# **New Jersey Asset Activation Planning Grant**

**Sample Application** 





# **New Jersey Asset Activation Planning Grant**

The New Jersey Asset Activation Planning Grant Program will provide grants of up to \$50,000 directly to grantees for pre-development planning that demonstrate viability to activate public assets.

Proposed planning projects may include, but are not limited to:

- Conceptual Design
- Feasibility Study
- Land-use Planning
- Economic Analysis
- Market Analysis
- Legal Analysis

Proposals must demonstrate to what extent the utilization of a public asset will be improved and how development or use of a public asset will benefit the regional economy and the community.

Proposals should target under-utilized, or vacant land, buildings, or infrastructure owned by a county, municipality, district, public authority, public agency, or other political subdivision or public body.

A representative of the lead role entity (municipality, county, or redevelopment agency, independent authority, private or non-profit organization) must complete and return this Application Information Form as part of the application package. If any question is not applicable to the proposal, please indicate "Not Applicable". Attachments must be submitted as PDFs where indicated and only respond to questions pertaining to that section of the application.

Please review the New Jersey Asset Activation Planning Grant Program website at: <a href="https://www.njeda.com/asset-activation-planning-grant/">https://www.njeda.com/asset-activation-planning-grant/</a>.





## NJEDA Application Center Sign In Page

https://programs.njeda.com/en-US/

If this is the first time you are using	NJEDA Application Ce	nter	↑ My Applications -	English -	
this portal to apply for an NJEDA product, please click "Register"	Sign in Register Redeem inv	itation			
button on the top	If you are the first-time user, please click "Register" button on the top.				
	* User name  * Password				
	Remember	me?			
	Sign in	Forgot your password?			

If you have forgotten your password, simply click on the "Forgot your password?" button and follow the instructions.

An email will be sent enabling you to reset. Please note that your Username will be included in

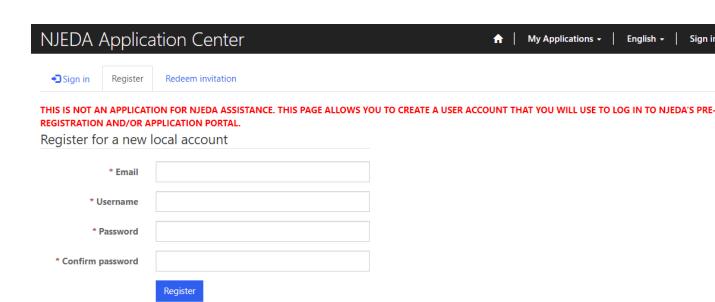
the email you receive, be sure to confirm that you are using the correct username when you sign in.

## **How to Register Your Email Address**

1. Enter your email, username (can be the same as your email) and password.

Passwords must contain characters from at least three of the following four classes: uppercase, lowercase, digit, and non-alphanumeric (special).

2. Once information is filled in click "Register"

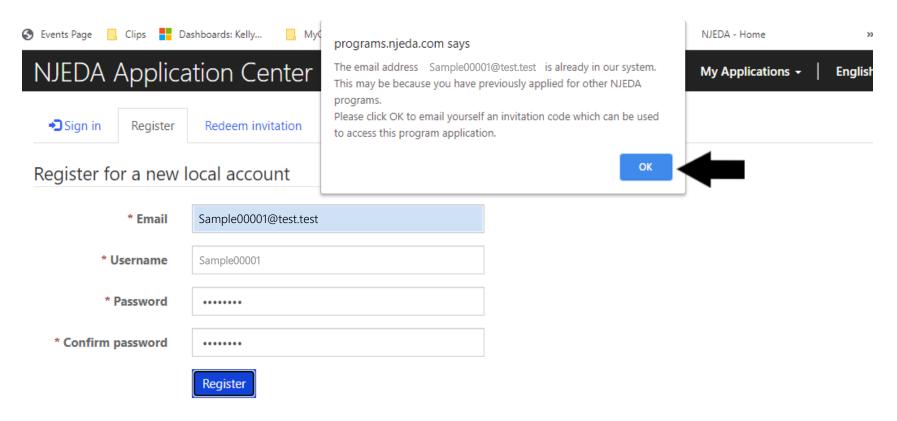






## If Your Email is Recognized By the Application Portal

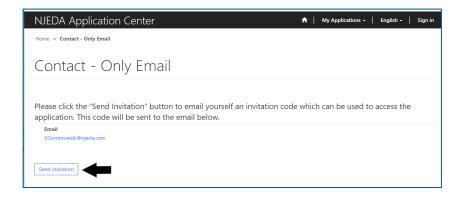
If after clicking on "Register" you receive the following pop-up, that indicates that your email address is already recognized in our system, and you need to request an Invitation Code. Begin by clicking on the blue "OK" button.



