



DOWNTOWN CATALYST FLEX GRANT PROGRAM

BOARD EVALUATION REFERENCE SHEET

This optional reference sheet is for use by City of Griffin Downtown Development Authority (DDA) Board of Directors when evaluating Flex Grant presentations.

APPLICANT AND PROJECT BRIEFING

Applicant Entity Name:

Project Property Address:

Total Capital Investment: \$ _____

Requested Grant Amount: \$ _____

SECTION 1: MANDATORY THRESHOLD GATEKEEPERS (PASS / FAIL)

Before scoring, confirm the project meets the absolute baseline statutory criteria for the program:

[] **Baseline Investment Minimum:** Does the total private capital investment meet or exceed the mandatory **\$500,000** baseline? *(Fails if under \$500,000)*

[] **Mathematical Award Cap:** Is the requested funding amount mathematically bound to a maximum of **10%** of the verified project cost?

SECTION 2: CORE ECONOMIC IMPACT SCORING PILLARS

Evaluate the project on a competitive, discretionary scale based on the following metrics:

1. Demonstrated Financing Gap Necessity

Is there a clear, documented appraisal gap, historic structural surprise, or market lending hurdle?

Has the applicant convincingly proven that the development would stall or become economically unfeasible without this discretionary cash grant backstop?

Notes / Assessment:

2. Fiscal and Local Tax Base Generation

Evaluate the calculated projection of estimated annual local sales tax and ad valorem property tax revenue to be injected into the City of Griffin/Spalding County tax base.

Notes / Assessment:

3. Job Creation (FTE Projections)

Assess the feasibility and volume of permanent, full-time equivalent (FTE) commercial, retail, or industrial jobs projected to be added within a 24-month window. *Note: Higher job numbers are prioritized for higher funding allocations.*

Notes / Assessment:

4. Community Density and Blight Remediation

Blight/Vacancy: Does the project stabilize and fully rehabilitate a prominent property that has been documented as vacant or underutilized for 48+ consecutive months?

Mixed-Use High Density: Does the project integrate active commercial space with upper-story, market-rate downtown housing units to drive round-the-clock foot traffic and evening economic activity?

Notes / Assessment:

5. Design Integrity and Eligible Scope

Do the required architectural drawings and site plans show a design that enhances the historic visual character of the district? Are grant allocations restricted strictly to hard construction costs, historic facade stabilization, and structural code compliance?

Notes / Assessment:
