



I. Overview

Date Submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_

This Project Profile Assessment (PPA) is required with all requests for incentive funding through the Downtown Investment Authority (DIA) regardless of the program request being made or current status. It is important that you complete the PPA as accurately and completely as possible (as applicable); however, changes will be permitted as the request is being processed. Please type responses or print legibly for clarity.

II. Business Project Name

Name as Registered: \_\_\_\_\_
Entity to be formed: \_\_\_\_\_
Doing Business As: \_\_\_\_\_

III. Applicant Information

Primary Point of Contact
Contact Method: Cell Phone \_\_\_\_\_ Other Phone: \_\_\_\_\_
E-mail \_\_\_\_\_
Mailing Address \_\_\_\_\_

Second Point of Contact
Contact Method: Cell Phone \_\_\_\_\_ Other Phone: \_\_\_\_\_
E-mail \_\_\_\_\_
Mailing Address \_\_\_\_\_

Authorized Agent #1
Relationship/Role \_\_\_\_\_
Contact Method: Cell Phone \_\_\_\_\_ Other Phone: \_\_\_\_\_
E-mail \_\_\_\_\_
Mailing Address \_\_\_\_\_

Authorized Agent #2
Relationship/Role \_\_\_\_\_
Contact Method: Cell Phone \_\_\_\_\_ Other Phone: \_\_\_\_\_
E-mail \_\_\_\_\_
Mailing Address \_\_\_\_\_

**IV. Business Activity (Complete each section as relevant if mixed use)**

*For all new businesses, a business plan that details the target market niche, product offerings, management team info, relevant experience, and similar factors will be required to complete the application review. This requirement does not apply to existing businesses unless substantive changes are anticipated as part of the request being made.*

\_\_\_ **Multifamily Housing** (Select one or both as may be applicable) For Rent \_\_\_ For Sale \_\_\_

1. Property type: Apartment \_\_\_\_, Townhome \_\_\_\_, Condominium \_\_\_\_
2. Number of floors with leasable/occupiable units: \_\_\_\_\_
3. Number of occupiable living units: Studio \_\_\_\_, 1 BR \_\_\_\_, 2 BR \_\_\_\_, 3 BR \_\_\_\_, Other \_\_\_\_
4. Private amenities: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Public Amenities: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_ **Retail / Restaurant / Bar or Entertainment Venue**

1. Principal nature of the business: \_\_\_\_\_
2. Number of employees anticipated: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_
3. Proposed Hours of Operation:
 

	Mo	Tu	We	Th	Fr	Sa	Su
Open:	_____	_____	_____	_____	_____	_____	_____
Close:	_____	_____	_____	_____	_____	_____	_____

\_\_\_ **Office / Commercial Space**

1. Principal nature of the business: \_\_\_\_\_
2. Number of employees: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

\_\_\_ **Hotel/Hospitality**

1. Principal nature of the business: \_\_\_\_\_
2. Number of employees anticipated: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_
3. Private amenities: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Public Amenities: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_ **Other Business**

1. Principal nature of the business: \_\_\_\_\_
2. Number of employees anticipated: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_
3. Additional Info: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**V. Project Information (Real Estate Location and Info)**

**Property Location:** \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_ **Leased Space (As applicable, provide a copy of the lease if available)**

1. Square footage: \_\_\_\_\_, Number of floors: \_\_\_\_\_, Sidewalk/outdoor space (sq ft): \_\_\_\_\_
2. Status of the lease:  
 In negotiation \_\_\_\_\_, Under contract \_\_\_\_\_, Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date \_\_\_\_/\_\_\_\_/\_\_\_\_
3. Landlord/Owner: \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_ **Owned Space (Complete for property currently owned or to be acquired)**

1. Project requirement (Y/N): Demo of a building \_\_\_\_\_ Rehab of a building \_\_\_\_\_ New Construction \_\_\_\_\_
2. Status of the property: \_\_\_\_\_ In negotiation \_\_\_\_\_ Under contract \_\_\_\_\_ Owned by Applicant \_\_\_\_\_
3. Building use: Single-user Comm'l \_\_\_\_\_ Multi-tenant Comm'l \_\_\_\_\_ Multifamily \_\_\_\_\_ Mixed-use \_\_\_\_\_
4. Building Info: (\* NSF – Net Square Footage)
 

Total square footage:	_____	Leasable space NSF	_____
Number of floors:	_____	Year Built	_____
Residential NSF	_____	Current Vacancy %	_____
Retail NSF	_____	Current Vacancy %	_____
Office NSF	_____	Current Vacancy %	_____
Private Amenity NSF	_____	Structured Parking (# of Spaces):	_____
Public Amenity NSF	_____	Surface parking (# of Spaces):	_____
Other NSF	_____		
5. Historic Status (Y/N if known):
  - a. Contributing Structure in the Downtown National Historic District: \_\_\_\_\_
  - b. Listed on the National Registry of Historic Places: \_\_\_\_\_

