



Construction Inflation Fund Application Checklist

Prepare all documents separately for each section and upload as a PDF file within the application.

Label **ALL** attachments in following manner:

“Applicant Name - Section Title” (e.g.: Project Description, Budget)

Ex: “ABC Small Business, Inc. – Project Description”

Required NJEDA Common Application Information	Included (Y/N)
1.) Fully complete all online application information questions and uploads.	
2.) Forms & Certifications Complete online and sign forms, legal questionnaire, and certifications. Note that if an Authorized Representative needs to sign forms, then please upload documents as requested and prompted in online application.	
3.) Application Fee \$1,000 Follow online instructions for payment by credit card.	

Required Application Proposal Components	Included (Y/N)
1.) Project Location information – Completely fill-in information about the location of the project including: <ul style="list-style-type: none"> A. Project Address B. Block & Lot Number(s) 	
2.) Project Description [upload document] – Upload a narrative describing your proposed project including, but not limited to, the following: <ul style="list-style-type: none"> A. Type of project and proposed uses (commercial, manufacturing, mixed-use with details regarding size, square footage, #units/spaces, etc); B. Proposed community and economic growth impact and benefits including consistency with local or regional plans/planning efforts (if applicable); C. Proposed number of full-time short term construction jobs and estimated permanent new full-time jobs at the proposed development upon completion; D. Any proposed green building design and/or environmentally sustainable features and practices to be incorporated into building. 	
3.) COVID-19 Impact Narrative – In addition to the above, provide a narrative describing the COVID-19 pandemic related impact on the proposed project: <ul style="list-style-type: none"> A. Describe the COVID-19 pandemic related impact on the project – the narrative should outline the resulting cost increases and project funding gap, and also describe any impacts on the original project development schedule; 	

<p>4.) Project Finances [upload documents] (including sources & uses of funds) with line-item details indicating the grant funds amount request.</p> <ul style="list-style-type: none"> • Initial project budget: Provide an original project development budget indicating sources and uses of funds prior to COVID-19 related increased costs here. • Current project budget (includes the increased costs resulting from COVID19 related impacts): Provide a current project development budget indicating sources and uses of funds identifying COVID-19 related increased costs and including Construction Inflation Fund grant request amount here. • Pro-Forma: Provide cashflow projections for a minimum 10-year period here. Note that cash flow projections should demonstrate repayment of project financing in accordance with financing terms; cashflow projections may also show repayment of 50% (or greater if indicated) deferred developer fee. • Evidence of Financing: Per budget uses (i.e. commitment letters) 	
<p>5.) Construction Documents – provide or upload a narrative and supporting documentation concerning aspects of construction related to the project including, but not limited to:</p> <ol style="list-style-type: none"> A. Construction contracts and any related documents (note that projects are subject to prevailing wage law requirements and construction documents must so indicate this); B. Supporting evidence of increased construction costs (i.e., project cost breakdown comparisons); C. Summarize efforts undertaken to reduce costs (e.g., value engineering, material modification, etc.) D. Evidence that any participating contractors or sub-contractors are NJ-certified Women, Minority, Veteran Business Enterprises (MWVBE). 	
<p>6.) Project Development Timeline Milestones [fill-in and upload documents] – provide a narrative or chart outlining and describing all local/county/state/other approvals and/or permits needed for development of the proposed project. For each approval or permit, indicate the status at the time of application submission. Upload a narrative or Gantt chart summarizing the major project development milestones with start and completion dates including (but not limited to):</p> <ol style="list-style-type: none"> A. Site control/site ownership Completion of initial architectural/engineering plans; B. Construction contract; C. Applications for and obtaining of zoning board (if applicable), planning board (if applicable) review(s) and approval(s), and any other federal, state, county, or municipal approvals (e.g., DEP permits, utility connections permits, soil conservation, etc.) review(s) and approval(s), and any other federal, state, county, or municipal approvals (e.g., DEP permits, utility connections permits, soil conservation); D. Securing financing commitments; E. Estimated timing for initial closing on financing, including EDA funds; F. Construction start date; G. Construction completion and issuance of Certificate of occupancy/completion; H. Permanent full time job creation. 	
<p>7.) Experience and Capacity - Applicant and Team Members prior development experience [upload document] Upload a description in list and/or narrative form of project(s) similar in use, size, and scope to the proposed development that the Applicant has worked on within</p>	

the last five (5) years. The list/narrative should include the following information for each previous project:

- Project name
- Project address location
- Type of infrastructure project
- Total development cost
- Date completed

If other Team Members are listed by the Applicant which are already engaged with the project, also provide their development experience.

Additionally, please provide information about any agreements entered into for this project and any professionals engaged who will be working on this project. Resumes and experience will also need to be compiled for these individuals.