.

C. **Project impact and community revitalization** (50%)

□ **Tax Generation**

- The proposed project increases property tax revenue within the TAD, contributing to the overall financial health of the County.
- Development supports the collection of new sales and/or lodging taxes, boosting local revenue streams (if applicable).

□ **Job Creation**

- Generates both construction jobs during the development phase and permanent employment opportunities upon completion (if applicable).
- Supports local businesses by increasing foot traffic and meeting demand for arts, culture, retail, and dining options.

□ **Vacancy and Obsolescence Reduction**

- Activates or repurposes vacant or obsolete buildings and parking lots, bringing new life to underutilized spaces.
- Contributes to the revitalization of the TAD and surrounding neighborhoods, enhancing community vibrancy.

□ **Transit Orientation**

- Leverages proximity to transit stations and bus stops to encourage public transportation use.
- Supports the use of bike lanes and paths, promoting alternative and sustainable transportation options.
- Creates and/or incorporates an improved existing street network or new grid network of streets to improve traffic congestion, if applicable.

□ **Architecture and Urban Design**

- Enhances the visual appeal of buildings and neighborhoods through thoughtful design and architecture.
- Incorporates best practices in urban design and placemaking, creating inviting and functional public spaces.

□ **Sustainability**

- Projects qualify and register for a third-party green building certification, as proposed by the applicant (i.e. EarthCraft (minimum of "Certified" rating), GreenGlobes (minimum of two globes rating), LEED (minimum of "Certified" rating), or other third-party certifications).

□ **Housing & Affordability**

- Provides a mix of housing options, including market rate, workforce, mixed-income and senior housing, for rent and/or homeownership, making housing accessible for more residents and meeting diverse community needs.
- Promotes commercial affordability making physical commercial space accessible to quality businesses.

□ **Community Benefits**

- Project offers public access to amenities such as community spaces and gardens, fostering social interaction and well-being.
- Introduces new retail goods, community services, grocery stores, and sit-down dining options, enriching the economy and quality of life.
- Creates and/or incorporates public parks, green spaces, sidewalks, pathways for pedestrians and cyclists.
- In addition to the priority goals of the URF program and the TAD Redevelopment Plan, the project delivers other direct community benefits, such as educational programs or health services, enhancing overall community welfare.

Urban Renewal Fund Application & Award Process

All awards are subject to approval at the discretion of the Decide DeKalb Board of Directors. Decide DeKalb will accept applications on an “open” or “rolling” basis. Thus, there is no submission deadline unless otherwise stated. The process for awarding funds includes the following steps:

1. Applicant Confirms Property is located in the Avondale TAD

- Visit the Dekalb County, GA Tax Commissioner Property Search website [here](#).
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- Click on the correct property from the results list.
- Under Parcel Information, confirm the Tax District contains “TAD#2 AVN”.
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- No application fee is required at this time.

3. Pre-application meeting with Decide DeKalb staff and applicant.

- If the application is eligible for TAD funding, Decide DeKalb will contact the applicant to schedule a pre-application with Decide DeKalb Staff to discuss the concept and scope of the potential project, as well as all potential financing tools available to Decide DeKalb.
- Follow-up meetings may occur with Decide DeKalb and any applicable County Stakeholders before access to the Full TAD Application is granted.
- No application fee is required at this time.

4. Complete & Submit the Full TAD Application

- Decide DeKalb will provide applicants with access to the Full TAD Application either via email or shared Dropbox file folder for document upload.
- Applicant submits a complete Full TAD Application to Decide DeKalb staff. Applications should include all identified components, including a completed application, all required supporting documentation, and the Application Fee (to be submitted via ACH payment or check; if ACH, Decide DeKalb will provide the applicant with ACH instructions). Please address applications to:

Name: Tiffany Wills
Title: Vice President, Decide DeKalb Development
Mailing Address: One West Court Square
Suite 460
Decatur, GA 30030
Email: twills@decidedekalb.com

- Within 21 days of receiving a complete application, Decide DeKalb staff will analyze and evaluate the application for completeness and consistency with the TAD redevelopment plan and funding objectives, and score the request according to the evaluation criteria. Decide DeKalb will contact applicants with any additional questions.
- Decide DeKalb staff will notify Applicant of staff's recommendation for approval and proposed terms, or denial of the request.