- c. Designated as a local Historic landmark or that process is underway through the COJ Planning and Development Department Historic Preservation Commission: \_\_\_\_\_
- 5. Duval County Property Appraiser RE #: \_\_\_\_\_
- 6. Duval County Property Appraiser: Value: \_\_\_\_\_ As of Date \_\_\_\_/\_\_\_\_/\_\_\_\_
- 7. Appraised value (Provide a copy of any appraisals completed within the past year):
  - a. As Is: Value: \_\_\_\_\_ As of Date \_\_\_\_/\_\_\_\_/\_\_\_\_
  - b. Upon Completion: Value: \_\_\_\_\_ As of Date \_\_\_\_/\_\_\_\_/\_\_\_\_
  - c. As Stabilized: Value: \_\_\_\_\_ As of Date \_\_\_\_/\_\_\_\_/\_\_\_\_
- 8. Acquisition price: \$ \_\_\_\_\_ Date of Acquisition \_\_\_\_/\_\_\_\_/\_\_\_\_

**VI. Applicable DIA Incentive Program Name (See program guidelines for additional information)**

Additional information on each of the following incentives programs and their related requirements can be found at <https://dia.coj.net> Please review that information thoroughly prior to submitting the PPA or scheduling a meeting with DIA staff to discuss the proposed project.

_____	Multi-family REV Grant	\$ _____
_____	Small Scale Residential Grant	\$ _____
_____	Affordable Housing Support Loan	\$ _____
_____	Commercial Revitalization Program	\$ _____
_____	Retail Enhancement Programs	\$ _____
	a) _____ Basic Retail Enhancement Grant	\$ _____
	b) _____ Core Area Retail Enhancement Grant	\$ _____
	c) _____ Targeted Food and Beverage Grant (FAB-REP)	\$ _____
	d) _____ Sidewalk Enhancement Grant	\$ _____
	i. _____ In combination with FAB-REP	\$ _____
	ii. _____ Stand-alone	\$ _____
	e) _____ Waterfront Restaurant Grant	\$ _____
_____	Boutique Hotel Rev Grant	\$ _____
_____	Downtown Preservation & Revitalization Program	\$ _____
_____	Historic Preservation Trust Fund	\$ _____
_____	Façade Grant Program	\$ _____
_____	Mobility Fee Credit Incentive	\$ _____
_____	Parking Screening/Landscape Grant	\$ _____
_____	Stormwater Quality Credits	\$ _____
_____	Land Contribution	\$ _____



_____	Downtown Economic Development Grant	\$ _____
_____	Other	\$ _____
_____	Other	\$ _____

**VII. DIA Goals Met and Reasoning** (See the DIA BID Strategy for Strategic Objectives and Benchmarks)

\_\_\_\_\_ Goal 1: Increase commercial office utilization, occupancy, and job growth to reinforce Downtown as the region’s epicenter for business.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Goal 2: Increase rental and owner-occupied housing Downtown targeting diverse populations identified as seeking a more urban lifestyle

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Goal 3: Increase and diversify the number and type of retail, food and beverage, and entertainment establishments within Downtown

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Goal 4: Increase the vibrancy of Downtown for residents and visitors through arts, culture, history, sports, theater, events, parks, and attractions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Goal 5: Improve the safety, accessibility and wellness of Downtown Jacksonville and cleanliness and maintenance of public spaces for residents, workers, and visitors.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Goal 6: Improve the walkability/bike-ability of Downtown and pedestrian and bicycle connectivity between Downtown and adjacent neighborhoods and the St. Johns River.

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\_\_\_\_\_ Goal 7: Capitalize on the aesthetic beauty of the St. John’s River, value its health and respect its natural force, and maximize interactive and recreational opportunities for residents and visitors to create waterfront experiences unique to Downtown Jacksonville.

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\_\_\_\_\_ Goal 8: Simplify and increase the efficiency of the approval process for downtown development and improve departmental and agency coordination.

