

Atlantic City Revitalization Grant Program Application Checklist

Required Documents for a Complete Application	
<input type="checkbox"/>	<p>Completed NJEDA online application using the registered entity name. Please ensure applicant has used the correct registered business name by checking Business Name Search. Applicant should not be a real estate holding company to be eligible.</p>
<input type="checkbox"/>	<p>Application Fee- \$1,000 non-refundable application fee due at time of application (paid by credit card only).</p>
<input type="checkbox"/>	<p>Current Tax Clearance Certificate - NJ Tax Clearance Certificate in NJEDA’s name, no older than six months from the date of issuance. Must match entity that is applying and business name search. To print your tax clearance certificate and view detailed instructions, please visit: https://www.njeda.gov/securing-your-tax-clearance-certificate-directions-client-private-business/ For any questions related to your tax clearance certificate, please email businessassistancetc.taxation@treas.nj.gov or call 609-322-6835.</p>
<input type="checkbox"/>	<p>Formation Documentation – Applicant must provide formation and organizational documentation: Sole Proprietor: Certificate of Trade Name (filed with the County Clerk) LLC: Certificate of Formation Corporation: Certificate of Incorporation and Bylaws Not-for-profit: Certificate of Incorporation and Bylaws Out of State Business: if your business is not registered in the State of NJ you are ineligible for this grant. If your business was formed out of state but operates within the State of NJ, you must file a Certificate of Authority when registering the business in NJ and provide a copy.</p>
<input type="checkbox"/>	<p>Employee Documentation - applicants can’t have more than 100 employees at time of application. Must provide either a WR-30, or payroll report or equivalent information to verify full time employees at time of application.</p>
<input type="checkbox"/>	<p>Project Site Control - evidence that the applicant entity has site control of the Atlantic City project location at time of application. Applicants will be required to supply the necessary documentation: -a deed if the site is owned -fully executed purchase and sale agreement -fully executed lease with a term of 5 or more years beyond project completion date. Only projects in Atlantic City are allowed to apply for this grant.</p>
<input type="checkbox"/>	<p>Sources and Uses Template – use this document to provide all funding sources and project uses of those sources (secured or not secured). Reference the comments on how to fill it out. Ensure that you provide all project funding- if secured provide evidence that the applicant entity has secured the remaining project funding to complete the full project. This may include:</p> <ul style="list-style-type: none"> • executed grant agreements • loan or financial closing documents • bank/financial institution statement to verify funds are available. <p>If you haven’t secured the remaining 50% you can proceed to an approval but won’t be able to execute grant agreement to receive funds. Applicants will only have 6 months after Board approval to receive full 50% of funding necessary or their grant is forfeited. Applicants that have secured their remaining project funds will proceed to Board for approval and can then close on their grant agreement to start receiving funds.</p>

<input type="checkbox"/>	<p>Project Budget- applicant must upload a detailed project budget provided by a NJ Public Works Contractor that is certified and registered in NJ Department of Labor. Project budget must include all costs (soft and hard costs) but no operating costs can be included. Should include all contracts of work, equipment installation must include NJ Prevailing Wage Rates and incorporate environmental assessments that may be needed as per NJ Executive Order 215 of 1989. Project budget restrictions: contingencies are capped at 10% on hard costs and 5% on soft costs and developer fee is capped at 8%.</p>
<input type="checkbox"/>	<p>Project Timeline- applicants must upload projected timeline or project schedule indicating readiness to proceed on the project and for the future supplemental use. This document must demonstrate that the project can be completed by 12/31/2026. Be prepared to provide project start and end date.</p>
<input type="checkbox"/>	<p>Project Narrative – applicant must provide a detailed description of overall Project, related costs, and the proposed future use, describing the property/building(s) current and future state (i.e., vacant or partially vacant, abandoned, code violations, recent uses, any local, state, or federal historic designation/eligibility, brownfield site, location within designated redevelopment area, etc.); current or planned development/redevelopment efforts in the area proximate to the Project location. Provide all documentation that supports the capital project and how its benefits the community.</p>
<input type="checkbox"/>	<p>Local Impact Consideration- applicant must be prepared to select the appropriate response with the online application and describe how the project will address one or more community initiatives:</p> <ul style="list-style-type: none"> • Small Business Support Efforts • Clean & Safe Efforts • Food Insecurity Efforts • Downtown Vitality Efforts (<i>all projects must be located from Sunset Avenue, Fairmount Avenue, Baltic Avenue to the boardwalk throughout Atlantic City</i>). • Job and Office Space Creation
<input type="checkbox"/>	<p>Local Impact Description for Long term benefit to the Community - based on applicant’s selection of the above Local Impact Considerations they must be able to provide a description of how the applicant entity is addressing the need for this Project in the community and benefits of the Project to Atlantic City as a whole, anticipated economic and local impact to the community, development objectives, projected jobs creation, addresses anticipated local impacts including possible projected increase in pedestrian traffic and public access, support for small businesses and how that benefits the community, or how this project is addressing a local need.</p>
<input type="checkbox"/>	<p>NJ Public Works Contractor – check to ensure your contractor is certified and registered as a NJ Public Work Contractor. There are over 6,000 contractors that are registered with the NJ Department of Labor a list can be found here: https://www.njeda.com/wp-content/uploads/2023/02/Interested-New-Jersey-Department-of-Labor-and-Workforce-DOL-Public-Works-Registered-Contractor-List-18.xlsx.</p>
<input type="checkbox"/>	<p>Duplications of Benefits – be prepared to report all resources you have applied or received towards this project.</p>
<input type="checkbox"/>	<p>Previous Experience of Applicant Entity (<i>not applicable for entities applying for Small Business Efforts or Food Insecurity Efforts projects</i>) - describe and document previous project experience and capacity to undertake and complete the Project by providing a description and providing documentation of three similar projects (must in similar scope and budget size) to the proposed Project. Provide resumes and organizational charts of entity that matches the applicant and narratives on each of the 3 projects completed.</p>
<input type="checkbox"/>	<p>COVID-19 Impact- applicant must describe in detail how the Project is addressing a negative impact to Atlantic City as a result of COVID-19.</p>
<input type="checkbox"/>	<p>Deed Restriction - <i>Five-year deed restriction required and will be filed by NJEDA</i>. The project will have a positive long-term impact in the community it will be in and the overall benefit to Atlantic City. If the property is</p>

	<p>owned by the applicant, they must agree to a 5-year deed restriction on the certification page in the application. If the property is leased, then the applicant's landlord must sign off on a certification to agree to the deed restriction. Landlord certification can be found here.</p>
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