



OFFICE OF ECONOMIC DEVELOPMENT
CITY OF JACKSONVILLE, FL

Northwest Jacksonville Economic Development Fund APPLICATION

The Application will be processed when it is complete and all exhibits have been received.

(Please type or print legibly)

I. APPLICANT

Company: _____

Type of legal entity: () Sole proprietorship () Partnership/Joint Venture () Corporation
() Limited Liability Company

State of incorporation/formation (if applicable): _____ Date Applicant established: _____

Address: _____

(Mailing address, if different):

Telephone: _____

Fax: _____

E-Mail: _____

Web site Address: _____

List the names of all shareholders, partners, members, joint owners, or other investors owning 20% or more of the Applicant owning the project and or business and their percentage of ownership.

Name: _____

Affiliation: _____

Name: _____

Affiliation: _____

Name: _____

Affiliation: _____

Primary Contact: _____

Title: _____

() New to Jacksonville () Expansion of Existing Facility () Start-Up

() Relocation within Jacksonville () Leasehold Improvements

Principal Business Activity: _____

Tax ID No. _____ NAICS/SIC Code: _____

Estimated Date to Begin Construction/Renovation (if applicable): _____

Estimated Date to Complete Construction/Renovation (if applicable): _____

Address of new Facility: _____
(if applicable) _____

Briefly describe the New Facility or the Expansion including acreage and square footage.

II. EMPLOYMENT

Number of Current Full-Time Employees in Jacksonville: _____

Average Wage: _____ Benefit Package: ___Medical ___Dental ___401K

Number of Current Part-Time Employees in Jacksonville: _____

Average Wage: _____ Benefit Package: ___Medical ___Dental ___401K

New Full-Time Employment to be Created: _____ Part-time (in FTE's): _____

Estimated time period to Create Jobs: _____

List the major job categories and wages of jobs to be created (e.g. 5 management, 10 sales, 15 manufacturing):

Position	Number	Average Annual Wage

List other employee benefits: _____

III. PROJECT COSTS BREAKDOWN AND SOURCES OF FUNDS SUMMARY

USES

Acquire Land & Building \$ _____

Construction of New Building \$ _____

Renovations of Existing Building \$ _____

Site Development Costs \$ _____

Architects, permits, other soft costs \$ _____

Machinery/Equipment Costs \$ _____

Furniture, Fixtures & Equipment \$ _____

Other Costs (Describe): \$ _____

TOTAL ESTIMATE PROJECT COSTS \$ _____

SOURCES OF FUNDS

Conventional Financing \$ _____

Name of Lender: _____

Owner's Equity Injection \$ _____

TOTAL PRIVATE CAPITAL \$ _____

Request for Public Capital & Use \$ _____ (_____)

TOTAL SOURCES \$ _____

IV. SPACE TO BE LEASED

Square Footage	Cost/per SF	Total Cost

V. UTILITIES (if industrial use)

Electricity: Approximate kW consumption per month: _____
Water: Usage per month: _____
Sewer: Volume per month: _____

VI. ENVIRONMENT (if industrial use)

Facility will affect the environment in the following manner:

	Content	Volume
Air	_____	_____
Water	_____	_____
Sewer	_____	_____
Odor	_____	_____
Noise	_____	_____

Facility will have no environmental impact.

VII. PUBLIC INFORMATION DISCLOSURE

For all principals of the Applicant including corporate officers and directors and shareholders, partners, members, joint owners, or other investors owning 20% or more of the Applicant (collectively, the “Principals”) are required to complete the below PUBLIC INFORMATION DISCLOSURE.

The purpose is to provide personal information regarding the Principals of the Applicant requesting assistance. The Applicant warrants that the information contained in the Application along with any supplemental information is, to the best of their knowledge, true and correct. The applicant(s) authorize the City of Jacksonville and Office of Economic Development to make inquiries as necessary to verify the accuracy of the information contained in the Application and the statements made and to determine credit worthiness and criminal history, if any, of the Applicant and any Principal being assisted.

1. Has the Applicant or any Principal declared bankruptcy within the last ten (10) years? Yes No

If yes, has the bankruptcy been discharged or dismissed? A copy of the bankruptcy petition and disposition document shall accompany the application.

2. Has the Applicant or any Principal been foreclosed upon or been sued for nonpayment of debt(s) within the last ten (10) years? Yes No

If yes, please provide an explanation of the lawsuit and a copy of the disposition. Has the lawsuit been settled and/or any judgement rendered been satisfied? If yes, provide a copy of the settlement document.

