



New Construction Assistance Program (NCAP)

Application

Applicant and Business Information

Applicant Name: _____ Application Date: _____

Phone Number: _____ Email Address: _____

Business Address: _____

Parcel ID Number: _____ Tax ID or EIN: _____

Name of Business: _____

Type of Business: _____ Number of Years in Business: _____

Tallahassee CRA District (check box where project will be located):

Downtown Greater Frenchtown/Southside

Project Location: _____

Project Financing Information

Estimated overall project cost: \$ _____

Sources and uses of funds for the project:

What is the request from the Tallahassee CRA (i.e., amount and any proposed terms)?

In separate attachments, provide the following information:

- Project Description
- Minority, Women, Small, Business Enterprise (MWSBE) participation (contact Office of Economic Vitality at 850-219-1080)
- A brief description of the applicant (e.g., company history, description of operations, overview of operations, etc.)
- Identification and qualifications of project development team (i.e., engineer, architect, general contractor, etc.)
- List of principals of applicant (general and limited partners, officers, directors and shareholders)
- Articles of Incorporation or Articles of Organization
- Cost estimates prepared by architect, engineer or general contractor
- Preliminary plans and specifications for project including architectural illustrations or elevations
- Preliminary Project Schedule
- List and description of any new jobs to be created by project (including job title, description and salary)
- Identify all outstanding or anticipated debt, liens, notes and mortgages relating to this project
- Bank commitment letter (loan approval and any conditions)
- Five-year revenue and expense projection for the project
- Sales/purchase agreement (if project involves land acquisition), property deed, or lease agreement for project site
- Appraisal Report

If the Tallahassee CRA Board approves funding, the following will be required before disbursement of CRA funds:

- Evidence that all funds are in-place to fully fund the project
- City-approved project plans and permits
- Agreement with general contractor
- Scope of work and all project costs
- Insurance Certificates (Builders Risk/All Risk Policy, Commercial General Liability, Workers Compensation)