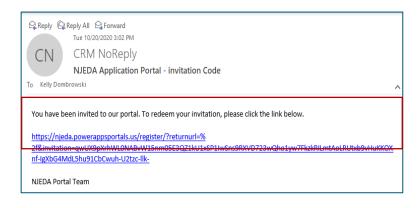


## **Redeeming An Invitation Code**

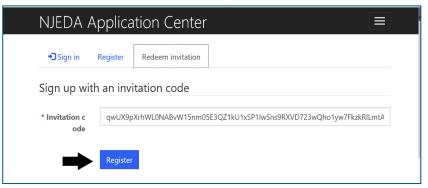
1. Click **SEND INVITATION** to email yourself an invitation code.



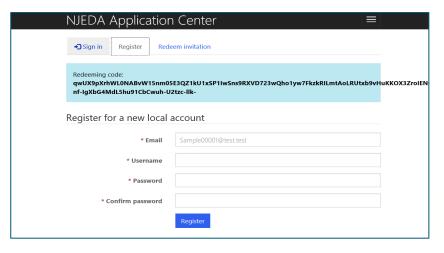
2. Check your email (including junk/spam) for an email from CRMNoReply. Click the link in that email.



3. The link from email should send you to this page on the portal. Make sure you are on the Redeem Information tab and **Click REGISTER** 



4. **Fill in the information** requested and **click REGISTER** to complete the process. Remember this username and password – you will need it each time you access the application portal

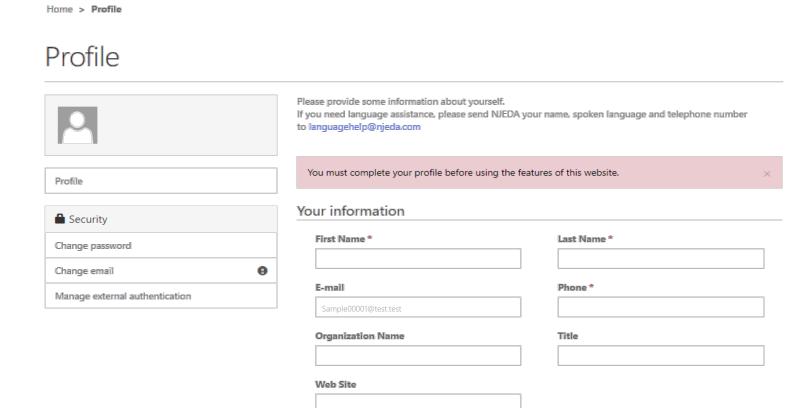


## **Setting Up Applicant Profile**

(If Your Email is New and Not Recognized by the Portal)

### **Setting up your Profile**

- Once you click Register, you must enter
   "Your Information"
- First Name, Last Name and PhoneNumber is Required
- Confirm your email address is correct
   (this will be the primary way the NJEDA contacts your business)
- 4. Once complete, click "Update"



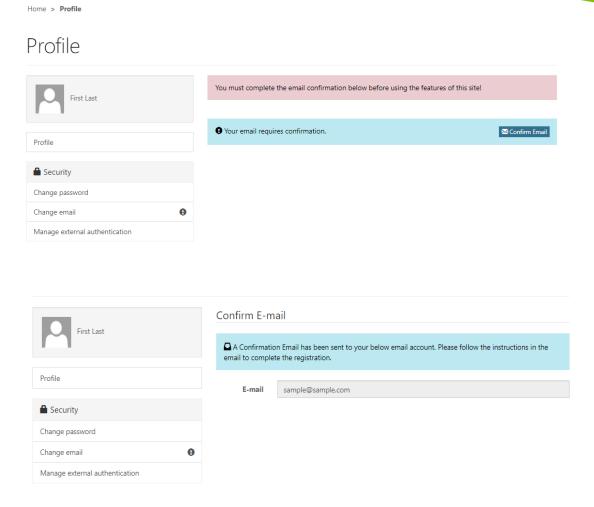
Update



## **Confirming Email**

### **Confirming Your Email**

- Once "Your Information" is complete, you will need to confirm your email.
- 2. Within the blue box, click on "Confirm Email"
- 3. An email will be sent to the email address listed.
- Go to your email and follow the instructions within the email.
- 5. You MUST confirm your email address





