



City of Fairburn Work Session Agenda

February 12, 2024
6:00 PM

The Honorable Mayor Mario Avery

The Honorable Mayor Pro-Tem James Whitmore
The Honorable Alex Heath
The Honorable Hattie Portis-Jones

Mr. Tony Phillips
Mr. Rory Starkey
Ms. Brenda B. James

The Honorable Linda J. Davis
The Honorable Samantha Hudson
The Honorable Ulysess J. Smallwood

City Administrator
City Attorney
City Clerk

- I. Meeting Called to Order: The Honorable Mayor Avery
- II. Roll Call: City Clerk
- III. Agenda Items:
 - 1. Small Business Grant Program Update **(Economic Development)**
- IV. Adjournment:

When an Executive Session is required, one will be called for for the following Issues:
(1) Personnel (2) Real Estate or (3) Litigation



CITY OF FAIRBURN WORK SESSION AGENDA ITEM

SUBJECT: Small Business Grant Program Update

ITEM TYPE: Presentation

SUBMITTED: 02/06/2024 **WORK SESSION:** 2/12/2024 **COUNCIL MEETING:** N/A

DEPARTMENT: Economic Development

BUDGET IMPACT: N/A

PUBLIC HEARING: No

PURPOSE:

To present an update to the Mayor and Council on the status of Fairburn's Small Business Program as administered by Booth Management Group, including a report of the Phase One award and disbursement of funds, Phase Two application process, and orientation activities.

HISTORY:

The City of Fairburn's Small Business Development Grant Program was launched on November 1, 2023, to offer financial assistance to small businesses negatively impacted by the COVID-19 global pandemic. The program was paused after consultation with the vendor and upon notifying the Mayor and City Council on November 17, 2023 following an overwhelming number of applications that far exceeded the program's funding capacity. The pause allowed the vendor to review the application process and properly determine grantee eligibility. Qualifying applicants were notified of their eligibility and grand awards in December 2023.

FACTS AND ISSUES:

Phase Two of the Small Business Development Grant Program was announced on December 11, 2023, to provide Fairburn's businesses with information and additional grant opportunities. An Orientation was held on January 12, 2024, to enhance public awareness regarding the grant categories, eligibility requirements, online resources, and a step-by-step guide to completing the application. Applications opened February 1, 2024, and will continue until February 29, 2024, or until funds are depleted.

FUNDING SOURCE:

ARPA: 230-0000-33-1100

RECOMMENDED ACTION:

N/A

ATTACHMENTS:

