NJEDA Neighborhood and Community Revitalization Program
Development and Improvement Program (D I)
Project Grant Application Checklist

Public

| ITEM | | DESCRIPTION | INCLUDED |
|---|---|---|---|
| | | **Project Application Letter -** The project grant application must include an application letter from the municipality signd by Mayor or municipal executive endorsing the project grant application See Attached | x |
| | | **Completed Project Application -** The project grant application must include a completed project application. | x |
| 1 | | Basic Applicant Information | x |
| 2 | | EIN of Project | x |
| 3 | | DUNS number | x |
| 4 | | NJ Tax Identification Number | x |
| 5 | | Year Applicant was Established | x |
| 6 | | Project Location/Project Type: Indicate the type of project, Refer to the Program Guide for a complete description of the type of projects. Describe the project, in detail, including tenants committed or planed (as applicable), the benefits of the project interms of employment creation, income opportunties, positive impacts to one or more surrounding neighborhoods | x |
| 7 | | Identify the Licensed Site Remediation Professional (LSRP), if applicable | x |
| 8 | | Did the project sustain damage from Superstorm Sandy? If yes, describe damage, including costs. Also, provide explanation of how response to this question is consistent with supporting documentation such as, but not limited to insurance claims, FEMA claims, cost estimates and other such information documenting project costs. | x |
| 9 | | Was flood insurance required from a previous disaster? Attach insurance declaration pages | NA |
| 10 | | Briefly describe any damage to the area surrounding the project. (Damage must be physical and related to the Superstorm which and may include wind, water, mold, flood, mitigation and includes basements as well as first and upper floors, loss of physical items and inventory.) | x |
| 11 | | What geographic area will the project serve when completed? (i.e., town, county, state; if area is smaller than a whole municipality, provide northern, southern, eastern and western street boundaries.) | x |
| 12 | | Briefly describe the resiliency measures are being incorporated in the project to protect it and/or the community in which it is located from future weather disasters such as Superstorm Sandy? | x |
| 13 | | What National Objective will this project meet - Low Moderate Income (LMI) Area Benefit, LMI Employment Creation and/or Retention, Urgent Need, or Slum Blight Reduction? Thoroughly explain eason(s) for why the project meets the selected National Objective. | x |
| 14 | | Provide the number and salaries of the existing and anticipated Full- and Part-Time employees at the project. This should include tenants, if applicable. Was Employment Chart completed? | x |
| 15 | | Describe experience in completing projects of similar size and scope within the last 5 years. Provide a brief description of each project, the work performed, the project cost, and date completed. | x |

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| 16 | | Identification of type of applicant (i.e., minority owned, veteran owned, AA/Disadvantaged Small Business, located in a HUB Zone) | NA |
| 17 | | Will the project have tenant that are minority owned, veteran owned, AA/Disadvantaged Small Business, located in a HUB Zone | X |
| 18 | A | Detailed Sources and Uses Chart . Total Project Costs for each column should be equal. | X |
| | B | For funding identified in the Sources and Uses chart, provide status of any other application, commitment or approval. If denied,provide description of reason(s) for denial. | X |
| | C | If FEMA is a source provide Control Number | NA |
| | D | If SBA is a source provide Application Number. | NA |
| 19 | | If other sources of funding have been applied for, status of any other application, commitment or approval. If denied,provide description of reason(s) for denial. | X |
| 20 | | Funding gap, if any, identified. | X |
| 21 | | Project Development Timeline/Milestones. Project Schedule Template completed | X |
| 22 | | Insurance - Identify insurance information in the chart | X |
| | | Duplication of Benefits Form (identify insurance information) | X |
| 23 | | Indicte Source for Payment of Operating Costs | X |
| 24 | | Debarment certification (HUD Form 2992) | X |
| 25 | | Notice Regarding Affirmative Action | X |
| 26 | | Acknowledgement of Notice Regarding Prevailing Wage | X |
| 27 | | Acknowledgement of Disclaimers | X |
| 28 | | Required Attachments | X |
| | A | If the project was damaged by the storm, attach documentation of damage, such as, but not limited to, insurance claims, cost estimates for repair, photos and other such evidence. | X |
| | B | Declaration pages for all insurance policies on the project, all claims made related to the Superstorm, and evidence of payouts, as applicable. | X |
| | C | Description of Floor Plans for project, which identifies the following: | X |
| | | Total square footage of the project | X |
| | | Rentable Building Area (RBA) (or Gross Leasable Area (GLA)) of the project | X |
| | | RBA (or GLA) of all commercial space and/or residential units, if applicable | X |
| | D | Elevations and Schematic Drawing(s) of the project. | X |
| | E | Plans, Drawings and Building Elevations for the project | X |
| | F | Copy of Appraisal, if acquisition is involved in the project. | NA |
| | G | Copy of resolution granting Preliminary Site Plan Approval from the municipality in which the project is located. | NA |
| | H | Copy of resolution granting Zoning Board Approval from the municipality in which the project is located, if applicable. | NA |
| | I | Evidence of Site Control such as a fee simple title, fully-executed long-term lease agreement, fully-executed Option to Purchase Agreement, fully-executed long-term Option to Lease Agreement; fully-executed Purchase Agreement or Land Sale Contract or other enforceable agreement to acquire the property on which the project will be built. | X |

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| | J | Copies of leases with committed commercial tenants, if applicable. | NA |
| | K | List of interested commercial tenants, and any written communication evidencing interest, if applicable. | x |
| | L | Copies of all Funding Commitments. Funding commitments include commitment letter(s), subscription agreement(s), award letters, etc. showing dollar amount of committed funding, terms and conditions. | x |
| | M | For denied funding, attach each denial letter. | NA |
| | N | Appendix 1 - Signed CEO Certification | X |
| | O | Appendix 2 - NJDEP Environmental and Historic Review Application for EDA and DCA/NEP Programs | X |
| | P | Appendix 3 - NJDEP Environmental and Historic Reservation Application (#9 - Detailed Project Description - Required Information | x SEE APP.3 |
| | Q | Appendix 4 - Right-of-Entry Permit and Release of Information | x |
| | R | Additional Attachments for governmental applicants including municipalities, county governments, and local and state redevelopment entities – if procuring goods or services to complete the project, provide all associated Requests for Proposals (RFPs) and summary of decision showing the selected respondent and the qualified respondents not selected. If procurement has not yet occurred for some or all project components, describe process to be used. | x |
| | S | N/A | |