NJ\$EDA

ECONOMIC DEVELOPMENT AUTHORITY

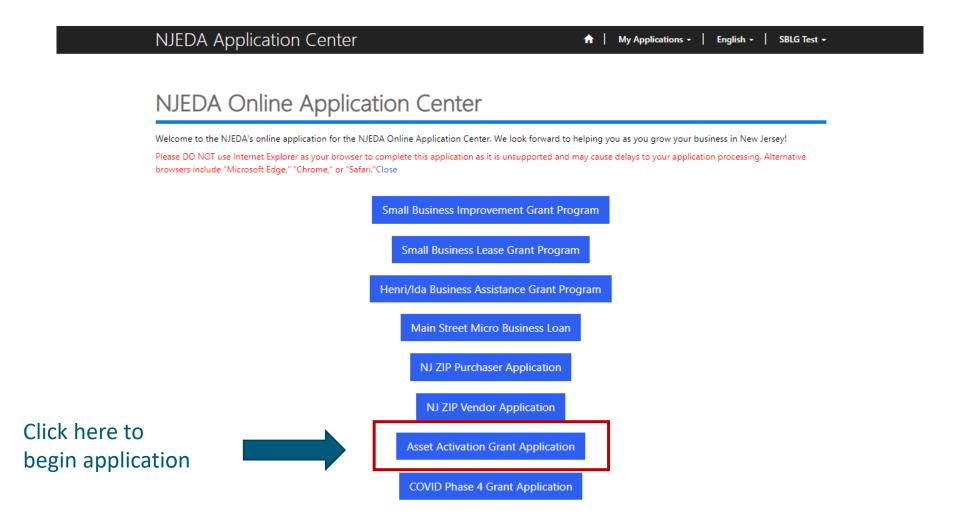
## **Trouble Logging Into the Portal?**



If you are having any issues creating a username or password, redeeming an invitation code, or generally logging into the portal, please call our **Customer Care line 609-858-6700** and a representative will assist you.

## NJEDA Application Center Sign In Page

https://programs.njeda.com/en-US/





## **Start Application**

Read this information before starting your application.

Click CREATE button to start application.

#### NJEDA Application Center

★ My Applications ▼

English -

SBLG Test ▼

Home > New Jersey Asset Activation Planning Grant

## New Jersey Asset Activation Planning Grant

#### Welcome

The New Jersey Asset Activation Planning Grant Program will provide grants of up to \$50,000 directly to grantees for pre-development planning that demonstrate viability to activate public assets.

Proposed planning projects may include, but are not limited to:

- · Conceptual Design
- Feasibility Study
- Land-use Planning
- Economic Analysis
- Market Analysis
- Legal Analysis

Proposals must demonstrate to what extent the utilization of a public asset will be improved and how development or use of a public asset will benefit the regional economy and the community.

Proposals should target under-utilized, or vacant land, buildings, or infrastructure owned by a county, municipality, district, public authority, public agency, or other political subdivision or public body.

A representative of the lead role entity (municipality, county, or redevelopment agency, independent authority, private or non-profit organization) must complete and return this Application Information Form as part of the application package. If any question is not applicable to the proposal, please indicate "Not Applicable". Attachments must be submitted as PDFs where indicated and only respond to questions pertaining to that section of the application.