1. ED-WorkSession-2.12.2024



SMALL BUSINESS GRANT PROGRAM

**PHASE II - STATUS REPORT
FEBRUARY 12, 2024
CITY COUNCIL WORK SESSION
6:00 PM**

ECONOMIC DEVELOPMENT DEPARTMENT

APPLICATION PROCESS



THE APPLICATION

➤ **Length**

1. 10-12 questions

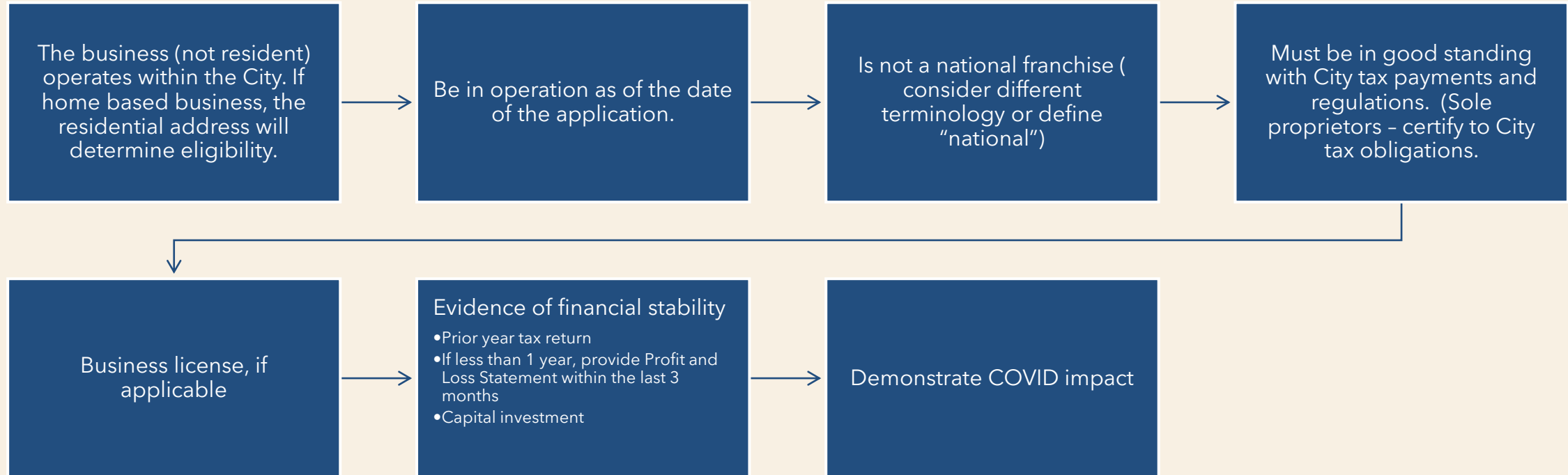
➤ **Submission**

1. Online
2. Hardcopy by email, fax, or deliver to City Hall by application due date. No mailed applications will be accepted.
3. Accept telephone applications with an appointment

➤ **Award Amount**

1. Range - Up to \$25,000
2. Program Type
 - a. Facility Expansion/Improvement - capital projects - Up to \$25,000
 - b. Business Relocation - Up to \$25,000
 - c. Small Business Incubator - Up to \$5,000
 - d. Payroll Assistance - Up to \$10,000
 - e. Rental Assistance - Up to \$5,000

ELIGIBILITY CRITERIA



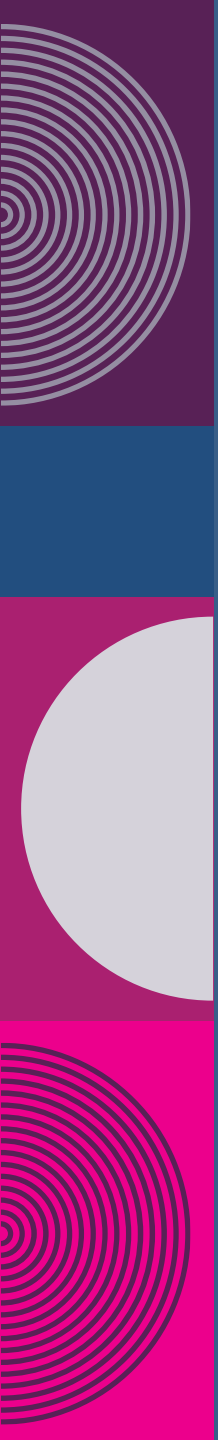
APPEALS PROCESS

Three business days from receipt of denial letter.

Partial funding is not a basis for appeal.

Must address the basis for denial

Will only review the appeal issue



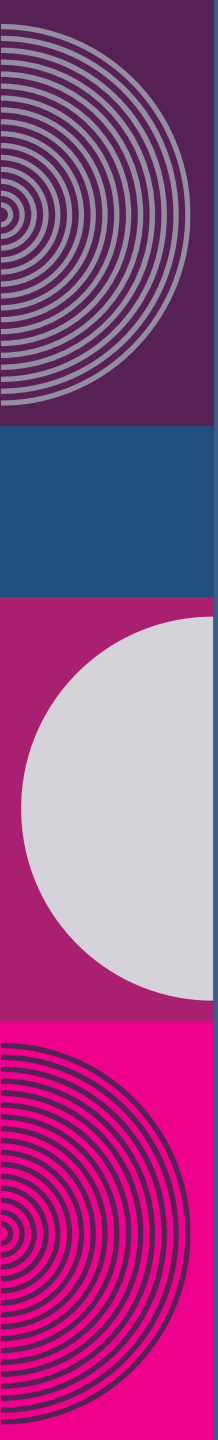
EVALUATION

Evaluation Approach

- BMC to determine if the applicant meets eligibility **AND** program criteria
- Applications meeting eligibility and program criteria will be recommended for concurrence with the City Administrator.

