



Local Property Acquisition Grant Program Application Checklist

Prepare all requested 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: “Borough of City Township – Project Description”

Required NJEDA Common Application Information	Included (Y/N)
<p>1.) Fully complete all online application information questions and uploads.</p>	
<p>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.</p>	
<p>3.) Application Fee \$1,000 Follow online instructions for payment by credit card. <i>*unless requesting a fee waiver for municipal/municipal entity applicants of municipalities located in municipalities with 2020 Municipal Revitalization Index (MRI) scores in the top 10% of all municipalities statewide</i></p>	

Required Application Proposal Components	Included (Y/N)
<p>1.) Applicant’s organizational documentation and/or authorizing documentation for non-profit organization applicants [upload document]</p>	
<p>2.) Project Overview [note both upload of project proposal document & respond to questions within text boxes] – description of the overall proposal for the acquisition and the future Supplemental Use. Information submitted to include:</p> <ul style="list-style-type: none"> ○ Describing the property/building(s) (i.e. vacant, abandoned, code violations, recent uses, any local, state, or federal historic designation/eligibility, brownfield site, location within a designated redevelopment area, etc.) ○ Current or planned development/redevelopment in the area proximate to the Property ○ Proposed benefits of the property acquisition and the Supplemental Use Project ○ Anticipated economic and local impact including projected jobs creation ○ Consistency with state and local economic development objectives ○ Anticipated local impacts including possible projected increase in pedestrian traffic and public access. 	

<p>3.) Acquisition Budget [upload document, note that a sample template budget document is provided] – Acquisition budget should include property(ies) acquisition price(s) and closing costs and proposed source and status of other funding for the <u>property acquisition</u>.</p>	
<p>4.) Supplemental Use - Project Sources and Uses Budget [upload document, note that a sample template budget document is provided] – For either the Strategic Public Use or the Future Development Project, upload a sources of funding and uses budget to undertake and complete the property acquisition and the proposed Supplemental Use.</p>	
<p>5.) Project Schedule [upload document] – Indicate proposed development and implementation timeline for both the property(ies) acquisition and also the Supplemental Use development.</p>	
<p>6.) Experience and Capacity [upload document] – Provide evidence of experience and capacity to undertake and complete the property acquisition and the proposed Supplemental Use. <i>Note that Applicant should upload a chart with information about completed projects from the last 5 years. The chart should include: Project Name, Location (Address), Start Date, Completion Date, Acquisition Cost, Total Development Cost, etc.</i></p>	
<p>7.) Evidence of site control or a path to site control [upload document] – Upload a document(s) which evidence some level of right to acquire the property/ies. The document(s) must be fully signed by both seller and purchase/applicant. This may include:</p> <ul style="list-style-type: none"> A. Letter of Intent B. Purchase Offer with Purchase Terms C. Purchase and Sale Agreement contingent on funding award <p>Documentation pertaining to the below case will also be accepted. Select “Purchase Offer with Purchase Terms” and upload the relevant documentation.</p> <p>**Accepted settlement agreement as part of an approved eminent domain proceedings and/or other final decision of an administrative or judicial governmental process resulting in the transfer of title or possession.</p>	
<p>8.) Municipal Letter of Support [upload document]</p>	