



Activation, Revitalization, and Transformation (ART) Program Applicant Checklist

The following items are required at the time of application for the Real Estate Product. Applicants will have five (5) business days to provide any missing items.

Required Items	
1.	\$1,000 Application Fee (non-refundable) due at time of application
2.	Current Tax Clearance Certificate from the NJ Division of Taxation How to Use NJ Premier Business Services to Obtain Certification
3.	Total Grant Amount Requested – this amount should be the gap of the project – please list NJEDA grant as a source
4.	Complete the Project Sources and Uses worksheet ART Project Sources & Uses Template
5.	Complete the Project Budget worksheet – this should be the number that is used on the application as the “Total Project Budget” – please note this cannot be changed after time of application ART Project Budget Template
6.	Provide Evidence of Site Control, such as: <ul style="list-style-type: none">• Current lease or evidence of site control• Purchase and sales agreement• Deed
7.	Organization Chart of Applicant
8.	Background and Experience of Applicant and Development Team Including Resumes of Key Team Members
9.	Previous Experience of Development Team that Supports the Capacity to Complete the Subject Project
10.	Current (cannot be older than 12 months) Term Sheets or Commitments from any Lenders or Other Sources of Funding to the Project – an application or pending application for a grant will not be accepted
11.	Use the NJEDA mapping tool to see if your project site is eligible NJEDA Location Review App <ul style="list-style-type: none">• Use map results to fill in block and lot• Use map results to identify if project is in OZ census tract
12.	Project Construction Schedule and Timeline from your Contractor
13.	Detailed Construction Budget with Breakdown of all Hard and Soft Costs from your Contractor
14.	Proof of Engagement of General Contractor – please provide a copy of the construction contract, GC agreement, cost estimates, etc.
15.	Local Approvals will Need to be Provided – please provide local zoning or site plan approval

Required Items	
	16. Proof of Engagement of Architect and Engineer – will have to provide renderings, floor plans, etc.
	17. Project Site Infrastructure Plan – please provide plan or information on project infrastructure readiness – utility needs and upgrade
	18. Project Impact Description Including the Following: <ul style="list-style-type: none"> • How your project mitigates the negative impacts of COVID-19 • How your project supports commercial corridors and mass transit • How your project supports and aligns with any applicable local master plan, downtown or neighborhood plan, capital improvements plan and/or economic development strategy, along with the readiness of infrastructure
	19. Project Description – must include the following: <ul style="list-style-type: none"> • Current state of the site on which the project will be located • Describe the proposed project and end use • Total acreage of property • Number of buildings, square footage, number of floors, historic designation (state, local, national) • Condition of property
	20. Project Engagement Plan – in this section please include how your project will have a catalytic, long-term impact on the community by contributing to the dynamism of the neighborhood through events, building small business support and increasing foot traffic in the city or neighborhood
	21. Applicants must be in substantial good standing with the NJ Department of Labor and Workforce Development and the NJ Department of Environmental Protection