Evaluation Grading

- Meet or Do Not Meet Eligibility **AND** Program Criteria
- Confirm allowable expenditures



DISBURSEMENT OF FUNDS

Program Funding - Total program will be fully funded upfront, with monthly financial accounting of payments to beneficiaries and fees until funds are depleted.

Payments to Small Businesses

- 1) With award notification
 - a) Small Business Incubator
 - b) Payroll Assistance
 - c) Rent Assistance
- 2) Request for Reimbursement
 - a) Facade Improvement
 - b) Relocation Assistance

CLOSE OUT & FINAL REPORTS

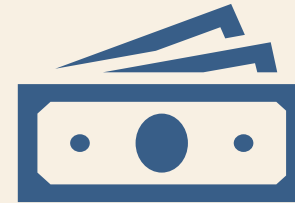


Grant closeout document (1 document)

Certification that funds were used for intended purpose

Final accounting of use of fund

Certification that project is complete. City will return the package within 3 business days (Tuesday of the following week)



BMC will send closeout documents:

Month July 2024

- Small Business Incubator
- Payroll Assistance
- Rent Assistance

Month of October 2024

- Façade Improvement
- Relocation Assistance



PHASE I & 2

Status Update as of 2/5/2024

CITY OF FAIRBURN
SMALL BUSINESS GRANT PROGRAM PROJECT STATUS CHARTS
MONDAY, FEBRUARY 5, 2024

TABLE 1: STATUS OF ROUND 1 APPLICATION PROCESSING AS OF 2/4/2024		
Status	Sum of BMC Recommended Amount	Total Applicants
Complete		
Capital Improvements Grants	\$ 101,066.00	6
Payroll Assistance Program	\$ 10,000.00	1
Relocation Assistance	\$ 50,000.00	2
Rent Assistance Program	\$ 0.00	0
Small Business Incubator	\$ 9,698.00	2
TOTAL	\$ 170,764.00	11
Appeal		
Payroll Assistance Program	\$ 10,000.00	1
Small Business Incubator	\$ 5,000.00	1
TOTAL	\$ 15,000.00	2

Legend: Round 1 - Table 1 STATUS OF ROUND 1 APPLICATION PROCESSING	
Status	Description
Complete	The application has been submitted and reviewed by BMC, an award letter has been provided.
Appeal	The application is pending. All required documentation has not been submitted.

CITY OF FAIRBURN
SMALL BUSINESS GRANT PROGRAM PROJECT STATUS CHARTS
MONDAY, FEBRUARY 5, 2024

TABLE 2: ROUND 1 BENEFICIARY AGREEMENT STATUS AS OF 2/4/2024	
Status of Beneficiary Agreements	Number of Agreements
Agreement Sent to Beneficiary	11
Agreement Sent to City	4
Agreement Executed	0

Legend: Round 1 - Table 2 Beneficiary Agreements	
Status	Description
Agreement sent to Beneficiary	The agreement has been sent to the beneficiary. The beneficiary should sign the agreement and return it with the requested documentation.
Agreement sent to the City	The beneficiary has signed and returned the agreement along with the requested documentation. The agreement has been sent to the City for signature.
Agreement Executed	All signatures and documentation have been provided. The beneficiary may request funds.



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SMALL BUSINESS GRANT PROGRAM PROJECT STATUS CHARTS
MONDAY, FEBRUARY 5, 2024

TABLE 3: ROUND 1 REIMBURSEMENT PROCESSING STATUS AS OF 2/4/2024

Status	Total
Processing Payment	0
Sent to Accounting	0
Payment Sent	0

Legend: Round 1 - Table 3 Reimbursement Processing

Status	Description
Processing Payment	BMC is reviewing a request for funding submitted by the beneficiary.
Sent to Accounting	Request for Funding has been sent to BMC accounting for final review.
Payment sent	BMC has released funds to the beneficiary



CITY OF FAIRBURN
SMALL BUSINESS GRANT PROGRAM PROJECT STATUS CHARTS
MONDAY, FEBRUARY 5, 2024

TABLE 4: Round 2 Applications As of 2/4/2024	
SB Grant Program	Number Of Applications
Capital Improvement	4
Payroll Assistance	4
Relocation Assistance	3
Small Business Incubator	2
Grand Total	13



Q & A