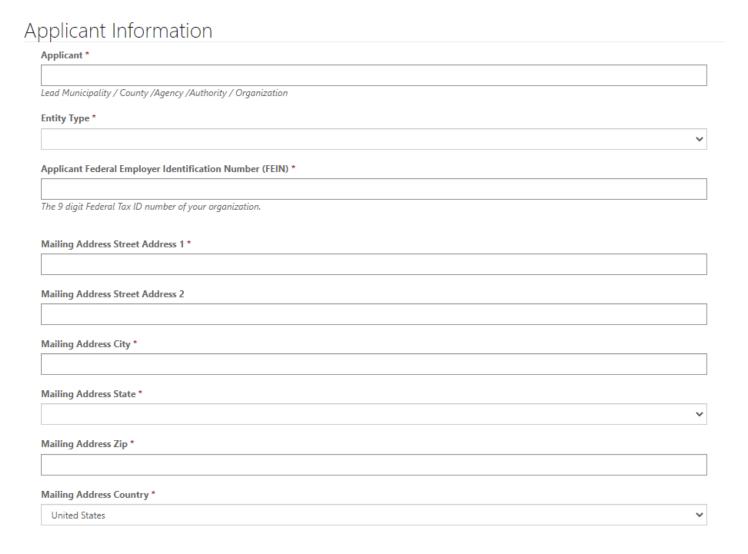
Please review the New Jersey Asset Activation Planning Grant Program website at: https://www.njeda.com/asset-activation-planning-grant/.

If you have any questions, please contact program administrators at NJAAP@njeda.com





# **Applicant Information**





## Applicant Information - Authorized Representative

We will need information for the individual who is legally authorized to sign documents for the applicant company.

Only an individual legally authorized to sign documents for the applicant may fill out the legal questionnaire, Certification of Application and Electronic Signature at the end of the application





## Applicant Information (Continued)

## Applicant Information(continued) Is the applicant, or any person who controls the applicant or owns or controls more than 1% of the stock of the applicant, an officer or employee or any agency, authority or other instrumentality of the State of New Jersey? \* Tax Clearance Certificate Please upload the applicant organization's Tax Clearance Certificate from the NJ Division of Taxation. Certificates may be requested through the State of New Jersey's online Premier Business Services (PBS) portal. Under the Tax & Revenue Center, select Tax Services, then select Business Incentive Tax Clearance. If the applicant's account is in compliance with its tax obligations and no liabilities exist, the Business Incentive Tax Clearance can be printed directly through PBS. CLICK HERE for instructions on how to secure your tax clearance certificate. Files Document Tax Clearance Certificate Document(s) Add Files Is the applicant involved in religious activities or is religiously affiliated? \* Previous



# **Project Overview**

	Р	'roject Over	VIEW						
Enter in the Project Title		Project Title							
_	<b></b>								
Click the "ADD LOCATION" button to identify the Project Site Address			sist of a single lot, a po	. ,	ole lots - For each parcel o ddress. Please use the "C		2 .,	ide their unique addresses, Blod land.  Add Locatio	
		Address Line 1 🕇	Address Line 2	City	State	Zip Code	Block	Lot	
		There are no record	s to display.						
Grant Amount can not		Grant Amount Reque	ested *						
exceed \$50,000 ————	<b></b>								
		Detailed Site Location Description  Please provide any additional description of the project site needed to discern the exact extent and location. For example, "The 200,000 sqft former industrial wareh and parking lot," or "10 acres adjacent to the Mill Creek in the northwest corner of Lot 1," etc.				ouse			
									//



## **Project Locations**

Enter the Street Address and Block and Lot number for the Project Location.

A project site may consist of a single lot, a partial lot or multiple lots— for each parcel of land included in the project site, please provide their unique addresses, Block and Lot number information.

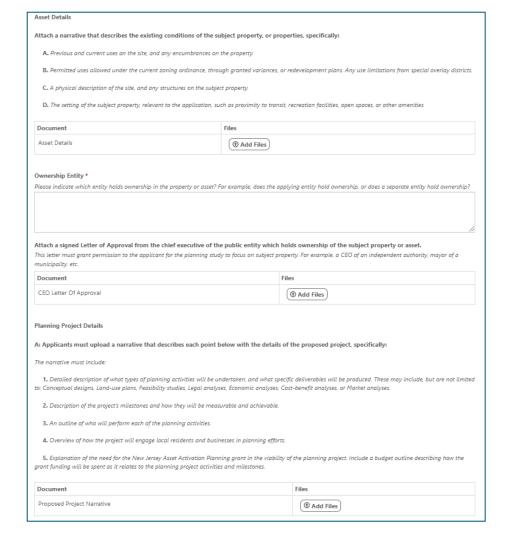
Multiple lots may use the same address.

oject Locations	
A project site may consist of a single lot, a partial lot, or multiple lots - For each parcel of land inc in the project site, please provide their unique addresses, Block, and Lot number information. Mult lots may use the same address.  Address Line 1*	
Address Line 2	
City *	
	Q
State *	
	Q
Zip Code	
	Q
Block *	
Lot *	



