

Georgia Department of Community Affairs
REGIONAL ECONOMIC ASSISTANCE PROJECTS (REAP)
PROGRESS REPORT INSTRUCTIONS

1. Provide the name and mailing address of the developer (as defined in section 110-20-1-.02(6) of the REAP Rules). (A copy of the REAP Rules is included with this packet.)
- 2-4. Provide the name, telephone number, and fax number of the person with the developer whom we can contact for additional information about the project, if necessary.
5. Provide the name and location of the project (as defined in section 110-20-1-.02(13) of the REAP Rules) for which the developer is making this Progress Report.
6. Indicate the date of your original REAP Certification of Compliance.
7. Indicate which elements of your project (and adjacent facility, if applicable) met the requirements of O.C.G.A. section 50-8-191(c)(3) and section 110-20-1-.04(1)(c) of the REAP Rules. For each applicable element indicate whether that element is complete and built-out (by placing a “C” on the appropriate line) or whether it is incomplete and still under construction (by placing an “I” on the appropriate line). In the case of a project that includes an adjacent facility, please indicate which criteria were met by the adjacent facility by placing an “A” on the appropriate line as well.
- 8a. Using additional sheets, describe any changes or additions to the project that have been made since the Certification of Compliance was issued or the last progress report was completed. For example, any addition or removal of facilities, any change in ownership or management of the project, any addition or loss of property, or any changes in the provision of infrastructure.
- 8b. Describe additional private investment in the project in the last year, if any.
- 8c. Describe any jobs at the project that have been created or lost in the last year.
- 8d. Describe the project’s impact on the local tax base and infrastructure in the last year. To the extent possible, compare this information to the projections and baseline measurements that were enumerated in the economic and development impact study of the original application.
- 8e. Provide a project schedule as described in section 110-20-1-.05(9) of the REAP Rules. If the project is complete, please indicate so. If there are any elements of the project that are not yet complete, please provide the estimated date of completion and explain any changes in the estimated completion dates from those provided in the project schedule included in the original application. For incomplete elements, indicate if there are any factors that suggest that the element may not be completed within the timeframes set forth in the original application.
- 8f. Include a check for \$750.00 for the nonrefundable processing and monitoring fee, made out to the Georgia Department of Community Affairs.
9. Please read the “Developer Certification” before signing. The certification should be signed by someone who has been duly authorized to sign on behalf of the developer.
10. Submit an original and one copy to the address shown on the progress report.

Open Records Statute:

Georgia Law requires that “All public records of an agency as defined in subsection (a) of this Code section, except those which by order of a court of this state or by law are prohibited or specifically exempted from being open to inspection by the general public, shall be open for a personal inspection by any citizen of this state at a reasonable time and place; and those in charge of such records shall not refuse this privilege to any citizen” (O.C.G.A. § 50-18-70(b)). This means that past and current records on REAP projects are required to be open for public inspection.

However, certain proprietary information which is required by DCA to be included in an economic development application and must be supplied by a business or developer in order to receive certification and which constitutes a “trade secret” (O.C.G.A. § 10-1-740 et seq.; 16-8-13(a)(4)) is exempt from disclosure under O.C.G.A. section 50-18-70.

Note: DCA may request supplemental project description information, clarification of questions raised during the review of the progress report, and other detailed statements or documentation as provided in the REAP Rules.