5. Presentation to Decide DeKalb Avondale TAD Advisory Committee (TADAC)

- Once terms have been negotiated with Decide DeKalb, the Redevelopment staff will prepare and present a request for authorization to be presented to the TADAC for recommendations.
- The TADAC reviews requests for TAD funding to ensure that they are aligned with the TAD Redevelopment Plan, and the sentiments of stakeholders within the areas most impacted by any proposed development efforts are heard and taken into consideration by the Board of Directors and any other decision makers in the TAD funding process.
- Applicants may be asked to attend the TADAC meeting.
- The TADAC may make recommendations to Decide DeKalb staff and the Applicant to revise components of the development project, funding terms, or recommend denial or approval to the Decide DeKalb Board of Directors.

6. Decide DeKalb Board of Directors TAD Subcommittee Authorization

- Decide DeKalb staff will present the request for authorization and TADAC recommendations to the Board of Directors TAD Subcommittee.
- The Board of Directors TAD Subcommittee may approve the TAD award as presented, provide conditional approval with requested revisions, or request revisions and defer the application to return at the next Board of Directors TAD Subcommittee meeting.
- Typically, Applicants are invited to attend the Board of Directors TAD Subcommittee meeting, either virtually or in person.



7. Decide DeKalb Board of Directors Authorization

- Decide DeKalb Redevelopment staff will present the request for authorization to the Board of Directors for approval.
- Generally, the request for authorization will be placed on the next scheduled meeting of the Board of Directors, subject to agenda preparation deadlines and the agenda setting discretion of the Decide DeKalb President and Chair of the Board of Directors.
- Decide DeKalb staff presents requests for authorization at the Decide DeKalb Board of Directors meeting, typically on the 2nd Thursday of the month.
- Typically, Applicants are invited to attend the Board of Directors meeting either virtually or in person.
- Upon approval by the Board of Directors, Applicant submits Commitment Fee to Decide DeKalb.

8. Development Agreement

- Decide DeKalb and Applicant will finalize the terms of the Development Agreement.
- Both parties sign the Development Agreement, outlining the responsibilities and expectations for the project.

9. Project Commencement and Funding

- Applicant commences with development and construction.
- Applicant submits requests for reimbursement of costs incurred in accordance with the terms of the Development Agreement and Draw Schedule.

Key Steps	Schedule
Applicant submits Preliminary Questionnaire	
Decide DeKalb Confirms Eligibility	5-10 business days
Pre-Application Meeting & Access to Full Application	Within 5 business days
Full Application Submission Monthly Deadline	Last Friday of Calendar Month
Staff Review and Recommendation	3rd Thursday of Calendar Month following application submission
TAD Advisory Committee Review and Recommendation	Typically, the 4 th week of Calendar Month following application submission
Board of Directors' TAD Subcommittee Approval	Ad hoc, typically if one is called, likely the 1st Friday of the following Month
Board of Directors' Approval	2nd Thursday of Calendar Month
Negotiation and Execution of Loan Agreement	Typically, within 30 days

Decide DeKalb will make good faith efforts to expedite the above procedures and render a relatively quick decision on completed Applications for TAD funding assistance. While recognizing that some proposals will be more complex and require more extensive review than others, Decide DeKalb staff shall strive to complete reviews in accordance with the timelines provided herein.

Decide DeKalb reserves the right to reject any and all applications for any reason, to request additional information from some or all applicants, to amend/modify the application and the process itself, or to discontinue the process at any time.

