

REQUIRED APPLICATION DOCUMENTS

The following is a list of required documentation for the NJ Child Care Facilities Improvement Program application separated into two (2) categories.

1. **STANDARD DOCUMENTATION** is required documents that all applicants must complete.
2. **CONDITIONAL DOCUMENTATION** may be applicable depending on your business practices and entity type.

It is highly recommended you save **all of these documents** on your computer before starting your application to ensure a smooth application process. If you need further information on how to access these documents, please either use the links included or use the Application Quick Start Guide found [HERE](#).

STANDARD DOCUMENTATION

- DCF License:** Must have the same address listed as the repair site and be up to date
- Documents based on your entity type:**
 - ✓ *Sole Proprietor:* Certificate of Trade Name
 - ✓ *LLC:* Certificate of Formation **OR** Operating Agreement
 - ✓ *Corporation:* Certificate of Incorporation; **AND** a copy of by-laws
 - ✓ *Not-for-profit:* Certificate of Incorporation; **AND** IRS determination letter; **AND** a copy of by-laws
 - ✓ *Out of State:* Certificate of Authority
- Facility Documentation:**
 - ✓ If you own your facility
 - Deed; property tax statement; **OR** proof of mortgage
 - ✓ If you lease your facility
 - Lease: Must be signed, up-to-date, and address must match repair site and license
 - Landlord Certification form (Linked [HERE](#))
- Tax Clearance Certificate:** Must be within the last 180 days and have NJEDA as the listed agency.
- Project Narrative** (Link [HERE](#))
- Photos of the project area(s)**
- Project Budget template** (Link [HERE](#))
- Project Timeline template** (Link [HERE](#))
- Architectural renderings or contractor drawings** (if applicable)
- Required for every contractor/subcontractor:**
 - ✓ Department of Labor Public Works Registered Contractor certificate: Must be up to date
 - Please note that if the certificate is set to expire this may delay our ability to process your application.
 - ✓ Itemized Quote
 - ✓ NJ Business Registration Certificate (BRC)
 - ✓ Verification of Contractor Eligibility Form (Link [HERE](#)): Must include SAM.GOV number
- Required for every professional service provider** (*Architect, Construction management or Environmental assessment*):
 - ✓ Itemized Quote
 - ✓ NJ Business Registration Certificate (BRC)
 - ✓ Verification of Professional Services Eligibility Form (Link [HERE](#))
 - ✓ Small, Minority, Women and Veteran owned business enterprise (SMWVBE) Certification (if applicable)

CONDITIONAL DOCUMENTATION

If your organization is doing business as a DBA:

- ✓ Certificate of Alternative Name (if doing business as DBA): License or Lease/Deed may serve as a substitute if alternative name is listed

If your organization is religiously affiliated or rent from a religious organization:

- ✓ Religious Affiliation Questionnaire (Link [HERE](#))
- ✓ Copy of by-laws (if applicable)
- ✓ Mission Statement (if applicable)
- ✓ Promotional materials and press releases (if available)
- ✓ Description of secular and/or religious curriculum (if applicable)

If your organization is engaged in political activities:

- ✓ Political Activities Questionnaire (Link [HERE](#))

If requesting Furniture, Fixtures, and Equipment (FFE):

- ✓ Formal bid, quote **or** printouts/screenshots with prices from online retailer for Furniture, Fixtures, and Equipment