## **Project Overview**

In this section we will ask you to upload a series of documents that will help us to understand the Asset Details, Planning Project Details, Asset Activation Merits and the Applicant's Background and Experience



<ol><li>Asset Activation Merits: Applicants must upload a detailed description of how the asset will benefit the regional economy and the community.</li></ol>	e utilization of a public asset will be improved, and how the	improved
A full description must include:		
<ol> <li>Any physical constraints the site may possess such as soil contamination, flood hazard stc., and how these challenges will be addressed by the planning project.</li> </ol>	ls, unusual site geometry or topography that limit uses, geograpi	hic context,
<ol><li>Any regional economic or market conditions that have constrained the best utilization project.</li></ol>	of the asset, and how these challenges will be addressed by the	planning
<ol> <li>An overview of proposed of future uses, development, or activities at the site, or a descended and one of the site of a descend of the site.</li> </ol>	ription of how the planning project will discover these future use	s, with an
4. Projects should demonstrate a strong connection to the State's economic and develop	ment objectives through project elements, such as:	
O Driving economic growth and equity Creating an innovative use for distressed public assets, Expanding access to public transportation or public services Creating or catalyzing a new business sector, or target industry Attracting employers and a diverse, talented workforce Expanding entrepreneurial opportunities and support local businesses Improving land use efficiency and sustainability		
Document	Files	
Asset Activation Merits Narrative	① Add Files	
Applicant Background and Experience  Upload a narrative that describes the following information about the applicant and  A. Information demonstrating the ability of the applicant and its partners to execute the pla  • Experience in successful completion of planning projects similar in size and scope to  • Description of experience, capacity, and skills of planning team and/or consultants  • Description of any existing redevelopment plans impacting the proposed planning  • Description of any existing market and/or feasibility studies related to the application  • Description of prior partnership and engagement with private industry for purposes  B. If the applicant has entered a strategic partnership for the purposes of this application, dividil serve in the proposed project. If there are multiple partners, be specific about the role of	onning project. This may include, but is not limited to:  o the proposed project  project area.  on.  s of re-development.  escribe the nature of this partnership including the roles that the	partners
Document	Files	
Applicant Background and Experience	① Add Files	
las the applicant entered into a strategic partnership? *		

## Ownership of Material and Event Participation

## Ownership of Material and Event Participation

Applicants that are approved for grant funding must agree to share ownership of deliverables with the Authority for the purpose of making results publicly available to foster a dynamic discussion about activating assets and other similar planning assistance.

□ I understand and agree to sharing ownership of deliverables and participating in the EDA hosted events, subject to award of grant funding. \*





# Diversity, Equity & Inclusion

This information provided in this section will be used for tracking purposes only.

Questions may be skipped if not applicable to the applying entity.

Diversity, Equity, & Inclusion
this section, we would like more information about the diversity of your company. The NJEDA will use this information for tracking purposes nly.
Vith which of the following does the majority owner of the applicant organization self-identify (if applicable)?  Minority Women Veteran LGBTQ Disabled None of the above are applicable / I do not wish to identify  lease select which of the following State of New Jersey certifications the applicant organization currently holds:
Small Business Enterprise (SBE) Disadvantaged Business Enterprise (DBE) Minority-Owned Business Enterprise (MBE) Woman-Owned Business Enterprise (WBE) Veteran-Owned Business Enterprise (VOB) Disabled Veteran-Owned Business Enterprise (DVOB) None of the Above / I do not wish to identify
In this section, we would like more information about any actions your company has taken or is taking with respect to Diversity, Equity & Inclusion. If these questions are not applicable, you may skip them.  Please describe whether your company's leadership team is made up of a diverse group of individuals. Please provide as much detail as possible about the composition of your leadership team as it relates to groups that have been historically underrepresented (minority, woman, veteran, LGBTQ, disabled).



## Legal Questionnaire

#### Legal Questionnaire

Persons (entities or individuals) applying for NJEDA programs are subject to the Authority's Disqualification/Debarment Regulations (the "Regulations"), which are set forth in N.J.A.C. 19:30-2.1, et seq. Applicants are required to answer the following background questions ("Legal Questionnaire") pertaining to causes that may lead to debarment, disqualification, or suspension from eligibility under the Regulations and Executive Orders 34 (Byrne 1976) and 189 (Kean 1988) after consideration of all relevant mitigating factors. Governmental entities are not required to submit this Legal Questionnaire and may leave it empty.