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**VI. Additional Information to be Provided**

1. *For all new businesses being established, please provide the following as available:*
  - a. *A business plan that details the target market niche, product offerings, management team info, relevant experience, and similar factors will be required to complete the application review. This requirement does not apply to existing businesses unless substantive changes are anticipated as part of the request being made.*
  - b. *Sources and Uses of Capital (Development Budget) – During Construction and Following Completion and with identification of lenders and term sheets or LOIs where available.*
  - c. *Construction Budget – Should reconcile to the Development Budget as well.*
  - d. *Operating Pro Forma – Preferably ten years, three years at minimum.*
  - e. *Copy of any lease agreements being negotiated or already executed.*
  - f. *Copy of any appraisal of the property completed within the past year.*
  - g. *Copy of any market study for the project completed within the past year.*
2. *Program specific application as necessary.*



For Official Use Only:

Application#: \_\_\_\_\_ Date Received: \_\_\_\_\_ Date Found Complete: \_\_\_\_\_

**DIA PARKING SCREENING GRANT APPLICATION**

Upon completion, please submit the application to [DIAPrograms@coj.net](mailto:DIAPrograms@coj.net)

Note: DIA "Grants" are structured as forgivable loans with related performance requirements and rights and remedies in the event of default. Upon approval, applicants will be required to enter into a loan agreement that details these requirements and may be supported by personal guarantees from the business and property owners.

**PART 1: To be completed by the Property Owner and/or Property Manager**

**I. PROPERTY OWNER APPLICANT INFORMATION:**

- a) Property Owner Operating Name (d/b/a): \_\_\_\_\_
- b) Property Owner Mailing Address: \_\_\_\_\_
- c) Business Telephone: \_\_\_\_\_ Website URL: \_\_\_\_\_
- d) Business Legal Name: \_\_\_\_\_
- e) Form of Ownership (sole proprietorship, partnership, LLC, S-Corp.): \_\_\_\_\_
- f) State of Business Formation: \_\_\_\_\_
- g) Employer Tax ID: \_\_\_\_\_ Business Tax Receipt #: \_\_\_\_\_
- h) Contact Person (Name/Title): \_\_\_\_\_
- i) Contact Mailing Address: \_\_\_\_\_
- j) Contact Telephone: \_\_\_\_\_ Contact E-Mail: \_\_\_\_\_
- k) Number of Years of Property Ownership (At this site or location): \_\_\_\_\_

**II. PROPERTY MANAGER APPLICANT INFORMATION (If applicable):**

- a) Property Manager Operating Name (d/b/a): \_\_\_\_\_
- b) Property Owner Mailing Address: \_\_\_\_\_
- c) Business Telephone: \_\_\_\_\_
- d) Website URL: \_\_\_\_\_
- e) Business Legal Name: \_\_\_\_\_
- f) Form of Ownership (sole proprietorship, partnership, LLC, S-Corp.): \_\_\_\_\_
- g) State of Business Formation: \_\_\_\_\_
- h) Employer Tax ID: \_\_\_\_\_ Business Tax Receipt #: \_\_\_\_\_
- i) Contact Person (Name/Title): \_\_\_\_\_
- j) Contact Mailing Address: \_\_\_\_\_
- k) Contact Telephone: \_\_\_\_\_ Contact E-Mail: \_\_\_\_\_
- l) Number of Years of Property Management (At this site or location): \_\_\_\_\_



III. REQUIREMENTS TO MEET:

- a) All property taxes on the project site are paid and current: [ ] Yes [ ] No
b) No contractor liens, no outstanding liens (other than mortgages), and no outstanding code violations: [ ] Yes [ ] No
c) A signed Agreement for funding assistance has been executed by the Downtown Investment Authority and the Applicant prior to the commencement of any work to be covered under this program.: [ ] Yes [ ] No
d) All site improvements comply with all applicable city codes and ordinances as well as state and federal regulations: [ ] Yes [ ] No
e) Provide information on any DIA incentives or funding the subject property has received in the past or where an application is contemplated or currently under consideration.

\_\_\_\_\_
\_\_\_\_\_

IV. TOTAL AMOUNT REQUESTED FROM DIA:

PARKING LOT SCREENING:

- a) Estimated total cost of Eligible Improvements: \$\_\_\_\_\_ 100 %
b) Tier 1 Funding: A Parking Screening Grant Agreement must have been executed on or by June 30, 2023, with all work completed pursuant to the Agreement on or by June 30, 2024.
- Application under Tier 1 Funding may be eligible for:
- Up to seventy-five percent (75%) of the costs of materials and labor, excluding soft costs and permit costs, with a maximum award of up to \$100,000, providing that an applicant has not sought a deviation from §656.361.6.2. L.
- Up to fifty percent (50%) of the costs of materials and labor, excluding soft costs and permit costs, with a maximum award of up to \$50,000 in those instances where an applicant has sought and been granted a deviation from §656.361.6.2. L by the DDRB.
c) Tier 2 Funding: A Parking Screening Grant Agreement executed after June 30, 2023, but before June 30, 2024.
- Application under Tier 2 Funding may be eligible for:
- Up to fifty percent (50%) of the costs of materials and labor, excluding soft costs and permit costs, with a maximum award of up to \$50,000, providing that an applicant has not sought a deviation from §656.361.6.2. L;
- Up to twenty-five percent (25%) of the costs of materials and labor, excluding soft costs and permit costs, with a maximum award of up to \$25,000 in those instances where an applicant has sought and been granted a deviation from §656.361.6.2. L by the DDRB.
d) TOTAL DIA CONTRIBUTION AMOUNT REQUESTED: \$\_\_\_\_\_



