



**ECONOMIC REDEVELOPMENT AND GROWTH PROGRAM (ERG)**

**Documentation Checklist**

Please ensure that all required documents are included, as applicable, and a copy of the checklist is included with your submission.

Item	“X”	Comments
1. NJEDA Online Application		
2. Non-refundable Application Fee- \$5,000 (Check payable to NJEDA or		
3. Tax Clearance Certificate <a href="https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp">https://www16.state.nj.us/NJ_PREMIER_EBIZ/jsp/home.jsp</a>		
4. Completed Development Subsidy Job Goals Accountability Act form		
5. CEO Certification		
6. Pro Forma (in <b>Excel format</b> ), including proposed sources and uses, IRR with and without the ERG, income and expense and cash flow projections for 10 years along with assumptions utilized to produce this model. This model should be dated within 30 days of the application and include page numbers & version.		
7. Market and/or Feasibility Study for proposed use of the project site by independent 3 <sup>rd</sup> party (dated within 90 days of the application) <u>Study Must Include the following:</u> Firm’s advice and counsel regarding the marketability and underwriting of the revenue and expense components of the proposed project.  The assessment should contain the following: <ol style="list-style-type: none"> <li>1. Findings from the inspection of the site and surrounding neighborhood</li> <li>2. Research of comparable retail properties</li> <li>3. Analysis of the retail trade area demand</li> <li>4. Consideration of general market factors and national trends in similar neighborhoods.</li> </ol> This report also should include: <ol style="list-style-type: none"> <li>1. A comprehensive overview of the potential for the retail development in the market at the site through a demand and supply analysis of the markets</li> <li>2. A Determination of the demand and achievable rents for retail space in the market</li> <li>3. The recommended absorption/lease-up schedule for the retail</li> </ol>		

<p>component based on the potential market demand as well as with recognition of current and proposed competitive supply.</p> <p>The positive features of the site as well as the challenging site influences should be addressed. New retail developments in the area should be listed as well as other demand drivers such as housing/population trends, cultural and entertainment projects in the vicinity. The impact of the project to other residential and/or similar projects in the area.</p>		
<p>8. Breakdown of proposed new jobs as a result of the project (job category and average salary)</p>		
<p>9. Historical Financial Statements for 2 most recent fiscal year ends. Interim statements for the current year if the fiscal statement date is more than 120 days old <u>or</u> signed complete business tax returns for 3 most recent years for Applicant</p>		
<p>10. For any 10% or more owner of the Applicant, a copy of the most recent tax return and personal financial statement not more than 90 days old from the date of the application</p>		
<p>11. Summary of type of organization and its ownership structure. An Organizational Chart identifying owners and percentages of ownership if multiple partners. Subscription Agreements for all partners or members for investment funds contributing equity to the Project.</p>		
<p>12. Company overview, background and experiences.</p>		
<p>13. Schedule of Portfolio Assets</p>		
<p>14. Term Sheets or Commitments from any lenders or other sources of funding to the project</p>		
<p>15. Letters of Intent</p>		
<p>16. Construction Schedule &amp; Timeline</p>		
<p>17. Detailed Construction Budget with breakdown of all hard and soft costs.</p>		
<p>18. Construction contract and GC agreement, if available</p>		
<p>19. List of other state or local grants (Copies of City Ordinance for PILOT's, Abatements and/or RAB agreements)</p>		
<p>20. Support Letter from the governing body of the Municipality supporting the ERG project and its application to the EDA</p>		
<p>21. Copy of the purchase contract for the proposed site as well as any financing agreements associated with the purchase. Appraisal dated within 90 days of the application is required if purchase contract is</p>		

beyond 1 year from date of application. Note all non-arm's length transactions will require a full appraisal.		
23. Details of any costs incurred at the project site or pertaining to the project including date commenced, cost per category and how these costs have been funded.		
24. Identification of the amount and source of the applicant's equity in the project. Supporting bank documents for source of equity. Any Capital call letters for investment funds contributing equity to the Project.		
25. Copy of building permits, site plan approval and zoning (if issued – if not, this is a condition of closing)		
26. Detailed description of how the project will meet the required Green Building Standards <a href="https://www.njeda.com/green-building-guidance_v8-final/">https://www.njeda.com/green-building-guidance_v8-final/</a>		
27. Map from Mapping Tool, identify project location <a href="http://njgin.state.nj.us/OIT_BusinessMap2/">http://njgin.state.nj.us/OIT_BusinessMap2/</a>		

**For information purposes:**

ERG applications must be submitted prior to December 31, 2021.

Project must be completed with temporary certificate of occupancy issued by December 31, 2024.

**FEES\*\*:**

- Application fee: \$5,000, which includes costs for application review and fiscal impact and financing gap review conducted by NJEDA staff.
- Full amount of direct costs of any analysis by a third party retained by the EDA.
- Approval fee: 0.5% due before EDA Board Approval, for commercial projects not to exceed \$500,000, for residential projects not to exceed \$300,000. The fee shall be refunded if the Authority does not approve the incentive grant or tax credit.
- Issuance fee: 0.5%, for residential projects receiving tax credits not to exceed \$300,000 and due at the receipt of tax credit certificate and; for all others (including commercial projects) not to exceed \$500,000 and due at the execution of the incentive agreement.
- Servicing Fee: only for residential projects receiving tax credits, \$2,500, due with the annual report.
- Tax Credit Transfer or ERG assignment fee: \$2,500.
- Modification fee: \$5,000 (minor); \$25,000 (major).
- Extension Fee: \$1,000 (delegated, first 6 months); \$2,500 (Board action, second 6 months).

**\*\* All fees are non-refundable unless otherwise noted**