#### **DEFINITIONS**

Notwithstanding any terms defined elsewhere or otherwise herein, the following definitions shall govern in responding to this Legal Questionnaire:

"Affiliates" means any entities or persons having an overt or covert relationship such that any one of them directly or indirectly controls or has the power to control another. For the purposes of application for, or ongoing compliance with, Authority-administered programs, this includes:

- · any entities or persons having an ownership interest in Applicant of 10% or greater;
- . any entities in which Applicant holds an ownership interest of 10% or greater; and
- any entities that are named in the application and/or agreement, or that will receive a direct benefit from the financing, incentive, or other
  agreement with the Authority.

Note that any entities or persons fitting these definitions will need to be listed in Part C below.

"Legal Proceedings" means any civil, criminal, or administrative proceedings in a State or Federal court or administrative tribunal in the United States or any territories thereof.

The Legal Questionnaire will need to be completed in order to proceed.

Yes  $\sim$ 10. Violation of any State or Federal law that may bear upon a lack of responsibility or moral integrity, or that may provide other compelling reasons for disqualification. Your responses to the foregoing question should include, but not be limited to, the violation of the following laws, without regard to whether there was any monetary award, damages, verdict, assessment or penalty, except that any violation of any environmental law in category (v) below need not be reported where the monetary award, damages, etc. amounted to less than \$1 million. i. Laws banning or prohibiting discrimination or harassment in the workplace ii. Laws prohibiting or banning any form of forced, slave, or compulsory labor. iii. The New Jersey Conscientious Employee Protection Act, N. J. Stat. Ann. § 34:19-1 et seq., or other "Whistleblower Laws" that protect employees from retaliation for disclosing, or threatening to disclose, to a supervisor or to a public body an activity, policy or practice of the employer, that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law, iv. Securities or tax laws resulting in a finding of fraud or fraudulent conduct. v. Environmental laws, where the monetary award, penalties, damages, etc. amounted to more than \$1 million. vi. Laws banning anti-competitive dumping of goods. vii. Anti-terrorist laws viii. Criminal laws involving commission of any felony or indictable offense under State or Federal law. ix. Laws banning human rights abuses. x. Laws banning the trade of goods or services to enemies of the United States. Part B. Pending Proceedings 11. To the best of your knowledge, after reasonable inquiry, are Applicant, or any officers or directors of Applicant, or any Affiliates, a party to pending

If the answer to any of the foregoing questions is affirmative, you must provide the following information as an attachment to the application: (i) the case name and court/administrative agency (including jurisdiction and venue) in which such matters were tried or are pending; (ii) the charges or claims adjudicated or alleged; and (iii) a brief explanation of the circumstances giving rise to such matters. Also, for affirmative answers to question 1-10, please attach copies of document(s) reflecting the final resolution (e.g., final judgments, verdicts, plea bargains, consent orders, administrative findings, or settlement agreements).

Legal Proceedings wherein any of the offenses or violations described in questions 1-10 above are alleged or asserted against such entity or person? With respect to laws banning or prohibiting discrimination or harassment in the workplace, please provide only information pertaining to any class action

lawsuits.

Note that an Applicant may refer to or attach specific provisions of a 10-K/Q or other filings with the U.S. Securities and Exchange Commission (SEQ): however, the Applicant should be aware that different laws apply to disclosures to the Authority. This means that the Authority does not have the same types of materiality thresholds as the SEC. The Applicant is expected to supplement its SEC filings to ensure that all relevant matters are disclosed to the Authority, including any matters that were below the SEC's materiality threshold and any matters that may have occurred after its most recent filing.

Document	Files
Legal Questionnaire Addendum	① Add Files



 $\checkmark$ 

# Certification of Non-involvement in prohibited activities in Russia or Belarus pursuant to P.L. 2022, C.3

# Certification of non-involvement in prohibited activities in Russia or Belarus pursuant to P.L. 2022, C. 3

I, Annie Smith, CEO, am authorized to certify that Annie Test Application 7-20-22 is not "engaged in prohibited activities in Russia or Belarus" (as such term is defined in P.L.2022, c. 3., sec. (1)(e)) except as permitted by federal law. I understand that if this statement is willfully false, I may be subject to penalty, as set forth in P.L. 2022, c. 3, section (1)(d).

