



DOWNTOWN CATALYST FLEX GRANT PROGRAM

ANNUAL PERFORMANCE AND SUSTAINABILITY REPORT

Administered by the City of Griffin Downtown Development Authority (DDA)

SECTION 1: GRANTEE AND PROPERTY PROFILE

Grant Recipient / Company

Name: _____

Project Property Physical

Address: _____

Spalding County Tax Parcel

ID: _____

Original Grant Disbursement Date: _____

Total Award Disbursed: \$_____

Current Reporting Period (*Check exactly one*):

- ☐ Year 1 Report (100% Clawback Period)
- ☐ Year 2 Report (75% Clawback Period)
- ☐ Year 3 Report (50% Clawback Period)
- ☐ Year 4 Report (25% Clawback Period)

SECTION 2: PROPERTY USE AND OCCUPANCY STATUS

Per the Performance Agreement, the property must maintain active operations and remain free of unapproved vacancy to avoid default.

Current Property Status: ☐ Fully Occupied | ☐ Partially Occupied | ☐ Vacant

List Active Commercial / Industrial Tenants:

Number of Upper-Story Residential Units Currently
Leased: _____

Has there been any change in property ownership or corporate structure in the past 12 months?

- ☐ Yes (*If yes, attach a detailed statement and legal documentation*)
- ☐ No

SECTION 3: ECONOMIC IMPACT AND JOB VERIFICATION

Grant recipients are required to provide verifiable data tracking full-time equivalent (FTE) employment positions.

Target FTE Jobs Declared in Application: _____

Current Actual FTE Jobs Located at Property: _____

Required Employment Documentation Attached:

- ☐ Annual Employment Affidavit
- ☐ State Payroll Summary (Georgia DOL-4 or equivalent tax filing)

Estimated Sales Tax Revenue Generated Locally This Year: \$_____

SECTION 4: LOCAL TAX AND CODE COMPLIANCE

Are Spalding County and City of Griffin ad valorem property taxes paid and current?

- ☐ Yes (*Attach proof of payment*)
- ☐ No (*Provide explanation on an attached sheet*)

Are there any active local code enforcement violations or outstanding citations on the property?

- ☐ Yes (*Attach code enforcement resolution plan*)
- ☐ No

SECTION 5: ACKNOWLEDGMENT OF CLAWBACK COVENANTS

By signing below, the authorized corporate officer acknowledges that this report is submitted to satisfy the annual sustainability mandate of the Downtown Catalyst Flex Grant Program. The signatory explicitly reaffirms adherence to the performance

timeline and acknowledges that any closure, unauthorized property abandonment, or default during this reporting period will activate the formal DDA clawback repayment schedule corresponding to the checked year in Section 1.

Authorized Recipient

Signature: _____

Printed Name and Corporate

Title: _____

Date of Submission: _____

Submit completed reports along with all required payroll and tax attachments to the DDA Executive Director via mail or drop-off at City of Griffin Economic Development, 201 East Solomon St., Griffin, GA 30223.