Application Components

All Applicants must include the following components:

- [TAD Preliminary Questionnaire](#)
- Applicant/Development Team Information
- Project Descriptions
- Property Information & Location
- Summary of Project Financials
 - Total Development Budget/Uses of Funds
 - Proposed Sources of Funds
- **Full Application:** Components will depend on type of TAD Funding requested, project complexity, and may include any and all of the following:
 - **Application Fee**
 - **Cover letter** - Signed letter providing a summary of the project, description of team members, request for specific amount of TAD funding, proposed use of TAD funds, proposed # of construction and permanent jobs (if applicable), and proposed public benefits the project will create
 - Owner and Development Team Resumes
 - Evidence of site control
 - Map showing property location
 - Development & Construction Schedule
 - Letter of Zoning Certification from [DeKalb County Planning & Sustainability Department](#)
 - Financial Due Diligence including:
 - Detailed Sources of Funding including financing terms
 - Detailed Development Budget, Construction Budget and Cost Estimate(s)
 - Detailed Unit Mix and Rent Schedule
 - Detailed Operating Expenses
 - Cashflow Pro Forma (10-30 years depending on proposed use type)
 - Construction Draw Schedule (large scale projects)

- Evidence of Committed Sources of Funds (LOIs, term sheets, etc.)
- Three (3) years audited financial statements of the developer/sponsor.
- Balance Sheets for the last three (3) years.
- Income Statements for the last three (3) years.
- Cash Flow Statements for the last three (3) years.
- Federal Income Tax returns prepared for the last three (3) years.
- **Additional Supporting documentation may be required, including but not limited to:**
 - Phase 1 and/or Phase II Environmental Site Assessment Report(s)
 - Market Study (< 6 months old)
 - Appraisal (< 3 months old)
 - Physical needs assessment
 - Site plan, development renderings, existing site photos, elevations, landscape plans, floor plan for a typical floor
 - 1/4 Size architectural drawings (at a min. to a schematic level of detail)
 - Construction contract (can be submitted prior to Board Resolution presentation)
 - Architectural and engineering contract (can be submitted prior to Board Resolution presentation)
 - Sustainability certification
 - Atlanta Regional Commission Development of Regional Impact (DRI) review, if applicable

Decide DeKalb reserves the right to make exceptions to the TAD Guidelines for Government-sponsored projects, so long as the application is accompanied by a letter from the government entity. Governmental entities include but are not limited to the following agencies/municipalities: the DeKalb County Housing Authority, Georgia Department of Community Affairs, DeKalb County municipalities, and/or the U.S. Housing and Urban Development Department. The letter must be signed by the Department Commissioner, CEO, Director, President, Regional Director or COO and must state the nature and amount of the governmental sponsorship (investment or subsidy).

Inquiries

All inquiries regarding the Avondale TAD program guidelines or application must be received in writing via email with the subject line **"Avondale TAD URF Program Inquiry"**. Questions must be submitted to TAD@decidedekalb.com.



SMALL BUSINESS PROPERTY IMPROVEMENT GRANT (SBPIG)

Decide DeKalb intends to utilize the available Avondale TAD tax increment to provide grant awards to support local businesses located within the Avondale TAD boundaries.

Objectives

The goals of the Small Business Property Improvement Grant program include the following:

- Stimulate commercial growth in underdeveloped or underinvested areas.
- Redevelop and revitalize communities within the Avondale TAD, enhancing the economic vitality and attractiveness of the area.
- Support the improvement of underperforming assets to create vibrant, sustainable communities.
- Generate economic growth, increase property values, and improve the quality of life for residents in the TAD.

Grant Awards

Small Business owners are eligible to apply for reimbursement grants for both internal and external improvements to their commercial property. Applications will be accepted from commercial businesses on a rolling basis.

Maximum Grant Award: may not exceed the lesser of 66% of the total project cost or \$100,000.

Grant proceeds will be disbursed on a reimbursement basis or will be used to pay project vendors directly upon submission of invoices from grant award recipient and verification of completion of work by Decide DeKalb.

Once funding availability is confirmed, the frequency for submission of requisitions for disbursement of grant funds will be determined and are subject to the terms and conditions identified in the grant agreement. Additional grant requirements include:

- a. Grant recipients agree to provide monthly progress reports to Decide DeKalb on the scope of work completed to date, percentage of budget completed and paid, and an updated schedule for completion.
- b. The scope of work, including soft costs, permitting, and/or construction on improvements, shall commence within 60 days of executing a Grant Agreement and shall be completed in accordance with the approved schedule included in the Grant Agreement.

