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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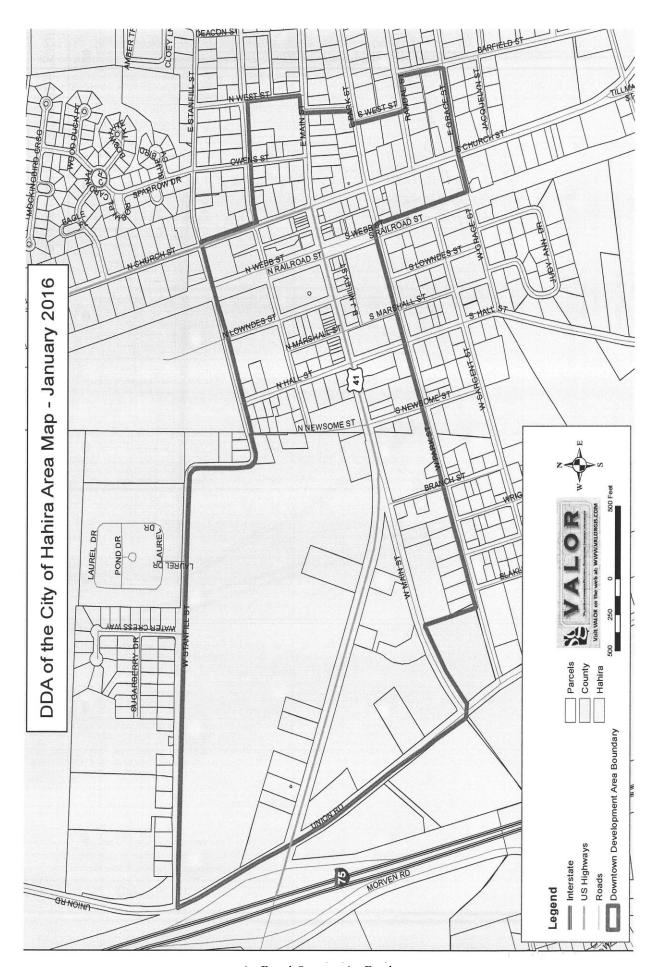
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DDA FACADE GRANT PROGRAM APPLICATION

APPLICANT NAME:BUSINESS NAME:PROPERTY ADDRESS:			
PHONE NUMBER:			
FACADE IMPROVEMENTS: SIGN _	PAINTING	_OTHER	_
DETAILED OUTLINE OF WORK TO use extra paper if needed)			
			- - -
TOTAL COST OF IMPROVEMENTS:			-
AMOUNT REQUESTED: \$			
I understand that for my request for rei adhere to the City of Hahira Zoning process. I agree to comply with the DD the DDA has the right to deny application that funds are granted on a reimburseme	Ordinance, Plan Revie A Façade Grant Progran on for any reason they do	w, Inspections, and a Guidelines and und eem necessary. I also	Permitting erstand that
APPLICANT SIGNATURE:			-
PROPERTY OWNER SIGNATURE	:		-
DATE			

For DDA Use Only		
Date received by DDA Secretary:		
Additional Recommendations (if any):		
<u>APPROVAL</u>		
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	_



An Equal Opportunity Employer