IN WITNESS WHEREOF, I have hereunto set my hand this day of July 20th, 2022.

- I am Authorized Signer and I accept the terms and conditions.
- The applicant company is engaged in prohibited activities in Russia or Belarus and therefore is not able to complete this certification.



If you are not able to complete this certification of non-involvement because you, your entity or one of its parents, subsidiaries, or affiliates may have engaged in prohibited activities in Russia or Belarus, you will need to provide the NJEDA with a detailed, accurate and precise description of the activities. Please email the NJEDA point of contact on your matter or <a href="mailto:certifications@njeda.com">certifications@njeda.com</a> immediately to commence this process.

If you provide a detailed, accurate and precise description of the activities, you will be given 90 days to cease engaging in any prohibited activities and will be required to provide a completed certification of non-involvement on or before the 90th day. If you do not provide a completed certification of noninvolvement on or before the 90th day, the NJEDA shall not approve you for an economic development subsidy from the NJEDA.

It is highly recommended that you do not submit this application for financial assistance until you can complete this certification.



## **Certification of Application**

All information presented in the application must be certified as being true and accurate.

Applicants that submit willfully false information are subject to criminal prosecution.

## Certification of Application

Eligibility of financial assistance by the New Jersey Economic Development Authority (NJEDA) is determined by the information presented in this application. Any changes in the status of the proposed project from the facts presented herein could disqualify the project. Only Board Members of the governing board of the particular program for which you are applying, by resolution, may take action to determine project eligibility and to authorize the issuance of funds.

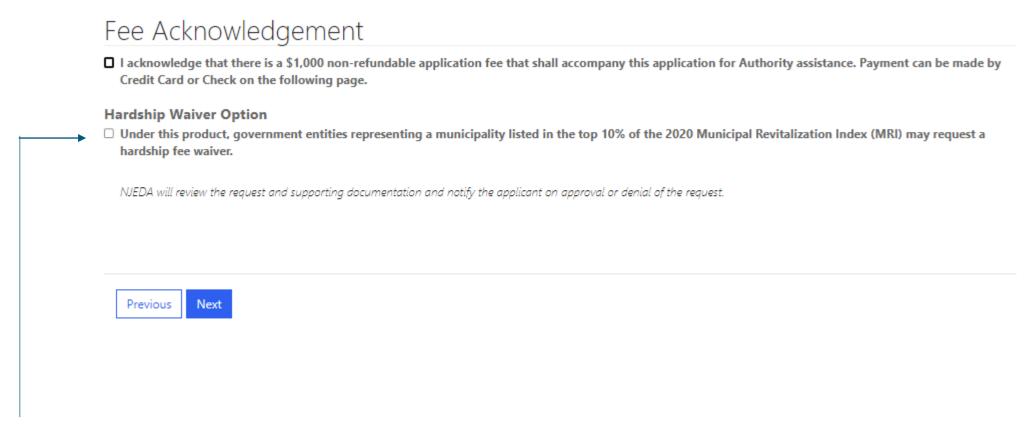
#### I, THE UNDERSIGNED, BEING DULY SWORN UPON MY OATH SAY:

- □ I affirm, represent, and warrant that the information contained in this application and in all associated attachments submitted herewith is to the best of my knowledge true and complete and that the funding applied for herein is not for personal, family, or household purposes. \*
- I understand that if such information is willfully false, I am subject to criminal prosecution under N.J.S.A. 2C:28-2 and civil action by the NJEDA which may at its option terminate its financial assistance. \*
- □ I authorize the New Jersey Department of Law and Public Safety to verify any answer(s) contained herein through a search of its records, or records to which it has access, and to release the results of said research to the NJEDA. \*
- I authorize the NJEDA to provide information submitted to it by or on behalf of the applicant to any bank or State agency which might participate in the requested financing with the NJEDA.\*
- 🗆 I certify my understanding that an electronic signature of this Application and any Approval Letter or Agreement shall be a binding on the parties. \*
- ☐ I certify that the firm is not in default with any other program administered by the State of New Jersey. \*





## Fee Acknowledgement



Government Entities representing a municipality listed in the top 10% of the 2020 Municipal Revitalization Index (MRI) may request a hardship fee waiver.