3. Is the Applicant or any Principal presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction? If yes, please furnish details on a separate sheet of paper. Include dates, location, fines, sentences, misdemeanor or felony, dates of parole/probation, unpaid fines or penalties, name(s) under which charged, and any other pertinent information. An arrest or conviction record will not necessarily disqualify you; however, an untruthful answer will cause the application to be denied. Yes No

4. Has the Applicant or any Principal of the business been arrested within the last six months for any criminal offense? If yes, please furnish details on a separate sheet of paper. See #3 above for additional information required. Yes No

5. For any criminal offense, other than a minor vehicle violation, has the applicant or any Principal been convicted, pleaded guilty, pleaded nolo contendere, been placed on pretrial diversion, or been placed on any form of parole or probation (including probation before judgment)? If yes, please see #3 above for additional information required. Yes No

Acknowledgments and Signatures

Applicant and the individual signing on behalf of the Applicant (collectively “Developer”) understand and agree that Developer is not entitled to receive any incentive funds or any other type of assistance (monetary or otherwise) in any form from the CITY OF JACKSONVILLE (collectively “Incentives”) until such time as Developer has received a formal development agreement executed by the City of Jacksonville and Developer, and then only to the extent specifically set forth in such agreement. The City of Jacksonville makes no promises or representations that any such agreement will be approved by any governing body within the City of Jacksonville that is required to approve such agreements, nor does the City of Jacksonville make any promises or representations regarding Developer’s eligibility to receive any incentives whatsoever at any time. Moreover, I understand and agree that notwithstanding the approval of Incentives by the City of Jacksonville or any other board or agency of the City of Jacksonville, such approvals are not binding until such time as Developer receives a fully executed development agreement between the City of Jacksonville and the Developer. Furthermore, I understand that any sample calculations are for illustration purposes only and may not reflect actual final amounts. I therefore understand and agree that Developer will not rely on any oral or written statements made by any City of Jacksonville employees or officials regarding any Incentives, and Developer will only rely on any incentives specifically set forth in a development agreement fully executed by Developer and the City of Jacksonville subject to the fulfillment of all conditions to the receipt of such Incentives as provided in such development agreement.

Developer further authorizes the City of Jacksonville to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness, which will require the review of past credit history. Developer certifies the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of obtaining a loan. Developer understands FALSE statements may result in forfeiture of benefits and possible prosecution.

Please print:

Name of Applicant (Entity or Individual)

Name and Title of person signing below on behalf of Entity Applicant

Name of Additional Individual Joint Owner, if Applicant not an entity

Signature: _____ SSN: ____ - ____ - ____ Date: _____

Signature: _____ SSN: ____ - ____ - ____ Date: _____

**Use FEI/EIN for Entity Applicant*

Signatures of all persons or entities owning 20% or more of the Applicant owning the project and/or business, including Guarantors and their guaranty percentage are required.

The City reserves the right to delay processing any Application for assistance until all information required in the Application has been received and the Application has been signed by the authorized signor.

Disclaimer: *The Applicant understands and agrees that all information furnished in connection with this application for assistance from the Northwest Jacksonville Economic Development Fund involves the use of public funds and such information may be made public pursuant to the statutes of the United States of America, the State of Florida and City of Jacksonville.*

REQUIRED EXHIBITS

Exhibit 1:

Detailed explanation of need for public benefit in accordance with the goals of the NWJEDF as adopted February 14, 2017 under City Council Ordinance 2016-0799-E.

Exhibit 2:

Business Plan with pro forma for three to five years projections and demonstrate relevant experience. Include name and contact information of person who prepared the business plan.

*Only applicable to new commercial development/business or any development or business with less than five years of operation.

Exhibit 3:

Copy of property deed or lease or terms of purchase/lease.

Exhibit 4:

Evidence of Proper zoning.

Exhibit 5:

Copy of existing liens on the property.

Exhibit 6:

Copy of survey and current appraisal of the property (within previous 12 month period).

Exhibit 7:

Map indicating location within the NWJEDF area boundaries.

Exhibit 8:

Evidence that all business property and income taxes are current.

Exhibit 9:

Contractor Agreement on Standard AIA Form Document 101.

Exhibit 10:

Contractor documents:

*State of Florida License and certification of good standing with the State of Florida

*Proof of Insurance to include levels of coverage.

Exhibit 11:

Detailed cost estimate provided by vendor or contractor or broker of proposed acquisition(s) and/or improvements (to include machinery & equipment purchases and/or proposed leasehold improvements).

Exhibit 12:

Copy of State of Florida Corporate Annual Report.

Exhibit 13:

Resumes of corporate officers and directors and shareholders, partners, members, joint owners, and other investors owning 20% or more of the Applicant owning the business documenting industry experience.

Exhibit 14:

Two years of corporate federal income tax returns (if a corporation), two years of partnership tax returns or two years of personal tax returns for all persons owning 20% or more of the business, property of project.

Exhibit 15:

Most recent two years of fiscal year-end financial statements or personal financial statements of any owners, investors or partners owning 20% or more of the project and or business utilization of the SBA Form 413, Personal Financial Statement is preferred.

<http://sba-personal-financial-statement.pdfFiller.com/>

Exhibit 16:

Statement of owner's equity/private capital investment in the business and any proposed expansion or relocation owning 20% or more of the business entity.

Exhibit 17:

Proof that client attempted to secure private financing from a financial institution.

Exhibit 18:

Statement of financial contingency plans for dealing with changes in market conditions or cash flow projections.

Exhibit 19:

Statement of prior funding, that any person or entity with a vested interest in this project, has received from the City of Jacksonville for this project or any other project.

If funding was received for other projects, please include status report of the project(s).