Eligibility and Requirements

Applicant Eligibility:

Applicants must meet the following eligibility guidelines:

- Small businesses/tenants operating in commercial properties smaller than 25,000 square feet. There is no maximum property size for Property Owners and/or Landlords applying for TAD SBPIG funding. Decide DeKalb may exercise discretion in approving exceptions to the tenant square footage requirements.

- Applicants must show a current business license registered with DeKalb County and be current on occupational taxes and fees.
- Small businesses who lease their commercial space must have:
 - Either a minimum of one (1) year left on their fully executed lease, or a fully executed lease has a satisfactory option to renew provision, AND
 - A notarized letter from the landlord/property owner authorizing the scope of work and submission of the TAD Application.
- Owners of vacant commercial properties may be eligible to apply if the scope of work will bring the property into leasable condition.
- Grant recipients must make a matching equity contribution equal to at least 10% of the grant award.
- **Continuing Education Program (CEP):** Applicants are encouraged to complete a CEP from a Technical Assistance Provider, such as the University of Georgia Small Business Development Center, that will assist applicants with compiling a successful grant application. Applicants providing a Certificate of Completion of a CEP dated no more than 24 months prior to the date of their full application submission will have the application and commitment fees count towards their 10% match contribution requirement.

Project Eligibility:

- **Properties must be located within the geographical boundaries of the Avondale TAD;**
- **Project meets the "but-for" test:** In accordance with the Georgia Redevelopment Powers Law (O.C.G.A. Title 36 Chapter 44), the project must demonstrate that it would not be financially feasible "but for" the availability of TAD funds;
- **Projects must have a minimum total project cost of \$10,000.**
- Proposed/existing commercial use and scope of work must currently be or bring the property in compliance with current DeKalb County zoning ordinances.
- Property improvements and buildings must not have been built in the last 10 years.
- Properties must not be operating on a residential property.
- Scope of work must be completed within one (1) year of execution of the TAD Grant Agreement.
- **Affordability Requirements:** Owners of multi-tenant commercial properties must reserve at least 10% of the total square footage for Affordable Commercial Space (rents set at least 20% below market rate rents in the CoStar submarket in which the property is located), for a minimum term of 5 years.

Properties with current comparable lease rates at 60% or less of the Costar submarket rent where the property is located may waive this requirement so long as applicants agree to limit rent increases to no more than 3% for a minimum of 5 years starting from the later of completion of new construction or improvements, or the commencement of new tenant leases. The comparable properties must be located within one (1) mile of the subject property.

Ineligible Projects

The following are specifically excluded from the SBPIG Program:

1. Properties owned or occupied by government or public agencies.
2. Properties owned or occupied by faith-based organizations are ineligible, unless the property is currently utilized or proposed for multi-tenant commercial space and an eligible use.
3. To align the award of TAD funding with community standards and public policy goals, certain businesses are excluded from eligibility, such as:
 - a. Package stores,
 - b. Manufacturers and distributors of tobacco products or firearms, or
 - c. For purposes of adult entertainment, including gambling.

Eligible Use of Funds

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

- **Eligible interior improvements** include, but are not limited to:
 - Flooring, walls and ceiling upgrades
 - HVAC, water heater, plumbing, electrical, fire suppression, and other systems repairs
 - Structural repairs to walls, floors, stairs, and interior doors
 - Point of Sale systems
 - Misting systems
 - Walk in coolers
 - Produce display/storage systems
 - Curing outstanding code violations*
- **Eligible exterior improvements** should (a) contribute to the visual enhancement of the exterior of the subject property as viewed from the public right-of-way, while building a safer, more attractive, and more stable corridor; (b) enhance the streetscapes of the corridor to address pedestrian and bicyclist safety and needs; and (c) help businesses attract customers and generate increased revenues. Improvements must be comprehensive and incorporate enhancements/additions to several components of the existing façade, including:
 - Painting
 - Lighting and security system additions and/or upgrades,
 - Windows, doors, framing, etc.
 - Signage, canopies, awnings, etc.
 - Gates, fencing, landscaping, etc.
 - Building surface repairs- concrete, siding, limestone, stucco, etc.
 - Surface upgrades on the ground- tiling, asphalt resurfacing, sidewalk install or repair, etc.