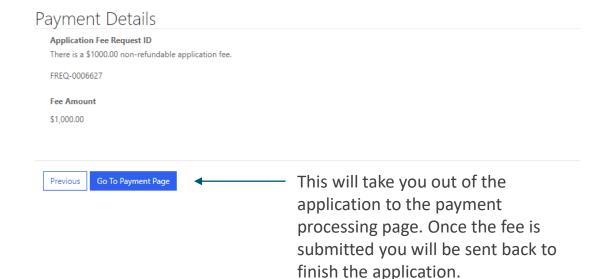
## Payment Method(s)



### IF MAIL CHECK

#### Payment Method Select form of payment: Mail Check Please be advised that NJEDA must confirm receipt of check before any review of the application may begin. Payment by credit card, if possible, is recommended as it will help expedite NJEDA's review process. Payment Details: Amount Due: \$1000 Make check payable to: New Jersey Economic Development Authority Reference the Application ID number below in the note field. Mailing Address: New Jersey Economic Development Authority 36 West State St PO Box 990 Trenton, NJ 08625-0990 Common Application ID CAPP-00012690 Previous

#### IF CREDIT CARD

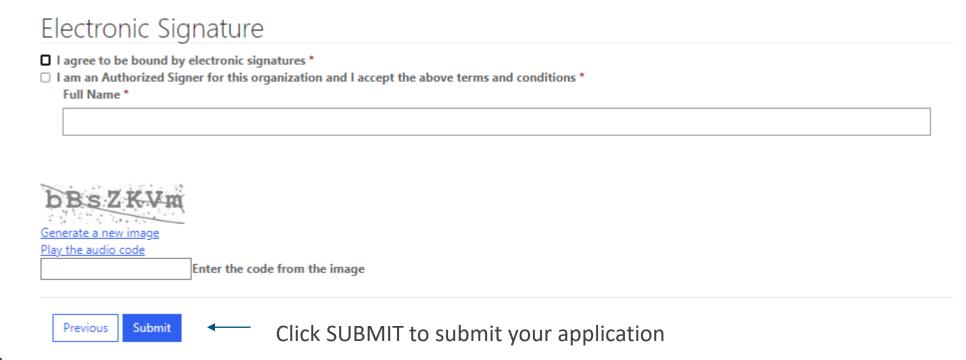




## **Electronic Signature**

After the fee is submitted you will be sent to finish the last page of the application, the Electronic Signature page.

Please be advised NJEDA must confirm receipt of application fee before any review of application begins.





## **Confirmation Page**

**Full Application Submitted Page** 

Thank you for submitting your full application for the New Jersey Asset Activation Planning Grant Program.

Your confirmation number is: CAPP-00012690

Any communications on the status of your application will be sent to:

For questions regarding your application, please reach out to program administrators at NJAAP@njeda.com

To learn about other NJEDA programs, visit njeda.com

Thank You, NJEDA

Return to homepage



## **Certification of Application**

All information presented in the application must be certified as being true and accurate.

Applicants that submit willfully false information are subject to criminal prosecution.

## Certification of Application

Eligibility of financial assistance by the New Jersey Economic Development Authority (NJEDA) is determined by the information presented in this application. Any changes in the status of the proposed project from the facts presented herein could disqualify the project. Only Board Members of the governing board of the particular program for which you are applying, by resolution, may take action to determine project eligibility and to authorize the issuance of funds.

#### I, THE UNDERSIGNED, BEING DULY SWORN UPON MY OATH SAY:

- I affirm, represent, and warrant that the information contained in this application and in all associated attachments submitted herewith is to the best of my knowledge true and complete and that the funding applied for herein is not for personal, family, or household purposes.
- ☑ I understand that if such information is willfully false, I am subject to criminal prosecution under N.J.S.A. 2C:28-2 and civil action by the NJEDA which may at its option terminate its financial assistance.
- ☑ I authorize the New Jersey Department of Law and Public Safety to verify any answer(s) contained herein through a search of its records, or records to which it has access, and to release the results of said research to the NJEDA.
- I authorize the NJEDA to provide information submitted to it by or on behalf of the applicant to any bank or State agency which might participate in the requested financing with the NJEDA.
- I certify my understanding that an electronic signature of this Application and any Approval Letter or Agreement shall be a binding on the parties.
- ☑ I certify that the firm is not in default with any other program administered by the State of New Jersey.





