

5.18.2023



Film & Digital Media Studio Infrastructure Program Frequently Asked Questions (FAQ)

PROGRAM QUESTIONS

What is the Film & Digital Media Studio Infrastructure Program?

The Film & Digital Media Studio Infrastructure Program is a \$10 million competitive grant program that will provide funding to municipalities, municipal entities, counties, county entities, and/or state instrumentalities for infrastructure improvements and sitework in support of the development of a film or digital media studio production facility.

Who can apply/who is an eligible applicant?

Eligible applicants are municipalities, municipal entities, counties, county entities, and/or State instrumentalities that are undertaking infrastructure improvements or sitework to support the development of a film or digital media studio production facility.

Is there a minimum grant and/or a maximum grant amount?

Yes. The minimum grant funding amount is \$50,000 and the maximum grant funding amount is \$4,750,000 provided to any one Project and/or to any one applicant.

What are eligible infrastructure projects/components?

The infrastructure improvements or sitework must be in support of the development of a film or digital media studio production facility. Sample work might include some of the following: street improvements; sidewalks; utility lines (gas, water, sewer, electrical) extensions, telecommunications or high-speed broadband service lines installations, or accessibility or safety improvements.

Are infrastructure improvements or site work that are to be undertaken on the site of the private studio facility property eligible for this program grant funding?

Eligibility for the program depends on the ultimate ownership of the infrastructure improvements or site work. If infrastructure improvement or site work is to be undertaken on the site of the private studio facility and is or will be owned by the private studio facility, then this would be an ineligible cost. On the other hand, if the improvement or site work will be owned by the municipality, the county, or other government entity or a utility company, then the cost of such improvement or site work is eligible. For example, installation of a new water line to be owned by the water utility (with the utility having the customary rights to the property in which the water line is located) is eligible even if it is on property owned or to be owned by

the private studio facility. However, any water line that the water utility does not and will not own that is on the property owned or to be owned by the private studio is not eligible.

Is a project that has started or completed construction eligible for Film & Digital Media Studio Infrastructure Program funding?

No. This program is for new infrastructure improvements or site work.

Will projects be subject to prevailing wage requirements?

Yes. Projects must comply with the New Jersey Prevailing Wage Act. All NJEDA projects are subject to this requirement. Information about prevailing wage can be found at:
<https://www.nj.gov/labor/wageandhour/prevailing-rates/public-works/>

Will retainage be withheld from construction disbursements?

Typically, EDA withholds 10% retainage during construction and releases retainage upon project completion. Since applicants to this program are governmental entities and will be subject to Local Public Contracts Law, EDA will follow the 2% construction retainage.

Is Executive Order 215 of 1989 re Environmental Assessments applicable?

Yes, Executive Order 215 will be applicable to projects which have anticipated construction costs in excess of \$1 million and which are not listed as omitted under Section 7 of the Executive Order. Please refer to [State of New Jersey - Executive Orders \(nj.gov\)](https://www.nj.gov/governor/press-releases/2017/01/20170103-EO215/)

Are there requirements for participation by or use of small or women or minority owned businesses?

No there are no such requirements. However, this is a competitive scoring process and up to 5 points may be provided for plans for and participation of Small, Women, Minority, Veteran Business Enterprises.

If approved for funding, how will grant funds be disbursed?

Following execution of the Grant Agreement and prior to the start of construction, NJEDA will generally schedule a pre-construction meeting with the grantee and their contractor to discuss program funding requirements including construction progress work documentation, prevailing wage and affirmative action requirements, and the funding disbursement process. Funding disbursement requests and subsequent payments will be made no more than once per month. No payment will be disbursed without confirmation that work has been conducted in accordance with prevailing wage, affirmative action requirements, and other state and federal requirements.

Final payment will not be disbursed until NJEDA has conducted a site visit to confirm the work has been completed and is in compliance with prevailing wage, affirmative action requirements, and other state and federal requirements.

APPLICATION QUESTIONS

When will the application be available and how do I apply?

The application will be available beginning May 18, 2023 at 10:00am and will remain open for a 90-day period. Applications and all program information can be found at [Film & Digital Media Studio Infrastructure Program - NJEDA](#).

Is there a deadline to submit an application? Is the Program first come, first served?

Yes, there is a deadline of August 16, 2023 at 5:00pm to submit an application. All applications received by that date will be reviewed for completeness and eligibility. Following that initial review, all eligible applications will be scored competitively. The Program is not first come, first served.

What constitutes a fully completed application?

Please refer to the checklist of required items that must be provided in order for an application to be considered fully completed.

Who can fill out the application?

Typically, governmental staff or a consultant to the governmental entity would fill out the application.

Who can be listed as the Authorized Representative?

Only individuals who can legally bind the governmental entity/applicant should be certifying to the forms and content of the application and listed as the Authorized Representative.

Some questions refer to “company” and some questions don’t seem applicable to government entities so do I still have to respond to those questions?

The application is a Common Application that NJEDA uses for various programs and funding opportunities. NJEDA provides funding to many applicants including small businesses, real estate developers, governmental entities, not for profit organizations and financial institutions. Applicant/Company/Organization are used interchangeably throughout the application. Please answer all required questions on the application.

Can you save your application as you go?

You can save your application and come back to it as long as you complete the page you are working on. Make a note of where you left off so when logging back into your account, you should be able to start with the next page. Please see the Sample Application for guidance.

Am I able to edit the application after I submit it?

No, once submitted, the application locks. You do have the ability to share a draft of the application before final submission.

Is there an application fee?

Yes. The Authority's standard \$1,000 application fee will be charged and is due and needs to be paid by the application deadline for the application to be deemed submitted.

GENERAL QUESTIONS**What if I have any questions about the program or the application process?**

All questions should be directed to realestateinfo@njeda.gov. Updated information will be provided at the website for this program and via updates to the Frequently Asked Questions document.

PLEASE NOTE:

The information contained in these Frequently Asked Questions is provided for general guidance purposes only. For full program information, consult the Board Memo and Product Specifications which can be found at [Film & Digital Media Studio Infrastructure Program - NJEDA](#).