- Private sewer repair or stormwater improvements which further the goals of the DeKalb Watershed Consent Decree
- Curing outstanding code violations*
- Certain soft costs, such as architectural and planning services, are eligible, however, operations, inventory, and other soft costs are not eligible expenses.
- Requests for reimbursements for improvements completed prior to submission of the application are ineligible for grant funding.

*Priority will be given to properties with outstanding code violations, and/or those located in Qualified Census Tracts or Difficult to Develop Areas.

Evaluation Criteria

Complete SBPIG applications will be evaluated on the following criteria:

□ **Applicant and Contractor Qualifications**

- Qualified development and/or construction team, including an overview of MBE/WBE/DBE/SBEs that are proposed to perform commercially useful functions in the project.
- Demonstrated experience with similar projects, scopes of work, and similar scale.
- Project proposal as a joint venture opportunity for an emerging contractor and/or legacy property/business owner, including an individual or family that has owned the subject property and/or business for multiple generations.

Decide DeKalb will select applicants based on their capability, performance, efficiency, value and the factors described in the TAD Guidelines. Decide DeKalb is committed to the practice on non-discrimination in the award of TAD funding with a desire to reflect diversity in the selection of grant recipients. Decide DeKalb strongly encourages participation by DBE, FBE, and MBE in all its contracts. DDDA anticipates that as part of an eligible TAD application, awardees will include participation by DBE, FBE and/or MBE.

□ **Project Readiness & Eligibility**

- Documentation of eligibility according to SBPIG program guidelines
- Detailed project scope of work and budget
- Detailed estimates and/or draft purchase orders for all labor and materials
- Photos of the property and of specific areas proposed for improvements
- Letter of Zoning Certification from [DeKalb County Planning & Sustainability Department](#) (submitted with Full Application)

□ **Project Need & Business Impact**

- Explanation of how these improvements will positively impact business performance
- Identification of existing code violations and that the proposed scope of improvements resolves code compliance issue(s)
- Explanation of financial need for grant funding for the project improvements

- Impact on community accessibility, enhancement of the property, and alignment with the Avondale TAD Goals.

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

Fee Structure

Application Fee:

- Total Project Costs from \$10,000-\$25,000: \$150
- Total Project Cost over \$25,001: \$250
- Due upon submission of the Full Application.

Commitment Fee:

- Total Project Costs from \$10,000-\$25,000: \$150
- Total Project Cost over \$25,001: \$500
- Due upon submission of Decide DeKalb Board of Directors' approval of the TAD Award.

Application and Commitment Fees are payable to Decide DeKalb and are non-refundable. Applicants providing a Certificate of Completion of a CEP dated no more than 24 months prior to the date of their full application submission will have the application and commitment fees count towards their 10% match contribution requirement.

Application & Award Process

All awards are subject to approval at the discretion of the Decide DeKalb Board of Directors. Decide DeKalb will accept applications on an "open" or "rolling" basis. Thus, there is no submission deadline unless otherwise stated. The process of awarding funds includes the following steps:

1. Applicant Confirms Property is located in the Avondale TAD

- Visit the Dekalb County, GA Tax Commissioner Property Search website [here](#).
- Enter the street address, owner name (last name first name), or parcel ID (if known) and click on the green "Search" button.
- Select the correct property from the results list.
- Under Parcel Information, confirm the Tax District contains "TAD#2 AVN".
- If the property is not located in the Avondale TAD, it is not eligible for funding.
- For reference, the interactive TAD GIS Map can be found [here](#).

2. Applicants Complete & Submit Preliminary Questionnaire

- Complete and submit the preliminary questionnaire online [here](#).
- Upon receiving a complete questionnaire, Decide DeKalb staff will review the preliminary questionnaire within five (5) to ten (10) business days.



- If the application is ineligible for TAD funding, Decide DeKalb will notify the applicant.
- No application fee is required at this time.

