

Downtown Development Authority of the City of Hahira

102 South Church Street
Hahira, Georgia 31632



Phone: (229) 794- 2330
Fax : (229) 794- 9310
Email: lmashburn@hahiraga.gov

Chairman: Ted Raker

*Board of Directors: Vice-Chairman Kenneth Davis, Keith Barrett,
Bert Chancy, Tim Coombs, Barry Robinson, Vicki Rountree
Treasurer: Jonathan Sumner*

DDA Façade Grant Program Guidelines

The DDA Façade Grant Program is administered and funded by the Downtown Development Authority of the City of Hahira (DDA). The purpose of this grant is to aid property owners and businesses located in the DDA district interested in the rehabilitation of their exterior building facades. Also included would be side or rear improvements if they face a City-owned alley, recognized street or highway. Improvements could potentially include items such as door upgrades, window improvements, paint or stucco updating, security lighting, fascia/soffit work, etc. DDA payment to the program participant will occur only after rehabilitation work is completed in accordance with agreed upon plans and specifications. The money is in the form of a grant, not a loan, grants are awarded on a 50/50 matching basis with a maximum participation by the DDA of \$1,000. Grants are awarded upon approval by the DDA Board of Directors.

Application Process

1. Pick up application from the DDA Secretary, located at Hahira City Hall, 102 South Church Street, or download a copy from <http://hahiraga.gov/boards-committees/downtown-development-authority-dda> or the Hahira Happenings Facebook page.
2. Complete the application and return to City Hall or email to lmashburn@hahiraga.gov.
3. If a business owner/tenant is applying for the grant, the application must be signed by all legal property owners as well as all legal business owners.
4. Applicant should also attach a description of proposed improvements, and drawings when available or appropriate.
5. Submit all documents to the DDA Secretary at Hahira City Hall.
6. The DDA Board of Directors will review the request and make a decision along with any suggested recommendations if applicable.

7. The Chairman of the DDA Board of Directors will notify applicant of the decision during a Plan Review Meeting (PRM) no later than 60 days after receipt of application. A completion date for the project will be determined at that time based on the nature of the work to be done.
8. Work on the façade upgrade project must begin within 60 days of DDA approval.
9. Grant money will be paid upon completion of the project, once proper documentation is turned in to the DDA Treasurer, also located at Hahira City Hall. A W9 will be sent to the applicant at the end of the year.

Contact Information

Ted Raker

Chairman

Downtown Development Authority of the City of Hahira

Office: 770-301-1059

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DDA FACADE GRANT PROGRAM APPLICATION

APPLICANT NAME: _____

BUSINESS NAME: _____

PROPERTY ADDRESS: _____

PHONE NUMBER: _____ FEDERAL TAX ID # _____

FACADE IMPROVEMENTS: SIGN _____ PAINTING _____ OTHER _____

DETAILED OUTLINE OF WORK TO BE DONE: (attach any applicable drawings,
use extra paper if needed)

TOTAL COST OF IMPROVEMENTS: \$ _____

AMOUNT REQUESTED: \$ _____

I understand that for my request for reimbursement to be approved, the proposed changes must adhere to the City of Hahira Zoning Ordinance, Plan Review, Inspections, and Permitting process. I agree to comply with the DDA Façade Grant Program Guidelines and understand that the DDA has the right to deny application for any reason they deem necessary. I also understand that funds are granted on a reimbursement basis; following completion of work.

APPLICANT SIGNATURE: _____

PROPERTY OWNER SIGNATURE: _____

DATE: _____

For DDA Use Only

Date received by DDA Secretary: _____

Additional Recommendations (if any):

APPROVAL

Review Date: _____

Plan Review Meeting Date: _____

Date Approved: _____

Amount Granted: _____

Date of Reimbursement: _____

DENIAL

Reason For Denial: _____

Chairman, DDA of the City of Hahira

Date

Applicant Acceptance of Reimbursement

Date

