NJ Child Care Facilities Improvement Program

APPLICATION DOCUMENTS VERIFICATION

The table below shows what information NJEDA requires to determine documentation meets our review criteria.

REQUIRED DOCUMENTATION	ELIGIBILITY REQUIREMENTS
DCF License	✓ Is the current capacity more than 5? ✓ Does the license number match the number typed into application? ✓ Is the license up to date?
If your organization is doing business as a DBA	✓ Does the DCF License or Lease/Deed have the alternative name listed? ✓ If not, has a Certificate of Alternative Name been submitted linking the DBA to the business?

Formation Documents	✓ Is the correct document type submitted according to the entity type entered into the application?
	    o *Sole Proprietor*: Certificate of Trade Name
	    o *LLC*: Certificate of Formation **OR** Operating Agreement
	    o *Corporation*: Certificate of Incorporation; **AND** a copy of by-laws
	    o *Not-for-profit*: Certificate of Incorporation; **AND** IRS determination letter; **AND** a copy of by-laws
	    o *Out of State*: Certificate of Authority
	✓ Have ALL the required documents been submitted?
	✓ Does the name of the documentation match the Applicant Organization Name on the application?

Tax Clearance Certificate	✓ Is the Tax Clearance Certificate issued under the Applicant Organization Name? ✓ Do the last three digits match the Federal EIN? ✓ Agency listed cannot be the Department of Environmental Protection. ✓ Is it issued within the last 180 days?
Facility Documentation	IF YOU OWN YOUR FACILITY: **Proof of Ownership:** ✓ Has the correct document been provided to establish proof of ownership? Deed; property tax statement; **OR** proof of mortgage. IF YOU LEASE YOUR FACILITY: **Lease:** ✓ Has it been signed? ✓ Is the expiration date still valid? ✓ Does the lease address match the project location? Does it match what is on the DCF license? ✓ Are you leasing from a religious entity? If yes, religious documentation listed below will be required. **Landlord Certification** (Linked HERE) ✓ Does the landlord's name listed match what's written on the lease?

Required for <u>EVERY</u> Contractor(s) and Professional Service Vendor(s), if applicable	**Public Works Certificate:** ✓ Is the contractor(s) a <u>DOL Registered Public Works</u> contractor? ✓ Is the public works contractor(s)' certificate valid for at least four months from today's date? **NJ Business Registration Certificate (BRC):** ✓ Has the form been submitted? **Project Quote:** ✓ Is the project quote itemized, with a clear cost breakdown of hard and soft cost? ✓ Does the contractor have any soft cost and are they all eligible (Permits, shipping, freight, construction management services, architectural and engineering services, and environmental assessments) ✓ Are all the repairs <u>eligible</u>? **Verification Form:** Contractor-Eligibility Form (*for Contractors Only, Linked <u>HERE</u>)* OR Professional Services Eligibility Form (*for Professional Service Vendor Only, Linked <u>HERE</u>*) ✓ Is the form completed and signed? ✓ Has a SAM.GOV Unique Entity ID been provided?
If requesting Furniture, Fixtures, and Equipment (FFE)	✓ Has a formal bid or invoice been submitted? ✓ Are all <u>FFE eligible</u>? FFE is defined as a movable item that has not permanent connection to the structure or utilities. Items are expected to have a lifespan of three years or more. ✓ Will it require installation and has an installation quote been submitted? o If installation quote is <u>over</u> $2,000 has a PW Contractor been identified to complete the work?
Project Specific Documentation	**Budget template** (Link <u>HERE</u>) ✓ Do ALL costs in the contractor'(s) quote align with the calculated totals? ✓ Are all the repairs, FFE, soft cost itemized and labeled correctly in the budget? ✓ Is the soft cost, if applicable, below 20% of total budget? **Project Narrative** (Link <u>HERE</u>) ✓ Are all project repairs mentioned with a rationale? **Photos of the project area(s)** ✓ Has the applicant uploaded photos of the project area that can be opened? ✓ Do the pictures align with the project repairs? **Project Timeline template** (Link <u>HERE</u>) ✓ Is the projected timeline ≤12 months?
If your organization is religiously affiliated <u>OR</u> rent from a religious organization	✓ The following documents must be submitted: • Religious Affiliation Questionnaire (Link <u>HERE</u>) • 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)