3. Pre-application meeting with Decide DeKalb staff and applicant.

- If the application is eligible for TAD funding, Decide DeKalb will contact the applicant to schedule a pre-application with Decide DeKalb Staff to discuss the concept and scope of the potential project, as well as all potential financing tools available to Decide DeKalb.
- Follow-up meetings may occur with Decide DeKalb and any applicable County Stakeholders before access to the Full TAD Application is granted.
- No application fee is required at this time.

4. Complete & Submit the Full TAD Application

- Decide DeKalb will provide applicants with access to the Full TAD Application either via email or shared Dropbox file folder for document upload.
- Applicant submits a complete Full TAD Application to Decide DeKalb staff. Applications should include all identified components, including a completed application, all required supporting documentation, and the Application Fee (to be submitted via ACH payment or check, please contact for ACH instructions). Please address applications to:

Name: Tiffany Wills
 Title: Vice President, Decide DeKalb Development
 Address: One West Court Square, Suite 460, Decatur, GA 30030
 Email: twills@decidedekalb.com

- Within 21 days of receiving a complete application, Decide DeKalb staff will analyze and evaluate the application for completeness and consistency with the TAD redevelopment plan and funding objectives, and score the request according to the evaluation criteria. Decide DeKalb will contact applicants with any additional questions.
- Decide DeKalb staff will notify Applicant of staff's recommendation for approval and proposed terms, or denial of the request.

5. Presentation to Decide DeKalb Avondale TAD Advisory Committee (TADAC)

- Once terms have been negotiated with Decide DeKalb, the Redevelopment staff will prepare and present a request for authorization to be presented to the TADAC for recommendations.
- The TADAC reviews requests for TAD funding to ensure that they are aligned with the TAD Redevelopment Plan, and the sentiments of stakeholders within the areas most impacted by any proposed development efforts are heard and taken into consideration by the Board of Directors and any other decision makers in the TAD funding process.
- Applicants may be asked to attend the TADAC meeting.



- The TADADC may make recommendations to Decide DeKalb staff and the Applicant to revise components of the development project, funding terms, or recommend denial or approval to the Decide DeKalb Board of Directors.

6. Decide DeKalb Board of Directors TAD Subcommittee Authorization

- Decide DeKalb staff will present the request for authorization and TADAC recommendations to the Board of Directors TAD Subcommittee.
- The Board of Directors TAD Subcommittee may approve the TAD award as presented, provide a conditional approval with requested revisions, or request revisions and defer the application to return at the next Board of Directors TAD Subcommittee meeting.
- Typically, Applicants are invited to attend the Board of Directors TAD Subcommittee meeting, either virtually or in person.

7. Decide DeKalb Board of Directors Authorization

- Decide DeKalb Redevelopment staff will present the request for authorization to the Board of Directors for approval.
- Generally, the request for authorization will be placed on the next scheduled meeting of the Board of Directors, subject to agenda preparation deadlines and the agenda setting discretion of the Decide DeKalb President and Chair of the Board of Directors.
- Decide DeKalb staff presents requests for authorization at the Decide DeKalb Board of Directors meeting, typically on the 2nd Thursday of the month.
- Typically, Applicants are invited to attend the Board of Directors meeting either virtually or in person.
- Upon approval by the Board of Directors, Applicant submits Commitment Fee to Decide DeKalb.

8. Execution of Grant Agreement and Project Implementation

- Applicant and Decide DeKalb will execute the Grant agreement, and any required additional documentation.
- Applicant commences with property improvements and/or renovation activities.
- Applicant must expend their 10% match requirement and submit corresponding documentation prior to submitting any requests for grant funds.
- Applicant may submit requests for funding on a reimbursement basis or by direct payment to vendors for work completed in accordance with the grant agreement and draw schedule. Generally, fund requisitions may not be submitted more frequently than once a month.