***PART 2: Required Documentation to be Provided***

- A. Construction budget identifying all improvement costs, including sources and uses, as follows:
  - 1. Must identify all work to be performed, including ineligible improvements, in detail sufficient to reconcile with the information provided in the application.
    - a. See the DIA Parking Screening Grant guidelines for additional information on costs generally considered eligible or ineligible.
    - 2. DIA Parking Screening Grant funds may not be used for costs of improvements submitted as part of any other application submitted or already approved by the City of Jacksonville or the DIA nor may they be applied to the costs associated with ADA Compliance or compliance with other Federal, state or local regulations (e.g. stormwater) outside those requirements found in, or referenced by, §656.361.6.2.L, Ordinance Code.
- B. A copy of the property tax bill to confirm payment of Ad Valorem taxes.
- C. A copy of the deed to confirm ownership of the property.
- D. A scaled site plan scaled, a hardscape plan, and a scaled landscape plan sufficient to illustrate compliance with the Ordinance Code without deviation, or compliance with Downtown Development Review Board approved plans with deviations, meeting the submittal requirements of the Development Services Division for Civil Plan Review. Note: It is anticipated that projects associated with the Parking Screening Grants will be required to go through the City's Civil Plan Review process administered by the Development Services Division. For further information visit <https://www.coj.net/departments/planning-and-development/development-services-division/site-development-plan-review.aspx#plan> or contact the Development Services Group at (904) 255-8310, 214 North Hogan Street, Second Floor, Jacksonville, Florida 32202.
- E. A legally binding agreement with a licensed and qualified contractor. (*Note: A fully negotiated contract, subject only to execution may be provided if the parties are finalizing negotiations subject to meeting funding requirements.*)
- F. Information on any previous grants, loans, or incentive awards received previously by the Applicant (or closely related entity) or for the benefit of the Property.
- G. Executed applicable authorization affidavit(s), for example, Agent Authorization for LLC, General Partnership, Corporation, or General Partnership, and Property Ownership Affidavit.
- H. A valid Approval from the Downtown Development Review Board for the Parking Screening Improvements. Deviations from §656.361.6.2.L, Ordinance Code, require approval by the Downtown Development Review Board prior to payment of a Parking Screening Grant.

**THIS APPLICATION MUST BE SUBMITTED TO THE DOWNTOWN INVESTMENT AUTHORITY AND APPROVED BY THE DOWNTOWN INVESTMENT AUTHORITY BOARD PRIOR TO THE COMMENCEMENT OF ANY WORK SOUGHT TO BE REIMBURSED UNDER THE PROGRAM.**

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**APPLICANT ATTESTATION**

The Property Owner and/or Business Manager, \_\_\_\_\_, attest that the information he or she submits as part of this application package, as well as any subsequent information he or she submits for review by the Downtown Investment Authority (“DIA”) Staff, Strategic Implementation Committee, or the DIA Board, is true and correct and that all information and documentation submitted, including this application and attachments, is deemed a public record under the Florida Public Records Law, Ch. 119 of the Florida Statutes. Falsification or omission of information will result in rejection of the application and potential criminal penalties. The DIA reserves the right to request any additional information needed to process this Application.

If the Applicant(s) are awarded funding from the Parking Screen Grant, the Applicant(s) agree that they will enter into a Forgivable Loan Agreement jointly with the DIA with terms relating to, but not limited to, the DIA’s payment of program funds only upon completion of the project as approved and satisfactory review of the evidence of costs incurred and paid in accordance with the construction budget as submitted at the time of application, and the DIA’s right to review and audit any and all records related to the Agreement. In case of a default in terms of the Agreement, the applicant(s) may be responsible for the repayment of funds awarded and disbursed.

*By signing below, the applicant(s) acknowledge that they have read and agree to the Parking Screen Grant.*

*By signing below, each applicant authorizes the DIA to submit a credit verification request and criminal background checks from local, state, and federal agencies. Please note that the review of this application will incorporate that information as may be relevant.*

Legal Business Name of Business Owner Applicant: \_\_\_\_\_

Property Owner (1) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner (1) Signer Name: \_\_\_\_\_ Title: \_\_\_\_\_

Property Owner (2) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner (2) Signer Name: \_\_\_\_\_ Title: \_\_\_\_\_

Property Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Manager Signer Name: \_\_\_\_\_ Title: \_\_\_\_\_