



Brownfields Redevelopment Incentive Program Application Checklist

(revised 06/16/2023)

REQUIRED DOCUMENT UPLOADS
<p>NJEDA FORMS</p> <ul style="list-style-type: none"> <input type="checkbox"/> NJ Tax Clearance Certificate: State of New Jersey's online Premier Business Services (PBS) portal, for the Applicant and Affiliate (if applicable) <input type="checkbox"/> Religious Activities Form for the Applicant and Affiliates (if applicable) <input type="checkbox"/> Legal Questionnaire <input type="checkbox"/> Certification of Non-Involvement in Prohibited Activities in Russia or Belarus Pursuant to P.L. 2022, C. 3 <input type="checkbox"/> Certifications and Acknowledgments of Applicant and Affiliates (if applicable) <input type="checkbox"/> CEO Certification for the Applicant and Affiliates (if applicable) <input type="checkbox"/> NJEDA Brownfield Redevelopment Incentive Mapping Tool Report <input type="checkbox"/> Form BRIP-PI-01 Redevelopment Project Schedule <input type="checkbox"/> Form BRIP-PI-02 Approach to Redevelopment Project Cost Estimate Form <input type="checkbox"/> Form BRIP-PI-03 Redevelopment Project Cost Estimate Form and supporting documentation <input type="checkbox"/> Form BRIP-PI-04 Detailed Description of Redevelopment Work <input type="checkbox"/> Form BRIP-PT-01 BRIP Resume Forms (one for each key team member) <input type="checkbox"/> Project Pro Forma <input type="checkbox"/> Sources and Uses Form
<p>APPLICANT PROVIDED DOCUMENTS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Formation Documents for the Applicant and Affiliates (if applicable) <input type="checkbox"/> Organizational Chart for the Applicant and Affiliates (if applicable) <input type="checkbox"/> Redevelopment project team organizational chart (e.g., LSRP, environmental consultant, etc.) <input type="checkbox"/> Documentation evidencing site access <input type="checkbox"/> Professional Licenses or Certifications (for each key team member as applicable) <input type="checkbox"/> Appraisal Report by a NJ licensed third-party appraiser (Report dated within last 12 months) <input type="checkbox"/> Letter of Support or Resolution from the governing body (e.g., City Council; Mayor not acceptable) <input type="checkbox"/> Current zoning map and zoning information for the site <input type="checkbox"/> Aerial map showing the brownfield site, area(s) of concern, and the total redevelopment project <input type="checkbox"/> Environmental reports (most recent Site Investigation Report and/or others if applicable) <input type="checkbox"/> Supporting documentation for all funding sources including equity contribution and bridge loan
<p>REQUIRED NARRATIVES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Narrative descriptions of Applicant / Owner / Affiliate Information and Project Location / Site Access <input type="checkbox"/> Describe Key Personnel and Strategic Partners <input type="checkbox"/> Describe the proposed project approach and permit status <input type="checkbox"/> Describe how project enhances and promotes job creation and economic development <input type="checkbox"/> Describe past environmental history, known or suspected contamination (type, media affected, etc.) <input type="checkbox"/> Describe how the project will meet the minimum environmental and sustainability standards (refer to the "Green Remediation Requirements, NJEDA BRIP: Guidance Document for BRIP Participants") <input type="checkbox"/> Describe the nature and scope of the anticipated future use of the site after remediation <input type="checkbox"/> Narrative descriptions of project costs / funding and how any required equity contribution will be met <input type="checkbox"/> Describe prior similar projects completed and related financial information for these projects <input type="checkbox"/> Narrative describing tax credit monetization
<p>OTHER DOCUMENTS: WHICH MAY BE REQUIRED, DEPENDING ON THE PROJECT</p> <ul style="list-style-type: none"> <input type="checkbox"/> Market Study: Optional for "remediation-only" projects and required for others <input type="checkbox"/> Oversight document with NJDEP (if one exists) <input type="checkbox"/> Purchase contract agreement (if applicable) <input type="checkbox"/> Pre-Purchase Administrative Consent Order (ACO) with NJDEP (if applicable) <input type="checkbox"/> If there are any easements that would impede remediation, evidence of the easements or existing rights-of-way (if applicable) <input type="checkbox"/> As applicable, a copy of Remedial Design Documents that have been completed
<p>OPTIONAL – ADDITIONAL INFORMATION AND DOCUMENTS MAY BE PROVIDED FOR SCORING</p> <ul style="list-style-type: none"> <input type="checkbox"/> Narrative description of the community engagement stakeholder process and supporting documentation <input type="checkbox"/> NJDEP Environmental Justice mapping tool report screen (NJ Environmental Justice Mapping, Assessment and Protection Tool (EJMAP) arcgis.com) <input type="checkbox"/> DEP Receptor Evaluation Form(s) if the site is located with 200 feet of a sensitive receptor <input type="checkbox"/> Information on whether the site has been vacant or abandoned for 5 years <input type="checkbox"/> Information regarding whether there is an Immediate Environmental Concern, off-site migration, or unsafe structures on the site and supporting documentation <input type="checkbox"/> DE&I Form, analysis, and supporting documentation (Applicant Identity Certification Questionnaire) <input type="checkbox"/> If the site is within the FEMA 100-year flood zone, a copy of a climate resiliency assessment plan