Key Steps	Schedule
Applicant submits Preliminary Questionnaire	
Decide DeKalb Confirms Eligibility	5-10 business days
Pre-Application Meeting & Access to Full Application	Within 5 business days
Full Application Submission Monthly Deadline	Last Friday of Calendar Month
Staff Review and Recommendation	3rd Thursday of Calendar Month following application submission
TAD Advisory Committee Review and Recommendation	Typically, the 4 th week of Calendar Month following application submission
Board of Directors' TAD Subcommittee Approval	Ad hoc, typically if one is called, likely the 1st Friday of the following Month
Board of Directors' Approval	2nd Thursday of Calendar Month
Negotiation and Execution of Loan Agreement	Typically, within 30 days

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

Application Components

All Applicants must include the following components, unless otherwise noted:

- [TAD Preliminary Questionnaire](#)
- Applicant/Development Team Information (architect, engineer, general contractor, etc.)
- A copy of the applicant's current business license from DeKalb County
- Evidence of property control through a lease or deed;
- For tenant applicants, evidence of authorization to make the proposed building improvements with owner's consent, in the form of the Application Affidavit;
- Property information, address and parcel identification number(s)
- Project Descriptions
- Current photographs of property identifying the need for proposed improvements;
- Summary of Project Financials
 - Total Budget/Uses of Funds
 - Proposed Total Sources of Funds
- Letter of Zoning Certification from [DeKalb County Planning & Sustainability Department](#)
- Nonprofit applicants must provide a copy of the organization's IRS Determination Letter.



- **Full Application:** Components will depend on project complexity, and may include any/all of the following:
 - **Application Fee**
 - **Cover letter** - Signed letter providing a summary of the project, description of team members, request for specific amount of TAD funding, proposed use of TAD funds, proposed # of construction and permanent jobs (if applicable), and proposed public benefits the project will create
 - Owner and Development Team Information
 - Evidence of site control
 - Map showing development location
 - Renovation & Construction Schedule
 - Financial Due Diligence including:
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 - Detailed Scope of Work
 - Detailed Construction Budget and Cost Estimate(s)
 - Detailed Unit Mix and Rent Schedule (if applicable)
 - Detailed Operating Expenses
 - Cashflow Pro Forma (10 years depending on proposed use)
 - Construction Draw Schedule (large scale projects)
 - Evidence of Committed Sources of Funds (LOIs, term sheets, etc.)
 - Three (3) years, audited financial statements of the applicant/business owner
 - Balance Sheets for the last three (3) years.
 - Income Statements for the last three (3) years.
 - Cash Flow Statements for the last three (3) years.
 - Federal Income Tax returns prepared for the business for the last three (3) years.

Additional Supporting documentation may be required, including but not limited to:

- Phase 1 Environmental Report
- Market Study (<6 months old)
- Appraisal (<3 months old)
- Physical needs assessment
- General Contractor executed agreement (this may be provided prior to the Board of Directors Subcommittee authorization)
- Certificate of Continuing Education Program Completion from a Technical Assistance Provider, such as the University of Georgia Small Business Development Center, that will assist applicants with compiling a successful grant application.

Required Due Diligence Documents:

To execute a grant agreement upon approval of funding, awardees will be required to provide the following documentation. Please note these are NOT application requirements and are only required submissions after the application has received preliminary approval.

1. Owner Entity Documents:

- a. Articles of Incorporation/Organization;
- b. Georgia Secretary of State Documentation of Good Standing;
- c. SAVE affidavit (including a copy of driver's license); and
- d. Demonstrate that the owner of the subject property is current on all property taxes.

2. General Contractor Documents:

- a. Business license and proof of liability insurance for each contractor; and
- b. List of contractors or subcontractors to be engaged in specific tasks;
- c. Copy of proposal and scope of work for each contractor and/or subcontractor

3. Site Documents:

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

Decide DeKalb reserves the right to make exceptions to the TAD Guidelines for Government-sponsored projects, so long as the application is accompanied by a letter from the government entity. Governmental entities include but are not limited to the following agencies/municipalities: the DeKalb County Housing Authority, Georgia Department of Community Affairs, DeKalb County municipalities, and/or the U.S. Housing and Urban Development Department. The letter must be signed by the Department Commissioner, CEO, Director, President, Regional Director or COO and must state the nature and amount of the governmental sponsorship (investment or subsidy).

Inquiries

All inquiries regarding the Avondale TAD Small Business Property Improvement program guidelines or application must be received in writing via email. Questions must be submitted to TAD@decidedekalb.com.

